

Membership Renewal 2024

The individual will be notified by e-mail 60-days before their membership expires.

MCC Membership Renewal Fees are (effective April 1, 2024):

Youth and Participants: \$170

Exploring Participants: \$50

Adults: \$80

Scout Life Subscription: \$15

Merit Badge Counselors (not registered elsewhere): \$25

Membership Renewal

For all youth and adult
members of Scouting
America

All registrations are for 12 months. For example, if your current registration expires on 12/31/2024, your renewed membership will be 1/1/2025 through 12/31/2025.

Registration periods cannot be changed. All multiple positions have the same expiration date, so you renew only once per year.

Registration periods for new members start on the day they join and expire the first day of the month 12 months later. For example, if a Scout joins on 8/14/2024, their initial membership term will be 8/14/2024 through 8/30/2025. The following year, the membership term will be from 9/1/2025 to 8/30/2026.

Membership Renewal

For all youth and adult
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America

Valid e-mail addresses are essential

- *Youth must be linked to a parent or guardian e-mail.*
- *Adults must have an e-mail.*
- *The system has no way to detect kick-back or undeliverable e-mails.*
- *Make sure to add @scouting.org to your safe sender list.*
- *If renewal notices are not received, check junk e-mail box.*
- *Unit leaders should remind all members to check their My.Scouting account to see if everyone has a correct e-mail address. Updates to e-mail addresses can be made in My.Scouting or Scoutbook.*

Membership Renewal

For all youth and adult members of Scouting America

Units have a choice to make: Membership renewal can be completed either by the individual or the unit.

Now let's look at Unit Member Renewal!

Membership Renewal

Unit Pay

- Unit Key-3 will get monthly reports on who is due to renew.
- Using the My.Scouting/Roster tab, the unit selects which members they are renewing.
- The unit can choose not to renew a member (opt-out). The unit can also change the Scout's Life subscription settings for each person as part of unit member renewal.
- The unit pays with a credit card or electronic fund transfer payment (ACH) or Pay-at-Council.
- **Unit Member Renewal will NOT eliminate the reminder e-mails to each family until the membership is renewed.**

Introduction to Unit Member Pay

- ✓ A unit's Key 3 can process renewals on behalf of members of their unit. The system allows you to select all or specific individuals to renew. You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

Introduction to Unit Member Pay

- ✓ Reminder e-mails to Individual Members do not stop until the membership is paid, so if using Unit Member pay, please notify those members prior to 60 days before the member's expiration date.
- ✓ Unit-Pay does not preclude an individual from using the self-pay function. If they do, the unit will be blocked from double-paying. If the unit pays first, the individual will be blocked from double-paying.

Unit Membership Renewal

When you get an e-mail reminding you that someone's membership is due:

1. Sign in to My.Scouting.org,
2. Click Organization Manager,
3. Click Roster,
4. Select the individuals to renew (see Renewal Status column),
5. Click "Renew"

Notes:

- You will need to do this almost every month.

- You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

- You can Opt-Out a member from renewing if you know they have left the unit. Once Opt-Out is selected, it can only be unselected by the local council. A pop up will appear asking you to confirm that you are opting out the selected individual. After confirming, a success message will be displayed.

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/> Asher R		Youth Member	M	Current	<input type="radio"/>	10/31/2024
<input type="checkbox"/> Ashton R		Youth Member	M	Current	<input type="radio"/>	12/31/2024
<input type="checkbox"/> Harlow R		Youth Member	F	Current	<input type="radio"/>	01/31/2025
<input type="checkbox"/> Robin R		Youth Member	M	Current	<input type="radio"/>	09/30/2024
<input checked="" type="checkbox"/> David 4		Chartered Organization Rep. Committee Chair Trained	M	Initiated	<input type="radio"/>	06/30/2024 06/30/2024
<input checked="" type="checkbox"/> Finley 4		Youth Member	M	Eligible to Renew	<input type="radio"/>	07/31/2024

Organization Manager
Settings
Unit Renewal
Unit Pin
Unit Dashboard
Roster
Transfer in
Position Manager

Unit Membership Renewal

The screenshot shows the 'my.Scouting | Organization Manager' interface for Troop 0301 John R. Bentley Youth Fund INC. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to opt out the selected members from automatically renewing their membership?'. The dialog has 'Cancel' and 'OK' buttons. A red box highlights the dialog, and another red box highlights the text 'Are you sure?'. Below the dialog, a table lists members with columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. The 'Opt Out' column for the selected member (Marcus Farmel) has a red box around the 'Opt Out' icon.

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary [redacted]	[redacted]	Committee Chair	F	Initiated	[icon]	03/31/2024
Logan [redacted]	[redacted]	Youth Member	M	Initiated	[icon]	03/31/2024
Marcus Farmel	[redacted]	Youth Member	M	Initiated	[icon]	03/31/2024
Jeffrey Foster	[redacted]	Scoutmaster	M	Initiated	[icon]	03/31/2024

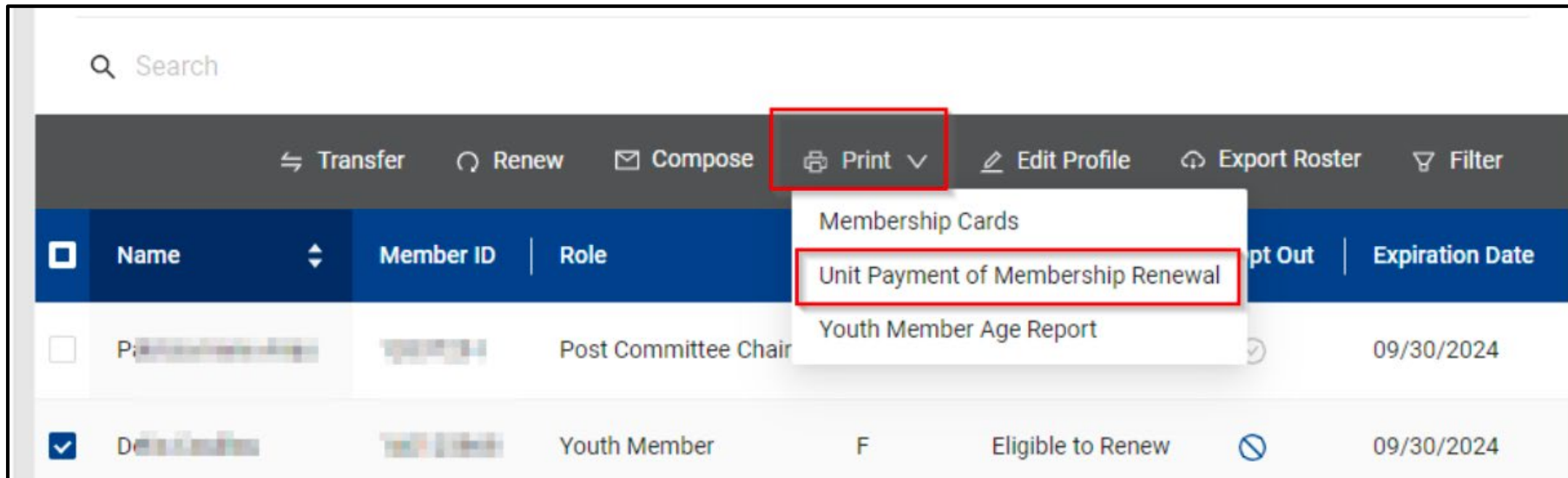
Opt-Out Screen Example

You can Opt-Out a member from renewing if you know they have left the unit. **Once Opt-Out is selected and confirmed, it can only be unselected by contacting support@michiganscouting.org.** A pop up will appear asking you to confirm that you are opting out the selected individual. After confirming, a success message will be displayed.

The screenshot shows the same 'my.Scouting | Organization Manager' interface for Troop 0301 John R. Bentley Youth Fund INC. A success message is displayed at the top: 'Person Membership Registration updated successfully.' A red box highlights the message and the text 'Success message.' Below the message, the 'Opt Out' icon for the selected member (Marcus Farmel) is highlighted in yellow.

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary [redacted]	[redacted]	Committee Chair	F	Initiated	[icon]	03/31/2024
Logan [redacted]	[redacted]	Youth Member	M	Initiated	[icon]	03/31/2024
Marcus Farmel	[redacted]	Youth Member	M	Initiated	[icon]	03/31/2024

Unit Membership Renewal - Pay at Council Option




The screenshot shows a web interface for managing membership. At the top, there is a search bar and a navigation bar with buttons for Transfer, Renew, Compose, Print, Edit Profile, Export Roster, and Filter. The 'Print' button is highlighted with a red box, and its dropdown menu is open, showing three options: Membership Cards, Unit Payment of Membership Renewal (highlighted with a red box), and Youth Member Age Report. Below the navigation bar is a table with columns for Name, Member ID, Role, Opt Out, and Expiration Date. Two rows are visible: one for a Post Committee Chair and one for a Youth Member.

Name	Member ID	Role	Opt Out	Expiration Date
P. [redacted]	[redacted]	Post Committee Chair	[redacted]	09/30/2024
D. [redacted]	[redacted]	Youth Member	F	Eligible to Renew

To pay at the council, select “Print” and then “Unit Payment of Membership Renewal”. This will produce a pdf document to be taken to the local council to submit payment for the renewal.

Note that you must “Pay at Council” if a member is receiving MCC financial assistance.

Unit Membership Renewal - Pay at Council Option



BOY SCOUTS OF AMERICA® Unit Renewal Paper

Greater Los Angeles Area 033
Exploring LFL 2-20
Post 0002

[Create PDF](#)

Service Territory	Service Territory 03
Council	Greater Los Angeles Area 033
District	Exploring LFL 2-20
Organization Name	Post 0002
Date Document Generated	09/10/2024
Participating Organization	Los Angeles City Fire Dept Station 2
Executive Officer	Patricia Cronley
Special Interest	FIRE/EMERGENCY SERVICE
Expire Data	09/30/2024

Unit Leadership

Explorer Post Advisor	Executive Officer
David [Signature]	Kris [Signature]
Daniel [Signature]	Post Committee Member
Post Committee Chair	David [Signature]
Patricia [Signature]	DALE [Signature]

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

Print and take this form to the Scout office.

Unit Membership Renewal

Unit Paid Membership Renewal

John [redacted] Scout Life Subscription

Troop 0010

Committee Member (MC) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

Cortney [redacted] Scout Life Subscription

Troop 0010

New Member Coordinator (NM) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

[← Back to roster](#) [Create Renewal Orders](#)

A list of members you have selected to renew will display.

1. Check that the Scout Life selection is correct; the system defaults to yes, subscribed!
2. Review multiple positions, if desired. You can change primary position or change multiple positions as appropriate.
3. To go back for any reason, select "Back to roster".
4. Click "Create Renewal Orders" to proceed.

Unit Membership Renewal

Payment Summary

James Golmon
Traditional Adult
Committee Member
\$168.00
Remove

Item	Price
BSA Adult Registration (Trad.)	\$65.00
Council Fee	\$103.00

Subtotal: \$168.00

Administrative Fee: \$5.04
Credit Card Processing Fee (2%)

TOTAL AMOUNT DUE: \$173.04

AMOUNT PAID: \$0.00

Card (selected) | US bank account

Secure, 1-click checkout with Link

Card number: 1234 1234 1234 1234 | Expiration date: MM / YY | Security code: CVC

By providing your card information, you allow Boy Scouts of America to charge your card for future payments in accordance with their terms.

Full name: First and last name

Country or region: United States

Address: Street address

Save Payment Method | Submit Payment

A Payment Summary page displays a recap of what will be paid if paying electronically by credit card or ACH.

1. At the top of the page, you can remove an individual from the renewal and if it had scout life you'd be one more opportunity to remove the scout life subscription.

2. You can select if you want credit card or ACH.

3. Once the payment information is entered you can safely secure your payment information for future use by selecting "Save Payment Method."


You would then follow the prompts to submit the payment once your payment has been processed.

The payment screen defaults to the credit card option.


4. When done select "Submit Payment"

Unit Membership Renewal - Using Previously Stored Payment Information

Payment Summary [X]

 Ja: Traditional Adult	Committee Member	\$143.00	Remove >
Subtotal:		\$143.00	
Administrative Fee: Credit Card Processing Fee (3%)		\$4.29	
TOTAL AMOUNT DUE:		\$147.29	
AMOUNT PAID:		\$0.00	

▼ Pay With Saved Method


Visa
xxxxxxx4242
Name on Card: lee gaspard
Updated On: 10/09/2024 07:34

> Pay With New Method

Pay With Saved Payment Method

Item	Price	
BSA Youth Registration (Trad.)	\$85.00	
Council Fee	\$53.00	
Scout Life Domestic Rates	\$15.00	Remove Scout Life


If your unit already has a credit card or ACH payment saved, you will be presented with a recap along with the last saved payment method used. Select “Pay with Saved Payment Method”.


You have the option to remove someone from the renewal. Or when you select the icon to the right of Remove, there is one last opportunity to remove a Scout Life subscription.

As always, you will have the opportunity to change the payment method by selecting “Pay with New Method”.

Unit Membership Renewal – Credit Card Payment Confirmation

Payment Summary ✕

 Olun Tredit	\$153.00	Remove	>
Subtotal:	\$153.00		
Administrative Fee: <small>Credit Card Processing Fee (3%)</small>	\$4.59		
TOTAL AMOUNT DUE:	\$157.59		
AMOUNT PAID:	\$157.59		

 Payment has been processed.


[Return to Roster](#)

Payment has been processed message will display.

Print this screen for your records by selecting “control P.”

Unit Membership Renewal – ACH Payment Confirmation

Payment Summary ✕

 **Oluv** \$153.00 Remove ▼
Traditi

Item	Price	
BSA Youth Registration (Trad.)	\$85.00	
Council Fee	\$53.00	
Scout Life Domestic Rates	\$15.00	Remove Scout Life

Subtotal: \$153.00

Administrative Fee: \$4.59
Credit Card Processing Fee (3%)

TOTAL AMOUNT DUE: \$157.59

AMOUNT PAID: \$0.00

✕ **Transaction Pending, an additional payment is not allowed to avoid a duplicate payment.**
Please try again in 30 minutes or contact your council for assistance.

A Transaction Pending message will display if a payment has already been submitted within the last 30 minutes. This is to prevent the possibility of duplicate payments.

le: John Doe and Jane Doe were renewed in one transaction. Key 3 realized they left off two renewals. Billy Smith and Sam Johnson were then renewed within 30 minutes immediately following John and Jane Doe. The system will see that as a possible duplicate payment and will return the message below.

Membership Renewal

For all youth and adult members of Scouting America

That completes unit member pay!

E-mails to unit Key-3 are sent at 60-days before expiration. The grace period is 90 days. After that, the member drops.

Membership Renewal

Unit Pay

- Unit Key-3 will get monthly reports on who is due to renew.
- Using the My.Scouting/Roster tab, the unit selects which members they are renewing.
- The unit can choose not to renew a member (opt-out). The unit can also change the Scout's Life subscription settings for each person as part of unit member renewal.
- The unit pays with a credit card or electronic fund transfer payment (ACH) or Pay-at-Council.
- **Unit Member Renewal will NOT eliminate the reminder e-mails to each family until the membership is renewed.**

Answers to FAQ's

- ✓ The Key-3 will get monthly reports on who is due to renew in the next 60 days, who renewed and who dropped.
- ✓ Unit-Pay does not preclude an individual from using the self-pay function. If they do, the unit will be blocked from double-paying. If the unit pays first, the individual will be blocked from double-paying.

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

Membership Renewal

For all youth and adult members of Scouting America

Youth Receiving Financial Assistance

- *If the support is coming from the MCC, payment can be made on an individual basis or by unit pay to renew that member.*
- *The membership must be renewed using Pay-at-Council.*
- *There is no ability for either the individual or unit to pay only part of the fees owed when using on-line payment.*

Resources

UNIT RENEWAL DATES

Unit Renewal Date the Unit Dashboard

my.Scouting | Organization Manager

Unit Summary

District: Sunrise 32

Unit Meeting Location: [Redacted] [View Map](#)

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

Unit Renewal Status: Expiration Date: 12/31/2024

Member Renewal Date on Roster

my.Scouting | Organization Manager

Roster

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

Resources

RENEWAL DATES District Resources

at Roster > Reports
in my.scouting.org

The screenshot displays the 'Reports' section of the my.scouting.org interface for Sunrise 32. The page includes a navigation menu on the left with options like 'Unit Pin', 'Roster', 'Members Without Unit', and 'Reports'. The main content area features a 'SELECT ORG LEVEL' button and a 'Date From' / 'Date To' filter. Below this, several reports are listed, each with a 'Run' button. Two red arrows point to the 'MEMBERS DUE TO RENEW' and 'UNITS DUE TO RECHARTER' reports.

Report Name	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 MERT BADGE COUNSELOR LISTING	Listing of current merit badge counselors that can sorted by badge or troop only.	Run
CLUB 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 re-charter. You can select the date range for reporting.	Run

Resources

MCC Unit / Member Renewal Page

- Unit Renewal : michiganscouting.org/unit-resources/unit-renewal/

MCC Member Renewal Page

- Family / Individual Payment : michiganscouting.org/renewal/

- Unit Member Payment : 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

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

QUESTIONS?

***Contact your Unit or District
Commissioner!***