CHARTER RENEWAL CHECKLIST

☐ GO TO www.sdicbsa.org and click on the Charter Renewal Application
  
  NOTE: This site supports Chrome and Firefox and Internet Explorer 11 (without Compatibility View) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.

☐ REGISTER as a “first time” user

☐ ENTER access code and unit information using 4 digits for unit number (ex. 0123, not 123)

☐ REVIEW the online roster with unit records. Check online roster with your unit roster

☐ DROP adults and youth not renewing with unit

☐ ADD NEW adult and youth information online and provide applications

☐ UPDATE adult positions and contact information, including email address

☐ SHARED Scouting units IH/CR or EXE are to be same

☐ FINAL REVIEW of charter renewal

☐ VERIFY fees (note primary unit for payment and multiple registration)

☐ SUBMIT AND PRINT Charter Renewal Application NOT the EZ Summary

☐ PRINT Annual Charter Agreement to be signed with charter renewal

☐ OBTAIN original or online signatures of Executive Officer (IH) or Charter Org Rep (COR)

☐ Make APPOINTMENT with District Executive or designee to submit charter renewal with payment

☐ COMPLETED Charter Renewal includes:
  
  o CHARTER RENEWAL APPLICATION with signatures
  o NEW youth and adult applications
  o YPT certificates attached for:
    ▪ new applicants over 18
    ▪ existing registered members with expired YPT
    ▪ NEW BACKGROUND AUTHORIZATION FORM for ALL adults
  o PAYMENT one check made to San Diego-Imperial Council for the total of all fees
    ▪ outstanding balances must be settled at this time
    ▪ include $2.75 for each remaining month in 2019 ($2.75/person/month)

Submit to District Executive or Commissioner by OCTOBER 31