

DAN BEARD COUNCIL RECHARTER TURN IN CHECKLIST 2022

Unit Type _____ Unit Number _____ District _____

Steps for Rechartering:

- **Review/Reconcile Roster**
 - Submit applications for any missing members BEFORE logging into recharter, or use online applications
 - Collect member fees
- **Complete Online Recharter Process**
 - Ensure COR signs submitted charter through the electronic signature process
- **Complete the Annual Agreement**
 - If you are changing Chartering Orgs follow the steps and submit the documents listed on the "Checklist for Changing Chartering Organizations"

The Following Items MUST be Submitted to complete the Rechartering Process

- Renewal Roster with **electronic approval**
- IF there are new registrants on the recharter with a scanned application submit the original paper copy (it is HIGHLY recommended to submit these prior to starting the online recharter process, or use online applications)
- Fees (as calculated below)
- For Units with new Chartering Organizations only- documents listed on the "Checklist for Changing Chartering Organizations"

Fee Calculation:

Total from charter renewal paperwork (includes fees for youth and adults, Scout Life subscriptions, Charter Fee, and Council Fee)

Amount from charter renewal paperwork \$ _____

(copied from Internet Rechartering): (Assuming No Changes)

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_____ Number of **NEW** youth added to charter X \$6.25 Dec 2022 Fee (\$12.50 if Nov) + \$ _____

_____ Number of **NEW** adults added to charter X \$3.75 Dec 2012 Fee (\$7.50 if Nov) + \$ _____

Total Fees Due (Make Checks Payable to Dan Beard Council) =\$ _____

(please do not fill in the amount on your check until your turn in event, as fees may be adjusted during review)

UNIT INFORMATION

Please schedule our Friends of Scouting Presentation for:

_____ (Date, Time and Location and event type- typically Court of Honor or Blue and Gold)

OUR (Pack/Troop) plans to attend camp at: _____

Unit Charter MUST be reviewed by a Commissioner or Professional before it will be accepted at the Dan Beard Council Service Center. Please attend your district turn in, or meet with your commissioner prior to delivering to the service center

Reviewed by: _____ date: _____

(Printed name of Commissioner or Professional)

(Signature)