**PROCEDURE FOR APPLYING FINANCIAL ASSISTANCE FOR UNIT RENEWALS   
AND FOR NEW JOINING YOUTH**

1. **FOR UNIT RENEWALS.**
2. Confirm the type of financial assistance (BSA Registration, NCAC Participation Fee) and the amount.
3. Complete the unit renewal as if each member is paying the appropriate amount.
4. Select Pay at Council.
5. Submit the renewal.
6. Subtract the amount of the financial aid from the total renewal fees. Pay this amount.
7. Go to the NCAC Unit Account Gateway at <https://scoutingevent.com/082-UDPGateway>
8. Sign in, select your unit, use an e-check to deposit the renewal fees into your unit account. The registrar will pull the fees to post your renewal.
9. Email your district commissioner or district renewal lead. Report amount paid to council, name of the individual receiving aid, assistance type and amount. Attach a copy of the submitted renewal. The commissioner will advise the registrar.
10. **FOR UNIT RENEWALS PAYING BY CREDIT CARD (NOT RECOMMENDED)**
11. Confirm the type of financial assistance (BSA Registration, NCAC Participation Fee) and the amount.
12. Drop the individual receiving financial assistance from the renewal roster. This avoids paying the full amount and sending it directly to National. The registrar cannot discount fees sent to National. The dropped member remains registered until their expiration date.
13. Complete the unit renewal as if each member is paying the appropriate amount.
14. Select Pay by credit card.
15. Submit the renewal.
16. Email your district commissioner or district renewal lead. Report amount paid to council, name of the individual receiving aid who was dropped from the renewal, assistance type and amount. Attach a copy of the submitted renewal. The commissioner will advise the registrar.
17. Deposit the dropped member’s new year registration and or participation fee minus the approved financial assistance amount in the NCAC Unit Account Gateway at <https://scoutingevent.com/082-UDPGateway> or send a check to the council. One can use an e-check or credit card. One can also call council with a credit card number.
18. After 1 January, the registrar will post the dropped individual’s new year registration to add them to the my.scouting roster.
19. **FOR NEW JOINING YOUTH**
20. Confirm the type of financial assistance (BSA Registration, NCAC Participation Fee) and the amount.
21. Confirm the parents have the discount code for the financial assistance.
22. Provide the family with the QR code and URL for the unit found in my.scouting/Invitation Manager to complete an online application.
23. Ask the parents to insert the discount coupon code in the online application. This will reduce the total fees collected.
24. Complete the application and pay the fees.
25. **FOR FAMILIES WITH FOUR OR MORE YOUTH IN SCOUTING**
26. Leaders of each unit should confer with the family to identify the youngest youth who will be exempt from the NCAC Participation Fee. The family’s youth in other units will pay appropriate fees.
27. Complete the renewal for the unit with the exempted youth following the same procedures as A above.
28. Email your district commissioner with the name of the member exempted, unit number and type. The commissioner will advise the registrar.

October 18, 2023