

# 2016 Renewal Worksheet

Pack	Troop	Team
Crew	Ship	Post
Meeting Place		
Weekday		Time
Commissioner		

**Step 1**      Verify Executive Officer and Charter Organization Representative

**Step 2**      Select renewing members and enter new members

Paid Youth	x	\$	24.00	<input style="width: 80%;" type="text"/> *
*Multiple Youth				<input style="width: 80%;" type="text"/>

**Step 3**      Select renewing adults and enter new members

Paid Adults	x	\$	24.00	<input style="width: 80%;" type="text"/> *
*Multiple Adults				<input style="width: 80%;" type="text"/>
*Tiger Adult Partners				<input style="width: 80%;" type="text"/>

**Step 4**      Make sure subscriptions are entered into renewal

Boy's Life Youth	x	\$	12.00	<input style="width: 80%;" type="text"/> *
Boy's Life Adult	x	\$	12.00	<input style="width: 80%;" type="text"/> *

**Step 5**      Required insurance for every organization

Liability Insurance Fee	\$	40.00	*
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**STOP - Submit online, print ALL pages, attach required applications and get required signatures**

**Step 6**

**Add accident and sickness insurance for all registered youth, adults and adult partners who are not registered in paid positions.**

Calculate insurance at	x	\$	7.00	<input style="width: 80%;" type="text"/> *
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**Step 7**

**Add all "\*" box values for renewal total**

**Step 8**      Pay fees for renewal

Apply as follows

Store Account	Escrow	Payment attached
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\*If you are adding new members, remember to include their 2015 registration fees at a rate of \$2/month