

Unit Recharter Checklist

Membership Entries

- 1 _____ All youth and adult names are spelled correctly.
- 2 _____ All youth and adult addresses are correct.
- 3 _____ All email addresses are added, updated, and correct.
- 4 _____ All usable phone numbers are listed and correct.
- 5 _____ All birthdates are correct.
- 6 _____ Social Security numbers are correct and added for all new adults.
- 7 _____ Everyone who wants *Boys' Life* is checked for it.

Turning in the Charter Packet

- 8 _____ Enclosed is one check for all registration and Boys' Life fees.
- 9 _____ The unit leader has signed the charter.
- 10 _____ The Institution Head (Executive Officer) has signed the charter.
- 11 _____ The Charter Agreement is printed and signed.
- 12 _____ There are Youth Protection Certificates enclosed for all new adults.
- 13 _____ The Centennial Award form is filled out and a check is attached.

**Please call your District Executive or the Registrar (Linda)
at the Scout Office with any questions, 320-251-3930.**