

# 4 Easy Steps To On-time Membership/Charter Renewal

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## **Recruit a Membership/Charter Renewal Processor**

Your membership renewal processor **MUST** be one of your unit's Key 3 members (Unit Leader, Committee Chair, Charter Organization Representative) OR a Key 3 Delegate.

[How To Assign a Key 3 Delegate](#)

2

## **Review Your Current Unit Roster in My.Scouting**

Login to **my.Scouting.org** > click on **Menu** > click on your **Unit Name** > click on **Roster** to see a list of all youth and adult members in your unit. Click on **Export Roster** to generate a Roster Report. If active members are missing from your roster, approve online applications for them (preferred method) OR turn in paper applications. **DO NOT DELAY!**

3

## **Conduct a Membership Inventory and Collect 2024 Fees**

Contact all registered adult members and parents of registered youth members to confirm whether or not they are re-registering for 2024. If they are re-registering, **collect 2024 fees NOW**. This is also a great time to update **my.Scouting.org** with any corrections to address, phone, email address for adult members and parents of youth members who are continuing in 2024.

4

## **Review YPT and CBC Status for All Registered Adults**

**Youth Protection Training (YPT)** is required for all BSA registered volunteers and is a joining requirement. Youth Protection Training must be taken every two years. Registered adults whose YPT expires prior to March 1, 2024 need to re-take the YPT online course NOW by logging in to **my.Scouting.org** and clicking on the Youth Protection Training logo.

[How To Generate a YPT Aging Report for Your Unit](#)

All registered adults must consent to and pass a criminal background check by signing and submitting a **Criminal Background Check (CBC) Authorization** form. To view CBC status for your unit, login to **my.Scouting.org** > click on **Menu** > click on your **Unit Name** > click on **Organization Manager** > **Position Manager**. Any registered adult without a check-mark ( ) beside their name must complete an [Authorization for CBC](#) and email to Jay.Shankel@scouting.org (SKC [Registrar](#)).



**Complete these steps NOW and  
Your unit will be on your way to  
ON-TIME Membership Renewal!**

**For more information visit: [SKC Membership Renewal](#)**