



MCS 302

Supporting Unit and Membership Renewal

Revision date 9/30/2024

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Course Objectives



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

- **Understand** the importance of setting expectations and milestones for unit and membership renewal
- **Identify** successful practices to support units in on-time unit and membership renewal
- **Anticipate** potential renewal problem areas and the consequences of failure

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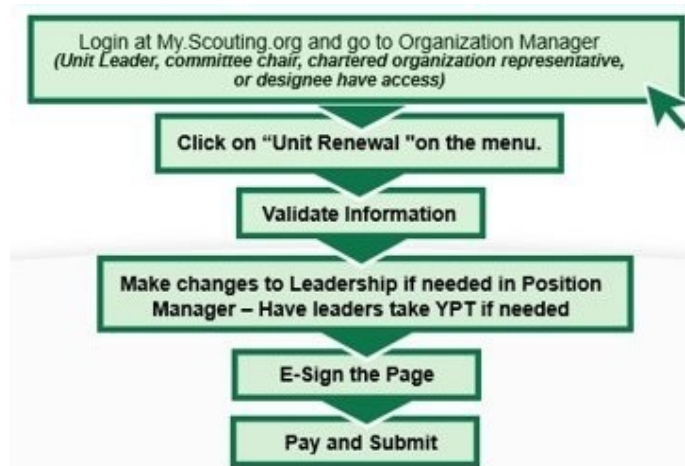
Milestones



- Unit commissioner meets with Unit Key 3 to review the unit renewal process.
- Unit Renewal Champion identified
- Leadership positions confirmed
- CBC authorizations confirmed
- Leader YPT confirmed
- Payment options decided

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Unit Renewal



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Membership Renewal



Memberships can be renewed in one of 3 ways

- Self-pay or Family Pay – a parent/guardian completes the renewal and pays for it
- Unit Pay – the unit completes the renewals of its members and pays for them
- The unit pays for some members while other members pay for themselves

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Unit and Membership Renewal Support



- Train commissioners in the renewal process
- Engage district membership committee
- Monitor membership information

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Unit and Membership Renewal Support



Key Membership Reports

- Members Due to Renew
- Members Opted-out
- Members Without Units
- Unit Charter Status
- Units Due to Renew
- Youth Protect Training
- Applications in Progress
- Application Summary

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Sample Reports




Council Circle Ten Council 571
Organization Name Chisholm Trail 50
Report Generated By David Fornadel
Date Report Generated 07/08/2024

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Members Due to Renew Report
This information is to be used only for authorized purposes on behalf of the Boy Scouts of America.

Records: 616

Territory	Council	District	Organization	Member ID	Expiry Date	First Name	Last Name	Position	Address	City	State	Zip	Email
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Chisholm Trail 50	14	07/31/2024	Mohamed	Rafi	Merit Badge Counselor		Murphy	TX	75094-4206	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Chisholm Trail 50	15	07/31/2024	Jeffrey	Saunders	Merit Badge Counselor	301	Plano	TX	75075-1796	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Chisholm Trail 50	16	07/31/2024	Sean		Merit Badge Counselor	1100	Dallas	TX	75252-2512	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Chisholm Trail 50	17	07/31/2024	Paul		Asst. District Commissioner	720	Plano	TX	75025-3435	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Chisholm Trail 50	18	08/31/2024	Monica		Venturing Crew Assoc. Advisor			TX	75013-1551	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Pack 0025 (F)	19	08/31/2024	Xavier	Emmanuel	Youth Member		Plano	TX	75023-3222	xemmanuel@scoutsmex.com
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Pack 0025 (F)	20	07/31/2024	Dayyn	A	Youth Member		Plano	TX	75013-3002	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Pack 0025 (F)	21	07/31/2024	Mohammed		Youth Member	601	Plano	TX	75023-3002	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Pack 0025 (F)	22	08/31/2024	Cassandra		Youth Member		Allen	TX	75013-3002	elaine@scoutsmex.com
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Pack 0025 (F)	23	07/31/2024	Caliee	A	Youth Member	611	Plano	TX	75023-3002	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Pack 0025 (F)	24	07/31/2024	Kai		Youth Member		Plano	TX	75023-7350	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Pack 0025 (F)	25	07/31/2024	Gracie		Youth Member		Plano	TX	75023-7350	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Pack 0025 (F)	26	07/31/2024	Zoe		Youth Member	321	Plano	TX	75023-7350	

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Sample Reports



Council Circle Ten Council 571
Organization Name Chisholm Trail 50
Units Expiration Period From 05/08/2024 to 12/31/2024
Report Generated By David Fornadel
Date Report Generated 07/08/2024

Units Due to Recharter

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Records: 69

Territory	Council	District	Unit Name	Chartered Organization	Members	Members' SL Subscriptions	Paid Adults	Adults' SL Subscriptions	Unit Expiration Date	Next Charter Expiration Date
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Club 7412	Dallas Police Law Enforcement	6	0	0	0	12/31/2024	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 0226	North Texas Christian Home School Assoc.	7	0	5	0	12/31/2024	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 0259	The Morris Law Firm	5	0	3	0	12/31/2024	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 0261	North Texas Pioneers Rotary Club	10	0	12	0	12/31/2024	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 0999	Grace Presbyterian Church	5	1	12	0	12/31/2024	
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 1000	Resurrection Lutheran Church	12	0	14	0	12/31/2024	

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Sample Reports



Council Circle Ten Council 571
District Chisholm Trail 50
Organization Name Chisholm Trail 50
Report Generated By David Fornadel
Date Report Generated 07/08/2024

Member Opt-Out Report

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Records: 0

Territory	Council	District	Organization	Member ID	Expiry Date	Position	First Name	Last Name	Street	City	State	Zip	Email
No records are available													



Council Circle Ten Council 571
District Chisholm Trail 50
Organization Name Chisholm Trail 50
Report Generated By David Fornadel
Date Report Generated 07/08/2024

Member Without Unit Report

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Records: 1

Member ID	Position	First Name	Last Name	Email	Phone	Address	Registration Effective DT	Registration Expiry DT	Charter Expiry DT	Community Organization	Unit	District	Council
10 Youth Member		Aurora	Polinell	(111) 421		2704 Greenville Pkwy, TX	10/01/2023	09/30/2024	12/31/2023	Plano Chinese Alliance Church	Troop 0316	Chisholm Trail 50	Circle Ten Council 571

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Sample Reports



 **Council** Circle Ten Council 571
Organization Name Chisholm Trail 50
Report Generated By David Fornadel
Date Report Generated 07/08/2024

YPT Aging Report
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Records: 1820

Program	Unit Number	Gender Accepted	Chartered Org Name	First Name	Last Name	Member ID	Position	Status	Effective Through
North Metro Service Area SA04, Chisholm Trail 50, , Chisholm Trail 50, (Count: 419)									
				Patrick			District Member-at-Large	YES	09/08/2024
				Patrick		9	Merit Badge Counselor	YES	09/08/2024
				Jennifer		1	Merit Badge Counselor	YES	01/17/2025
				Junaid		7	Merit Badge Counselor	YES	02/16/2026
				Christine		1	Merit Badge Counselor	YES	11/27/2025
				Cameron			Merit Badge Counselor	YES	02/16/2026
				Anthony			Merit Badge Counselor	YES	10/22/2025
				Eric			Merit Badge Counselor	YES	12/01/2024
				Jaya		1	Merit Badge Counselor	YES	08/18/2025
				Puneet			Merit Badge Counselor	YES	05/28/2025
				Benjamin			Merit Badge Counselor	YES	10/26/2024

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Sample Reports



 **Organization Name** National Council, BSA 000
Reporting Period from 01/01/2024 to 12/31/2024
Report Generated By David Fornadel
Date Report Generated 07/08/2024

Application Summary Report
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Application Status	Application Status Days	Application Count
Pending Acceptance		
	26-60	490
	15-25	187
	0-14	1024
	Total	1701
Pending Acknowledgement		
	26-60	8
	15-25	6
	0-14	35
	Total	49
Pending Applicant Agreement		
	26-60	11
	15-25	6
	0-14	9
	Total	26
Pending Payment		
	0-14	0
	Total	0

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Charter Renewal Support



Renewal Status

REPORT

Total Units ?

Unit Renewal

Units Available for Renewal ?

Renewals Not Started ?

In Process Renewals ?

Initiated ?

Payment Submitted ?

Pre Posted Units ?

Units Posted ?

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Charter Renewal Status Report



Territory Service Territory 08
 Council Circle Ten Council 571
 Organization Name Chisholm Trail 50
 Report Generated By
 Date Report Generated 05/05/2024

Charter Renewal Status Report (BSA Order)

This information is to be used only for authorized purposes only.
 Not for use for the BSA website or database.

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Records: 71

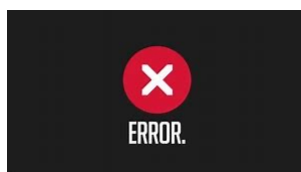
Service Territory	Council	District	Unit Number	Gender	Current Accepted	Current Chartered Org.	Current Effective Date	Current Expiry Date	Next Chartered Org.	Next Effective Date	Next Expiry Date	ReCharter Status	Renewal Status	Payment Type	Last Modified	Male Youth	Female Youth	Total Youth	Male Adults	Female Adults	Total Adults	Council Paid Flag
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Club 7412			Dallas Police Law Enforcement	01/01/2024	12/31/2024				Posted				1	5	6	0	0	0	No
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 1024			North Texas Information Systems Security Association	01/01/2024	12/31/2024				Posted				6	1	7	6	2	8	No
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 0999			Grace Presbyterian Church	01/01/2024	12/31/2024				Posted				5	0	5	8	4	12	No
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 0259			The Morris Law Firm	01/01/2024	12/31/2024				Posted				2	3	5	2	1	3	Unset
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 0226			North Texas Christian Home School Assoc.	01/01/2024	12/31/2024				Posted				4	3	7	1	4	5	Unset
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 1776			Piano Rotary Club	01/01/2024	12/31/2024				Posted				5	0	5	4	0	4	No
Service Territory 08	Circle Ten Council 571	Chisholm Trail 50	Crew 0261			North Texas Powerline Rotary Club	01/01/2024	12/31/2024				Posted				7	3	10	8	4	12	No

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Charter Renewal Issues



What are common unit issues?



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Internet Recharter Validation Errors/Warnings



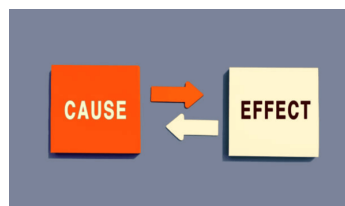
- *Leaders do not have current Youth Protection Training – **Error***
- *Unit does not have the required number of leadership positions – **Error***
- *Leaders do not have completed CBC authorizations – **Warning***
- *Unit has no youth changes from the previous charter – **Warning***
- *Leaders are less than 18 years old – **Error***
- *Youth do not meet the age/grade requirement for the program – **Warning***

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Potential Consequences



What are the potential consequences of not completing Unit Renewal accurately and on time?



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Renewal FAQ Activity



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Charter Presentation Ceremonies



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Charter Renewal Resources



Unit and Membership Renewal Webpage

- Scouting America registration and renewal
- Unit and Membership Renewal Process
- Scoutbook plus Updates
- Frequently Asked Questions
- Webinars
- Slide decks which can be used for training
- Chartered Org & Facility Use Agreements



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Summary



- District commissioner should take charge and monitor the unit renewal process
- Planning, preparing, tracking, review and following up are key

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College of Commissioner Science



Questions?
Comments!



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