CHARTER RENEWAL TRANSMITTAL ENVELOPE

DISTRICT _____

Scouting Unit Number:

Cub Scout Pack	_____	Sea Scout Ship	_____
Scout BSA Troop	_____	Explorer Club	_____
Venturing Crew	_____	Explorer Post	_____
		Learning for Life Group	_____

District Commissioners submit reviewed packages to the DE on or before the 1st of the charter month

Charter Renewal Checklist	Verification *(Initial when complete)* Unit	Unit Commissioner
1. Charter Renewal Application		
A. Proper fees Enclosed (*See summary below)		
B. Executive Officer Signature		
C. Unit Leader Signature (CM, SM, NL, EA or SK)		
2. New applications complete: Date of birth, address, phone, etc. and signed. Adult application with SSN, disclosure, YPT		
3. Charter Renewal Application: All addresses, telephone numbers correct.		
4. Required positions listed: ❑ CR ❑ CC ❑ MC ❑ MC Packs: ❑ DL and/or ❑ WL, if Lions: ❑ DL, if Tigers: ❑ DL		
5. Unit leader listed (one required) ❑ CM ❑ SM ❑ NL ❑ EA ❑ SK		
6. On Time Unit (To Unit Commissioner no later than 30 days before current charter expires)		
7. 100% *Boys' Life* Yes ☐ No ☐		

Summary of Enclosed Fees		Qty	Fee
Youth Registration	$66.00 X	0	$ $ 0.00
Youth Acc./Sick Insurance New	$ 2.00 X	0	$ $ 0.00
New Youth (First time Scout)	$25.00 X	0	$ $ 0.00
Multiple Youth (No Fees) Youth		0	XXXXXXXXXX
Boys' Life Subscriptions	$12.00 X	0	$ $ 0.00
Adult & Explorer Youth Registration*	$42.00 X	0	$ $ 0.00
Adult Acc./Sick Insurance*	$ 2.00 X	0	$ $ 0.00
Multiple Adults (No Fees)		0	XXXXXXXXXX
Adult *Boys' Life* Subscriptions	$12.00 X	0	$ $ 0.00
Charter Fee	$75.00 X	0	$ $ 0.00
Total Fees			**$** $ 0.00

*Not for Tiger/Lion Partners

BOY SCOUTS OF AMERICA
NATIONAL CAPITAL AREA COUNCIL

Signed: _____ (Committee Chair) _____ (Unit Commissioner)

Please Print: _____ (Name) _____ (Telephone #) _____ (Name) _____ (Telephone #)

National Capital Area Council, Boy Scouts of America, 9190 Rockville Pike, Bethesda, MD 20814-3897

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