

UNIT RENEWAL TIMELINE

**90 - 61 DAYS PRIOR
BE PREPARED**

In Unit

- Choose a Renewal Champion
- Check to ensure \$100 renewal fee available
- Meet with Commissioner to review timeline, process and JTE
- Check for minimum # youth
- Check required adult positions are filled

Online

- Check email addresses correct
- Check YPT for adults are current
- Update/create unit Pin
- Make changes electronically - transfers, new members, multiples, roles
- Approve all pending applications
- Add COR and/or Key 3 delegates if needed
- Check all Background check forms complete

**60 - 0 DAYS PRIOR
DO YOUR BEST**

RENEWAL
DATE

Online

- Unit Key 3 notified of Charter expiration by email
- Unit Key 3/COR starts Unit Renewal in Organization Manager
- Unit fees paid online with card or at Council
- Unit Charter Agreement printed, filled out, signed and sent to professional

**AFTER
CELEBRATE**

In Unit

- Celebrate another year of Scouting fun with a Charter presentation ceremony

**60 DAYS
AFTER**

Council

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



**Scouting
America**

Michigan Crossroads Council

<https://michiganscouting.org/unit-renewal/>