

INSTRUCTIONS: EXPLORING DISTRICT 2020 INTERNET UNIT RECHARTER PROCESS

NEW EXPLORING ONLINE RENEWAL

Exploring now has a new **Online Renewal** system for both post and clubs. This can be accessed by visiting (www.exploring.org). Scroll to the bottom of the page to Exploring Resources and it is listed within the "Unit Resources" box. Please note that Council service center must issue access codes to posts and clubs (below). Renewal site can also be accessed at: <http://scoutnet.scouting.org/ucrs> *Also coming soon is the Exploring Online Application Registration system.

Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. **Log on to the web site** with your completed Membership Inventory at hand, you are ready to start the recharter process. (**On-Line access opens 60-days prior to charter month due date**)
3. Select First-Time or current User and enter the Unit Access Code:

Unit Access code label

Note: Note: You must have the latest version of Google Chrome, Mozilla Firefox, Safari, or Internet Explorer (v11)

4. Select the unit type (Post or Club) and enter the (**four digit**) unit number.
5. Create a password as instructed.
6. Complete the information request on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

Here's how to wrap it up:

7. When you've completed all the information to re-charter the unit, click the **Submit** button.
8. **Print the Unit Charter Renewal Report Package -All (Warning: make sure this is NOT a draft version)** Acquire the appropriate signatures on the application and fee payment.
9. **Review each item on the Checklist and submit Checklist with charter to your Recharter Commissioner or District Executive for Review & Approval. Do not Send to Council Office-will be returned without district approval.** (Also, turn in **1.** Signed Annual Charter Agreement **2.** Signed Unit Maintenance Form **3.** Journey to Excellence Form **4.** Risk Management Award Form)

Be sure to attend your local district's Re-charter Workshop for more detailed information.

Exploring District/Lee-Hendry County CHARTER IS PAST DUE AFTER January 9th, 2020

District Recharter Chairman Contact Info: Sybil Pullen -941-626-6144 spull729@hotmail.com

LFL Executive Contact Info: Tina Pegler 239-267-0834 TPegler@lflmail.org

District Unit Orientation - Date/Time/Location: November 13th or 20th - 6:30 pm SWFL Council Office

District Unit **Turn-In** Audit - Date/Time Location: January 9th - 6:30 pm SWFL Council Office

All Other Districts

Contact your local District Scout professional for post renewal instructions