

Scout Unit Renewal Guide - DRAFT

(Supporting Changes implemented March 1, 2024)
February 15, 2024

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.

With the change in membership and renewal to a twelve-month cycle, effective March 1, 2024, new memberships will renew in the month they joined. Those available for renewal will get renewed from the last renewal date. This allows the unit renewal process to be streamlined and simplified. A member of the unit Key-3 can go online to My.Scouting and renew the unit each year within 10 minutes, assuming there are no validation errors (such as YPT training for your adult leaders).

As you prepare to renew your units keep these items in mind:

1. This process only renews the unit, not any of the members, which is a different process now based on the joining or last renewal date.
2. A unit only has a one month lapsed period after the unit expires (this is a change from two months).
3. It is recommended you pre-check if there any validation issues. The most common is Youth Protection Training (YPT) dates for adult leaders. Other validation checks are still performed such as correct leadership positions filled, number of youths, and YPT. Validation is done at the time you renew, if things change a day or so later, the validation will check.

Validation Codes in Unit Renewal:

- *Unit does not have required number of leadership positions – Error.*
 - *Unit has no youth changes from previous charter – Warning.*
 - *Leaders do not have current Youth Protection Training – Error.*
 - *Leaders do not have completed CBC Authorizations – Warning.*
 - *Leaders are less than 18 years old – Error.*
 - *Youth do not meet the age/grade requirement for the program – Warning.*
 - *Adults do not have SSN – Warning.*
 - *Unit has less than 2 paid youth – Warning.*
 - *Unit has more than 100 youth – Warning.*
 - *Unit has less than 5 youth – Warning.*
 - *Unit is funded / supported by the council – Warning.*
 - *Roster dropped at least 25 paid youth – Warning.*
4. Check your leadership positions and make sure you have the correct names in the correct positions, if not use “Position Manager” also found in Organization Manager to edit and wait overnight and then validate again.
 5. Have a credit card handy to pay the Unit Recharter fee (\$100.00).

In Organization Manager, a Unit Renewal tab will display. When selected, the validation process runs and will show any errors.

The screenshot shows the 'myScouting | Organization Manager' interface for Troop 0301 John R. Bentley Youth Fund INC. The 'Unit Renewal' tab is selected in the left sidebar. The main content area is divided into three sections: 'Unit Leadership', 'Chartered Organization', and 'Youth Membership'. The 'Unit Leadership' section lists roles and names: Chartered Organization Rep. (Randy), Scoutmaster (Jeffrey), Executive Officer (Randy), New Member Coordinator (Amanda), Committee Chair (Mary), Committee Member (Charles), and Assistant Scoutmaster (Bryan). The 'Chartered Organization' section shows the organization name, executive officer (Randy), unit term (Apr 1, 2023 - Mar 31, 2024), and unit address (1214 Trogon St North, Wilkesboro, NC 28659). The 'Youth Membership' section shows 6 Youth Members and 1 Multiple Member. A 'Validation' section at the bottom indicates a 'Charter validation results: 1 Error' with a red box containing the message: 'Error: Leaders do not have current Youth Protection Training'. Below this, a list of 'Members Effected' includes Bryan, Randy, Charles, and Amanda. At the bottom, there is a 'Unit Renewal and Leadership Approval' section with a signature line and a 'Next Step: Payment' button.

Each time you open the Unit Renewal tab, the validation check occurs. Once there are no validation errors, sign by entering your name approving the leadership for renewal and then click on the “Payment” button.

This screenshot shows the same 'myScouting | Organization Manager' interface for Troop 0301 John R. Bentley Youth Fund INC. The 'Unit Renewal' tab is still selected. The 'Unit Leadership' and 'Chartered Organization' sections are identical to the previous screenshot. The 'Youth Membership' section also remains the same. The 'Validation' section now shows a green checkmark, indicating that the validation process has passed. The 'Unit Renewal and Leadership Approval' section is highlighted with a red box, showing a signature line with the name 'Mary Person' entered. Below the signature line, there is a 'Next Step: Payment' button, which is also highlighted with a red box.

The payment page will process your unit renewal. Enter the credit card payment information.

myScouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC **B**

Unit Validation **2** Payment **3** Confirmation

Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
Total:	\$103.00

Billing Information

Credit Card Bank Account

CARD INFORMATION

* First Name: Mary

* Last Name: Person

* Card Number: 4111 1234 5678 9101

* Expiration Date: 12/27

As a unit, you will also have the option to store the credit card for next year if desired.

Card Information

* Card Number: 4111 1234 5678 9101

* Expiration Date: 12/27

* CVV: 411

* Email Address: [Redacted]

BILLING ADDRESS

* Country: USA

* Address Line 1: 1325 W Walnut Hill Ln

Address Line 2: Address Line 2

* City: Irving

* State/Region: TX

* ZIP Code: 75038-3008

Save this card for future payments: ☒

Submit Payment

Click on Submit Payment and you are finished until next year.

You will see a recap of the fees and be prompted to “Go to Confirmation”.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC B

Renewal Order Status

Status: Submitted
Is paid: Yes
Created By: Mary [Avatar]

Unit Validation ✓ 2 Payment 3 Confirmation

Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
Total:	\$103.00

[Go To Confirmation](#)

You will next see the payment processing and confirmation page; at the same time, an email confirmation will be sent to the address you entered above. Your unit is now submitted for renewal and will be posted overnight.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC B

Unit Validation 1 2 Payment 3 Confirmation

Your payment is being processed.
Please check back later for the status of your renewal order.

Renewal Order Status

Status: Submitted
Is paid: Yes
Created By: Mary [Avatar]

You will also receive an e-mail receipt for the payment of the unit recharter fee.

