

Unit Procedure for Processing a Unit Renewal
(Basic process is the same regardless of whether it is the unit or the council processing the renewal.) Sept 2026

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 successful unit renewals:

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. The lapse period is being eliminated. So, units will drop immediately the day after expiration.
4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

Validation Codes in Unit Renewal:

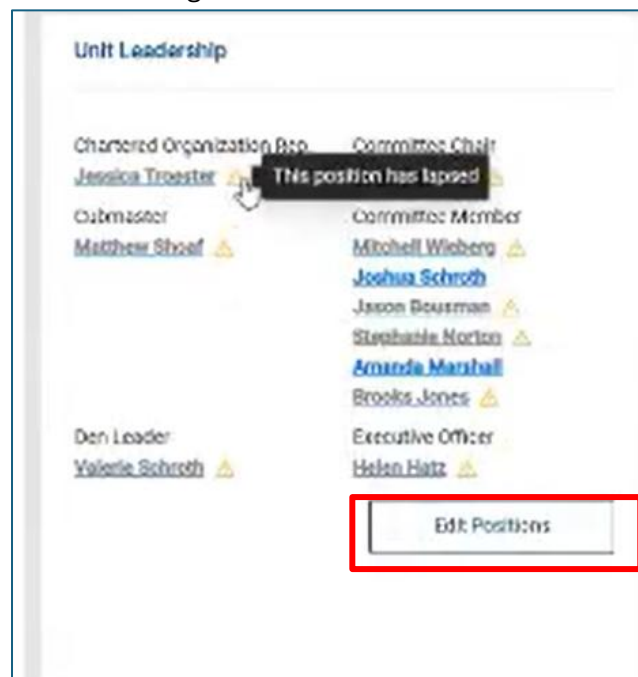
Errors (red) will not let you proceed.

Warnings (yellow) will allow you to proceed.

- a. *Unit does not have required number of leadership positions – **Error.***
 - b. *Leaders are less than 18 years old – **Error.***
 - c. *Youth do not meet the age/grade requirement for the program – **Error.***
 - d. *Leaders do not have current annual Safeguarding Youth Training – **Warning.***
 - 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 of \$8.50 per month.
 - a. Follow the most current instructions for the number of proration months.
7. Proceed with unit renewal.

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

- Log in to my.Scouting>Org Manager>Unit Renewal.
- If the Key 3 member processing the unit renewal is a member of multiple units, be sure the correct unit is selected for processing.
- Accessing the unit renewal automatically 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 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.



- 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 this same error. This will be reflected in the number following the error message.

Validation

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

Error: Unit does not have required number of leadership positions

Positions Affected:

- Executive Officer (Required: 1, currently assigned: 0)
- Committee Chairman (Required: 1, currently assigned: 0)
- Scoutmaster (Required: 1, currently assigned: 0)
- Den Leader/Trainer Guide/Tiger Den Leader/Wildcat Leader (Required: 1 or more, currently assigned: 0)
- Chartered Organization Rep. (Required: 1, currently assigned: 0)

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. If unit is completing the renewal, the name of the person processing the renewal should be entered.

Click here for Pay at the Council Office Option

Next Step: Unit Pin Review

- 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.”

Edit Positions

Membership

2 Youth Members 0 Multiple Members

Validation

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

Error: Unit does not have required number of leadership positions

Positions Affected:

- Executive Officer
- Committee Chairman
- Scoutmaster
- Committee Member and New Member Coordinator
- Chartered Organization Rep.

Unit Renewal and Leadership Approval

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

Click here for Pay at the Council Office Option

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.

Unit Information

Continue to Unit Renewal

Pin Mode

☐ Only Allow the Council to Update Pin Information

☒ Allow Units to Update Pin Information

Appear on BeAScout:

☒

Allow People to Apply Online: ☒

Fundraising Helps Cover Costs: ☐

Contact Information

Contact Person: Matthew Schlosser

Phone: (214) 455-6048

Email: cubmaster@pack807.info

[Edit](#)

Special Interest Type

TRADITIONAL PROGRAM

Unit Fee

175

Unit Website

pack807.info

Additional Unit Information

Pack 807 serves over 70 Cub Scouts in the West Frisco area, led by an experienced group of volunteer

Unit Pin Preview

**Pack 0807**

Unit Dues: \$175*

Contact: Matthew Schlosser

Phone: (214) 455-6048

Email: cubmaster@pack807.info

Website: pack807.info

Dens for Boys or Girls

Online Registration available for this unit.

Pack 807 serves over 70 Cub Scouts in the West Frisco area, led by an experienced group of volunteer parents. We offer a robust calendar of activities to develop citizenship, character, personal fitness, leadership, and a love for the outdoors! We accept any K-5th graders (boys or girls) willing to regularly participate in a strong Cub Scouts experience!

*Covers all Scout expense for the year

[Request More Information](#) [Apply Now](#)

Fields to Display on Unit Pin:

Unit Meeting Address: ☒

Contact Person's Name: ☒

Phone Number: ☒

Contact Email: ☒

Unit Website: ☒

Additional Unit Information: ☒

- Be sure to save any changes.

SAVE

- Complete the Unit Meeting Information at the bottom of the screen.

- Select “Save Meeting Schedule.”

Unit Meeting Information

Address

8200 Otis Dr
Frisco, TX 75036

[Edit](#)

Meeting Schedule ⓘ

Frequency

Select frequency ▼

Day

Start Time

Select time ▼

End Time

Select time ▼

[Clear](#) [Save Meeting Schedule](#)

- Once all pin settings are updated and saved, select “Continue to Unit Renewal” at the top.

Unit Validation — 2 Unit Pin Review — 3 Payment — 4 Confirmation

Successfully Update

Please allow up to 24 hours for changes to be reflected on BeAScout

[Unit Information](#) [Continue to Unit Renewal](#) [Unit Pin Preview](#)

- 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 total unit renewal fee. (At this point if the unit is processing the renewal, they would enter their payment information.)

- If council is processing the unit renewal, select “Process Payment and Renew Unit.”

The screenshot shows the 'Renewal Order Status' page for Pack 4777 Kansas City World Outreach Lions Club. The status is 'Initiated', 'Is paid: No', and 'Created By: Laura Campbell'. The 'Chartered Organization' is 'Kansas City World Outreach Lions Club', with an 'Effective Date' of '06/01/2025' and an 'Expiry Date' of '05/31/2026'. A progress bar shows four steps: 1. Unit Validation, 2. Unit Pin Review, 3. Payment (selected), and 4. Confirmation. Below this, the 'Unit Renewal Fees' table shows a 'Recharter Fee' of \$100.00, a 'Subtotal' of \$100.00, and a 'Total' of \$100.00. The 'Billing Information' section contains the text 'Process manual payment for unit renewal.' and a blue button labeled 'Process Payment and Renew Unit' which is highlighted with a red box.

Unit Renewal Fees	
Recharter Fee:	\$100.00
Subtotal:	\$100.00
Total:	\$100.00

- 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 unit charter fee will be processed overnight in the Membership Journal ACH process.
- If this were the unit processing it, it could take up to 4 business days for payments to be received.
- The status will automatically update to “Completed” when payment is received.

The screenshot shows the 'Confirmation' step of the unit renewal process. A large green checkmark icon is centered on the screen, with the text 'Payment Received' below it. Below this, a message states: 'Your Unit renewal has been successfully processed. Pack 4777 will be active for the next year.' The 'Renewal Order Status' section at the bottom shows the status updated to 'Completed', which is highlighted with a red box. Other details remain the same: 'Is paid: No', 'Created By: Laura Campbell', 'Chartered Organization: Kansas City World Outreach Lions Club', 'Effective Date: 06/01/2025', and 'Expiry Date: 05/31/2026'. A 'Back To Payment' button is visible at the bottom left.

Renewal Order Status	
Status: Completed	Chartered Organization: Kansas City World Outreach Lions Club
Is paid: No	Effective Date: 06/01/2025
Created By: Laura Campbell	Expiry Date: 05/31/2026

- 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.

Type	Gender	Number	Chartered Organization	District	Expiration	Renewal Status
Pack	1	4777	Kansas City World Outreach Lions Club	Blue Elk 20	05/31/2025	

Unit Renewal Orders

Filter

Batch Number	Organization	Posted Date	Posted By	Status	Approve
No data					