Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.
(not delegates)

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 unit can renew 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 Youth Protection 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.

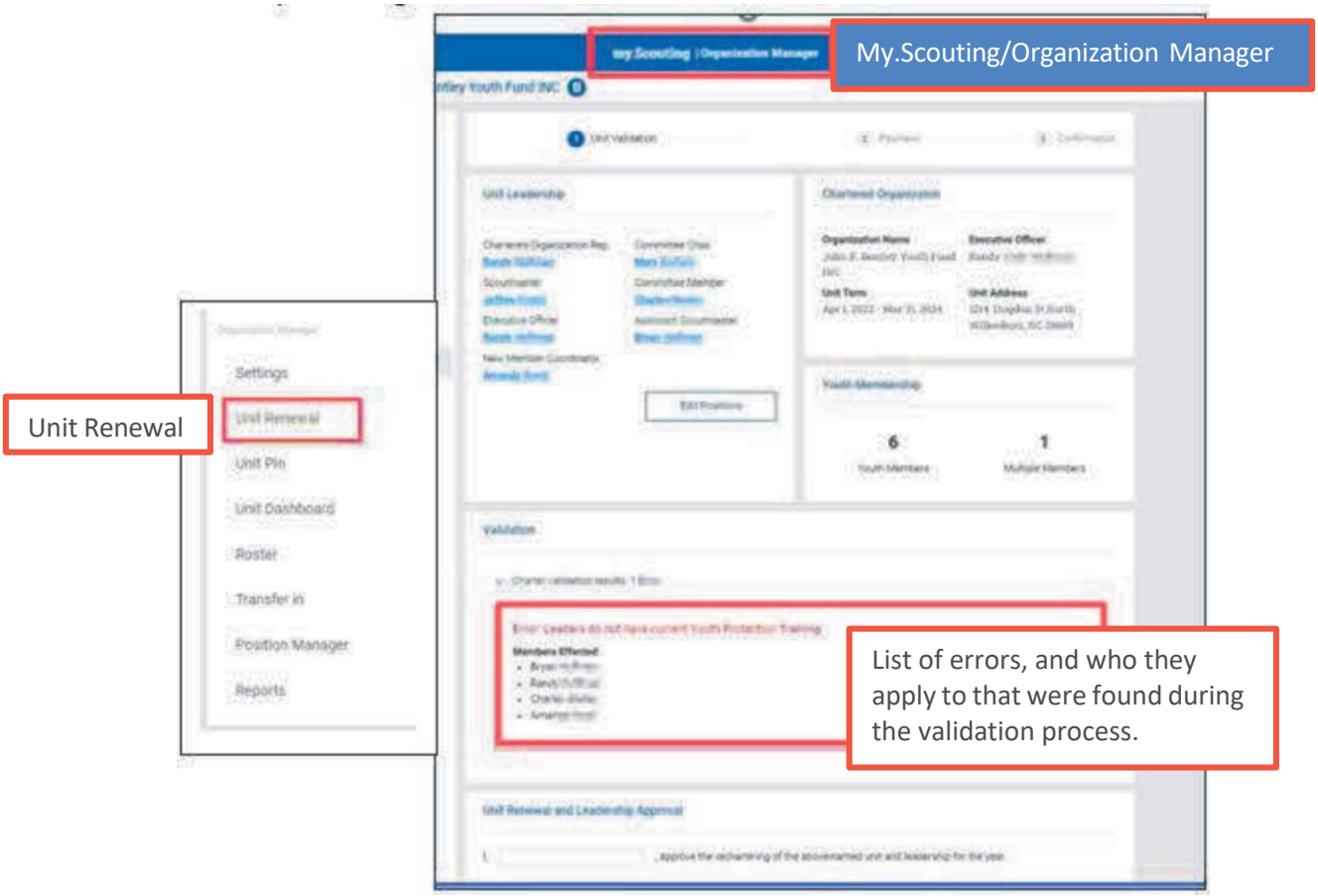
   NOTE: HOAC recommends you make any leadership position changes PRIOR TO your unit renewal period. (For example, if unit expires 10/31, make changes prior to 9/1.) Otherwise, renew the unit as is, and make the position changes AFTER the unit renewal is posted.

6. Have a credit card or ACH information handy to pay the Unit Recharter fee ($100.00).

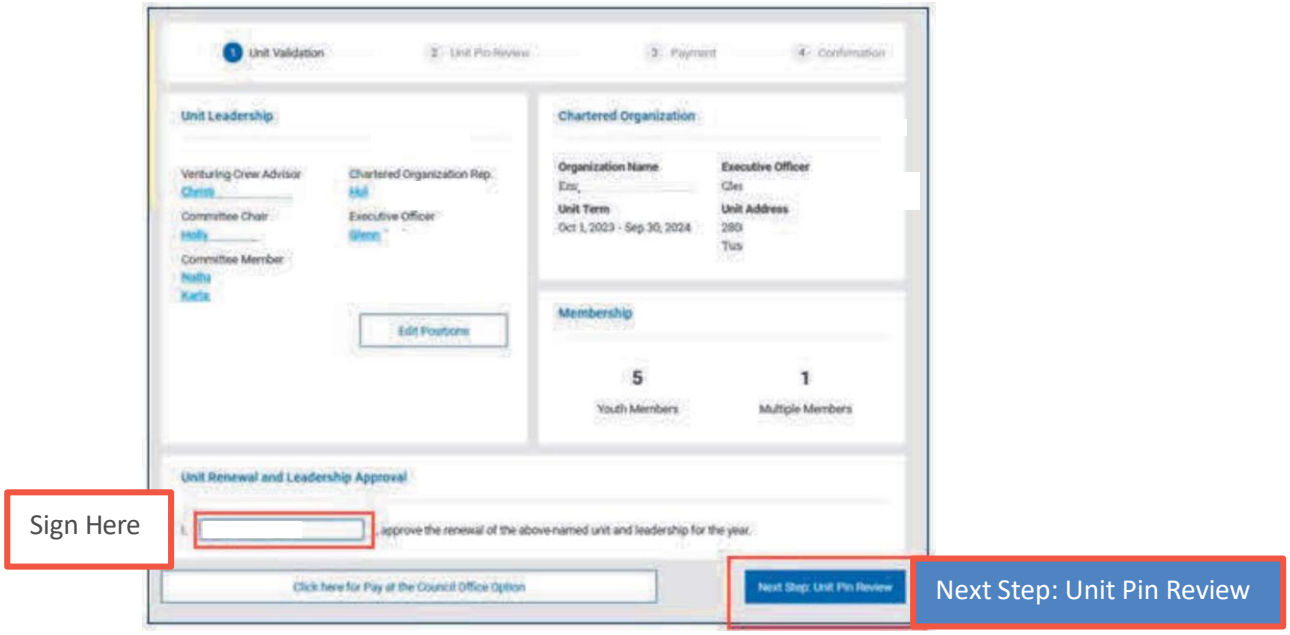
7. Proceed with unit renewal.

A member of the Key 3 will log in to their my.Scouting account and go to Menu>Organization Manager>Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal page, the validation check processes again.



Once all validation errors have been resolved, "sign" the renewal by entering you name approving the leadership for renewal and then select "Next Step: Unit Pin Review"

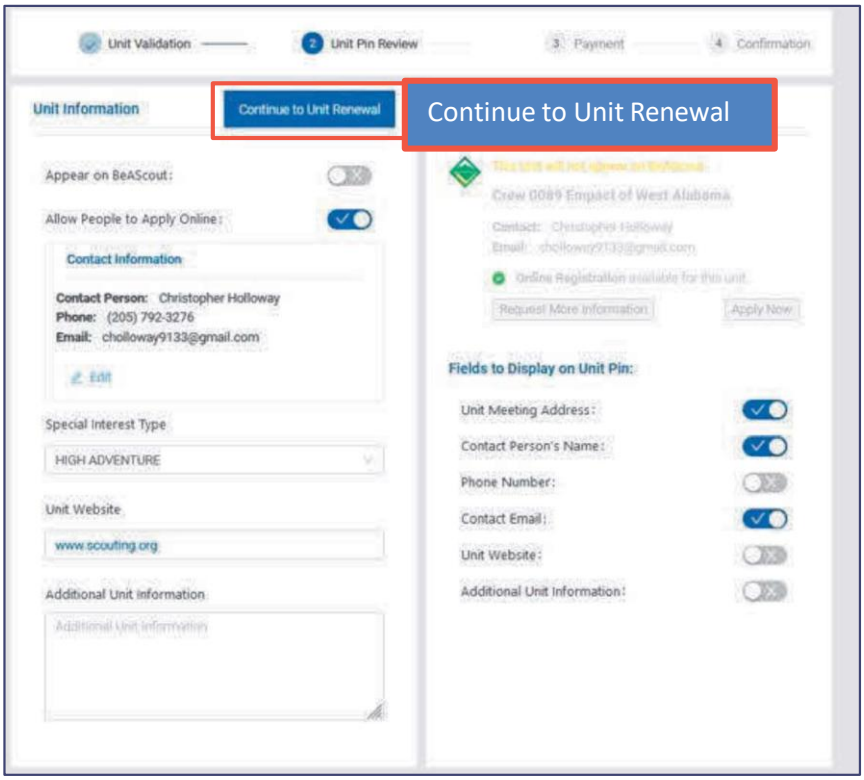


NOTE: If paying at Council, refer to Pages 6-8.

Make any necessary changes to the Unit Pin Setup. Be sure the indication to show on BeAScout corresponds with the "Fields to Display on Unit Pin."

I.e.: If indicate to show on BeAScout, select which fields to show.

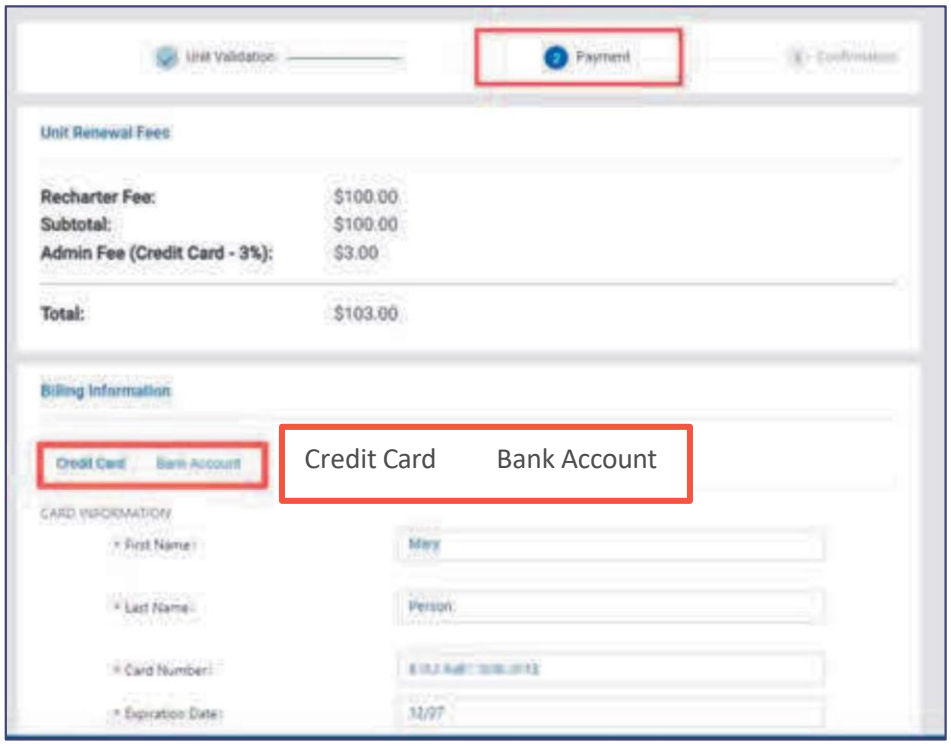
Then select " Continue to Unit Renewal."



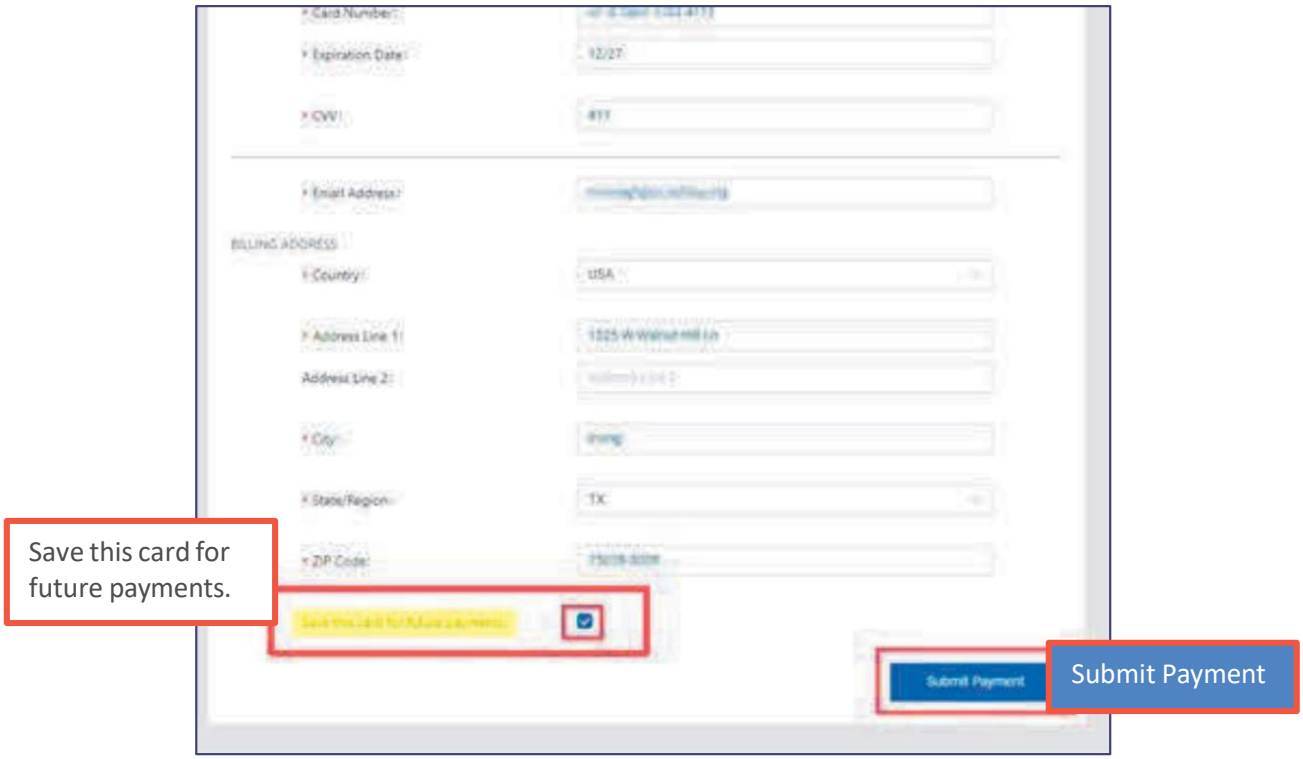
The ACH Payment admin fee is $1.00; the Credit Card admin fee is 3%.

Select "Credit Card" or "Bank Account" (ACH). Enter the credit card or bank account (ACH) information on the appropriate tab.

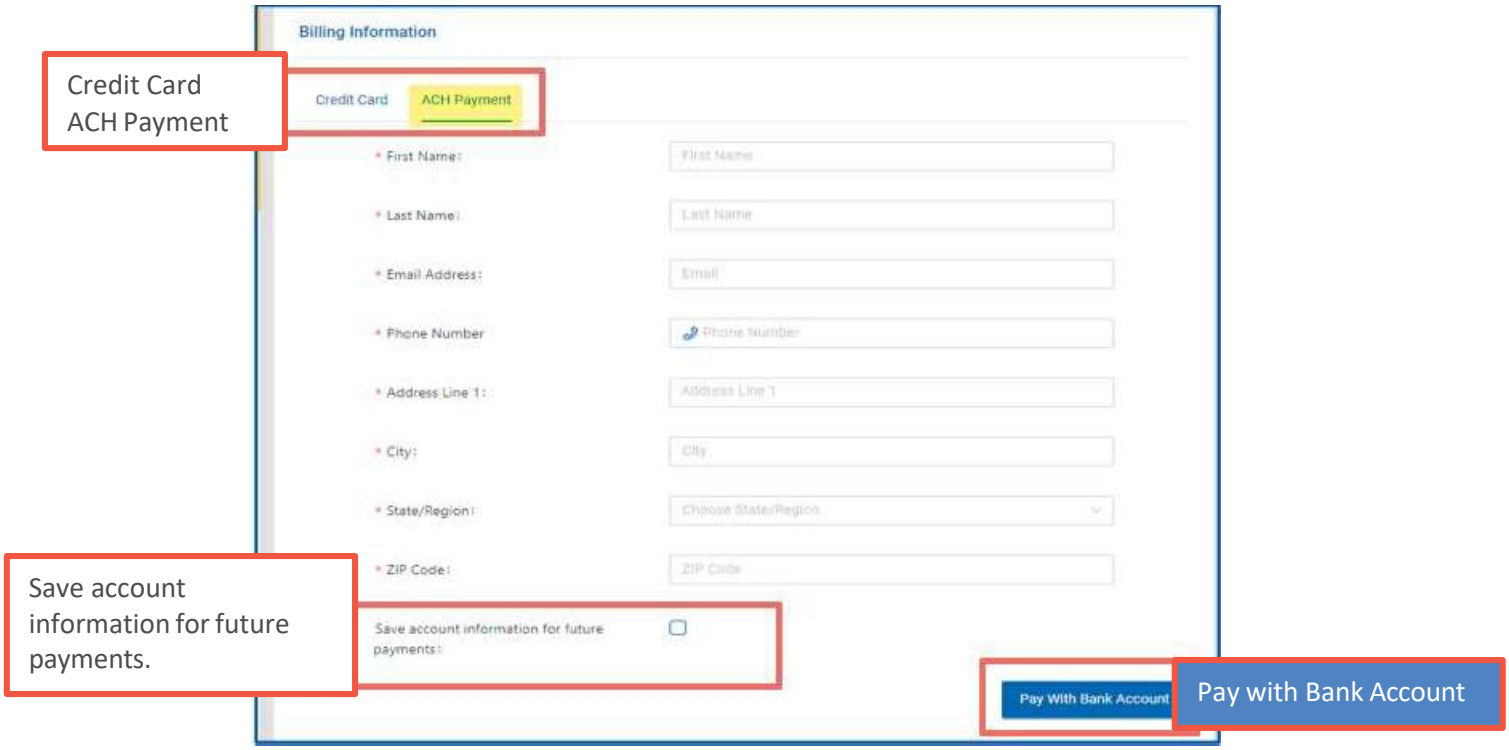
(See next page for ACH payment information.)



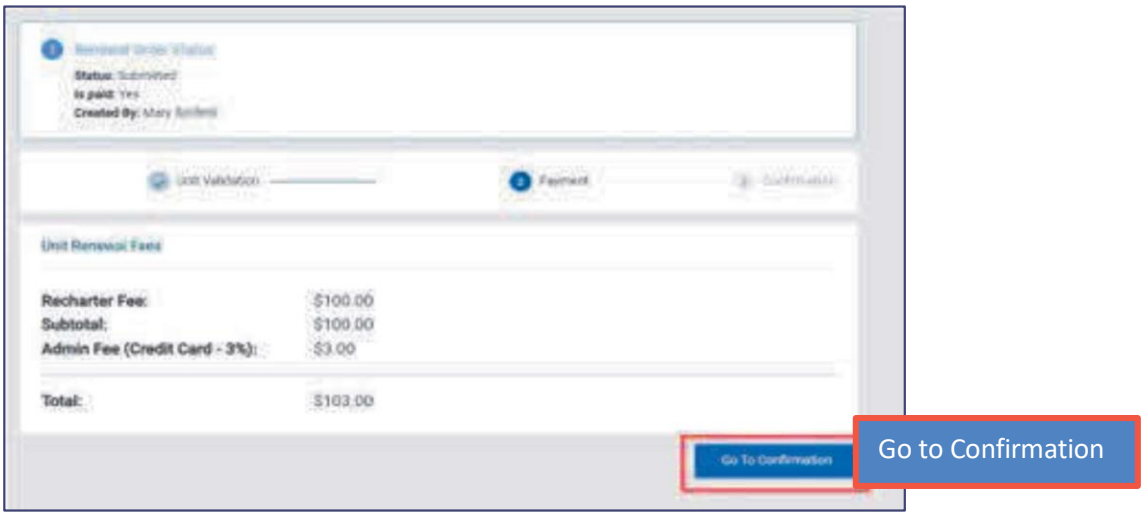
As a unit, you have the option to securely store the payment information for next year if desired. Select “Submit Payment” if paying by credit card or “Pay with Bank Account” if paying by ACH.



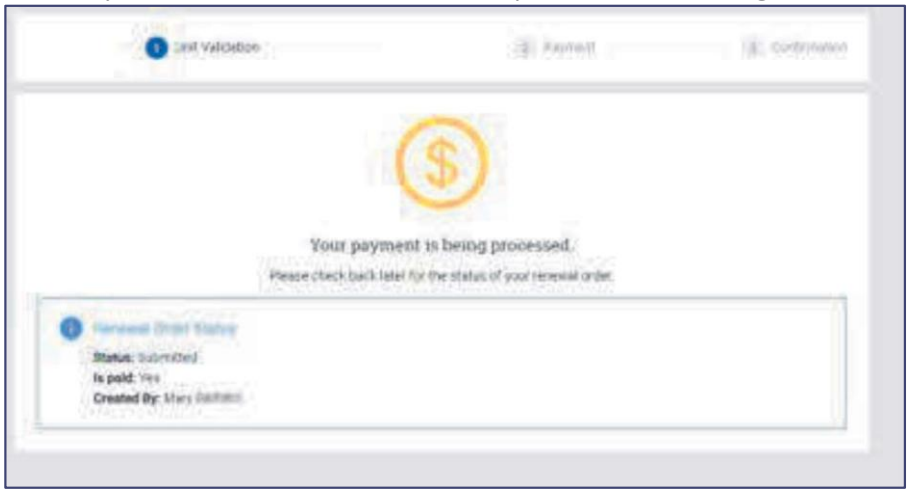
Click on “Submit Payment” (if by credit card) or “Pay With Bank Account” (if by ACH).



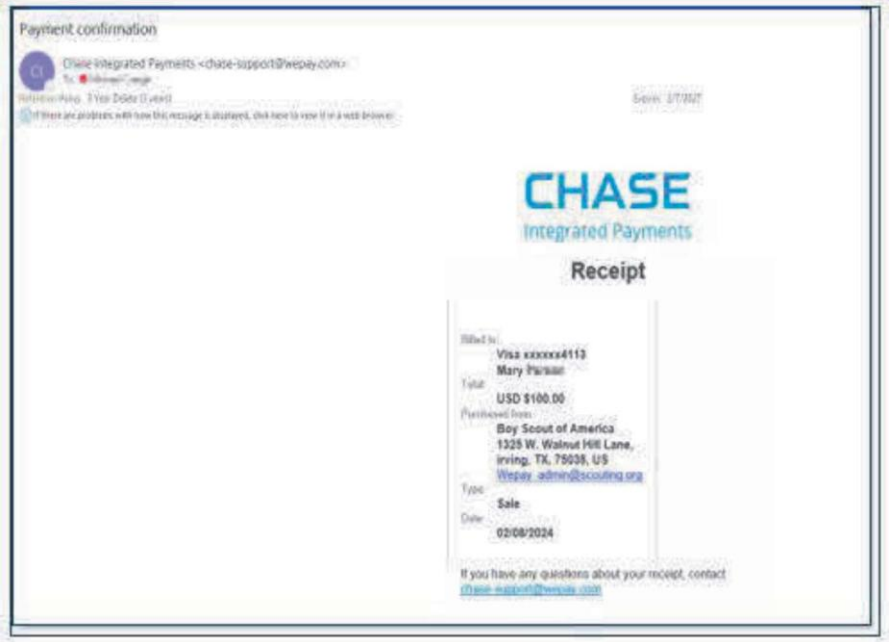
You will next see a recap of the fees. Select "Go to Confirmation "



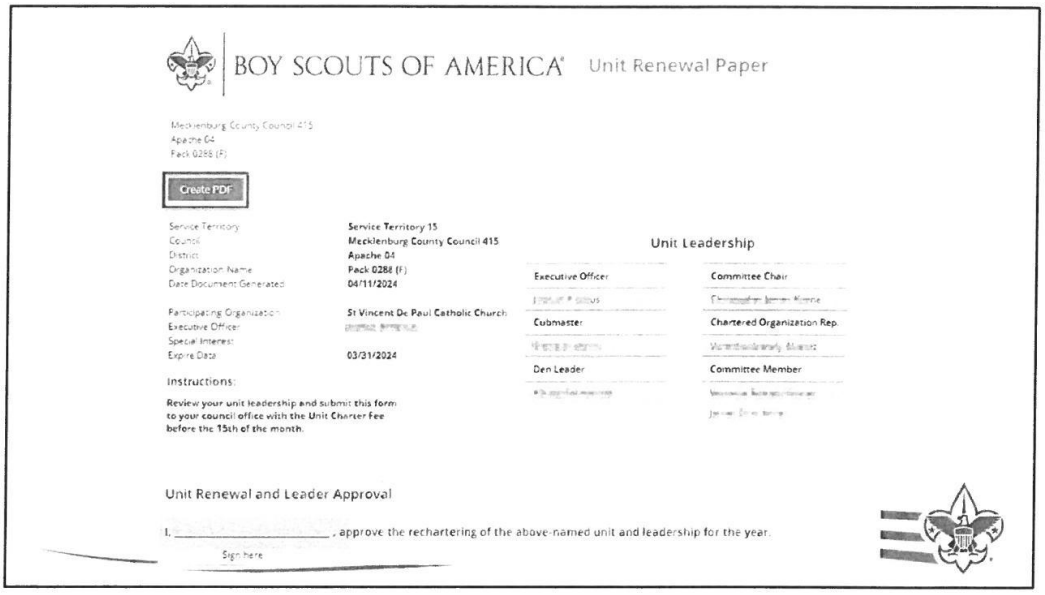
You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.



Your unit is now submitted for renewal and will be posted overnight.



If paying at Council, be sure to print and <u>SIGN</u> (Key 3 Member) the Unit Renewal Paper.



BOY SCOUTS OF AMERICA Unit Renewal Paper

Mecklenburg County Council 415
Apache 04
Pack 0288 (F)

Create PDF

Service Territory	Service Territory 15
Council	Mecklenburg County Council 415
District	Apache 04
Organization Name	Pack 0288 (F)
Date Document Generated	04/11/2024
Participating Organization	St Vincent De Paul Catholic Church
Executive Officer	
Special Interest	
Expire Date	03/31/2024

Unit Leadership

Executive Officer	Committee Chair
Cubmaster	Chartered Organization Rep.
Den Leader	Committee Member

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 what the printed version of the unit renewal looks like. It provides the information for the unit to take to the council office and provides a wet copy of the signature so that can be accomplished if needed. We're asking this be done before the 15th of the month.

Please be sure all errors are resolved before bringing your Unit Renewal to Council. The following are two examples of Unit Renewals that still have errors to be resolved before they can be accepted by Council.
Example 1 includes errors where the unit does not have all the required positions filled:

6/26/25, 9:51 AM 1252AB0C 8326 43FD A895 BBC06CEB4F9A - My Scouting

Menu my.Scouting Welcome, Larry Strickland

Heart of America Council 307

Heart of America Council 307 Menu >

Pack[redacted] F

1 Unit Validation 2 Unit Pin Review 3 Payment 4 Confirmation

Unit Leadership

Chartered Organization Rep.
[redacted]

Committee Chair
[redacted]

Cubmaster
[redacted]

Committee Member
[redacted]

Den Leader
[redacted]

Executive Officer
[redacted]

Edit Positions

Chartered Organization

Organization Name
[redacted]

Executive Officer
[redacted]

Unit Term
Jun 1, 2024 - May 31, 2025

Unit Address
[redacted]

Membership

14 Youth Members

8 Multiple Members

Validation

Charter validation results: 1 Error

Error: Unit does not have required number of leadership positions

Positions Affected

- Committee Chairman (Required 1, currently assigned 0)
- Cubmaster (Required: 1, currently assigned: 0)
- Den Leader/Lion Guide/Tiger Den Leader/Webelos Leader (Required: 1 or more, currently assigned: 0)
- Chartered Organization Rep. (Required: 1, currently assigned: 0)

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

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https://my.scouting.org/B3737126-5EB4-48C8-B97E-B8DB632F3212/registrar-tools/unit-renewal/1252AB0C-8326-43FD-A895-BBC06CEB4F9A 1/1

Example 2 includes errors where adult members do not have current Safeguarding Youth Training (formerly YPT).

Menu my.Scouting Welcome, Larry Strickland

Heart of America Council 307

Heart of America Council 307 Menu >

[redacted]

1 Unit Validation 2 Unit Pin Review 3 Payment 4 Confirmation

Unit Leadership

Explorer Post Advisor
[redacted]

Post Committee Chair
[redacted]

Executive Officer
[redacted]

Post Committee Member
[redacted]

Edit Positions

Chartered Organization

Organization Name
[redacted]

Executive Officer
[redacted]

Unit Term
Aug 1, 2024 - Jul 31, 2025

Unit Address
[redacted]
[redacted]2

Membership

7	0
Youth Members	Multiple Members

Validation

⚠ **Charter validation results: 1 Error**

Error: Leaders do not have current Safeguarding Youth Training

Members Affected

- [redacted]
- [redacted]
- [redacted]
- [redacted]

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

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