

How to Renew a Recharter Online

1. At least sixty days before your unit's expiration date, select an individual to be the Renewal Processor.

The Renewal Processor attends the district UCRS training. The Renewal Processor will receive the Charter Renewal Packet with the UCRS Access Code.

2. Beginning 60 days before the unit's expiration date, the Renewal Processor will have access to the Unit Charter Renewal System. (refer to chart below)
3. When the online process is complete, the Renewal Processor prints the completed charter renewal application.
4. The Unit Leader and the Charter Organization Representative sign the charter renewal application. Bring the application along with the material you received in your recharter packet, and all appropriate fees and applications to your district's recharter turn-in meeting.

Unit Expiration Date	UCRS Access begins	UCRS Access ends
November 30, 2007	October 1, 2007	January 31, 2008
December 31, 2007	November 1, 2007	February 29, 2008
January 31, 2008	December 1, 2007	March 31, 2008
February 29, 2008	January 1, 2008	April 30, 2008
March 31, 2008	February 1, 2008	May 31, 2008
April 30, 2008	March 1, 2008	June 30, 2008
May 31, 2008	April 1, 2008	July 31, 2008
June 30, 2008	May 1, 2008	August 31, 2008
July 31, 2008	June 1, 2008	September 30, 2008
August 31, 2008	July 1, 2008	October 31, 2008
September 30, 2008	August 1, 2008	November 30, 2008
October 31, 2008	September 1, 2008	December 31, 2008
November 30, 2008	October 1, 2008	January 31, 2009
December 31, 2008	November 1, 2008	February 28, 2009

The UCRS system is not available from 9pm Saturday – 6pm Sunday each week due to routine maintenance. Only those returning users who have already begun the recharter process will have access.