

Council Procedure for Processing a Unit Renewal
(Basic process is the same regardless if it is the council or the unit processing the renewal.)
October 2025

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 council can renew a unit two months prior to expiration.
Expiration date = June 30, renewal opportunity begins May 1.
3. A unit has a two-month lapsed period after the unit expires.
Expiration date = June 30, lapse period ends Aug 31, will drop Sept 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 annual Safeguarding Youth 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 payment information available to pay the Unit Renewal fee (\$100.00).
 7. Proceed with unit renewal.

Other than access point, the unit renewals are processed the same way regardless if it is the council processing the renewal or the unit processing 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.

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.

If a leader is listed in grey, that means that leader has lapsed. If the leader is in a required position, they will have to be renewed and post overnight before you can proceed with renewing the unit. If the leader is listed in blue, their registration is current.

You can select Edit Positions to be taken to the Position Manager to make any necessary changes in position. Changes in Position Manger 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.

Scroll down to see any Validation Errors.

In this example, the error is regarding “not enough required number of leadership, but currently there are 0”. Be aware, there are also instances where there could be too many assigned to a specific role resulting in the error. This will be reflected in the number following the error message.

The screenshot shows a web form titled "Validation" with a red warning icon and the text "Charter validation results: 1 Error". Below this, a red-bordered box contains the error message: "Error: Unit does not have required number of leadership positions". Underneath, a section titled "Positions Affected:" lists five roles with their required and current counts: Executive Officer (Required: 1, currently assigned: 0), Committee Chairman (Required: 1, currently assigned: 0), Outmaster (Required: 1, currently assigned: 0), Den Leader/Icon Guide/ Tiger Den Leader/Wilbos Leader (Required: 1 or more, currently assigned: 0), and Chartered Organization Rep. (Required: 1, currently assigned: 0). Below the error box is a text input field for a signature and a line of text: ", approve the renewal of the above named unit and leadership for the year:". At the bottom, there are two buttons: "Click here for Pay at the Council Office Option" and "Next Step: Unit Pin Review".

When all the validation issues are cleared, sign the form indicating your approval. You can 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.

Selecting “Click here for Pay at the Council Office Option” creates a renewal summary document. This is what the unit will need to print, sign and take to the council along with payment. Select “Next Step Unit Pin Review.”

The screenshot shows a web form with a "Membership" section at the top right displaying "2 Youth Members" and "0 Multiple Members". Below this is a "Validation" section with a red warning icon and the text "Charter validation results: 1 Error". A red-bordered box contains the error message: "Error: Unit does not have required number of leadership positions". Underneath, a section titled "Positions Affected:" lists five roles: Executive Officer, Committee Chairman, Scoutmaster, Committee Member and New Member Coordinator, and Chartered Organization Rep. Below the error box is a text input field containing "OrFile" and a line of text: ", approve the renewal of the above-named unit and leadership for the year:". At the bottom, there are two buttons: "Click here for Pay at the Council Office Option" and "Next Step: Unit Pin Review".

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.”

Review that everything looks correct on the payment summary screen.

The unit renewal has been successfully created. While the unit is in the initiated status, the council has the ability to “delete order” if needed. If the renewal is at any other status, the Delete Order option will not be displayed.

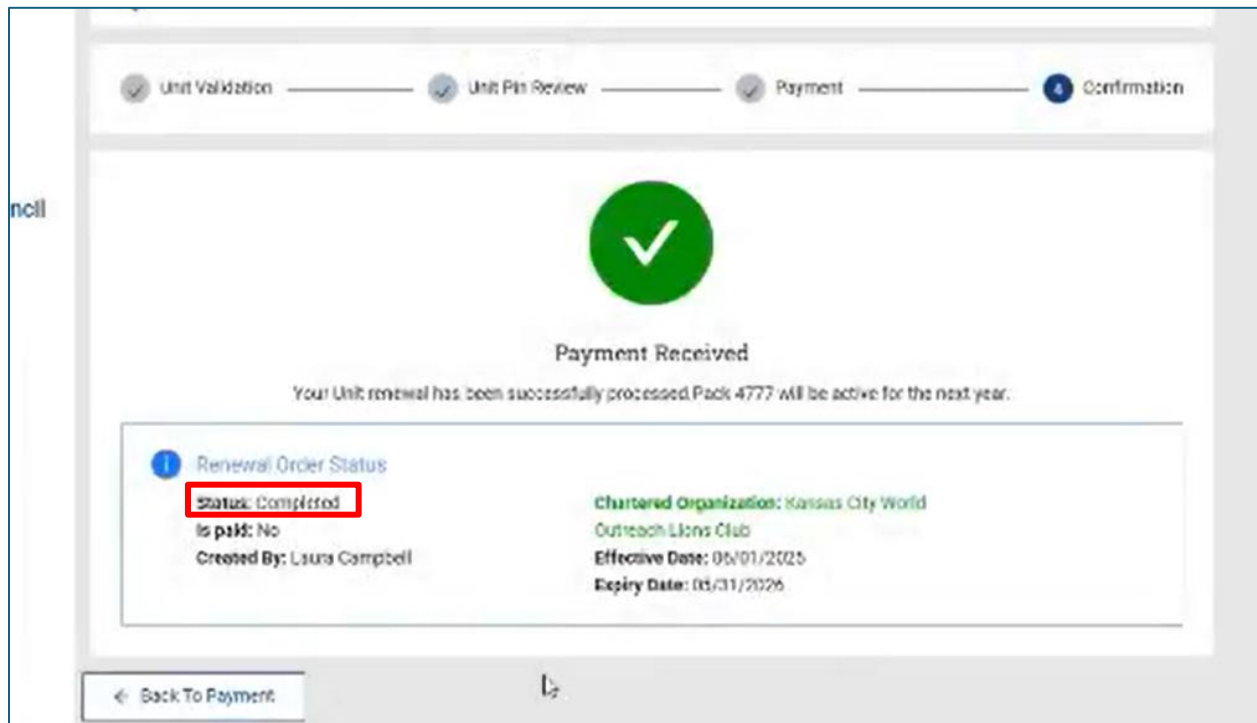
The fees listed should only be the \$100 unit renewal fee. (At this point if the unit is processing the renewal, they would enter their payment information.)

Select “Process Payment and Renew Unit.”

You will get a success message as well as a payment received message.

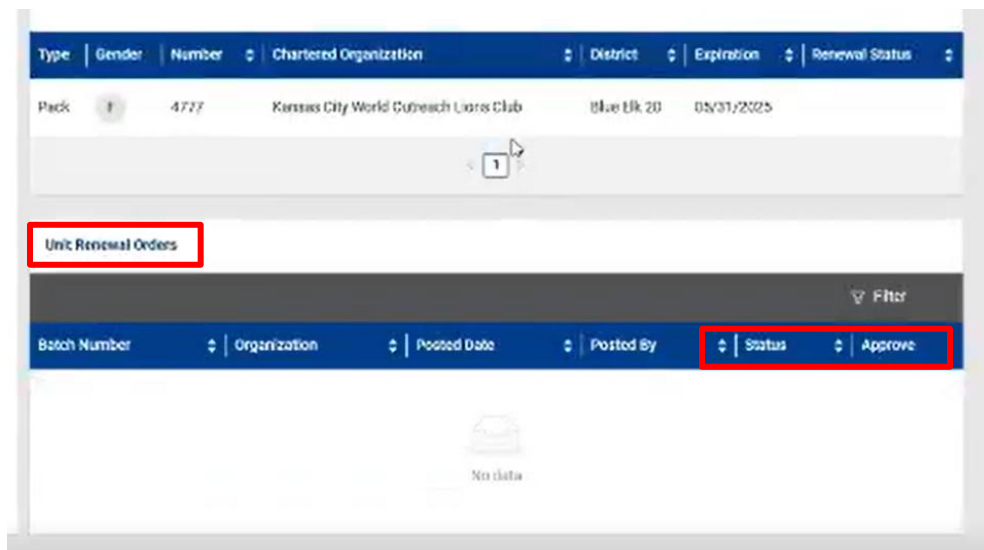
Please note that since this is the council processing the renewal, the \$100 unit charter fee will be processed overnight in the Membership Journal ACH process.

If this was the unit, it could take up to 4 business days for payments to be received. The status will automatically update to “Completed” when payment is received.



If this is the unit, the status will update to pending approval.

Council would then need to approve the renewal. To do this, go to Registrar Tools and either select Unit Renewal and view the units listed under Unit Renewal Orders, columns Status and Approve.



Or pull up the specific unit under Org Search and go to the Unit Info screen. There you will find an Approve button.