



### 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 Advancement, 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 2017) for all adults or youth 18 or older (Venturers).

- A roster printed through My.scouting.org, or
- A copy of each YPT certificate
- 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 2016 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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