

2017 Charter Renewal Completion Checklist

District: _____ Unit # _____ (Pack)(Troop)(Team)(Crew)

- Complete Online Charter Renewal, print out final document.
- Have Front page of the Charter signed by Executive Officer and Unit Leader.**
- Review list of added adult/youth on renewal printout and make sure to turn in ALL applications with the charter.
- Any individuals added after the charter was printed must be manually written on the charter. Attach applications.

NOTE: If applications are not turned in with the charter these individuals will not be added and may need to be removed in order for your charter to be processed.

- Adult applications** must include the following to be processed:
 - Signature of applicant
 - Social Security number
 - Signed Disclosure/Authorization Form (pg2)
 - References with contact numbers (#5)
 - ALL background questions answered (#6)
 - Initial the four statements at the bottom of the application
 - Charter Organization Representative **and** Committee Chairman Signatures
 - Attach Youth Protection Certificate if provided
 - Youth applications** must include unit number and:
 - Signature of parent **and** unit leader
 - Youth Grade & Birthdate
 - Parent birthdate required if a Lion or Tiger parent
 - Attach completed **Journey to Excellence (JTE) scoresheet**
 - Fill out **GSC Charter Renewal Fees Worksheet** and attach to front of the charter
- Note:** If any new members were added after the charter was printed, make sure to adjust your fees accordingly.
- Attach a check for the total fees payable to: **Garden State Council**, make sure to include **“Unit # 2017 Charter”** in the memo line.

Signed: _____ Date: _____

Print Name: _____ Position: _____

Include this completed checklist with charter paperwork