

Scout Unit Renewal Guide - DRAFT

(Supporting Changes implemented March 1, 2024)
February 15, 2024

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.

With the change in membership and renewal to a twelve-month cycle, effective March 1, 2024, new memberships will renew in the month they joined. Those available for renewal will get renewed from the last renewal date. This allows the unit renewal process to be streamlined and simplified. A member of the unit Key-3 can go online to My.Scouting and renew the unit each year within 10 minutes, assuming there are no validation errors (such as YPT training for your adult leaders).

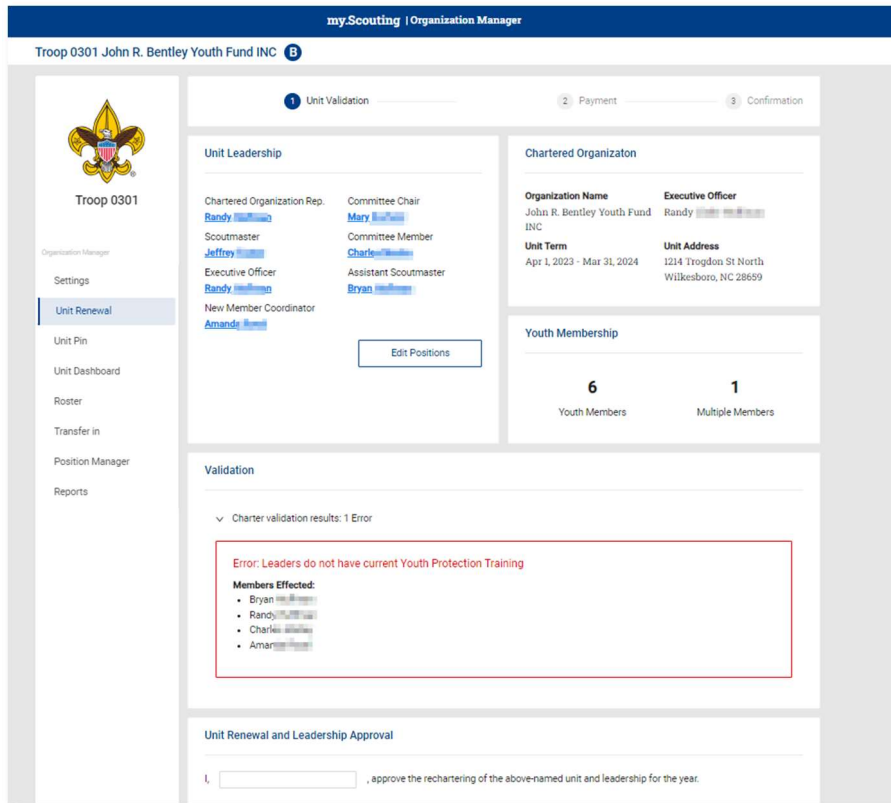
As you prepare to renew your units keep these items in mind:

1. This process only renews the unit, not any of the members, which is a different process now based on the joining or last renewal date.
2. A unit only has a one month lapsed period after the unit expires (this is a change from two months).
3. It is recommended you pre-check if there any validation issues. The most common is Youth Protection Training (YPT) dates for adult leaders. Other validation checks are still performed such as correct leadership positions filled, number of youths, and YPT. Validation is done at the time you renew, if things change a day or so later, the validation will check.

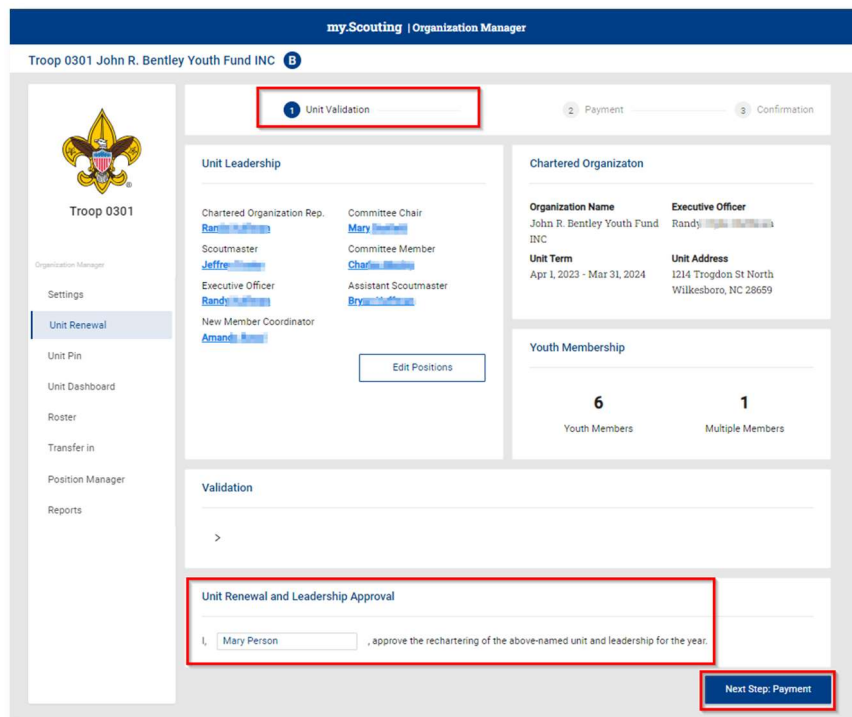
Validation Codes in Unit Renewal:

- *Unit does not have required number of leadership positions – Error.*
 - *Unit has no youth changes from previous charter – Warning.*
 - *Leaders do not have current Youth Protection Training – Error.*
 - *Leaders do not have completed CBC Authorizations – Warning.*
 - *Leaders are less than 18 years old – Error.*
 - *Youth do not meet the age/grade requirement for the program – Warning.*
 - *Adults do not have SSN – Warning.*
 - *Unit has less than 2 paid youth – Warning.*
 - *Unit has more than 100 youth – Warning.*
 - *Unit has less than 5 youth – Warning.*
 - *Unit is funded / supported by the council – Warning.*
 - *Roster dropped at least 25 paid youth – Warning.*
4. Check your leadership positions and make sure you have the correct names in the correct positions, if not use “Position Manager” also found in Organization Manager to edit and wait overnight and then validate again.
 5. Have a credit card handy to pay the Unit Recharter fee (\$100.00).

In Organization Manager, a Unit Renewal tab will display. When selected, the validation process runs and will show any errors.



Each time you open the Unit Renewal tab, the validation check occurs. Once there are no validation errors, sign by entering your name approving the leadership for renewal and then click on the "Payment" button.



The payment page will process your unit renewal. Enter the credit card payment information.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

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 Bank Account

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

* Expiration Date:

As a unit, you will also have the option to store the credit card for next year if desired.

* Card Number:

* Expiration Date:

* CVV:

* Email Address:

BILLING ADDRESS

* Country:

* Address Line 1:

Address Line 2:

* City:

* State/Region:

* ZIP Code:

Save this card for future payments:

Submit Payment

Click on Submit Payment and you are finished until next year.

You will see a recap of the fees and be prompted to “Go to Confirmation”.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

Renewal Order Status

Status: Submitted
Is paid: Yes
Created By: Mary

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

[Go To Confirmation](#)

You will next see the payment processing and confirmation page; at the same time, an email confirmation will be sent to the address you entered above. Your unit is now submitted for renewal and will be posted overnight.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

1 Unit Validation ————— 2 Payment ————— 3 Confirmation


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

Renewal Order Status

Status: Submitted
Is paid: Yes
Created By: Mary

You will also receive an e-mail receipt for the payment of the unit recharter fee.

Payment confirmation

 Chase Integrated Payments <chase-support@wepay.com>
To: [Redacted]

Retention Policy: 3 Year Delete (3 years) Expires: 2/7/2027
[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 Mary [Redacted]
Total:	USD \$100.00
Purchased from:	Boy Scout of America 1325 W. Walnut Hill Lane, Irving, TX, 75038, US Wepay_admin@scouting.org
Type:	Sale
Date:	02/08/2024

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