Recharter Checklist

- Recharter is completed online using the Internet Recharter system and printed

- Signatures on new recharter roster have been obtained:
  - Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, or Post Advisor)
  - Executive Officer (Institutional Head)

- Applications have been obtained for anyone on the front page (page #1, new youth and adult listing) of the recharter roster – please make sure this page is printed even if blank.

- All new adult applications are completely filled out, check to make sure it includes:
  - Social Security Number
  - All questions are answered on the right side of the application
  - Signatures have been obtained from the CR & CC listed on the recharter
  - Youth Protection Training Certificate is attached

- All new youth applications are completely filled out, check to make sure it includes:
  - Application was completed by the parent or legal guardian only
  - Includes youth birthday
  - Parent / legal guardians’ birthday is included
  - Application is signed by the Parent / legal guardian & Unit Leader (CM, SM, NL, EA)

- Verify that the correct registration fees have been paid (a recharter worksheet is available on the council website; www.danielboonecouncil.org under the “Internet Rechartering” link):
  - BSA registration fees for youth and adults are $45.00 per year
  - Boys’ Life Magazine is $12.00 per year
  - Unit Liability Insurance Fee is $40 per unit per year

- All steps above have been completed and your unit’s recharter paperwork is turned in to your District Executive at your district’s Recharter turn-in day.

  October 1, 2019  
  Internet Rechartering System goes “Live” for all DBC units

  Recharter Training will be held in all districts at the September & October Roundtable

  November 4, 2019  
  Recharter turn-in day for Nantahala District – during Roundtable

  November 4, 2019  
  Recharter turn-in day for SoQua District – during Roundtable

  November 7, 2019  
  Recharter turn-in day for Cataloochee District – during Roundtable

  November 14, 2019  
  Recharter turn-in day for Toe River District - during Roundtable

  December 7, 2019  
  Recharter Turn-In Day for Terrora District

- ALL LEADERS AND YOUTH OVER THE AGE OF 18 YEARS OLD MUST COMPLETE A NEW BACK GROUND DISCLOSURE

All units that do not have a recharter for 2020 completed and finalized by the Council office by **12/31/2019** will not be covered by insurance and cannot meet until it is completed. There will no longer be a 60 day grace period. Please ensure that your unit has completed all of the steps above and has turned your unit’s recharter paperwork into your District Executive by the specified deadline date above.