

# Check List for Unit Charter Renewal

Unit Type \_\_\_\_\_ Unit Number \_\_\_\_\_

- Complete Re-Charter Document
- Executive Officer Signature (unless on-line)
- Unit Leader Signature (unless on-line)
- Updated Youth Protection Certification for all Adults if noted required on charter (Note YPT can't expire in 2021)
- Criminal Background Check forms if noted on charter
- JTE Form Completed and Signed
- Unit of Honor Form if eligible
- New Adult Applications (Check Page One)
  - All Required Signatures (Applicant, CC & COR)
  - Disclosure Signature for Background Check on
  - YPT Certificate (Note YPT can't expire in 2021)
- New Youth Applications (Check Page One) -noted on charter
  - Could be transfer
  - If brand new make sure \$25 paid
- Review for Multiples to Ensure Payment is Only Once

Signature Completing First Review \_\_\_\_\_ Date \_\_\_\_\_

Signature Completing Second Review \_\_\_\_\_ Date \_\_\_\_\_