

# Council Support of Unit Renewal and Member Renewal

3/1/2024

## Unit Renewal:

Units can bring in the needed support and the council can renew a unit for them. Within Registrar Tools there is a tab called "Unit Renewal" and you can search for any unit eligible to renew and select it.

Type	Gender	Number	Chartered Organization	District	Expiration
Pack	F	0033	Olivets Boys and Girls Club	Appalachian 01	03/31/2024
Pack	F	0037	Colonel Jacob Morgan American Legion Post 537	Frontier 05	03/31/2024
Pack	F	0101	St Johns Evangelical Lutheran Church	Frontier 05	03/31/2024
Pack	F	0103	St Paul's United Church Of Christ	Frontier 05	03/31/2024

The process is similar to what the unit experiences if they renew on their own. When you open the page, the validation process will run, if any issues are reported they will need to be fixed before you can proceed.

**Validation**

▼ ⚠️ **Charter validation results: 1 Error**

**Error: Leaders do not have current Youth Protection Training**

**Members Effected:**

- [Redacted]

**Unit Renewal and Leadership Approval**

I, [Redacted], approve the rechartering of the above-named unit and leadership for the year.

**Next Step: Payment**

When all the validation issues are cleared, then you would sign the form for the unit using “On File” as the signature as you have a paper copy for your files. Click on “Next Step: Payment.”

my.Scouting | Registrar Tools

Hawk Mountain Council 528

Pack 0101 St Johns Evangelical Lutheran Church F

1 Unit Validation 2 Payment 3 Confirmation

**Unit Leadership**

Chartered Organization Rep <a href="#">Charles [Name]</a>	Committee Chair <a href="#">Joe [Name]</a>
Cubmaster <a href="#">Carl [Name]</a>	Committee Member <a href="#">John [Name]</a>
Den Leader <a href="#">[Name]</a>	Assistant Cubmaster <a href="#">Vicente [Name]</a>
Executive Officer <a href="#">Andrew [Name]</a>	Asst. Den Leader <a href="#">Andrew [Name]</a>

[Edit Positions](#)

**Chartered Organization**

**Organization Name:** St Johns Evangelical Lutheran Church  
**Executive Officer:** [Name]

**Unit Term:** Apr 1, 2023 - Mar 31, 2024  
**Unit Address:** 216 East Walnut Street, Kutztown, PA 19530

**Membership**

47 Youth Members | 5 Multiple Members

**Unit Renewal and Leadership Approval**

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

[Next Step: Payment](#)

You need to review that all looks correct and then Click “Process Payment and Renew Unit. The \$100.00 unit charter fee will be processed overnight in the Membership Journal ACH.

my.Scouting | Registrar Tools

Hawk Mountain Council 528

Pack 0101 St Johns Evangelical Lutheran Church F

1 Unit Validation 2 Payment 3 Confirmation

**Unit Renewal Fees**

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Manual Payment (No Admin Fee):	\$0.00
<b>Total:</b>	<b>\$100.00</b>

**Billing Information**

Process manual payment for unit renewal.

[Process Payment and Renew Unit](#)

[Back To Unit Validation](#)

## Member Renewal: For Parent, Member, or Unit request to renew.

If needed, you can renew members for a unit in Registrar Tools. Units will need to provide a list for you.

NOTE: This process is similar to the “Non-Unit Renewal” process we had.

Within the “Unit Info” page, if there are members eligible to renew, the “Renew” tool will show in the header bar of the roster.

There are selection boxes along the left side of each member listed and you can select all or select individual names to renew.

District: Cacoosing 04      Accept Gender: BT  
Meeting Address: 3540 Bellemans Church Rd, Mohrsville, PA 19541      Special Interest Type: TRADITIONAL PROGRAM  
Council Paid:      Tenure: 1063 months  
 YES  NO      United Way Name: BERKS COUNTY  
Unit ID: 221184

EFFECTIVE DATE: 04/2023      EXPIRATION DATE: 03/2024      TERM: 12 months      [Expire Unit](#)

Registrar Tools

- Search**
- Dashboard
- New Unit
- Recharter
- Unit Renewal
- Redistricting
- Position Manager
- Maintenance
- Data Management
- Reports
- User Guide

View Chartered Organization      [Print Manual Recharter Paperwork](#)      [Print Charter Certificate](#)  
View Organization Tools      [Print Internet Recharter Paperwork](#)

Charter: Bellemans Union Church      04/01/2023 - 03/31/2024      Term: 12

Adult Roster      Youth Roster      [Show District History](#)      [Print Roster](#)

Search      Search by Position

[Renew](#)      [Transfer/Multiple](#)      [Actions](#)      [Add Registrant](#)      [Filter](#)

<input type="checkbox"/>	Position	Name	DOB	YPT	CBC	Trained	Registration Status	Gender	SL	Registration Expiry Date
<input checked="" type="checkbox"/>	SA - Assistant Scoutmaster	[Redacted]	07/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Re-Registered	M	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	CC - Committee Chair	[Redacted]	02/01/1988	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Re-Registered	M	<input type="checkbox"/>	03/31/2024

Click the Renew tab.

Hawk Mountain Council 528

Registrar Tools

- Search**
- Dashboard
- New Unit
- Recharter
- Unit Renewal
- Redistricting
- Position Manager
- Maintenance

Charter: Bellemans Union Church      04/01/2023 - 03/31/2024      Term: 12

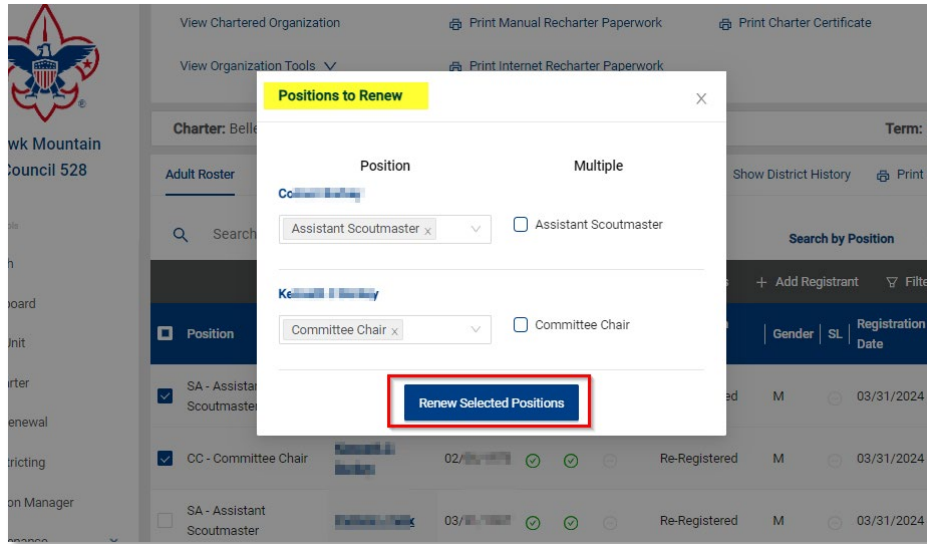
Adult Roster      Youth Roster      [Show District History](#)      [Print Roster](#)

Search      Search by Position

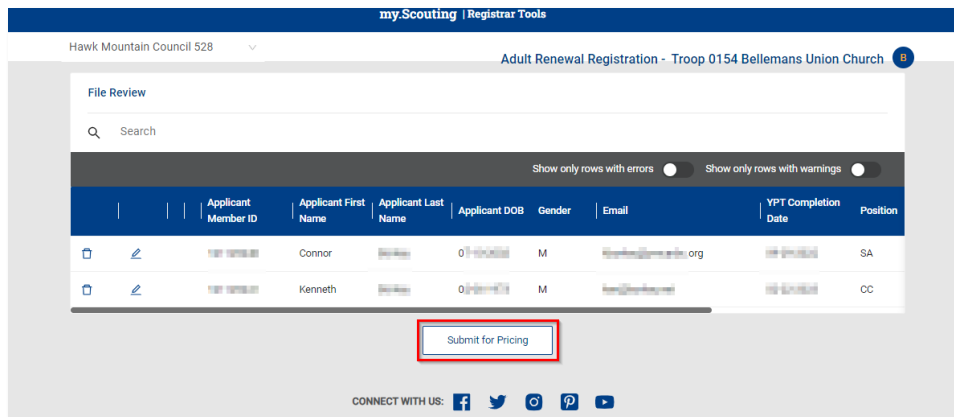
[Renew](#)      [Transfer/Multiple](#)      [Actions](#)      [Add Registrant](#)      [Filter](#)

<input type="checkbox"/>	Position	Name	DOB	YPT	CBC	Trained	Registration Status	Gender	SL	Registration Expiry Date
<input checked="" type="checkbox"/>	SA - Assistant Scoutmaster	[Redacted]	07/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Re-Registered	M	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	CC - Committee Chair	[Redacted]	02/01/1988	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Re-Registered	M	<input type="checkbox"/>	03/31/2024
<input type="checkbox"/>	SA - Assistant Scoutmaster	[Redacted]	03/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Re-Registered	M	<input type="checkbox"/>	03/31/2024

A mini window will show, listing all the members selected. You can adjust the positions as needed. Once all is correct, click “Renew Selected Positions.”



This will take you to the File Review Screen, you can do all the same functions as in “Add-Reg.” Click “Submit for Pricing.”



If all looks correct, click “Submit Registrations” The renewals will be posted overnight, and the fees will be added to the overnight Membership Journal ACH.

