

**DISTRICT 2019 CHARTER RENEWAL WORKSHEET  
FOR CALENDAR YEAR 2019 + 2018 LATE REGISTRATIONS**

THIS FORM IS NO LONGER REQUIRED FOR PACKAGE TURN-IN, SINCE SUBMITTAL MAY BE ELECTRONIC. IT IS PROVIDED AS A REVIEW TOOL TO REDUCE TURN-IN ERRORS AND DEFICIENCIES. COMMISSIONER SHOULD REVIEW PACKAGE, NOTE NEEDED ITEMS AND CHECK COMPUTATION OF

UNIT: Circle Pack Troop Team Crew Ship Post # \_\_\_\_\_

LDS Unit \_\_\_\_\_

UNIT RECHARTER LEADER \_\_\_\_\_

PHONE \_\_\_\_\_

CIRCLE YES OR NO

ACTION NEEDED TO CORRECT FOR TURN-IN. (USE BACK OF PAGE IF ADDITIONAL SPACE NEEDED):

**FINAL REPORT SUMMARY & SIGNATURE PAGE**

Printed	YES	NO	_____
Signed by Exec Officer or COR	YES	NO	_____
Signed by Unit Leader	YES	NO	_____
YPT Certificates Req'd by Report	YES	NO	_____

<b>ADULT APPLICATIONS REQUIRED</b>	YES	NO	_____
Questions in RH Column Answered	YES	NO	_____
DL and SSN Filled In	YES	NO	_____
Signed by Applicant	YES	NO	_____
Signed by Exec Officer or COR	YES	NO	_____
Background Check Authorization Signed	YES	NO	_____
YPT Certificates (Copies) Attached	YES	NO	_____

<b>YOUTH APPLICATIONS REQUIRED</b>	YES	NO	_____
Signed by Parent	YES	NO	_____
Signed by Unit Leader	YES	NO	_____

**JOURNEY TO EXCELLENCE FORM** is due by **December 31**. Review and submit with your Unit Commissioner.

**OA DUES** See unit OA Rep or Chapter Chief for instructions. Unit may include member list and separate check for OA dues. Check box if attached.

**MERIT BADGE COUNSELORS ARE DISTRICT REGISTRATIONS** - for procedure, ask your Unit Commissioner.

**2018 REGISTRATION COUNT:**

Adults	_____	Number of months in registration	_____	Total Apps times number of months	_____	Rate per app per month	_____	=	Total Fees Due for Partial Year Registration	_____
Youth	_____									
Total Apps	_____					\$2.75			\$	_____

**2019 REGISTRATION COUNT:**

	Youth	Adults	FEES:	Subtotal
From Printed Summary	_____	_____	Unit Recharter Fee:	\$ 40.00
After Summary Printed	Add + _____	_____	Final Youth _____ @ \$33.00 =	\$ _____
	Drop - _____	_____	Final Adults _____ @ \$33.00 =	\$ _____
Final Total	_____	_____	Insurance Y + A: _____ @ \$ 1.00 =	\$ _____
Boys' Life Subscriptions:	_____	_____	Total Boys' Life _____ @ \$12.00 =	\$ _____
			Total 2019 Registration Fees:	\$ _____

**TOTAL FEES WITH THIS SUBMITTAL:** (2018 Total + 2019 Total) \$ \_\_\_\_\_

**PAYMENT to be made by:** Circle Unit Acct Check # \_\_\_\_\_ Credit Card Cash Other \_\_\_\_\_

USE BACK TO NOTE ANY SPECIAL PAYMENT REQUIREMENTS OR CIRCUMSTANCES AND CHECK HERE \_\_\_\_\_

**REVIEWED and action items noted**

By Reviewer \_\_\_\_\_ On Date \_\_\_\_\_

For additional assistance, call: \_\_\_\_\_

**Although this form provides for late current year registrations, remember: Best practice is to ALWAYS turn in all applications received by the unit promptly to the Council Service Center. A person is NOT a member of BSA or the unit until the application has been processed by the council registrar at the service center.**