

EXPLORING POST RENEWAL REGISTRATION CHECK LIST

Registration DEADLINE: November 22, 2017

DO NOT SUBMIT YOUR RENEWAL UNTIL ALL ITEMS ARE COMPLETE.

*Posts with incomplete paperwork will not be renewed
and will not be insured by Learning for Life.*

FORM 1: POST RENEWAL

Signatures: Follow 'sign here' stickers

_____ Executive Officer Signature

_____ Post Advisor Signature

_____ Cross off the leaders who are no longer active by drawing a line through their name.

DO NOT CROSS OFF A LEADER OR EXPLORER UNLESS YOU ARE CERTAIN THEY ARE NO LONGER ACTIVE.

_____ Write names of new leaders and/or Explorers on respective adult/youth pages.

_____ Update any changes to adult leader positions. Your Post must have a minimum of 4 leaders:

(Explorer Advisor, Committee Chair, and Committee Members; 5th position is Associate Post Advisor).

_____ **Complete and sign applications for youth or adult members who are not listed on your renewal. New youth applications must be signed by a parent/guardian if the youth is under 18 years old.**

_____ Signatures Confirmed.

_____ Youth Protection Training Certificates for new adult leaders and expired certificates for adult leaders.

_____ Criminal Background Check Waiver (government employees only).

_____ Calculate Fees:

1. Returning adult leaders and Explorers - \$24.00 ea.
2. New adult leaders and Explorers, pro-rated fees if joining in:

September:	\$32.00 ea.
October:	\$30.00 ea.
November:	\$28.00 ea.
December:	\$26.00 ea.
3. Add \$40.00 for the Sponsoring Organization fee.
4. Checks are **Payable to: Northern Star Council** and attach it to your completed renewal papers.

FORM 2: ANNUAL MEMORANDUM OF UNDERSTANDING

_____ Signed by Post Executive or Post Advisor.

FORM 3: JOURNEY TO EXCELLENCE

_____ Complete and sign by Post Youth Officer and Post Advisor.

DOUBLE CHECK REGISTRATION

_____ **Mail registration packet and check to:**

Northern Star Council, Exploring
393 Marshall Avenue, St. Paul, MN 55102

For questions or to pick up your registration contact

Carla Beach, cbeach@explorenow.org, 651-254-9165