

# Unit Renewal 2024

The unit Key-3 will be notified by e-mail 60-days before the unit expires.

Renews only the Unit, not members.

The Unit Renewal fee is \$100

## Unit Renewal - Preparation

**Question #1 – Do I have at least the minimum number of youth?**

**Question #2 – Do I have at least the minimum number of adults?**

### **Packs need:**

- **COR,**
- **Committee Chair,**
- **2 Committee Members,**
- **Cubmaster,**
- **1 Den Leader**

### **Troops need:**

- **COR,**
- **Committee Chair,**
- **2 Committee Members,**
- **Scoutmaster**

**Question #3 – Are these leader's YPT up-to-date?**

**Question #4 – Are memberships for required leaders renewed past the unit expiration date?**

# Unit Renewal

The screenshot shows the 'Unit Renewal' page in the my.Scouting Registrar Tools interface. The page is for 'Circle Ten Council 1234' and 'Pack 1234'. The left sidebar contains a menu with the following items: Organization Manager, Settings, Unit Program Dashboard, Unit Renewal Page (highlighted with a red arrow and the number '2'), Unit Pin, Roster, Position Manager, and Reports. The main content area is divided into three steps: Unit Validation (active), Payment, and Confirmation. The Unit Validation section includes Unit Leadership (Chartered Organization Representative: Sam Smith, Unit Chair: John Johnson, Unit Leader: April Windstorm, Member of Committee: Alfonso Cuaron and Gerard Miller) and Chartered Organization (Organization Name: Acme Unit Church, Institutional Head: Alice Smith, Unit Term: Jan/01/2024 - Dec/31/2024, Address: 123 Main St. Anytown, TX, 75015). The Youth Membership section shows 25 Unit Paid Members and 0 Unit Multiple Members. At the bottom, there is a 'Unit Renewal and Leadership Approval' section with a text input field for the user's name and a 'Next Step: Payment' button.

1. Sign in to My.Scouting.org
2. Go to Organization Manager,
3. Click Unit Renewal,

Note that only the Key-3 Delegates can do this; Key-3 Delegates can not.

# Unit Renewal - Validation

The screenshot shows the 'Unit Renewal Page' for Pack 1234. The interface includes a navigation menu on the left with options like 'Organization Manager', 'Settings', 'Unit Program Dashboard', 'Unit Renewal Page', 'Unit Pin', 'Roster', 'Position Manager', and 'Reports'. The main content area is titled 'Unit Validation' and lists the following leadership roles and names:

- Chartered Organization Representative: [Sam Smith](#)
- Unit Chair: [John Johnson](#)
- Unit Leader: [April Windstorm](#)
- Member of Committee: [Alfonso Cuaron](#)

At the bottom right, there is a blue button labeled 'Next Step: Payment'.

**This triggers an automatic validation of the renewal. To pass, you must have:**

- At least 5 youth,
- Correct adult leaders,
- YPT for those adults,
- The membership for required leaders expires after the unit expiration date.
- Background checks **COMPLETED\***

**The automatic validation takes place every time the Unit Renewal system is entered.**

**\* The background check form must be on file, PLUS the actual background check must be completed and cleared!**



# Unit Renewal – Validation Codes

## Validation Codes in Unit Renewal

Errors (red) will not let you proceed.

Warnings (yellow) will allow you to proceed.

- a. Leaders do not have current Youth Protection Training – Error. (most common)
- b. Unit does not have required number of leadership positions – Error.  
Check your leadership positions and make sure you have the correct names in the correct positions. The Chartered Organization Representative can use “Position Manager” also found in “Organization Manager” to edit and then wait overnight for the data jobs to run, then you can validate again.
- c. The membership for required adult leaders expires before the unit registration expires. – Error.
- d. Leaders are less than 18 years old – Error.
- e. Youth do not meet the age/grade requirement for the program – Error.
- f. Leaders do not have completed CBC Authorizations – Warning
- g. Adults do not have SSN – Warning

# Unit Renewal – Validation and Approval

1 Unit Validation    2 Unit Pin Review    3 Payment    4 Confirmation

### Unit Leadership

Venturing Crew Advisor: [Christ](#)  
Committee Chair: [Holly](#)  
Committee Member: [Nathu](#), [Kerla](#)

Chartered Organization Rep.: [Hol](#)  
Executive Officer: [Glenn](#)

[Edit Positions](#)

### Chartered Organization

Organization Name: \_\_\_\_\_ Executive Officer: \_\_\_\_\_  
Exec: \_\_\_\_\_ Unit Address: \_\_\_\_\_  
Unit Term: Oct 1, 2023 - Sep 30, 2024    2801 Tus

### Membership

5 Youth Members    1 Multiple Members

### Unit Renewal and Leadership Approval

I, , approve the renewal of the above-named unit and leadership for the year.

[Click here for Pay at the Council Office Option](#)    [Next Step: Unit Pin Review](#)

When there are no errors showing in the validation area,

1. Type your name to Approve,
2. Click “Next Step Unit Pin Review”
3. or select “Click here for Pay at Council Option” to pay by check or cash.

1


Sign Here

2

3

Next Step: Unit Pin Review

# Unit Renewal – Pay at Office



**BOY SCOUTS OF AMERICA®** Unit Renewal Paper

Mecklenburg County Council 415  
Apache 04  
Pack 0288 (F)

[Create PDF](#)

Service Territory	Service Territory 15
Council	Mecklenburg County Council 415
District	Apache 04
Organization Name	Pack 0288 (F)
Date Document Generated	04/11/2024

Participating Organization	St Vincent De Paul Catholic Church
Executive Officer	<a href="#">Joseph Ramirez</a>
Special Interest	
Expire Date	03/31/2024

**Instructions:**  
Review your unit leadership and submit this form to your council office with the Unit Charter Fee before the 15th of the month.

**Unit Renewal and Leader Approval**

I, \_\_\_\_\_, approve the rechartering of the above-named unit and leadership for the year.

Sign here

### Unit Leadership

Executive Officer	Committee Chair
<a href="#">Joseph Ramirez</a>	<a href="#">Christopher James Moore</a>
Cubmaster	Chartered Organization Rep.
<a href="#">Joseph Ramirez</a>	<a href="#">Veronica Araceli Alvarez</a>
Den Leader	Committee Member
<a href="#">Joseph Ramirez</a>	<a href="#">Veronica Araceli Alvarez</a>
	<a href="#">James John Miller</a>

**Example of the Pay-at-Council option instructions to take with your payment to the local Scout office.**



# Unit Renewal - Unit Pin Review

Unit Validation — 2 Unit Pin Review — 3 Payment — 4 Confirmation

**Unit Information**

Appear on BeAScout:

Allow People to Apply Online:

**Contact Information**

Contact Person: Christopher Holloway  
Phone: (205) 792-3276  
Email: cholloway9133@gmail.com

[Edit](#)

Special Interest Type

HIGH ADVENTURE

Unit Website

www.scouting.org

Additional Unit Information

Additional Unit Information

**Unit Pin Preview**

This Unit will not appear on BeAScout.

Crew 0089 Impact of West Alabama

Contact: Christopher Holloway  
Email: cholloway9133@gmail.com

Online Registration available for this unit.

[Request More Information](#) [Apply Now](#)

**Fields to Display on Unit Pin:**

Unit Meeting Address:

Contact Person's Name:

Phone Number:

Contact Email:

Unit Website:

Additional Unit Information:

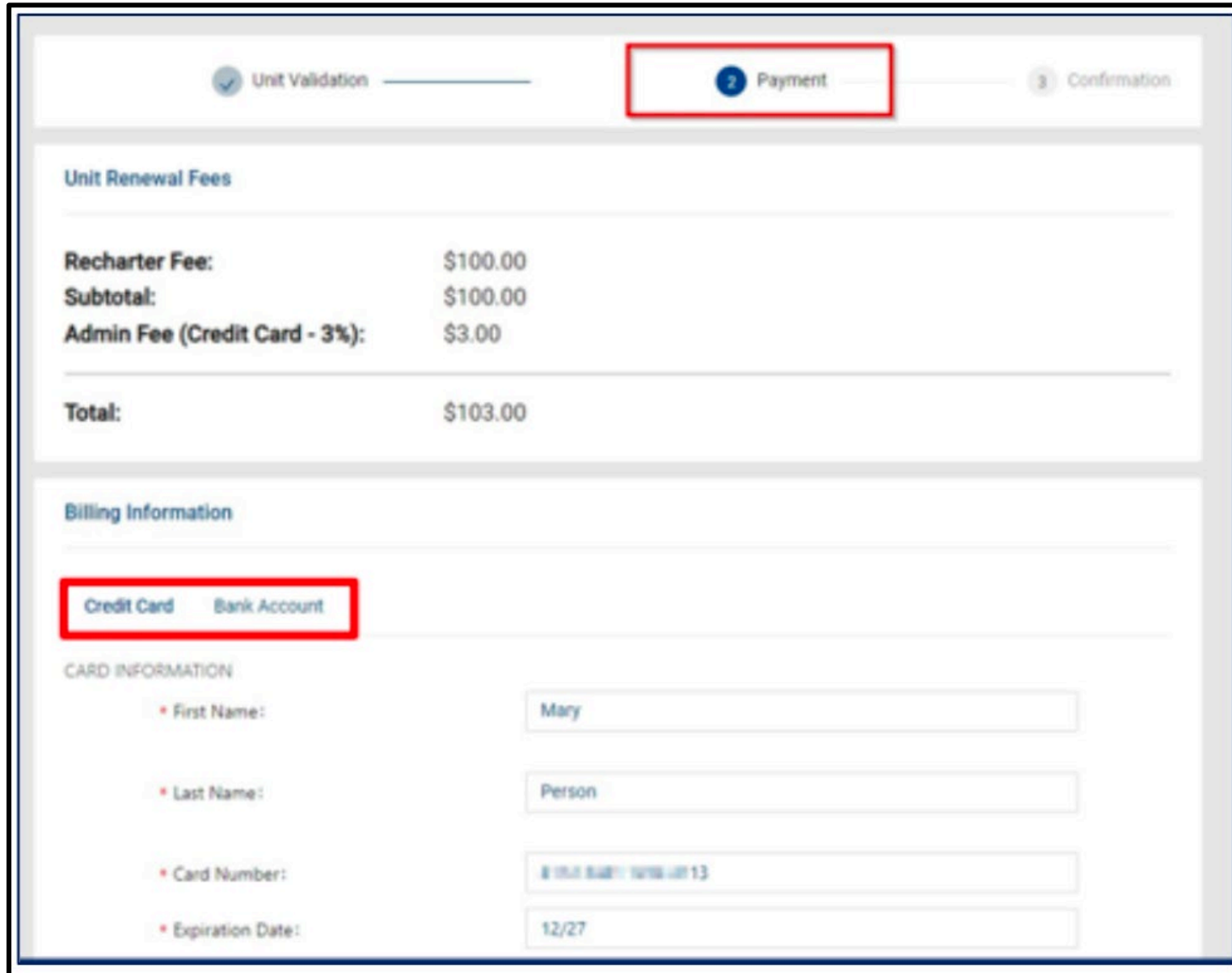
[Continue to Unit Renewal](#)

**Make any necessary changes to the Unit Pin Setup.**

**Be sure the indication to show on BeAScout corresponds with the “Fields to Display on Unit Pin.” I.e.: If indicate to show on BeAScout, select which fields to show.**

**Then select “Continue to Unit Renewal”**

# Unit Renewal – Payment Options



Unit Validation — **2 Payment** — 3 Confirmation

### Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
<b>Total:</b>	<b>\$103.00</b>

### Billing Information

**Credit Card** Bank Account

CARD INFORMATION

- First Name:
- Last Name:
- Card Number:
- Expiration Date:

Select “Credit Card” or “Bank Account” (ACH). Enter the credit card or bank account (ACH) information.

The ACH Payment admin fee is \$1.00.

The Credit Card admin fee is 3%.

The payment screen defaults to the credit card option.

# Unit Renewal – Credit Card Payment

\* Card Number: [REDACTED]

\* Expiration Date: 12/27

\* CVV: 411

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\* Email Address: [REDACTED]

BILLING ADDRESS

\* Country: USA

\* Address Line 1: 1325 W Walnut Hill Ln

Address Line 2: Address Line 2

\* City: Irving

\* State/Region: TX

\* ZIP Code: 75038-3008

Save this card for future payments

**As a unit, you will also have the option to store the credit card for next year if desired.**

**Select “Submit Payment” to process your unit renewal.**

# Unit Renewal – ACH Payment

**Billing Information**

Credit Card **ACH Payment**

\* First Name:

\* Last Name:

\* Email Address:

\* Phone Number:

\* Address Line 1:

\* City:

\* State/Region:

\* ZIP Code:

Save account information for future payments:

**Pay With Bank Account**


You have the option to use ACH instead of a credit card. You can access that form by clicking the ACH tab at the top of the billing information section then entering your banking information.

All payment types provide the option to securely save the payment information to use again next year.

Click on “Pay With Bank Account” when using ACH.

# Unit Renewal

Troop 0301 John R. Bentley Youth Fund INC **B**



Troop 0301

Organization Manager

Settings

**Unit Renewal**

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

**i** Renewal Order Status

Status: Submitted  
Is paid: Yes  
Created By: Mary [redacted]

Unit Validation ————— **2** Payment —————

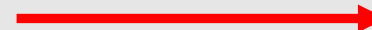
**Unit Renewal Fees**

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
<b>Total:</b>	<b>\$103.00</b>

**Go To Confirmation**

After clicking Submit Payment, you will see a review of the transaction.

Click “Go To Confirmation” to confirm the payment.



# Unit Renewal

Troop 0301 John R. Bentley Youth Fund INC **B**



Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

1 Unit Validation

2 Payment

3 Confirmation



Your payment is being processed.

Please check back later for the status of your renewal order.

**i** Renewal Order Status

**Status:** Submitted

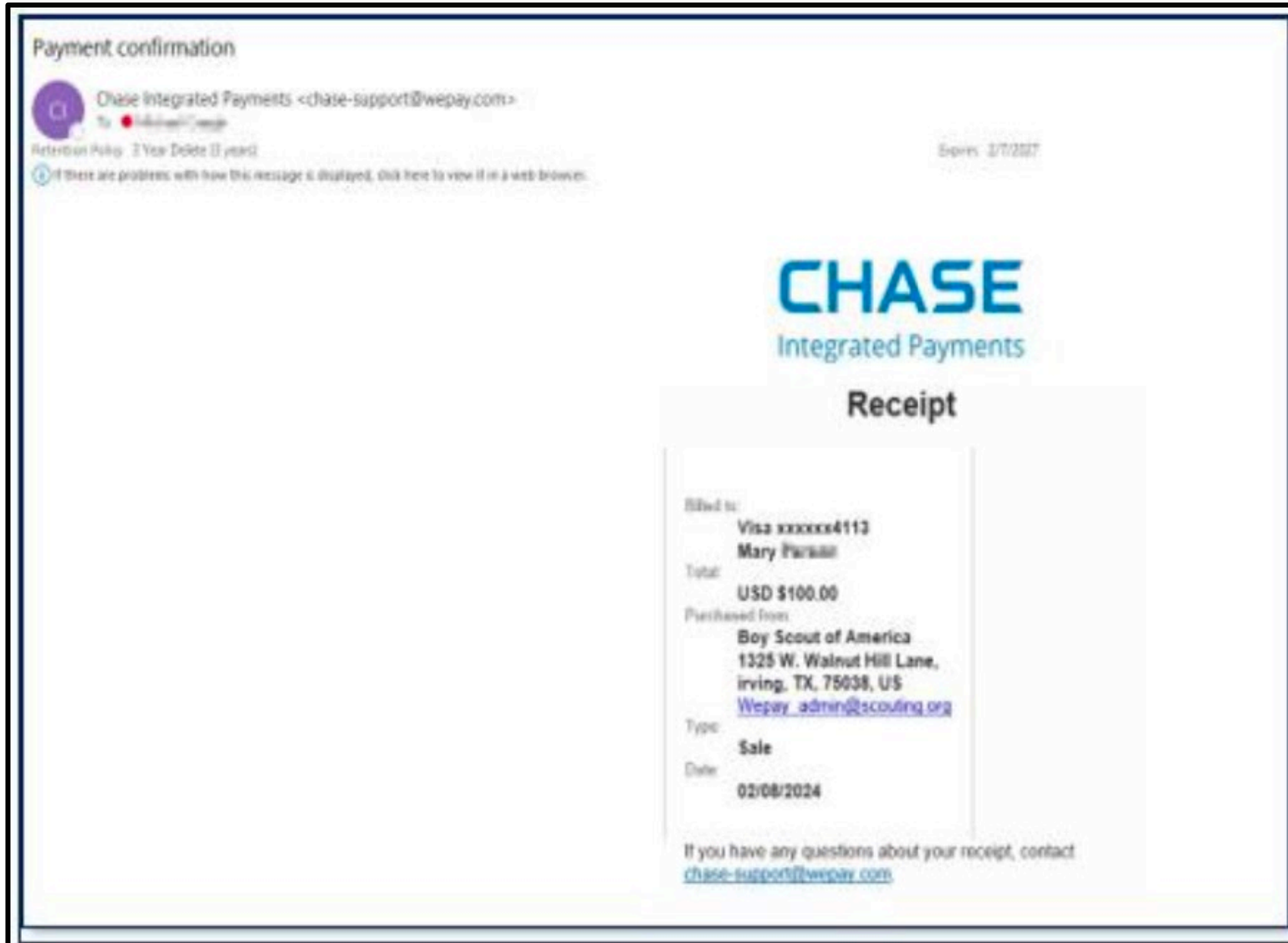
**Is paid:** Yes

**Created By:** Mary 

You will next see the payment processing and confirmation page.

At the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

# Unit Renewal



Unit is now submitted for renewal and will be posted overnight.

# *Answers to FAQ's*

- ✓ Key-3 will get notification of the need to renew 60-days out.
- ✓ If the unit needs a receipt, print a copy of the payment screen. An e-mail receipt will be sent for a credit card payment.
- ✓ There is no longer the ability to attach a new membership application to the renewal.
- ✓ All adult leader's registrations are suspended when their YPT expires... No access to My.Scouting (except training) or Scoutbook.
- ✓ Unit leader positions can be managed in Organization Manager by COR and COR delegate.
- ✓ If Unit is not renewed 90 days after expiration date, the unit is dropped.



***CONGRATULATIONS!  
YOU ARE DONE  
WITH UNIT RENEWAL!***

# Appendix - Maintaining Leadership Positions

my.Scouting | Registrar Tools

Welcome, John Johnson

## Circle Ten Council 1234

Pack 1234

- 1 → Organization Manager
- Settings
- Unit Program Dashboard
- Unit Renewal Page
- Unit Pin
- Roster
- 2 → Position Manager
- Reports

### Unit Validation

Payment Confirmation

### Unit Leadership

Chartered Organization Representative: [Sam Smith](#)

Unit Chair: [John Johnson](#)

Unit Leader: [April Windstorm](#)

Member of Committee: [Alfonso Cuaron](#)      Member of Committee: [Gerard Miller](#)

[Edit Positions](#)

### Chartered Organization

Organization Name	Institutional Head
Acme Unit Church	<a href="#">Alice Smith</a>
Unit Term	Address
Jan/01/2024 - Dec/31/2024	123 Main St. Anytown, TX, 75015

### Youth Membership

25	0
Unit Paid Membership	Unit Multiple Members

### Unit Renewal and Leadership Approval

I,  approve the rechartering and the leadership for the year.

[Next Step: Payment](#)

You should always keep your adult leaders registered in the right positions.

1. Go to Organization Manager,
2. Use Position Manager to make any desired changes in adult leader positions.

Note that only COR & COR Delegates can do this.

# Resources

## UNIT RENEWAL DATES

### Unit Renewal Date the Unit Dashboard

The screenshot shows the my.Scouting Organization Manager interface for a unit. The 'Unit Summary' section is visible, containing the following information:

- Unit Summary:** District: Sunrise 32
- Unit Meeting Location:** [Redacted]
- Key Unit Leaders:**
  - Cubmaster: [Redacted]
  - Committee Chair: [Redacted]
  - Chartered Organization Rep.: [Redacted]
  - Council Unit Representative: N/A
  - Unit Advancement Chair: [Redacted]
  - New Member Coordinator: N/A
  - Unit Treasurer: [Redacted]
- Commissioners:** No Commissioners Found
- Unit Charter:** Renewal Status: Posted; Expiration Date: 12/31/2024 (circled in red)

### Member Renewal Date on Roster

The screenshot shows the my.Scouting Organization Manager Roster page. The table below lists members with their roles and renewal dates. A red circle highlights the 'Expiration Date' column, and red arrows point to specific rows.

Name	Member ID	Role	Gender	Renewal Status	Exp. Out	Expiration Date
[Redacted]	13	Cubmaster COA/CLR Delegate Registration Inquiry Unit Advancement Chair	M	Current	Out	12/31/2024
[Redacted]	14	Committee Member	F	Current	Out	12/31/2024
[Redacted]	14	Youth Member	F	Current	Out	12/31/2024
[Redacted]	14	Youth Member	M	Current	Out	12/31/2024
[Redacted]	14	Youth Member	F	Eligible to Renew	Out	08/31/2024
[Redacted]	14	Assistant Webelos Leader Asst. Den Leader	F	Current	Out	12/31/2024
[Redacted]	14	Youth Member	M	Current	Out	05/31/2024
[Redacted]	14	Youth Member	M	Current	Out	12/31/2024
[Redacted]	14	Youth Member	F	Eligible to Renew	Out	08/31/2024
[Redacted]	14	Youth Member	M	Eligible to Renew	Out	08/31/2024

# Resources

## RENEWAL DATES District Resources

at Roster > Reports  
in my.scouting.org

The screenshot displays the my.scouting.org Organization Manager interface for Sunrise 32. The top navigation bar includes a menu icon, the text 'my.scouting | Organization Manager', and a user profile 'Welcome, Kurt Newman'. The main content area is titled 'Sunrise 32' and features a 'SELECT ORG LEVEL' button. A sidebar on the left contains navigation links: 'Unit Pin', 'Roster', 'Members Without Unit', and 'Reports' (which is highlighted). The main content area is titled 'Reports' and includes a 'Date From' and 'Date To' filter. Below the filter, there are several report cards, each with a title, a brief description, and a 'Run' button. Two red arrows point to the 'MEMBERS DUE TO RENEW' and 'UNITS DUE TO RECHARTER' reports.

Report Title	Description	Action
CHARTERED ORGANIZATIONS REPORT	The Chartered Organization Report returns a list of chartered organizations within the structure of the district or council.	Run
COUNCIL, MERIT BADGE COUNSELOR LISTING	Listing of current merit badge counselors that can sorted by badge or troop only.	Run
CUB SCOUT ADVANCEMENT REPORT	This report is a summary report by district, showing total advancement in Cub Packs reflected Month to Date totals and Year to Date totals. Advancement reports have a date range selection option in the filter setting of the report. Detailed report of all units by district can be found in this report using the hyperlinks on the left hand side.	Run
MEMBER OPTED-OUT REPORT	This Report lists all members who have Opted to not renew.	Run
MEMBERS DUE TO RENEW	This report lists all members due to renew within 2 months or who are lapsed.	Run
MEMBERS WHO HAVE RENEWED	This report will list all members, youth and adult, who have renewed this year. You can adjust the date range as needed.	Run
MEMBERS WITHOUT UNIT REPORT	List of persons with active registrations in a unit where the charter has expired.	Run
UNITS DUE TO RECHARTER	This report shows all units in the council due to recharter. You can select the date range for reporting.	Run

# *Resources*

## **MCC Unit / Member Renewal Page**

- Unit Renewal : [michiganscouting.org/unit-resources/unit-renewal/](https://michiganscouting.org/unit-resources/unit-renewal/)

## **MCC Member Renewal Page**

- Family / Individual Payment : [michiganscouting.org/renewal/](https://michiganscouting.org/renewal/)

- Unit Member Payment : [michiganscouting.org/unit-resources/unit-renewal/](https://michiganscouting.org/unit-resources/unit-renewal/)

MCC Pages have timelines, demonstration videos, etc... to help with your questions.

## **National Information on Unit and Membership Renewal**

[scouting.org/resources/unit-and-membership-renewal](https://scouting.org/resources/unit-and-membership-renewal)

**As a note: the renewal system updates often, so changes do occasionally take place!**

*QUESTIONS?*

*Contact your Unit or District  
Commissioner!*