

Council Procedure for Processing a Unit Renewal

Units can request for their unit renewal to be processed at the council.

All validation errors will have to be resolved before the renewal can be posted. It is suggested to check for and resolve anything that will return a validation error before initiating the renewal process.

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.
Expiration date = June 30, renewal opportunity begins May 1.
3. A unit has a three-month lapsed period after the unit expires.
Expiration date = June 30, lapse period ends Sept 30, will drop Oct 1.
4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

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.***
 - c. *Leaders are less than 18 years old – **Error.***
 - d. *Youth do not meet the age/grade requirement for the program – **Error.***
 - e. *Leaders do not have completed CBC Authorizations – **Warning***
 - f. *Adults do not have SSN – **Warning***
5. Check your leadership positions and make sure you have the correct names in the correct positions, if not 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.
 6. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
 7. Proceed with unit renewal.

Once ready to process the renewal, log in to my.Scouting>Registrar Tools>Unit Renewals. Provide the criteria to search for the unit. Notice the status filter when searching. It defaults to Active. If the unit you are processing is expired or lapsed, you will need to update that status before searching.

The screenshot shows the 'Unit Renewal' search interface. On the left is a sidebar with the Scout logo and navigation links: 'Registrar Tools', 'Search', 'Dashboard', 'New Unit', 'LFL Group', and 'Unit Renewal'. The main area contains search filters: 'Unit Type' (dropdown), 'Unit Number' (text), 'Expiration Date' (MM/DD/YYYY), 'District Name' (dropdown), 'Chartered Organization' (text), and 'Special Interest Type' (dropdown). A 'Status' filter is highlighted with a red box and labeled 'Status filter of unit to search for', showing 'Active' selected. A 'Search' button is at the bottom right. Below the filters is a table header with columns: 'Type', 'Gender', 'Number', 'Chartered Organization', 'District', 'Expiration', 'Renewal Status', and 'Approve'. A red box on the left sidebar is labeled 'Unit Renewal'.

Find the unit in the search results and click on that row to access the unit renewal page. Accessing the unit renewal page initiates the validation process. If any errors are found, they will have to be resolved before you can proceed.

To update positions, select Edit Positions to go to the Position Manager. Changes in Position Manager can only be completed if the member is not expired. If they are expired, renew their membership, and wait overnight for it to post. Then return to the renewal process where the validation process will run again.

When all the validation issues are cleared, sign the form using “On File” as the signature. You will have the paper file brought in to you by the unit for your council files, so a specific name there is not necessary.

Select “Next Step Unit Pin Review.”

The screenshot shows the 'Unit Renewal and Leadership Approval' page. At the top right is a 'Membership' section with '2 Youth Members' and '0 Multiple Members'. Below is a 'Validation' section with a red error message: 'Charter validation results: 1 Error'. The error details are: 'Error: Unit does not have required number of leadership positions'. A list of 'Positions Effected' includes: Executive Officer, Committee Chairman, Scoutmaster, Committee Member and New Member Coordinator, and Chartered Organization Rep. A red box is labeled 'Warnings or Errors found in the validation process.' Below the validation is a 'Signature Block' with an 'OnFile' input field and the text 'approve the renewal of the above-named unit and leadership for the year.' A red box is labeled 'Signature Block'. At the bottom right is a blue button labeled 'Next Step: Unit Pin Review' with a red box labeled 'Next Step: Unit Pin Review'. A red box at the top left is labeled 'Edit Positions to go to Position Manager.' pointing to an 'Edit Positions' button.

Review the unit pin information making any necessary edits. Make sure that if “Appear on BeAScout” is selected, that there are fields selected to display. Otherwise, you will receive an error when trying to advance the process to the next step.

Once the unit pin information is correct, select “Continue to Unit Renewal.”

The screenshot shows the 'Unit Validation' step of a process. It is divided into two main sections: 'Unit Information' on the left and 'Unit Pin Preview' on the right. A progress bar at the top indicates the current step is 'Unit Validation' (1), with 'Payment' (3) and 'Confirmation' (4) following. A red box highlights the 'Continue to Unit Renewal' button at the top center. Another red box highlights the 'Appear on BeAScout' toggle switch, which is currently turned on. A third red box highlights the 'Fields to Display on Unit Pin' section, which includes several items with toggle switches: 'Unit Meeting Address' (on), 'Contact Person's Name' (on), 'Phone Number' (off), 'Contact Email' (on), 'Unit Website' (on), and 'Additional Unit Information' (on). A fourth red box highlights the 'Apply Now' button in the 'Unit Pin Preview' section. A fifth red box highlights the 'Process Payment and Renew Unit' button at the bottom right of the page.

Review that everything looks correct on the payment summary screen. Select “Process Payment and Renew Unit.”

The \$100 unit charter fee will be processed overnight in the Membership Journal ACH.

The screenshot shows the 'Payment' step of the process. It displays a summary of 'Unit Renewal Fees'. The fees listed are: 'Recharter Fee' at \$100.00, 'Subtotal' at \$100.00, and 'Manual Payment (No Admin Fee)' at \$0.00. The 'Total' is \$100.00. Below the fee summary is a section for 'Billing Information'. A yellow highlight is placed over the text 'Process manual payment for unit renewal.' A red box highlights the 'Process Payment and Renew Unit' button at the bottom right. A 'Back To Unit Validation' button is visible at the bottom left.