

## 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](mailto: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 with credit card or e-check – note that credit card payments will be subject to a processing fee.

\_\_\_ 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