**DAN BEARD COUNCIL CHARTER RENEWAL TURN-IN CHECKLIST 2023**

**Unit Type**  **Unit Number District**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Steps for Rechartering:**

* **Review/Reconcile Roster**
	+ Submit applications for any missing members BEFORE logging into charter renewal 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 Charter Renewal Process**

* Renewal Roster with **electronic approval**
* IF there are new registrants on the charter renewal 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** youths not entered in the online renewal system X $110.50 Fee + $

**\_\_\_\_\_\_** Number **of NEW** adults not entered in the online renewal system X $65.50 Fee + $

**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 (a specific date is mandatory to receive free rank):**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**(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)**