



## CHARTER RENEWAL CHECKLIST

1. **GO TO** <https://www.sdicsa.org/> and on the home page in the Rechartering section, click on the **Get started!** Then scroll to the Recharter NOW link and you will be redirected to <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>  
  
**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.
2. **REGISTER** as “first time” user. (the CAPTCHA may require that you clear cookies and temporary internet files)
3. **ENTER** access code and unit information using 4 digits for unit number (ex. 0123, not 123).
4. **ACCEPT** the terms and agreement.
5. **REVIEW** and **COMPARE** the online roster with unit records. Click on update roster to ensure all online and/or manual registrations processed to date are included.
6. **DROP** adults and youth not renewing with unit.
7. **ADD NEW** adults and youth information and provide applications.
8. **UPDATE** adult positions and contact information, including email address.
9. **SHARED** Scouting units IH/CR or EXE MUST be the same.
10. **FINAL REVIEW SUMMARY** of charter renewal.
11. **VERIFY AND UPDATE fees (select primary unit for payment and multiple registrations)**  
**NOTE:** After the summary section, you can choose multiples then click on update fees next to the person who is a multiple. This will recalculate the total fees.
12. **SUBMIT AND PRINT** Charter Renewal Application NOT the EZ Summary.
13. **PRINT** Annual Charter Agreement to be signed with charter renewal.
14. **OBTAIN original or online** signatures of Executive Officer (IH) or Charter Org Rep (COR).
15. Make **APPOINTMENT** with the Zone Commissioner to review and turn in charter renewal with payment.

**A COMPLETED** Charter Renewal Packet includes:

- **CHARTER RENEWAL APPLICATION** with all *signatures*
- **NEW** youth and adult applications
- **NEW CBC BACKGROUND AUTHORIZATION FORM** for adults listed on the last page of the charter application.
- **YPT** certificates attached for:
  - new applicants 18 and over
  - existing registered members with expired YPT
- **PAYMENT** one check to San Diego-Imperial Council for the total of all fees including quarter end membership
  - All outstanding balances must be settled at this time
  - For new youth include \$11.50 for each remaining month in 2020 (\$11.50/person/month) example if you turn in your recharter in October add \$34.50 (this includes \$3 each for liability insurance & program)
  - For new adults include \$13.50 for each remaining month in 2020

**Submit to Karl Shelton or Zone Commissioner by OCTOBER 31**

