

Check List of Items Needed to Charter OCR Chapter in SC Society

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| | These items are needed to charter a new chapter |
| | Decide on Chapter Name: |
| | Name of Officers & Titles: |
| | President |
| | Vice President |
| | Treasurer |
| | Secretary |
| | Other |
| | Name of Rep to Society Council: |
| | Contact information you want shown in SC Society recruiting brochure: |
| | Charter Application Completed |
| | Member Applications Completed |
| | Member Dues (\$15 per new member; \$10for renewal or transfer members) |
| | Recommendation Letter from SCV Camp. Camp Name: |
| | Date set for Charter Ceremony: Date? Location? Society Officer invited? SCV Commander invited? (Society to furnish Charter-must be signed by a Society President & Chapter President) |

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| | Chapter Constitution/Bylaws |
| | written? approved by chapter? sent to society? |

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| | Items to help your group; these are not needed in order to charter, but are recommended to be completed within your first few months of existence. See links to SC Secretary of State and IRS for forms and instructions | |
| | EIN SS4 Number: | |
| | Checking Account Bank name: | |
| | SC Exemption Filed | Registration #: |
| | SC Non-Profit Corporation Filed | Date Incorporated: |
| | Federal Exemption Filed (optional in SC for small groups such as ours; see Secretary of State and IRS rules) | |

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| | These are items you may wish to put on the first few meeting agendas. |
| | Projects for coming year? Budget planning started? |
| | Meeting schedule? Meeting place? |
| | Chapter Logo (optional) |
| | Membership Certificates (optional, furnished by chapter; may have special certificates for the charter members) |

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