

## **Quapaw Area Council Policy Regarding Defective Registrations**

When applications or recharterers are received in the council office and are unable to be processed due to errors or omissions, they will be considered "Defective."

Defective Registration will be handled as follows:

1. A copy of the defective paperwork along with a note as to why it is defective, will be put in the mailbox of the executive for that district.
2. The monies submitted with the paperwork will be deposited in the bank.
3. If the paperwork is not corrected/completed by the first day of the third month after it is received in the office, a check will be written payable to, "Chartered Partner Name, Unit Type and Number." Said check will be mailed to the Institution Head of the Chartered Partner along with a memo from the Director of Field Service explaining the reason for the return of the funds. The District Key-3 will be notified of the reimbursement.
4. The original "Defective" paperwork will then be placed in a "Dead File," in a file cabinet in the council office.