Northeastern Pennsylvania Council **Boy Scouts of America**

Charter Worksheet

Circle One: Pack Troop Crew **Unit Number:**_____

Chartering Organization: _____

Charter Checklist:

- ☐ All registered adult leaders have current Youth Protection Training **(valid for two years)**
- ☐ All key leadership positions are filled:
  - There is a Executive Officer / Institutional Head (IH) **and** Charter Organization Representative (COR) ***This may be the same person***
  - There is a Committee Chair (CC) **and** 2 additional Committee Members (MC)
  - There is a Cubmaster (CM), Scoutmaster (SM), Crew Advisor (NL), **or** Varsity Coach (VC)
  - ***Cubs Only*** There is at least one Tiger Leader(AP), Den Leader (DL), or Webelos Leader (WL)
  - There are at least 5 Youth Members
- ☐ All Scouts who receive financial assistance have paid their 30% obligation towards the membership fee.
- ☐ Completed and signed Inventory Roster (Either a printed copy from Online Re-chartering or a manual paper copy. Please include Page 1 from Online Re-chartering even if it is blank.)
- ☐ Signed Charter Partner Agreement Form
- ☐ For Manual or Paper Charters Only:
  Charter Overflow Sheets list New Youth and Adult Members not listed on Charter*
- ☐ Service hours are logged onto the Journey to Excellence website
- ☐ Completed Journey to Excellence Form signed by Unit Commissioner
- ☐ Completed FOS Form
- ☐ Completed Unit Membership Chair Form
- ☐ Completed Cub Scout Membership Survey ***Cubs Only***

Charter Amount:

A)	# of Primary Youth:	_____	x	$24.00	Membership Fee	=	_____
B)	# of Primary Adults:	_____	x	$24.00	Membership Fee	=	_____
C)	Total # of Youth and Adults:	_____	x	$1.00	Insurance Fee	=	_____
D)	Total # of Boys' Life Magazine Subscriptions:	_____	x	$12.00	Year Subscription	=	_____
E)	# of Multiple Youth and Adults:	_____	x	$0.00	No Fee	=	$0.00
					Charter Fee	**=**	**$40.00**
					Total Amount	=	_____

(Please make checks payable to "NEPA Council, BSA".)

Submitting Charter to N.E.P.A. Council:

Unit Commissioner Signature: _____

****New Youth and Adult applications must be completed, properly signed, and attached to charter overflow sheet if the applications have not been turned in to the Scout Service and Training Center.***

Adult Leaders that need Youth Protection Training

Date that Charter was submitted to Council: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Adult Leaders that do not submit proof of completion of Youth Protection Training within *2 weeks* of submission of their Charter will automatically be dropped from the Charter.