Unit Renewal Guide

(Supporting Changes implemented March 1, 2024)

April 1, 2024

How do we renew our unit?

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

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 date or their last renewal date.
 - a. A unit only has a one month lapsed period after the unit expires (this is a change from two months).
- 2. It is recommended you pre-check if there are any validation issues. The most common is Youth Protection Training (YPT) dates for adult leaders.

Validation Codes in Unit Renewal: Errors will not let you proceed. Warnings will allow you to proceed.

- a. Unit does not have required number of leadership positions Error.
- b. Leaders do not have current Youth Protection Training Error.
- c. Leaders do not have completed CBC Authorizations Warning.
- d. Leaders are less than 18 years old Error.
- *e.* Youth do not meet the age/grade requirement for the program Error.
- f. Adults do not have SSN Warning
- 3. 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.
- 4. Have a credit card or ACH information 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.

my.Scouting Organization Manager				
Troop 0301 John R. Bentley Youth Fund INC B				
	1 Unit Validation	2 Payment	3 Confirmation	
	Unit Leadership	Chartered Organizaton		
Troop 0301	Chartered Organization Rep. Committee Chair Randy Mary Mary	Organization Name E John R. Bentley Youth Fund R INC	xecutive Officer andy	
Organization Manager	Scoutmaster Committee Member Jeffrey Charle Executive Officer Assistant Scoutmaster	Unit Term U Apr 1, 2023 - Mar 31, 2024 1: V	hit Address 214 Trogdon St North Vilkesboro, NC 28659	
Unit Renewal	Randy Bryan Bryan New Member Coordinator Amanda	Youth Membership		
Unit Pin Unit Dashboard	Edit Positions	6	1	
Roster Transfer in		Youth Members	Multiple Members	
Position Manager	Validation			
Reports	Charter validation results: 1 Error Error: Leaders do not have current Youth Protection Members Effected: Bryan Randy Charl Amar	fraining		
	Unit Renewal and Leadership Approval			
	I,, approve the rechartering of	the above-named unit and leadership for th	ne year.	

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 the "Payment" button.

Froop 0301 John R. Bent	tley Youth Fund INC 🚯			
	1 Unit Validation		2 Payment	3 Confirmation
	Unit Leadership		Chartered Organizaton	
Troop 0301	Chartered Organization Rep. Ran Scoutmaster	Committee Chair Mary Committee Member Char	Organization Name John R. Bentley Youth Fund INC Unit Term Apr 1, 2023 - Mar 31, 2024	Executive Officer Randy Unit Address 1214 Trogdon St North
Settings	Executive Officer	Assistant Scoutmaster		Wilkesboro, NC 28659
Unit Renewal	New Member Coordinator			
Unit Pin		Edit Positions	Youth Membership	
Unit Dashboard		Lant Foottono		
Roster			0	1 Makida Marakara
Transfer in			Youth Members	Multiple Members
Position Manager	Validation			
Reports	Validation			
	>			
	Unit Renewal and Leadersh	hip Approval	the above assured units and load ashing for	
I, Mary Person , approve the rechartering of the above-named unit and leadership for the year.				
				No. Company

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

my.Scouting Organization Manager					
Troop 0301 John R. Bentley Youth Fund INC B					
	👽 Unit Validation —		Payment 3 Confirmation		
	Unit Renewal Fees				
Troop 0301	Recharter Fee: Subtotal: Admin Fee (Credit Card - 3%):	\$100.00 \$100.00 \$3.00			
Organization Manager Settings	Total:	\$103.00			
Unit Renewal Unit Pin	Billing Information			1	
Unit Dashboard Roster	Credit Card Bank Account				
Transfer in	CARD INFORMATION * First Name:		Mary		
Reports	* Last Name :		Person		
	* Card Number:				
	* Expiration Date:		12/27		

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

	* Card Number:		
	* Expiration Date:	12/27	
	* CVV:	411	
Troop 0301	* Email Address:	and a second	
	BILLING ADDRESS		
Settings	* Country:	USA	
Unit Renewal	* Address Line 1:	1325 W Walnut Hill Ln	
Unit Pin	Address Line 2:	Address Line 2	
Unit Dashboard			
Roster	* City:	Irving	
Transfer in	* State/Region:	TX v	
Position Manager			
r conton manager	* ZIP Code:	75038-3008	
Reports		_	
	Save this card for future payments:		
		Submit Doursont	
		Submit Payment	

You will also have the option to use ACH instead of a credit card. You can access that form by clicking the ACH tab at the top of the billing information section.

Silling Information		
Credit Card ACH Payment		
* First Name:	First Name	
* Last Name:	Last Name	
* Email Address:	Email	
* Phone Number	∂ Phone Number	
* Address Line 1:	Address Line 1	
* City:	City	
* State/Region:	Choose State/Region	\sim
* ZIP Code:	ZIP Code	
Save account information for future	Ο	
	Ра	y With Bank Accoun

You can also save ACH information to use again next year.

Click on Submit Payment or Pay With Bank Account 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 3					
	Renewal Order Status Status: Submitted Is paid: Yes Created By: Mary				
Troop 0301	Unit Validation —		2 Payment	3 Confirmation	
Organization Manager	Unit Renewal Fees				
Unit Renewal Unit Pin	Recharter Fee: Subtotal: Admin Fee (Credit Card - 3%):	\$100.00 \$100.00 \$3.00			
Unit Dashboard Roster	Total:	\$103.00			
Transfer in Position Manager				Go To Confirmation	
Reports					

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	2 Payment	3 Confirmation		
Troop 0301		\$			
Organization Manager	Your payme	ent is being processed.			
Settings	Please check back late	er for the status of your renewal order.			
Unit Renewal Unit Pin	Renewal Order Status Status: Submitted Is paid: Yes				
Unit Dashboard	Created By: Mary				
Roster					
Transfer in					
Position Manager					
Reports					

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

