

# UNIT PAY RENEWAL TIMELINE

(Not recommended because of potential multiple registration issues)

**90 - 61 DAYS PRIOR  
BE PREPARED**

## 90-61 days:

- Encourage members to check for correct email address in my.scouting
- Check your renewal date
- Check members YPT dates
- Unit Key 3 selects "Unit Will Pay for Renewal Applications" in Organization Manager.
- Unit leaders can indicate which members they will pay for.

## 75-61 days:

- Notify unit members that the unit will pay for their renewal (member receives email at 60 days, which they can ignore)
- Before using Opt-out to remove a member, ensure they are leaving Scouting completely (and not just the unit). Opt-out removes from ALL.
- Confirm with the member all multiple registrations
- Confirm with the member their Scout Life subscription

**60 DAYS PRIOR  
DO YOUR BEST**

## 60-0 days:

- Unit Key 3 notified of members who are expiring in 60 days
- Unit Key 3/COR delegate logs in to pay. Payment can be made electronically using credit card/ACH or in-person at any MCC Council office

RENEWAL  
DATE

**AFTER  
CELEBRATE**

## To Do:

- Check your my.scouting roster to ensure all members are registered

**60 DAYS  
AFTER**

## Council

If registration not renewed within 60 days, member is dropped.



**Scouting  
America**

**Michigan Crossroads Council**  
<https://michiganscouting.org/unit-renewal/>