

**The Following must be COMPLETED and RETURNED with recharter packet.
NO recharter will be accepted without it.**

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| 1. Is fee turned in with recharter packet?
(All Fees MUST be turned in with packet) | YES | NO |
| 2. Is all information filled in on page 1?
(this includes signatures of the Institutional Head and the unit leader,
correct # of youth, adults, and Boys Life subscriptions) | YES | NO |
| 3. Are ALL applications included?
*If a person is not on your roster an app will be needed. If you are doing an
online recharter, the system will tell you if an app is needed. ALL youth apps
must have parent/guardian DOB and ALL adult apps must have SSN, DOB,
signatures, and Disclosure Form, & YPT Certificate | YES | NO |
| 4. Are YPT certificates included for all adults?
(NO Adult, 18 and up, can be processed without having completed current
Youth Protection Training) | YES | NO |
| 5. Is the Annual Charter Agreement included, with all signatures? | YES | NO |
| 6. Is the New Institutional Head Application included.
(This is for units who are changing Institutional Heads) | YES | N/A |
| 7. Is the Journey to Excellence scorecard included? | YES | NO |
| 8. For online Recharterers* Is the Unit Charter Renewal Report Package
included? *This is REQUIRED for unit files. | YES | NO |
| 9. Please submit a YPT certificate for ALL registered adults. Any leader who has not
completed YPT will NOT be able to recharter.
Please refer to the enclosed YPT aging report. Any adult/leader with a "NO" beside
their name will be required to complete the new YPT and show proof of completion
to recharter. *The YPT aging report shows YPT statuses as of 10/29/2018. | | |