



# Unit Renewal

- Unit Renewal renews the Unit Leadership Roster. (along with the existing members)
- Member (Youth and Adult) Renewal takes places separately through each individual member completing their own annual registration. (This process happens when the membership expires after 12 months)

# September 1<sup>st</sup>

Unit Renewal Tab becomes available.

# October 17<sup>th</sup>

Deadline to complete Renewal

# STEP 1

## Ensure A Complete Adult Leader Roster

(each adult is currently registered, with Safeguarding Youth Training)

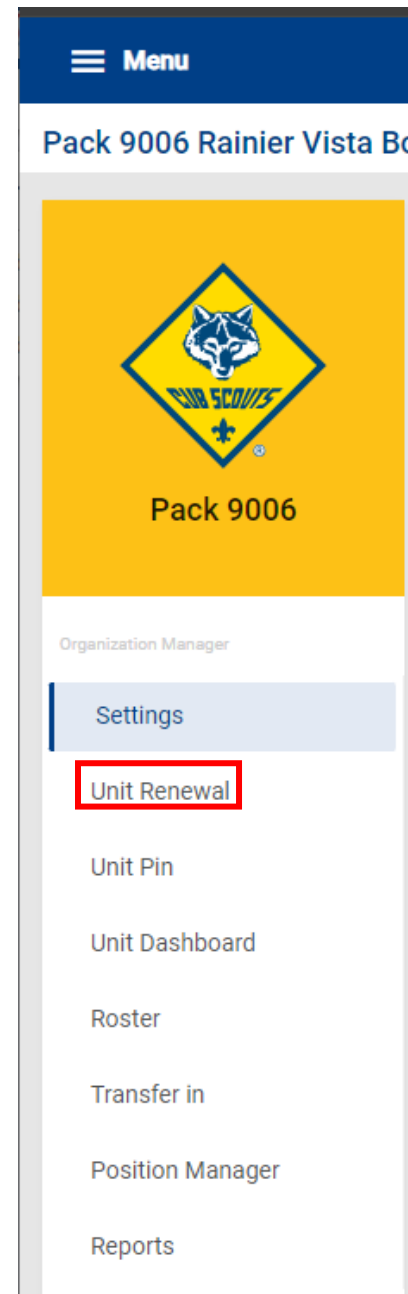
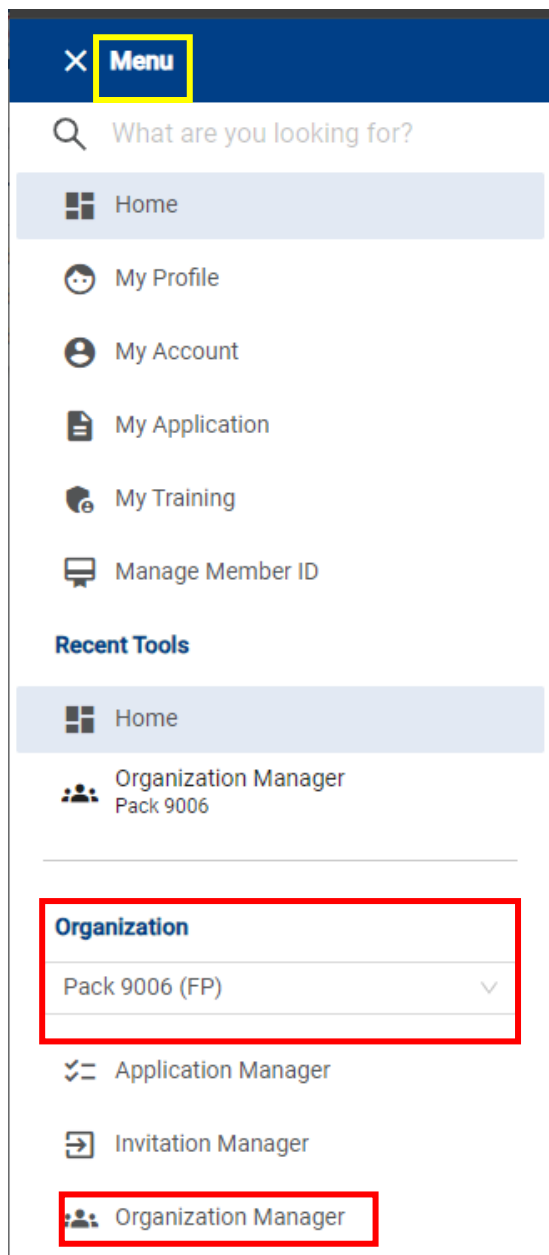
### Cubs:

IH/Executive Officer  
Chartered Organization Rep  
Cubmaster  
Committee Chair  
2 Committee Members  
At least 1 Den Leader

### Scouts BSA:

IH/Executive Officer  
Chartered Organization Rep  
Scoutmaster  
Committee Chair  
2 Committee Members

- *The Chartered Organization Representative and Committee Chair can be the same person.*
- *The IH/Executive is a non-registered position (but can be registered into another adult position).*



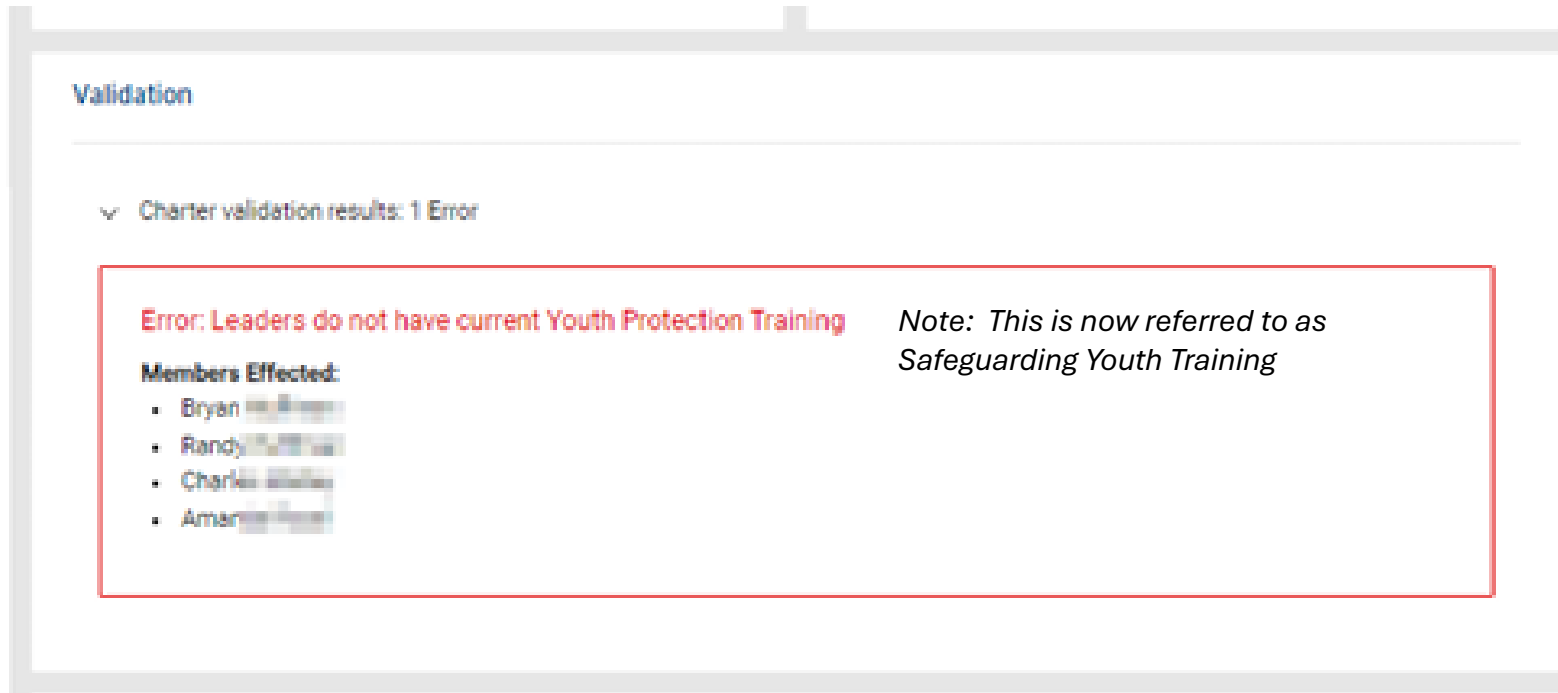
## Step 2

### How to Start Renewal:

- Unit Key 3 member (unit leader, chartered organization rep, committee chair) has access.
- Go to [my.scouting.org](https://my.scouting.org)
- Home
- Select Unit
- Select Organization (for the unit you are renewing)
- (new page) Select Unit Renewal

## Step 2 continued:

- Each time you open Unit Renewal, it automatically checks Validation:

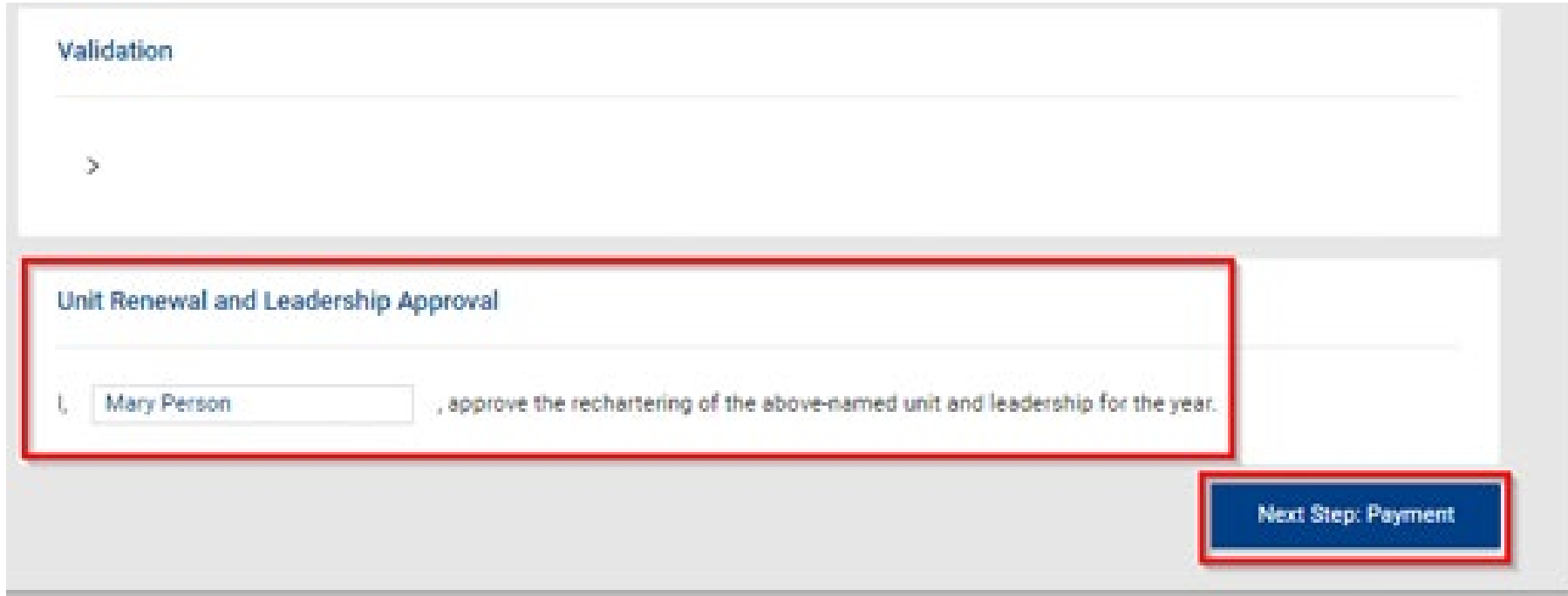


### **Errors must be resolved:**

- **Adult with expired Safeguarding Youth training must renew training**
- **Incomplete Adult Roster (missing required leadership positions, page 3)**

## Step 2 Continued:

- When errors with the adult roster are resolved, the charter can be signed (type your name). Now proceed to payment option.



The screenshot shows a web form with two main sections. The top section is titled "Validation" and contains a single right-pointing arrow icon. The bottom section is titled "Unit Renewal and Leadership Approval" and is highlighted with a red border. Inside this section, there is a text input field containing "Mary Person" and a label "I," to its left. To the right of the input field is the text ", approve the rechartering of the above-named unit and leadership for the year." Below the "Unit Renewal and Leadership Approval" section, there is a blue button with the text "Next Step: Payment", which is also highlighted with a red border.

Online unit renewal does require payment to complete:

- Unit Renewal Fee is \$100
- Options for payment:
  - Credit Card--3% fee or
  - E-Check (Bank Account Withdrawal) --\$1.00 fee

## Step 2 continued:

Payment Options:

Option 1:

Pay with Credit Card:

Save this card for future payments:



Submit Payment

Option 2:

Pay with E-Check:

Save account information for future  
payments:



Pay With Bank Account

# Congratulations!

- Your unit is renewed for the next year.
- Individual members now renew their own membership through the my.scouting.org system.
- Row the Boat is discontinued for 2025-2026
  - [Unit Assessment Forms](#) are replacing it as a planning tool—please contact Nick Spencer-Berger Nick Spencer-Berger, [spencerberger@gmail.com](mailto:spencerberger@gmail.com), with questions about Unit Assessment Forms.
- The following slides address the individual member registration options.
- This is separate from the Unit Renewal.



# Renewing Youth

## Make a Plan

### **Simple, Straightforward, Easy:**

- Every member **renews themselves**—all Adult Leaders and Parent/Guardians will receive an email and text message to renew themselves and/or their Scouts.
- They should receive multiple email reminders prior to their membership expiration
  - Ensure they know to watch for these and that they aren't filtered to SPAM
- New for 2025! Text reminders for member renewal will be sent at 45 days prior to expiration

### **Not Simple, Straightforward and Easy (Not recommended)**

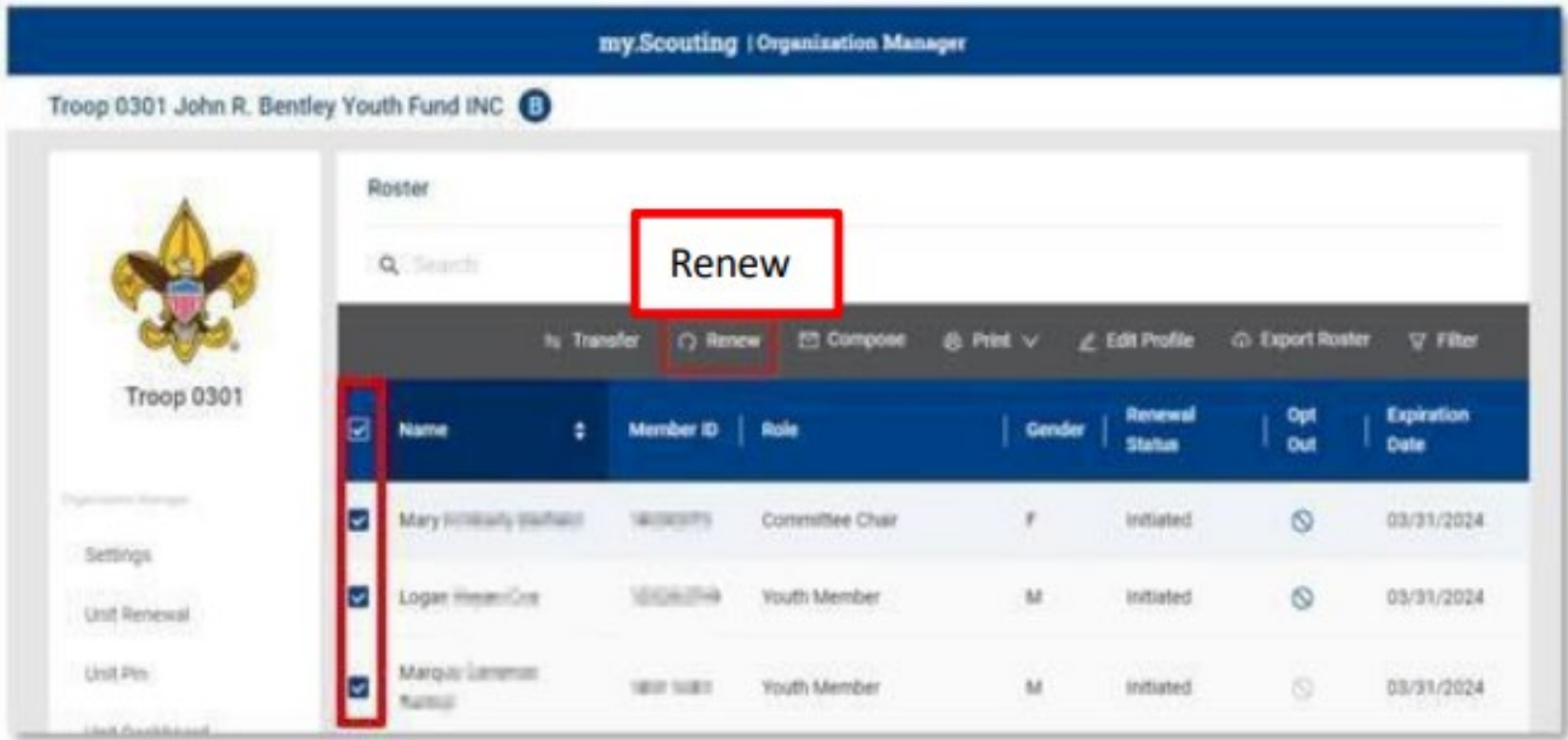
- Unit Key 3 (unit leader, committee chair, or chartered organization rep) renew all or some of the youth (dependent on popcorn, fundraisers, etc).
- Chartered Organization Representative (or delegate) renews Adults.

my.scouting.org → Organization Manager → Roster,  
you can Opt-Out a member from renewing if you  
know they have left the unit.

The screenshot shows the 'my.scouting.org | Organization Manager' interface. The breadcrumb trail at the top reads 'My.Scouting/Organization Manager'. The page title is 'Troop 0301 John R. Bentley Youth Fund INC'. The left sidebar contains a 'Roster' link, which is highlighted with a red box and labeled 'Roster'. The main content area is titled 'Roster' and features a search bar and a 'Renew' button (highlighted with a red box and labeled 'Renew'). Below the search bar is a table with columns: Name, Member ID, Role, Gender, Renewal Status, and Opt Out. The 'Opt Out' column contains a checkbox for each member, which is highlighted with a red box and labeled 'Opt Out'. The table lists several members, including Mary Kinschulberg, Logan Hester, Marcus Gannon, Jeffrey Gannon, Bryan Schmitt, Randy Gannon, Seth Bryan Hester, Charles Gannon, Seth W. Hester, and Amanda Gannon. The 'Renewal Status' for all members is 'Initiated'. The 'Opt Out' column has a checkbox for each member, which is highlighted with a red box and labeled 'Opt Out'. The 'Select' button is also highlighted with a red box and labeled 'Select'.

Name	Member ID	Role	Gender	Renewal Status	Opt Out
Mary Kinschulberg	14000000	Committee Chair	F	Initiated	<input type="checkbox"/>
Logan Hester	12000000	Youth Member	M	Initiated	<input type="checkbox"/>
Marcus Gannon	14000000	Youth Member	M	Initiated	<input type="checkbox"/>
Jeffrey Gannon	11000000	Scoutmaster	M	Initiated	<input type="checkbox"/>
Bryan Schmitt	12000000	Assistant Scoutmaster	M	Initiated	<input type="checkbox"/>
Randy Gannon	81000000	Chartered Organization Rep. Executive Officer	M	Initiated	<input type="checkbox"/>
Seth Bryan Hester	12000000	Youth Member	M	Initiated	<input type="checkbox"/>
Charles Gannon	12000000	Committee Member	M	Initiated	<input type="checkbox"/>
Seth W. Hester	12000000	Youth Member	M	Initiated	<input type="checkbox"/>
Amanda Gannon	12000000	New Member Coordinator	F	Initiated	<input type="checkbox"/>

Select member(s) to renew, then click on “Renew”



The screenshot displays the my.Scouting Organization Manager interface for Troop 0301 John R. Bentley Youth Fund INC. The Roster section is active, showing a list of members. The 'Renew' button in the top toolbar is highlighted with a red box. Additionally, the checkboxes in the first column of the member list are highlighted with a red box, indicating that all three members are selected for renewal.

	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	Mary Kimberly (Bentley)	14000000	Committee Chair	F	Initiated	<input checked="" type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	Logan HinesOne	15000000	Youth Member	M	Initiated	<input checked="" type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/>	Marquis Lamerone	16000000	Youth Member	M	Initiated	<input checked="" type="checkbox"/>	03/31/2024

## Unit Paid Membership Renewal

John [redacted]

☒ Scout Life Subscription

Troop 0010

Committee Member (MC)

Current Expiry Date: 12/31/2023

Future Expiry Date: 12/31/2024

☒ Primary Position

☐ Show Multiple Registrations

Show Multiple Registrations

Cortney [redacted]

☒ Scout Life Subscription

Troop 0010

New Member Coordinator (NM)

Current Expiry Date: 12/31/2023

Future Expiry Date: 12/31/2024

☒ Primary Position

☐ Show Multiple Registrations

[← Back to roster](#)

Back to roster

Create Renewal Orders

Create Renewal Orders

## Payment Summary



**Evan Kitzmiller**

Traditional Youth

Youth Member

\$180.00

Remove



**Finley Mouratty**

Traditional Youth

Youth Member

\$180.00

Remove



**Subtotal:**

\$360.00

**Administrative Fee:**

\$10.80

Credit Card Processing Fee (1%)

**TOTAL AMOUNT DUE:**

\$370.80

**AMOUNT PAID:**

\$0.00



Card



US bank account

Card number

1234 1234 1234 1234



Expiration date

MM / YY

Security code

CVC



By providing your card information, you allow SCOUTING AMERICA to charge your card for future payments in accordance with their terms.

Full name

Country or region

United States



Renewals will be created and will be displayed under Membership Renewal Orders to be reviewed. If the renewals are still in an Initiated status, you are able to delete the record from this screen if needed. But if they are in a Submitted or Completed status, they cannot be deleted at this point—the payment has been received by national.

Daniel

141087394

Youth Member

M

Third Grade

New

N/A

Eligible to Renew

08/31/2025

< 1 2 >

Membership Renewal Orders

Search

Name	Order ID	Status	Updated	Position	SYT Expiration	Paid	Approved	Receipt	Delete
Sadie	11	Completed	05/22/2025	Cubmaster	N/A	Yes	Yes		
Evan	11	Initiated	N/A	Youth Member	N/A	No	Yes		
Finley	11	Initiated	N/A	Youth Member	N/A	No	Yes		

Unit Paid Membership Renewal Batches

Created By	Created On	Number of Orders	Paid		Delete
+ William	05/22/2025, 8:57:02 pm	1	Yes	GO TO PAYMENT	
+ William	07/08/2025, 9:34:27 am	2	No	GO TO PAYMENT	

CONNECT WITH US:

# Review Unit Orders and the Unit Orders by Batch.

## Select “Go to Payment.”

The screenshot displays the Troop 0301 management interface. On the left is a sidebar with navigation links: Troop 0301, Organizational Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster (highlighted), Transfer in, Position Manager, and Reports. The main content area is divided into two sections. The top section, 'Unit Orders', contains a table with columns: Name, Status, Type, Paid, and Approved. It lists 10 members, all with a status of 'Initiated' and 'No' under 'Paid'. The bottom section, 'Unit Orders by Batch', contains a table with columns: Created By, Created On, Number of Orders, and Paid. It shows one batch created by Mary Barfield on 02/05/2024 at 11:04:25 am, with 10 orders and 'No' under 'Paid'. A 'GO TO PAYMENT' button is visible at the bottom right of this table. Red boxes highlight the 'Unit Orders' and 'Unit Orders by Batch' section headers, and a larger red box highlights the 'Go to Payment' button.

Name	Status	Type	Paid	Approved
Mary Barfield	Initiated	Traditional Adult	No	
Marquon Brown	Initiated	Traditional Youth	No	
Logan Brown	Initiated	Traditional Youth	No	
Jeffrey Brown	Initiated	Traditional Adult	No	
Seth Brown	Initiated	Traditional Youth	No	
Bryan Brown	Initiated	Traditional Adult	No	
Seth Brown	Initiated	Traditional Youth	No	
Amarise Brown	Initiated	Traditional Adult	No	
Charles Brown	Initiated	Traditional Adult	No	
Randy Brown	Initiated	Traditional Adult	No	

Created By	Created On	Number of Orders	Paid
Mary Barfield	02/05/2024, 11:04:25 am	10	No

Go to Payment

### Payment Summary



**Traditional Adult**

Quantity: 4

\$240.00



**Scout Life Domestic Rates**

Quantity: 4

\$60.00



**Council Fee**

Quantity: 4

\$8.16



**Administrative Fee**

Credit Card Processing Fee (3%)

\$9.24



**TOTAL AMOUNT DUE:**

\$317.40



**AMOUNT PAID:**

\$0.00

▼ Pay With Saved Method



Master Card

xxxxxxxx5114

Name on Card: James Son

Updated On: 02/08/2024 16:41

Last saved payment.

Pay with Saved Payment Method  
(See Last saved payment image.)

Pay with New Method

Pay With Saved Payment Method

> Pay With New Method



Scouting.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

**John Phillips**  
1325 W Walnut Hill  
Ln.  
Houston, TEXAS,  
77063  
USA

**District:** Twin Bayou  
51  
**Order ID:** 46836

BSA Adult Registration (Trad.) \$ 65.00

Council Fee \$ 43.00

Scout Life Domestic Rates \$ 15.00

Administrative Fee \$ 3.69

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Total Amount \$126.69

Total Paid \$126.69

Amount Due \$0.00

**YOUR PACK**  
Evan Tate

**YOUR COUNCIL**  
Sam Houston Area Council

Print Receipt

Print Receipt

Complete Registration

Complete Registration

# Scholarship Fund Membership Assistance



## Scholarship Application

Application Type

☐ New Registration Fees ☒ Membership Renewal Fees ☐ Events / Program

Have questions about this form?

Reach out to our Council Registrar Nikki McLendon at 425-338-0380 ext. 103 or [Nikki.McLendon@scouting.org](mailto:Nikki.McLendon@scouting.org)

Parent First Name *	Parent Last Name *
Parent Email *	Parent Phone Number
Scouts First Name *	Scouts Last Name *
Scout Birthday * 	Scout Grade 
Scout Gender <input type="radio"/> Male <input type="radio"/> Female	Is Foster Child? * <input type="radio"/> Yes <input checked="" type="radio"/> No
Scout Unit Type <input type="radio"/> Pack <input type="radio"/> Troop <input type="radio"/> Ship <input type="radio"/> Crew	Scout Unit Number

Registration and Membership Fees:

<input type="checkbox"/> National Registration Fee (currently \$85)	Amount Family Can...
<input type="checkbox"/> Council Activity Fee (currently \$100)	Amount Family Can...
<input type="checkbox"/> Scout Life Magazine (currently \$15)	Amount Family Can...
<input type="checkbox"/> Uniforms (apx. \$100)	Amount Family Can...
<input type="checkbox"/> Scout Handbook (apx. \$25)	Amount Family Can...

Activity Fee Family Discount?

☐ Yes ☒ No

Select at least one

The Mount Baker Council uses the Free/Reduced Lunch guidelines to determine scholarship eligibility. If your family does not qualify for free/reduced lunch but still requires financial assistance, please provide a brief explanation of your circumstances. Sharing how this scholarship would help your child participate in Scouting and any financial challenges your family is facing will assist us in determining how we can best support you.

Additional Information

SUBMIT APPLICATION

<https://mountbakerscouting.org/membership/scholarship-fund-membership-assistance/>