

Recharter 2017 Document Checklist

Please note the following items when completing and submitting your scout's forms:

- Code of Conduct – should be reviewed by and signed by **both the scout and at least one parent**
- Permission and Release – all information needs to be provided and **requires the signature of both parents/legal guardians.**
- Troop 428 Transportation Policy – should be reviewed and **initialed and dated by both parents/legal guardians.** This form gives general permission for the transportation of your scout to and/or from Troop 428 events. This must be submitted for all scouts.
 - Troop 428 Transportation Policy Attachment A – if you choose to designate specific drivers who may or may not drive your scout to and from events, you must complete this form, in addition to the Troop 428 Transportation Policy, **and this form must be signed and dated by both parents/legal guardians. This form has not been included in this email. If needed, please contact me directly and I will email the form to you under separate cover.**
- Driver Registration – all parents planning to act as volunteer drivers to and/or from Troop 428 scout events must complete a Driver Registration form and submit it with the Recharter documents along with a copy of his/her unexpired certificate of completion of online Youth Protection Training (YPT). All information must be completed (i.e. driver's license number, insurance coverage and provider, vehicle information for all cars expected to be used to transport scouts) for the registration to be considered valid. Please include all adult drivers in the household that anticipate volunteering to drive.
- Annual BSA Health and Medical Record, Parts A and B – **all scouts and scoutmasters/assistant scoutmasters must turn in TWO (2) copies of the Annual BSA Health and Medical Record, Parts A and B with their recharter documents. In addition, any adult planning to volunteer to attend a Troop 428 overnight scout event should submit the Health and Medical Records.** The vaccination/immunization record on Part B should be completed or a copy of the record should be included. **In addition, you must provide TWO (2) photocopies of both sides of your medical insurance card.** NOTE: Part B is a two-page document.
- Youth Protection Training – YPT is required for all volunteer drivers and all adults formally registered with Troop 428 (Scoutmaster, Assistant Scoutmasters, Merit Badge Counselors, Committee Members). In addition, any adult who is not a registered member of the Troop but plans to participate in Troop 428 scout events, must complete YPT . See the attached information sheet on where to go for online training. A certificate of completion must be submitted to the Troop in order to confirm that the adult's YPT is current. Y PT is valid for two years from the date of completion of the online training.