Charter Renewal and Insurance Fee Checklist

- Assign Renewal Processor
- Set date for turn-in with Commissioner
- Go to www.skscouts.org/recharter to access all links to complete re-chartering process
- Review roster for accuracy
- Collect paperwork for any necessary changes in membership
- Login as FIRST TIME user using provided access code
- Complete steps 1 – 5
- Submit Charter renewal application online
  - Obtain necessary approvals from Chartering Organization (online or printed if necessary)
    - Approval of Roster
    - Signing of Annual Chartered Agreement (Physical copy only)
  - Finalize payment
    - ACH, Credit Card, UDA withdrawal, Cash or Check
- Collect fees from renewing members
- Collect Simon Kenton Council Insurance Recovery Fee
  - $12 per youth listed on roster, including new participants
  - $12 per youth attached to renewal packet not listed on roster

Prepare **TWO** separate payments

- (1) Renewal payment - Membership fees and Charter fees listed on the charter renewal packet and verified during turn-in with commissioner team (can pay through re-charter system)
- (2) Insurance Recovery fee

For both renewal payment and Insurance Recovery fee, the following options are available as payment methods:

- Checks payable to the Simon Kenton Council
- Online to pay by credit card – www.skscouts.org/recharter
- UDA payment
- ACH – form available at www.skscouts.org/recharter