

Membership & Unit Renewal Changes

Effective March 1, 2024



Two Separate Renewal Processes Exist

- **Membership Renewal** — Renews the membership of adult leaders and youth members for another year of Scouting
- **Unit Renewal** — Renews the annual agreement between the BSA and the organization sponsoring the unit, thereby granting them a charter (sometimes called Charter Renewal)

Prior to March 1, 2024 Simon Kenton Council had the same **12-month term** for **Membership Renewal** and **Unit Renewal** — **January 1 thru December 31**



What Has Changed?

Membership Renewal

- As of August 2023, membership is no longer based on the calendar year
- Registration has a **12-month term** that begins when the application is processed
- Membership Renewal is now completed via **Family/Self-Pay** or **Unit Pay**

Unit Renewal

- As of March 2024, Unit Renewal is a separate process from Membership Renewal
- Unit Renewal is now **completed via Organization Manager** in the My.Scouting tool



Is Your Unit Ready?

Membership Renewal Key Decisions/Actions

- Verify/update email addresses in My.Scouting for all registered adult members
- Ensure you have a current parent/guardian email address in My.Scouting for every Scout under 18
- Decide on your unit's payment method by choosing either:

Self Pay / Family Pay

(Registered adults and parents of Scouts pay fees when due)

—OR—

Unit Pay

(The unit pays for registrations of members in the month due)



2024 Membership Renewal Process

Overview

- All registrations are for a 12-month period (as they have always been)
- If your registration expires on 12/31/2024, your renewed membership will start on 1/1/2025 and runs through the entire calendar year until 12/31/2025
- Anyone who joined Scouting on or after August 1, 2023 will have a different expiration date which is based on when they joined
- Membership renewal can be completed either:
 - By **INDIVIDUALS** (for **adult** members) and by **FAMILY** (for **youth** members)
 - OR —
 - By the **UNIT** (for **all adult** and **youth** members)



Two Options for Membership Renewal

Renewing Membership Using Family/Self Pay

- An e-mail notification and a renewal link will be sent 60 days before membership expires.
- The link in the email will direct you to a renewal form in My.Scouting.
- For adults registered in multiple positions, select the primary position. Renewing the primary position will automatically renew multiple positions.
- Parents and registered adults pay with a credit card and submit the renewal.
- The unit will approve the membership renewal.

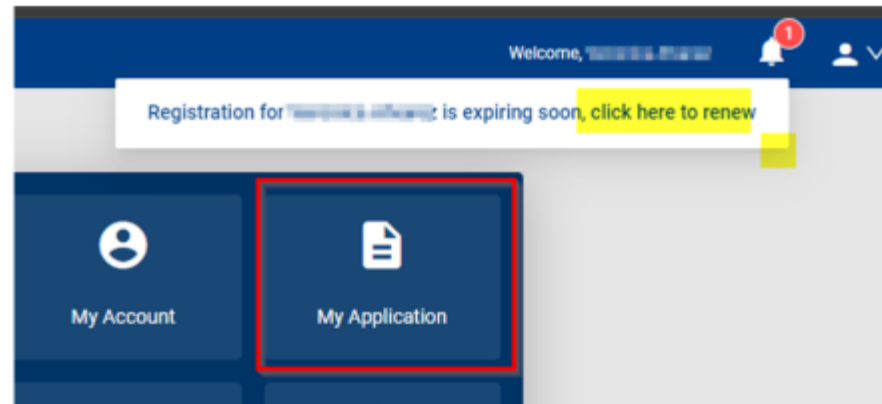
Renewing Membership Using Unit Pay

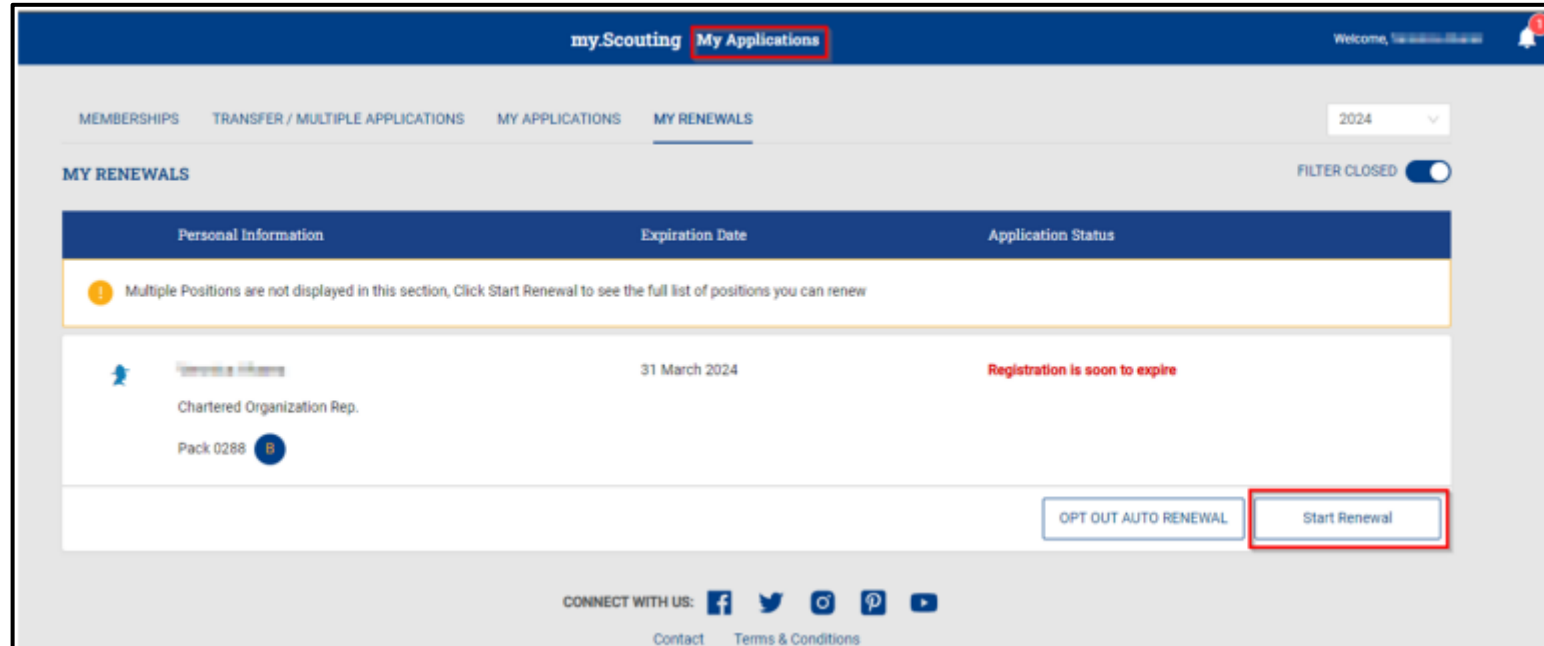
- In Organization Manager, the unit selects the Unit Pay option.
- Unit Key 3's are notified each month about which members are due to renew that month.
- Using the Roster tab, the unit selects which members they are renewing.
- The unit can select not to renew a member (opt-out).
- The unit can change *Scout Life* magazine subscription settings for each person.
- The unit pays with credit card or an electronic fund transfer payment (ACH) and submits the renewal.

Renewal Notifications

- An e-mail reminder will be sent out two months before a registration expires
- A notice will also appear in My.Scouting
- A reminder notice in “Scoutbook plus” will provide a link to My.Scouting

To begin the renewal process, login to My.Scouting
Click on “My Application”





This adult is registered as the Chartered Org Rep in this pack. Clicking on the **Start Renewal** button will bring up any other registrations that need to be reviewed.

Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Pack 0288 **F**

Chartered Organization Rep.
Current Expire Date: 03/31/2024
Future Expire Date: 03/31/2025
Primary Position ✓

Committee Member
Current Expire Date: 03/31/2024
Future Expire Date: 03/31/2025
✓ Select as Primary Position Remove Position

Troop 0288 **B**

Chartered Organization Rep.
Current Expire Date: 03/31/2024
Future Expire Date: 03/31/2025
✓ Select as Primary Position Remove Position

Go back to My Renewals **Go To Payment**

We are now looking at the current memberships this person has. Their Primary registration is the Chartered Organization Representative of a pack, but they are also registered as a Committee Member in that pack and as a Chartered Organization Representative for a troop.

We only want to pay in one position, so a primary position must be selected. It will default to the previous year's primary position. If a change needs to be made to the primary position, that selection can be made at this time. The person can also remove any positions that they will not be renewing for the next year.

The next step is to go to payment.


Terms and Conditions

Leader Requirements

The BSA is open to all who meet the requirements, and leaders are selected based on individual merit. Adult leaders must possess the moral, educational, and emotional qualities that the BSA deems necessary for positive leadership to youth. They must also:

- Abide by the Scout Oath, Scout Law, and Scouter Code of Conduct. The Scouter Code of Conduct can be found at www.scouting.org/health-and-safety/gss/bsa-scouters-code-of-conduct/.
- Subscribe to the precepts of the Declaration of Religious Principle.
- Reside within the USA or a U.S. territory, or be a U.S. citizen residing outside the USA.
- Be 21 years of age or older for primary leadership positions.
- Be 18 years of age or older for assistant leadership positions.
- Complete Youth Protection training (YPT) before application is processed and renew training as required by going to

By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

 Susan Adams

Back

Go to Checkout Summary

You will be asked to review the terms and conditions and type in your name, then click on **Go to Checkout Summary**.

Summary



BSA Adult Registration (Trad.)

REGISTRATION FEE

Valid until March 2025.

\$60.00



Council Fee

REGISTRATION FEE

Valid until March 2025.

\$18.00



Administrative Fee

\$2.79



Scout Life Magazine ?

REGISTRATION FEE

Valid until March 2025.

\$15.00

TOTAL AMOUNT DUE

\$95.79

Payment Details

CARD INFORMATION

* Cardholder Name:

You are now presented the summary of the expenses. In this example,

- They are renewing as an adult
- Their council has an \$18 Council Fee
- There is a 3% administration charge
- They have chosen a subscription to *Scout Life* magazine
- The total amount due is \$95.79

At this point, you may scroll down to enter your payment method.

Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.



BILLING ADDRESS

Same as saved address

* Country:

USA

* Address Line 1:

12345 Main Street

Address Line 2:

Apartment 101

* City:

Springfield

* State/Region:

Illinois

* ZIP Code:

62761

Restart Renewal

Place Order

The billing address is auto-populated for the primary address you have on file, but you can change it if you need to.

You have the ability to restart the process completely if needed, but if everything is correct then click "Place Order" and the payment is made.

An e-mail will be sent acknowledging the payment and that you have renewed your registration in the Boy Scouts of America for another 12 months.

2024 Unit Renewal Process

Overview


- The Unit Renewal process (often referred to as rechartering) has been replaced
- Units will now renew on an annual basis through Organization Manager within the My.Scouting tool



my.Scouting | Organization Manager Welcome

Pack 0288 St Vincent De Paul Catholic Church

1 Unit Validation 2 Payment 3 Confirmation



Pack 0288

Organization Manager

- Settings
- Unit Renewal**
- Unit Pin
- Unit Dashboard
- Roster
- Transfer in
- Position Manager
- Reports

Unit Leadership

Chartered Organization Rep. Veronica Alvarez	Committee Chair Christopher Alvarez
Cubmaster Brandon Morris	Committee Member James Miller
Den Leader Alfredo Martinez	Executive Officer Juliana Alvarez

[Edit Positions](#)

Chartered Organization

Organization Name St Vincent De Paul Catholic Church	Executive Officer Juliana Alvarez
Unit Term Apr 1, 2023 - Mar 31, 2024	Unit Address 6000 West 10th Street Columbus, WI 53001

Membership

7 Youth Members	0 Multiple Members
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Unit Renewal and Leadership Approval

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

[Click here for Pay at the Council Office Option](#) [Next Step: Payment](#)

Within the My.Scouting tool, under the Organization Manager section, a new tool for **Unit Renewal** will become active for Key 3 members **two months prior to the unit renewal deadline.**

When the unit opens this, a validation process will run just like the previous rechartering system always did to check whether the unit leadership is correct, whether all adults have current youth protection training dates, and other unit-related validations.

	33 Youth Members	0 Multiple Members
Validation		
▼ ⚠ Charter validation results: 1 Error		
Error: Leaders do not have current Youth Protection Training		
Members Effected:		
<ul style="list-style-type: none">• [Name]• [Name]		
Unit Renewal and Leadership Approval		
I, <input type="text"/> , approve the rechartering of the above-named unit and leadership for the year.		

If there is a validation issue, a message will be displayed and the unit will be unable to continue with the renewal. The most common validation issue is the Youth Protection Training dates for adult leadership. This example shows that there are two adults whose YPT either has expired or will expire before the unit renews. At this point the unit should stop the renewal process and work with those adult leaders to make sure they get their YPT updated.

Common Validation Issues

- Unit does not have required number of leadership positions
- Leaders do not have current Youth Protection Training
- Leaders are less than 18 years old
- Leaders do not have completed Criminal Background Check Authorizations
- Adults do not have a Social Security number






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sition Manager
ports

Unit Renewal and Leadership Approval

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

[Click here for Pay at the Council Office Option](#)

[Next Step: Payment](#)

CONNECT WITH US:     

Once any validation issues have been corrected and validation is successfully completed, the person who completed the renewal process enters their name as approving the renewal of the unit and its leadership. They then click **Next Step Payment** to make payment and complete the renewal process online **OR** click the button to print the report to deliver to the council office and pay in person.



BOY SCOUTS OF AMERICA® Unit Renewal Paper

Mecklenburg County Council 415
Apache 04
Pack 0288 (F)

Create PDF

Service Territory
Council
District
Organization Name
Date Document Generated

Service Territory 15
Mecklenburg County Council 415
Apache 04
Pack 0288 (F)
04/11/2024

Participating Organization
Executive Officer
Special Interest
Expire Date

St Vincent De Paul Catholic Church
Joseph Brennan
03/31/2024

Unit Leadership

Executive Officer

Joseph Brennan

Cubmaster

Joseph Brennan

Den Leader

Joseph Brennan

Committee Chair

Christopher James Moore

Chartered Organization Rep.

Vivian Aracely Alvarez

Committee Member

Vivian Aracely Alvarez

James Eric Miller

Instructions:

Review your unit leadership and submit this form to your council office with the Unit Charter Fee before the 15th of the month.

Unit Renewal and Leader Approval


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

Sign here

This is a sample of the print version of a unit renewal to be delivered to the council office if paying in person. A signature line is provided. Unit renewals are due on the 15th of the month due.

my.Scouting | Organization Manager

Pack 0288 St Vincent De Paul Catholic Church



Pack 0288

1 Renewal Order Status

Status: Initiated
Is paid: No
Created By: [Redacted]

New Charter
Effective Date: 04/01/2024
Expiry Date: 03/31/2025

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 ACH Payment

CARD INFORMATION

* First Name: Susan

* Last Name: Adams

* Card Number: [Redacted] 1234 4113

* Expiration Date: 12/27

* CVV: 411

If a unit chooses to pay online, a recap at the top of the screen will show the fees they are about to pay. The recharter fee is \$100, along with the 3% administrative fee.

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster
- Transfer in
- Position Manager
- Reports

* Expiration Date: 12/27

* CVV: 411

* Email Address: mcreagh@scouting.org

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:

[← Back To Unit Validation](#)


[Submit Payment](#)

The unit will have the option to save the payment method for next year. Next, they'll click on "Submit Payment".

my.Scouting | Organization Manager

Pack 0288 St Vincent De Paul Catholic Church

Unit Validation ———— Payment ———— **3 Confirmation**



Pack 0288

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster
- Transfer in
- Position Manager
- Reports

\$

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

i Renewal Order Status


Status: Submitted	New Charter
Is paid: Yes	Effective Date: 04/01/2024
Created By: [redacted]	Expiry Date: 03/31/2025

← Back To Payment

Once payment is made, confirmation is shown on the screen and remains there until the next year when it is time for the unit to renew.

my.Scouting | Organization Manager

Pack 0288 St Vincent De Paul Catholic Church



Pack 0288

Organization Manager

Settings

Renewal Order Status

Status: Submitted

Is paid: Yes

Created By: Veronica Williams

New Charter

Effective Date: 04/01/2024

Expiry Date: 03/31/2025

1 Unit Validation

2 Payment

3 Confirmation

Unit Leadership

Chartered Organizaton

The payment confirmation also shows at the top of the renewal page once the unit has made the payment.

Payment confirmation



Chase Integrated Payments <chase-support@wepay.com>

To: admin@scouting.org

Retention Policy: 3 Year Delete (3 years)

Expires: 4/11/2027

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

CHASE
Integrated Payments

Receipt

Billed to:

**Visa xxxxxx4113
Susan Adams**

Total:

USD \$103.00

Purchased from:

**Boy Scout of America
1325 W. Walnut Hill Lane,
Irving, TX, 75038, US
Wepay_admin@scouting.org**

Type:

Sale

Date:

04/11/2024

If you have any questions about your receipt, contact
chase-support@wepay.com.

The payer will also receive an e-mail receipt in case they need to turn it in to the unit to get reimbursed for making the payment.