



WHAT DO I ACTUALLY SEND TO THE COUNCIL – QUICK CHECKLIST

All Documents should be scanned and emailed to your District Executive. Please ensure all scans are readable! Unreadable scans will be rejected by the National Office.

___ The charter completed via Internet Recharter, with required signatures on Page 2.

___ Any applications identified on the cover of the completed Internet Recharter; if they have already been sent then handwrite “already submitted” next to the name. Make sure all applications have required signatures

___ Proof of Youth Protection (valid through 31 December 2018 for all adults or youth 18 or older (Venturers). Acceptable proof is:

- A YPT roster printed through My.scouting.org, and/or
- A copy of each YPT certificate, and/or
- A completed training roster if done in person

___ A completed Annual Charter Agreement with appropriate signatures

___ A completed Recharter Fee Worksheet available on the Recharter page of the council website

___ An updated Unit Custodial Account form

___ A completed 2017 Journey to Excellence Score sheet; can be turned in separately to your District Executive if the unit wants to wait until the end of the year to complete.

___ Credit Card Authorization Form; or how the unit will be making payment.

Email all documents directly to your District Executive, not the council registrar. The District Executive will review and build the recharter package for the registrar.

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