



BCS 102

The Unit and Membership Renewal Process

Revision date 9/30/2024

1

Learning Objectives



At the end of this training, a commissioner will be able to:

- **Understand the unit and membership renewal process**
- **Support units in preparing for unit and membership renewal**
- **Know the consequences of non-completion**

2

Unit and Member Renewal Process



3

Unit Renewal



Key Items to Remember



- **Renews units – not members**
- **Start 2 months before expiry**
- **Two-month lapse period**
- **Pre-check for validation issues**
- **Check leadership positions**
- **Credit/Debit card, ACH**
- **3-5 Day Delay in accepting Adult Leaders**



4

Helping Units Prepare



Key Actions and Decisions

- Commissioner meets with Unit Key 3
- Key 3 appoints renewal champion
- Unit verifies emails
- Unit decides payment method
- Unit chooses auto or manual approval
- Ensure current YPT for Unit Leaders

5

Unit Renewal – Where to Start



Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

Unit Leadership

Chartered Organization Rep. Buddy Williams	Committee Chair Alan Smith
Scoutmaster Jeffrey Smith	Committee Member Charles Smith
Executive Officer Buddy Williams	Assistant Scoutmaster Bryan Williams
New Member Coordinator Amanda Smith	

[Edit Positions](#)

Chartered Organization

Organization Name John R. Bentley Youth Fund INC	Executive Officer Buddy Williams
Unit Term April 1, 2023 - Mar 31, 2024	Unit Address 1234 Douglas St North Wilmington, NC 28409

Youth Membership

6 Youth Members	1 Multiple Members
--------------------	-----------------------

Validation

✓ Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

Members Effected:

- Bryan Williams
- Randy Williams
- Charles Smith
- Amanda Smith

Unit Renewal and Leadership Approval

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

6

Unit Renewal

Organization Manager

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

1 Unit Validation 2 Payment 3 Confirmation

Unit Leadership

Chartered Organization Rep: [Randy Haffner](#)
 Scoutmaster: [Jeffrey Haffner](#)
 Executive Officer: [Randy Haffner](#)
 New Member Coordinator: [Amanda Haffner](#)

Committee Chair: [Mary Bentley](#)
 Committee Member: [Charles Bentley](#)
 Assistant Scoutmaster: [Randy Haffner](#)

[Edit Positions](#)

Chartered Organization

Organization Name: John R. Bentley Youth Fund INC
 Executive Officer: [Randy Haffner](#)
 Unit Term: Apr 1, 2023 - Mar 31, 2024
 Unit Address: 1214 Trogdon St North Wilkesboro, NC 28669

Youth Membership

6 Youth Members 1 Multiple Members

Validation

>

Unit Renewal and Leadership Approval

I, [Mary Person](#), approve the rechartering of the above-named unit and leadership for the year.

[Next Step: Payment](#)

7

Unit Renewal Validation Issues

Validation issues

- Unit does not have the required number of leadership positions.
- Leaders do not have current Youth Protection Training
- Leaders do not have completed CBC Authorizations
- Leaders are less than 18 years old
- Youth do not meet the age/grade requirement for the program
- Adults do not have SSN

8

Unit Renewal

Organization Manager



Pack 0616 American Legion Post 1

1 Unit Validation 2 Unit Pin Review 3 Payment 4 Confirmation

Pack 0616

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

Unit Leadership

Chartered Organization Rep. [Raymond G. Ginter](#)

Committee Chair [Doretha R. Hulse](#)

Cubmaster [Sylvia Whelan](#)

New Member Coordinator [Jason Hulse](#)

Committee Member [Valerie Hulse](#)

Den Leader [Richard Hulse](#)

Webelos Leader [Michael Hulse](#)

Executive Officer [Michael Hulse](#)

[Edit Positions](#)

Chartered Organization

Organization Name: American Legion Post 1

Executive Officer: Michael Hulse

Unit Term: Jul 1, 2023 - Jun 30, 2024

Unit Address: 5101 E 4th Ave, Anchorage, AK 99508

Membership

13 Youth Members

5 Multiple Members

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](#)

9

Unit Renewal



Menu myScouting | Organization Manager Welcome, Raymond G. Ginter

Pack 0616 American Legion Post 1

1 Unit Validation 2 Unit Pin Review 3 Payment 4 Confirmation

Pack 0616

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

Unit Information

[Continue to Unit Renewal](#)

Appear on BeAScout: ☒

Allow People to Apply Online: ☐

Contact Information

Contact Person: [Sylvia Whelan](#)

Phone: (907) 551-1111

Email: sylvia.whelan@scouting.org

[Edit](#)

Unit Website

<https://www.facebook.com/Cub-Scout-Pack-616-108582>

Additional Unit Information

Our Pack is open to the whole family K-5 Grade. We normally meet on Tuesdays at 6:00 PM at Wonder Park Elementary, 5101 E 4th Ave, Anchorage, AK 99508. We would love to see you at one of our unit meetings. Feel free to reach out if you have any questions. We are grant supported for families who cannot afford to pay the Cub Scout fees.

[Request More Information](#)

Unit Pin Preview

Pack 0616 American Legion Post 1

Contact: [Sylvia Whelan](#)

Phone: (907) 551-1111

Email: sylvia.whelan@scouting.org

Website: <https://www.facebook.com/Cub-Scout-Pack-616-108582>

Dens for Boys or Girls

Our Pack is open to the whole family, K-5 Grade. We normally meet on Tuesdays at 6:00 PM at Wonder Park Elementary, 5101 E 4th Ave, Anchorage, AK 99508. We would love to see you at one of our unit meetings. Feel free to reach out if you have any questions. We are grant supported for families who cannot afford to pay the Cub Scout fees.

[Request More Information](#)

Fields to Display on Unit Pin:

Unit Meeting Address: ☒

10

Unit Renewal



Organization Manager



Troop 0301

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

Card Number: 001 00 0000 0000 4113

Expiration Date: 12/27

CVV: 411

Email Address: info@troop0301.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: ☒

Submit Payment

11

Unit Renewal



Organization Manager



Pack 0354

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

Billing Information

> Pay With Saved Method

▼ Pay With New Method

Credit Card **ACH Payment**

First Name: First Name

Last Name: Last Name

Email Address: Email

Phone Number: Phone Number

Address Line 1: Address Line 1

City: City

State/Region: Choose State/Region

ZIP Code: ZIP Code

Save account information for future payments: ☐

Pay With Bank Account

12

The Annual Unit Charter Agreement



THE ANNUAL UNIT CHARTER AGREEMENT BETWEEN:

_____ and the _____ Council, BSA
 Pack No. _____ Troop No. _____ Crew No. _____ Ship No. _____
(Please identify those units chartered by the Charter Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Charter Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Charter Organization succeed in its use of Scouting.

<https://www.scouting.org/resources/forms/>



13

Membership Renewal



Member Renewal is Separate from Unit Renewal

- All members renew based on join date or previous renewal
- Can renew 2 months before
- Two-month Lapse
- E-mails needed
- Opt-out

14

Membership Renewal



Individual Membership can be renewed in the following ways:

- **Self-pay or Family Pay**
- **Unit Pay**
- **Combination**

15

Membership Renewal Options



Self Pay or Family Pay Option

- Email notification
- Renewal form on my.scouting
- Renew in primary position renews all
- Credit/Debit Card payment

16

Membership Renewal Options



Unit Pay Option

- Unit pay option
- Monthly notifications
- Unit Selects members
- Opt-out and Scouts Life Subscriptions

17

Membership Renewal Options



Combination Pay Option

- Unit renews and pays for some members
- Parents/guardians or adults renew and pay for other members

18

Commissioner Role



Commissioners can support units by asking:

- Is your unit ready?
- Has the unit decided whether to employ Unit Pay, Self-pay, or a combination?
- Do your members/parents understand what they do or do not need to do?
- Is everyone's email correct in scouting.org?
- Does every Scout under 18 have an associated parent's/guardian's email?

19

Commissioner Role



BOY SCOUTS OF AMERICA

Members Due to Renew Report

District: Crossroads of the West 500
 Organization Name: Crossroads of the West 500
 Report Generated By: Michael Cough
 Date Report Generated: 8/28/2024

[Print Report](#)
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Territory	Council	District	Organization	Member ID	Expiry Date	First Name	Last Name	Position	Address	City	State	Zip	Email
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	JM BRIDGER DISTRICT 03 1200400	1200400	12/31/2023	Arnelle	Baldwin	Line Boy Scout Counselor	1325 W Walnut Hill Ln, Woodruff	SC	29088-0721		anb@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	JM BRIDGER DISTRICT 03 1200400	1200400	12/31/2023	Thomas	Baldwin	Line Boy Scout Counselor	1325 W Walnut Hill Ln, Eadsen	NY	82930-0703		tbaldwin@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	JM BRIDGER DISTRICT 03 1400000	1400000	12/31/2023	Janis	Wahler	Line Boy Scout Counselor	1325 W Walnut Hill Ln, Rhineclaire	NY	82940-0703		janis@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1470000	12/31/2023	Savanna	Brodie	Den Leader	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1470000	12/31/2023	Savoy	Brodie	Youth Member	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1480000	12/31/2023	Karson	Brodie	Youth Member	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1570000	12/31/2023	Geneva	Brodie	Den Leader	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1570000	12/31/2023	Kath	Brodie	Executive Officer	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1580000	12/31/2023	Alexandre	Brodie	Youth Member	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1580000	12/31/2023	Elyse	Brodie	Youth Member	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1580000	12/31/2023	Lee	Brodie	Youth Member	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org
Service Territory 02	Crossroads of the West 500	JM BRIDGER DISTRICT 03	Pack 000400	1580000	12/31/2023	Robert	Brodie	Chartered Organization Rep	1325 W Walnut Hill Ln, Rock Springs	WY	82901-0010		sbrodie@scouting.org

20

Commissioner Role



BOY SCOUTS OF AMERICA®

Member Opt-Out Report

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster

Council: Circle Ten Council 571
 Organization Name: Circle Ten Council 571
 Report Generated By: [Name]
 Date Report Generated: 02/10/2024

Export to CSV

Export to PDF

RELOAD

Page 1 of 2 GO

Territory	Council	District	Organization	Member ID	Expiry Date	First Name	Last Name	Street
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Chisholm Trail 50	1. [Name]	12/31/2023	Lisa	[Name]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Troop 0025 (B)	1. [Name]	12/31/2023	Brandon	[Name]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Eastern Lakes 44	Post 0356	1. [Name]	12/31/2023	Hunter	[Name]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Iron Horse 58	Crew 0033	1. [Name]	12/31/2023	Ordy	[Name]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Iron Horse 58	Pack 0013 (F)	1. [Name]	12/31/2023	Thamizhini	[Name]	1325 W Walnut Hill Ln.
Service Territory 08	Circle Ten Council 571	Iron Horse 58	Pack 0013 (F)	1. [Name]	12/31/2023	Meenal	[Name]	1325 W Walnut Hill Ln.

21

Commissioner Role - Charter Certificates



Troop 1000

Commissioner Tools

Organization Dashboard

Help Guide

Key Unit Leaders

Scoutmaster: [Craig](#)
 Chartered Organization Rep.: [Sally](#)
 Unit Advancement Chair: [Lindsay](#)
 Unit Treasurer: N/A
 Committee Chair: [Christopher](#)
 Council Unit Representative: N/A
 New Member Coordinator: [Sara](#)

Commissioners

No Commissioners Found

Unit Charter

Renewal Status: Posted
 Expiration Date: 12/31/2024

[View Charter](#)

No Contacts Found

Add New Contact

Roundtable Attendance

[Download Report](#)

2

Jan

2

Feb

0

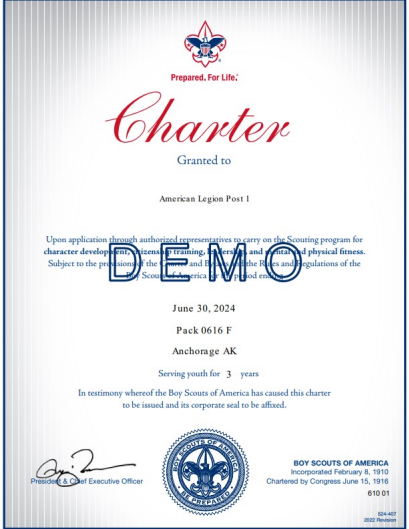
Mar

Next Roundtable

22

Charter Presentation





Prepared, For Life,
Charter
Granted to
American Legion Post 1
Upon application through authorized representatives to carry on the Scouting program for character development, training, leadership and physical fitness.
Subject to the provisions of the Scout Oath and the Scout Law and the regulations of the Scout Association.
June 30, 2024
Pack 0616 F
Anchorage AK
Serving youth for 3 years
In testimony whereof the Boy Scouts of America has caused this charter to be issued and its corporate seal to be affixed.
President & Chief Executive Officer
BOY SCOUTS OF AMERICA
Incorporated February 8, 1910
Chartered by Congress June 15, 1916
610 01
624-447
4022-100-0000

23

Commissioner Role – Membership Cards





Troop 1000

Organization Manager

Unit Renewal

Roster

Search

Compose Print Offline Export Roster Filter

Name	Member ID	Role	Opt Out	Expiration Date
National Program				

Membership Cards

Eagle Extension Report

Youth Member Age Report

24

Charter Renewal – Checking Status



Charter Renewal Status REPORT

41637	Total Units
3870	Units Available for Renewal
2928	Renewals Not Started
359	In Process Renewals
297	Initiated
1	Locked
35	Waiting COR Signature
26	On Hold
0	Pre Posted Units
33984	Units Posted

• Council Dashboard

- Lower right-hand corner
- Several categories of status
- Hover over (?) for definition
- Click on Report for unit-by-unit status
- Unless in Pre-Posted or Posted, additional work is necessary (e.g., defects to be resolved, signature, etc.)
- Work with council registrar and DEs to resolve issues - promptly

25

FAQ Activity - continued



Q. Would it be possible to allow units to auto-renew ONLY youth or ONLY adult?

Q: How do you (council or unit) remove aged-out members who won't return?

Q: Do Key 3 Delegates have access to the charter renewal?

Q: Does the COR delegate have access as well?

Q: If a unit renews will they have the "pay at council" option?

26

FAQ Activity



Can the Key 3 Delegates
process/approve the
renewal process?

Will Council Registered
Units use the same
process?

Q: Can a unit designate
which families they will be
paying for while others
are family pay?

Q: Does unit
have the ACH (electronic
fund transfer) payment
option?

Will all have the pay
at council option, unit or
members?

27



28

Course Summary



- **Unit renewal renews the unit, not members**
- **Individual memberships may be renewed in 3 ways**
- **Communication – between the unit and its members – is crucial**

29

College of Commissioner Science



Questions?
Comments!



30