

To Finalize the Recharter Process:

___ 1. Have your Charter Organization Representative (COR) digitally signs your charter application.

___ 2. Send the Registrar a copy of the following:

___ 1. Unit Roster after the COR has signed.

___ 2. **Annual Charter Agreement**

___ 3. Journey to Excellence form

Send in one of the following ways:

___ Email to robin.richard@scouting.org

___ Print a hard copy and mail to:

Louisiana Purchase Council

Attn: Registrar

2405 Oliver Road

Monroe, La. 71201

___ 3. **MAKE SURE TO PRINT OR SAVE A COPY FOR YOUR RECORDS!**

___ 4. One check—made payable to Louisiana Purchase Council. If paying electronically online with credit card or e-check – note that credit card payments will be subject to a processing fee. If paying at Council with credit/debit card please not there will be a 4% processing free.

___ 6. IF you added a New Adult or Youth during the recharter, make sure to send the Registrar a hard copy of the following:

1. Scout/Adult Application with signatures
2. Adult – signed criminal background check form
3. Youth Protection certificate