

STEPS AND FORMS IN TRANSFERRING TO A NEW CHARTERING ORGANIZATION

Congratulations on finding a new Charter Partner.

These are the steps and forms you will need to complete the transferring to a new chartering organization.

1. Complete a "[New Unit Application](#)"
2. Complete an "[Annual Charter Agreement](#)"
3. Complete a [new adult application](#) for the Institutional Head at minimum (no fee for IH).
If the new organization wishes to have a new Charter Org Rep an application is necessary and if this person is not registered in Scouting currently there will be a membership fee prorated for the balance of the year. That person will also need YPT, mandated reporter training and LifeScan. If the existing COR is staying with the unit in a new position, we will need a new application for that role.
4. Collect a letter from the existing chartering organization, on letterhead, releasing the unit to the new organization. This must specify the unit number for unit tenure to continue and the number to move with the unit. A copy of that letter should be sent to the registrar along with items 1-3. This will also ensure tenure of your unit number.
5. Submit all of these documents to the council registrar email registration@sdicbsa.org

That is everything to move between organizations.