

# **Membership & Unit Renewal Process**

**Theodore Roosevelt Council, Scouting America  
October 9<sup>th</sup>, 2024**



# Key Topics

- **Unit Renewal**
- **Individual Membership Renewal**
- **Unit Membership Renewal**
- **New Registrations**
- **Q&A**



# Why the change?

- Avoids one person holding up the entire unit
- Streamlines collection of membership fees
- Can all be done online
- Saves YOUR Time



# Unit Renewal

- Process is completed by Unit Key 3 (Unit Leader, Committee Chair, Chartered Org. Rep.)
- Annual process to renew your unit's charter
- Found on Organization Manager in [my.scouting.org](https://my.scouting.org)
- Completed 2 months before unit expiration date (December for most)
- System will validate your unit is meeting requirements
  - Required number of leadership positions
  - Youth Protection Training & Background Check Authorizations are current for leaders




# Step 1: Unit Validation

my.Scouting | Organization Manager Welcome

Pack 0288 St Vincent De Paul Catholic Church

**1** Unit Validation 2 Payment 3 Confirmation



Pack 0288

Organization Manager

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

### Unit Leadership

Chartered Organization Rep. <a href="#">Yves de la Motte</a>	Committee Chair <a href="#">Christopher Miller</a>
Cubmaster <a href="#">Brandon Morris</a>	Committee Member <a href="#">James Miller</a>
Den Leader <a href="#">Alfred Montmarquet</a>	Executive Officer <a href="#">James Miller</a>

[Edit Positions](#)

### Chartered Organization

<b>Organization Name</b> St Vincent De Paul Catholic Church	<b>Executive Officer</b> <a href="#">James Miller</a>
<b>Unit Term</b> Apr 1, 2023 - Mar 31, 2024	<b>Unit Address</b> <a href="#">1000 St Vincent St</a> <a href="#">Cincinnati OH 45203</a>

### Membership

<b>7</b> Youth Members	<b>0</b> 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**



# Step 2: Unit Pin Review

**Unit Information**

**Continue to Unit Renewal**

Pin Mode

Only Allow the Council to Update Pin Information

Allow Units to Update Pin Information

Appear on BeAScout:

Allow People to Apply Online:

Contact Information

+ Add Contact Information

Unit Website

www.scouting.org

Additional Unit Information

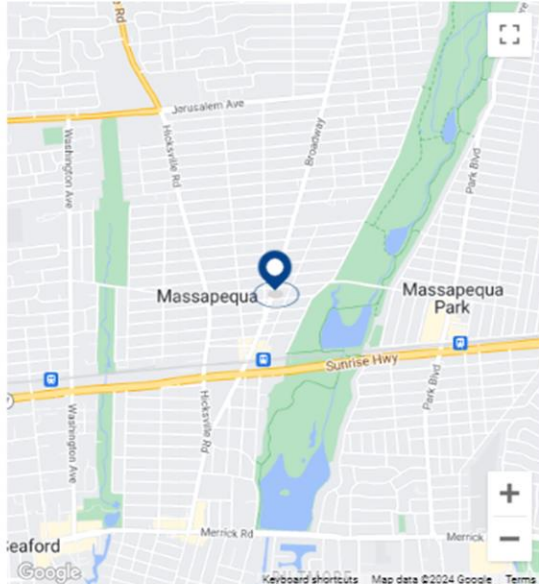
Additional Unit Information

**Unit Meeting Address**

Address

544 Broadway  
Massapequa, NY 11758

[Edit](#)




Leaflet | Map data © 2024 Google



# Step 3: Payment

my.Scouting | Organization Manager

Pack 0288 St Vincent De Paul Catholic Church



Pack 0288

1 Renewal Order Status

Status: Initiated  
Is paid: No  
Created By: [Redacted]

New Charter  
Effective Date: 04/01/2024  
Expiry Date: 03/31/2025

Unit Validation  Payment  Confirmation

### Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
<b>Total:</b>	<b>\$103.00</b>

### Billing Information

Credit Card  ACH Payment

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:

\* CVV:




# Step 4: Confirmation

my.Scouting | Organization Manager


Pack 0288 St Vincent De Paul Catholic Church

Unit Validation ✓ Payment ✓ **3 Confirmation**

  
Pack 0288

Organization Manager

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



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

**i** Renewal Order Status

<b>Status:</b> Submitted	<b>New Charter</b>
<b>is paid:</b> Yes	<b>Effective Date:</b> 04/01/2024
<b>Created By:</b> [Redacted]	<b>Expiry Date:</b> 03/31/2025


[← Back To Payment](#)





# Step 5: Submit Charter Agreement

- Signed by Executive Officer of Chartered Org., Chartered Org. Rep., Committee Chair, and Unit Serving Executive
- Can be found on Council Website
- Renewal NOT complete until submitted to Council Program Center



**THE ANNUAL UNIT CHARTER AGREEMENT AMONG:**  
Chartered Organization ABC (the "Organization"),  
Boy Scouts of America ("BSA"), the Theodore Roosevelt Council (the "Local Council"),  
BSA Pack No. ABC Troop No. Crew No. Ship No. (the "Scouting Unit")  
(Please identify those units chartered by the Charter Organization.)

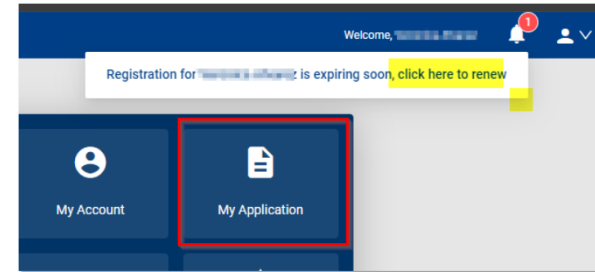
The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

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. This Annual Unit Charter Agreement is entered into as of \_\_\_\_\_ (date) by and among the Charter Organization, BSA, Local Council and the Scouting Unit for a term of one year, beginning \_\_\_\_\_, 202\_\_\_\_, and ending \_\_\_\_\_, 202\_\_\_\_.



# Membership Renewal

- Members should renew their membership individually (or by family)
- An email notification and a renewal link is sent 60 days before membership expires (with reminders)
- Unit Key 3 are notified each month about which members are due to renew





**MY RENEWALS**

FILTER CLOSED

Personal Information	Expiration Date	Application Status
<p> Multiple Positions are not displayed in this section, Click Start Renewal to see the full list of positions you can renew</p>		
<p> [Redacted Name] Chartered Organization Rep. Pack 0288 </p>	<p>31 March 2024</p>	<p><b>Registration is soon to expire</b></p>
		<p><a href="#">OPT OUT AUTO RENEWAL</a> <a href="#">Start Renewal</a></p>



### Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

#### Pack 0288 F

**Chartered Organization Rep.**

Current Expire Date: 03/31/2024

Future Expire Date: 03/31/2025

Primary Position

**Committee Member**

Current Expire Date: 03/31/2024

Future Expire Date: 03/31/2025

Select as Primary Position  Remove Position

#### Troop 0288 B

**Chartered Organization Rep.**

Current Expire Date: 03/31/2024

Future Expire Date: 03/31/2025

Select as Primary Position  Remove Position

[Go back to My Renewals](#)

[Go To Payment](#)





Member Information

2

Payment/Checkout

### Summary



BSA Adult Registration (Trad.)

RECURRING MEMBERSHIP  
Valid until March 2025.

\$60.00



Council Fee

RECURRING MEMBERSHIP  
Valid until March 2025.

\$18.00



Administrative Fee

\$2.79



Scout Life Magazine ⓘ

RECURRING MEMBERSHIP  
Valid until March 2025.

\$15.00

**TOTAL AMOUNT DUE**

**\$95.79**

### Payment Details

#### CARD INFORMATION

\* Cardholder Name:

Cardholder Name

Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.

### BILLING ADDRESS

Same as saved address

\* Country:

USA

\* Address Line 1:

1234 Main St, Suite 100

Address Line 2:

Apartment 101

\* City:

Springfield

\* State/Region:

Missouri, MO

\* ZIP Code:

65801

Restart Renewal

Place Order



# Membership Renewal by Unit


- We recognize some units choose to pay for their members
  - Only Adult Volunteers
  - Only Scouts
  - Everybody
  - Select Individuals
- Unit Key 3 can renew members 60 days before membership expires
- Ability to opt out members who won't be renewing from receiving emails
- If the individual is registered in another unit, they must renew themselves in their other positions



# Step 1: Select Members

my.Scouting | Organization Manager

Pack 0288 St Vincent De Paul Catholic Church



Pack 0288

Organization Manager

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

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/> Veronica Sanchez		Chartered Organization Rep Committee Member	F	Expired	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/> Kai		Youth Member	M	Expired	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/> Jaine		Youth Member	M	Expired	<input type="checkbox"/>	03/31/2024
<input checked="" type="checkbox"/> Seti		Youth Member	M	Expired	<input type="checkbox"/>	03/31/2024
<input type="checkbox"/> Christopher James Keane		Committee Chair	M	Expired	<input type="checkbox"/>	03/31/2024
<input type="checkbox"/> Fin		Youth Member	M	Expired	<input type="checkbox"/>	03/31/2024
<input type="checkbox"/> Janna		Committee Member	M	Expired	<input type="checkbox"/>	03/31/2024

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

Membership Renewal Orders

Search

Name	Status	Position	YPT Expiration	Paid	Approved	Delete
Kai	Initiated	Youth Member	N/A	No	Yes	<input type="checkbox"/>
Jaine	Initiated	Youth Member	N/A	No	Yes	<input type="checkbox"/>
Seti	Initiated	Youth Member	N/A	No	Yes	<input type="checkbox"/>

Unit Paid Membership Renewal Batches

Created By	Created On	Number of Orders	Paid	Delete
Veronica Sanchez	04/11/2024, 2:17:39 pm	3	No	<a href="#">GO TO PAYMENT</a> <input type="checkbox"/>




# Step 2: Scout Life

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Pack 0288 St Vincent De Paul Catholic Church

### Unit Paid Membership Renewal



Pack 0288

- Organization Manager
- Settings
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<b>Kai</b>	<input checked="" type="checkbox"/> Scout Life Subscription
Pack 0288	
Youth Member (M) <input checked="" type="checkbox"/> Primary Position	Current Expiry Date: 03/31/2024 Future Expiry Date: 03/31/2025
<b>Jai</b>	<input checked="" type="checkbox"/> Scout Life Subscription
Pack 0288	
Youth Member (M) <input checked="" type="checkbox"/> Primary Position	Current Expiry Date: 03/31/2024 Future Expiry Date: 03/31/2025
<b>Set</b>	<input checked="" type="checkbox"/> Scout Life Subscription
Pack 0288	
Youth Member (M) <input checked="" type="checkbox"/> Primary Position	Current Expiry Date: 03/31/2024 Future Expiry Date: 03/31/2025

[← Back to roster](#) [Create Renewal Orders](#)





# Step 3: Payment

my.Scouting | Organization Manager







Pack 0288 St Vincent De Paul Catholic Church

Pack 0288


Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster
- Transfer In
- Position Manager
- Reports

### Payment Summary

 <b>Traditional Youth</b> Quantity: 3	\$240.00
 <b>Scout Life Domestic Rates</b> Quantity: 2	\$30.00
 <b>Council Fee</b> Quantity: 3	\$54.00
 <b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$9.72
<hr/>	
 <b>TOTAL AMOUNT DUE:</b>	\$333.72
 <b>AMOUNT PAID:</b>	\$0.00

Pay With Saved Method

  
Visa  
xxxxxxx4113  
Name on Card: Susan Adams  
Updated On: 04/11/2024 13:57

[Pay With Saved Payment Method](#)

[Pay With New Method](#)

[Back to roster](#) [Continue to Payment](#)



# New Registrations

- Registration for new members MUST be completed online via [BeAScout.org](https://BeAScout.org)
  - Youth
  - Adults
- Members can find unit by entering zip code
- This allows us to ensure
  - YPT is up-to-date
  - all information is entered before submission
  - email address is accurate
  - faster processing times for applications
- Applications must be approved by Unit leadership within 30 days on [my.scouting.org](https://my.scouting.org)
  - Youth – Any Key 3 (Unit Leader, Committee Chair, COR)
  - Adults – Chartered Organization Representative



# Main Things to Know

- Membership Renewal and Unit Renewal are now separate process
- Members now renew annually based on when they join Scouting America
- Unit Key 3 will receive emails listing members due to renew
- Units that opt to pay for their members should email their Unit Serving Executive
- Everything RENEWAL is found on [my.scouting.org](https://my.scouting.org)
- Ensure email address of members are accurate (START NOW!!!)
- New registrations are completed online at [BeAScout.org](https://BeAScout.org)



**ANY  
QUESTIONS?**



# Helpful Resources

- <https://www.scouting.org/resources/unit-and-membership-renewal/>
- <https://trcscouts.org/renewal/>
- The Council Staff and your Commissioner are here to help! Feel free to reach out.

