

BRING THIS TO THE RECHARTER TURN-IN

Finalizing your Recharter Online and the Recharter Turn-In Checklist

Before the turn-in with your Commissioner

- Before** you submit your online recharter to the Council, at the Summary page **open the “Update Member” tab** that’s on the second line below the **SUMMARY** box. **Print out all** of the “Update Member Data” pages. These will be used to confirm which adults you will need hard copy Youth Protection Confirmations for. **If you don’t do this** you must bring hard copy YP confirmations for **all** of your registered adults. There will be no exceptions to this.
- After you submit your online recharter to Council, print out your recharter roster and all the schedules. **All of these need to be brought to the turn-in.**
- On the first page of the Roster that’s printed out, obtain the **signatures** of your Executive Officer (of your charter organization) and the [Cubmaster, Scoutmaster, Crew Advisor]. The COR can sign for the Executive Officer.
- Using the “Registration and Boys’ Life Fees” form, calculate any **pro-rata fees** that are due. The Fees Due number printed on the Roster print-out is just for the annual 2012 fees.
- Call your Commissioner** and set up a time to turn-in your final recharter packet and pay your fees.

At the Turn-in

- Obtain your **Commissioner’s signature** on the front page of the Roster page for the Council Leader Certification.
- Provide **hardcopy YP confirmations** for any registered leader that has an “N” in the “YPT Trained” column or hardcopy YP confirmations for every registered adult if you didn’t print out the “Update Member Data” pages before you submitted your recharter to the Council.
- Submit the Adult Leader and New Scout applications** for the **names printed out on the Schedules** after you submitted your recharter to the Council. There are no exceptions to this.
- Confirm that the adult applications have** a background check waiver attached; all the blanks are filled in on the far right hand column of the form; that the applicant, COR and the Committee Chair have signed the forms; and there is a YP confirmation. There are no exceptions to this.
- Turn in a check or checks for the balance due** calculation on the cover page of the Roster and for any pro-rata fees payable from your other worksheet.