**Internet Rechartering Checklist**

**Please submit the following items to the council service center to complete your charter renewal:**

**Unit Charter Renewal Report Package, which includes:**

 \_\_\_\_[**Annual Charter Agreement\***](https://filestore.scouting.org/filestore/membership/pdf/524-182_web.pdf) (signed by the Executive Officer, the COR & the CC)

 \_\_\_\_ New Member **Youth** **Applications** (Completed [application\*](https://filestore.scouting.org/filestore/pdf/524-406.pdf) signed by Parent

and Cubmaster/Scoutmaster)

 \_\_\_\_ New Member **Adult** **Applications** (3 pieces: completed [application\*](https://filestore.scouting.org/filestore/pdf/524-501.pdf) signed by

applicant and Chartered Organization Representative, [Background Check Disclosure\*](https://filestore.scouting.org/filestore/se-packet/2019-09-30/Additional-Disclosures-And-Background-Check-Authorization-NOT-CALIFORNIA.pdf) signed by applicant, copy of youth protection certificate)

 \_\_\_\_ **Finalized Charter Renewal Application** signed by the Executive Officer, the

 COR, and the Unit Leader unless approved electronically in which case no

 additional signatures are required. (Printed in step 5e of the online charter renewal process.)

 \_\_\_\_ [**Scout Shop Unit Account update form\***](https://86e79986-1cec-421c-807e-8446c73855a8.filesusr.com/ugd/31584b_458ba4d57d1e4987907e01a223ab3f63.docx?dn=Unit%20Account%20Changes%202020.docx) (if applicable)

**Fees, which include:** (This worksheet is for planning purposes only. Please keep in mind that your charter fee could differ if people need to be added, removed, or marked as multiple at the time that your charter is turned in.) Click [here\*](https://scoutingwire.org/bsa-membership-fee-increase-details-and-faq/) for more information about the 2020 fee increase.

 \_\_\_\_ Youth X $66.00 = \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_ NEW Youth Joining Fee X $25.00 = \_\_\_\_\_\_\_\_\_\_\_\_\_

 (One-time fee paid by youth who have never been registered in any BSA Council.)

 \_\_\_\_ Adults X $42.00 = \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_ Accident Insurance X $12.00 = \_\_\_\_\_\_\_\_\_\_\_

 ($12.00 for each paying youth and adult, do not include multiples or non-Paying positions)

 \_\_\_\_Boy’s Life X $12.00 = \_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_ Unit Liability Insurance Fee = $75.00

**Total fees to be submitted: \_\_\_\_\_\_\_\_\_\_\_\_**

 **(Cash, Check, Money order, Cashier’s Check paid to the order of “BSA”)**