

Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.
(not delegates)

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.
Expiration date = June 30, renewal opportunity begins May 1.
3. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

Validation Codes in Unit Renewal:

Errors (red) will not let you proceed.

Warnings (yellow) will allow you to proceed.

- a. Leaders do not have current Safeguarding Youth Training – **Error**. (most common)
 - b. Unit does not have required number of leadership positions – **Error**.
 - c. Leaders are less than 18 years old – **Error**.
 - d. Youth do not meet the age/grade requirement for the program – **Error**.
 - e. Leaders do not have completed CBC Authorizations – **Warning**
 - f. Adults do not have SSN – **Warning**
4. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.

NOTE: HOAC recommends you make any leadership position changes **PRIOR TO** your unit renewal period. (For example, if unit expires 10/31, make changes prior to 9/1.) Otherwise, renew the unit as is, and make the position changes **AFTER** the unit renewal is posted.

5. Have a credit card or ACH information handy to pay the Unit Recharter fee.

Pro Rated Fees for 2026-2027 Unit Renewals

Unit Expiration Month	Unit Renewal Period	# Months	Unit Renewal Fee
Aug '26	Sep '26 - Aug '27	12	\$ 100.00
Sep '26	Oct '26 - Sep '27	12	\$ 100.00
Oct '26	Nov '26 - Feb '28	16	\$ 136.00
Nov '26	Dec '26 - Feb '28	15	\$ 127.50
Dec '26	Jan '27 - Feb '28	14	\$ 119.00
Jan '27	Feb '27 - Feb '28	13	\$ 110.50

Beginning in October, unit renewal fees reflect \$8.50 per month

6. Proceed with unit renewal.

A member of the Key 3 will log in to their my.Scouting account and go to Menu>Organization Manager>Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal page, the validation check processes again.

The screenshot shows the 'My.Scouting/Unit Renewal' page. A red box highlights the 'Unit Renewal' link in the left sidebar. The main content area displays unit information for 'Venture Youth Fund INC.' and lists validation errors. A red box highlights the error message: 'Error: Leaders do not have current Youth Protection Training'. Below this, a list of members affected is shown: Bryan McRae, Randy Hults, Charles Hults, and Amanda Hults. A red box also highlights the 'List of errors, and who they apply to that were found during the validation process.' text.

Unit Renewal

My.Scouting/Unit Renewal

Unit Leadership

Chartered Organization Rep: [Randy Hults](#)

Committee Chair: [Mick Hults](#)

Scoutmaster: [Jeddy Hults](#)

Executive Officer: [Randy Hults](#)

New Member Coordinator: [Amanda Hults](#)

Chartered Organization

Organization Name: [Venture Youth Fund INC.](#)

Executive Officer: [Randy Hults](#)

Unit Term: [Apr 1, 2023 - Mar 31, 2024](#)

Unit Address: [1214 Douglas St North, Williamsburg, NC 28699](#)

Youth Membership

6 Youth Members

1 Multiple Members

Validation

Error: Leaders do not have current Youth Protection Training

Members Affected:

- Bryan McRae
- Randy Hults
- Charles Hults
- Amanda Hults

Unit Renewal and Leadership Approval

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

Once all validation errors have been resolved, “sign” the renewal by entering your name approving the leadership for renewal and then select “Next Step: Unit Pin Review”

The screenshot shows the 'My.Scouting/Unit Pin Review' page. A red box highlights the 'Sign Here' text. The main content area displays unit information for 'Venture Youth Fund INC.' and lists unit leadership. A red box also highlights the 'Next Step: Unit Pin Review' button. The text 'Next Step: Unit Pin Review' is also present in a red box.

Unit Pin Review

Unit Leadership

Venturing Crew Advisor: [Chris](#)

Chartered Organization Rep: [Hults](#)

Committee Chair: [Hults](#)

Executive Officer: [Hults](#)

Committee Member: [Hults](#)

Committee Member: [Hults](#)

Chartered Organization

Organization Name: [Venture Youth Fund INC.](#)

Executive Officer: [Hults](#)

Unit Term: [Oct 1, 2023 - Sep 30, 2024](#)

Unit Address: [2801 Tux](#)

Membership

5 Youth Members

1 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

Next Step: Unit Pin Review

NOTE: If paying at Council, refer to Pages 6-8.

Make any necessary changes to the Unit Pin Setup. Be sure the indication to show on BeAScout corresponds with the “Fields to Display on Unit Pin.”

I.e.: If indicate to show on BeAScout, select which fields to show.
Then select “ Continue to Unit Renewal.”

The screenshot shows the 'Unit Pin Review' step in a four-step process (Unit Validation, Unit Pin Review, Payment, Confirmation). On the left, under 'Unit Information', there are toggle switches for 'Appear on BeAScout' and 'Allow People to Apply Online'. Below these is a 'Contact Information' section for Christopher Holloway, including phone and email, with an 'edit' link. Further down is a 'Special Interest Type' dropdown set to 'HIGH ADVENTURE', a 'Unit Website' field with 'www.scouting.org', and an 'Additional Unit Information' text area. On the right, a green checkmark indicates 'This unit will not appear on BeAScout'. Below this is unit information for 'Crew 0089 Impact of West Alabama', contact details for Christopher Holloway, and a note that 'Online Registration available for this unit'. At the bottom right, the 'Fields to Display on Unit Pin' section has toggle switches for 'Unit Meeting Address', 'Contact Person's Name', 'Phone Number', 'Contact Email', 'Unit Website', and 'Additional Unit Information'. Two red boxes highlight the 'Continue to Unit Renewal' button in the top left and the 'Continue to Unit Renewal' text in the top right.

The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

Select “Credit Card” or “Bank Account” (ACH). Enter the credit card or bank account (ACH) information on the appropriate tab.

(See next page for ACH payment information.)

The screenshot shows the 'Payment' step in the four-step process. The 'Unit Renewal Fees' section displays a table with the following data:

Fee Type	Amount
Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
Total:	\$103.00

Below the fees is the 'Billing Information' section. It has two tabs: 'Credit Card' and 'Bank Account'. The 'Credit Card' tab is selected and highlighted with a red box. Below the tabs, the 'CARD INFORMATION' section has fields for 'First Name' (Mary), 'Last Name' (Person), 'Card Number' (6011 8888 8888 8888), and 'Expiration Date' (12/97). A red box highlights the 'Credit Card' and 'Bank Account' tabs, and another red box highlights the 'Credit Card' and 'Bank Account' text labels.

As a unit, you have the option to securely store the payment information for next year if desired. Select “Submit Payment” if paying by credit card or “Pay with Bank Account” if paying by ACH.

This screenshot shows a credit card payment form. The form includes fields for Card Number, Expiration Date, CVV, Email Address, Billing Address (Country, Address Line 1, Address Line 2, City, State/Region, ZIP Code), and a checkbox to "Save this card for future payments." A red box highlights the "Save this card for future payments" checkbox, which is checked. Another red box highlights the "Submit Payment" button. A text box on the left says "Save this card for future payments."

Save this card for future payments.

Submit Payment

Click on “Submit Payment” (if by credit card) or “Pay With Bank Account” (if by ACH).

This screenshot shows a billing information form. The form has two tabs: "Credit Card" and "ACH Payment". The "Credit Card" tab is selected. The form includes fields for First Name, Last Name, Email Address, Phone Number, Address Line 1, City, State/Region, and ZIP Code. There is a checkbox to "Save account information for future payments." A red box highlights the "ACH Payment" tab. Another red box highlights the "Pay With Bank Account" button. A text box on the left says "Credit Card ACH Payment". A text box on the bottom left says "Save account information for future payments."

Credit Card ACH Payment

Save account information for future payments.

Pay With Bank Account

You will next see a recap of the fees. Select “Go to Confirmation ”

The screenshot shows a web interface for unit renewal. At the top, there's a section titled "Renewal Order Status" with details: Status: Submitted, Is paid: Yes, and Created By: Mary Pearson. Below this is a progress bar with three steps: 1. Unit Validation (active), 2. Payment, and 3. Confirmation. The main section is titled "Unit Renewal Fees" and contains a table of charges:

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

At the bottom right, there is a blue button labeled "Go To Confirmation" which is highlighted with a red box and a callout label "Go to Confirmation".

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

The screenshot shows a payment processing confirmation page. At the top, there's a progress bar with three steps: 1. Unit Validation, 2. Payment (active), and 3. Confirmation. In the center, there is a large yellow circle with a dollar sign inside. Below it, the text reads: "Your payment is being processed. Please check back later for the status of your renewal order." At the bottom, there is a smaller version of the "Renewal Order Status" section from the previous page, showing Status: Submitted, Is paid: Yes, and Created By: Mary Pearson.

Your unit is now submitted for renewal and will be posted overnight.

The screenshot shows an email receipt from Chase Integrated Payments. The header includes the Chase logo and the text "Integrated Payments Receipt". Below this, the email details are listed:

To: Mary Pearson
From: Chase Integrated Payments <chase-support@wepay.com>
Subject: Payment Confirmation - \$103.00 (USD)
Sent: 2/7/24

Below the email details, there is a section titled "Receipt" with the following information:

Billed to: Visa xxxxxx4112
Mary Pearson
Total: USD \$100.00
Purchased from: Boy Scout of America
1325 W. Walnut Hill Lane,
Irving, TX, 75038, US
We pay_admin@scouting.org
Type: Sale
Date: 02/06/2024

At the bottom, there is a note: "If you have any questions about your receipt, contact chase-support@wepay.com"

If paying at Council, be sure to print and SIGN (Key 3 Member) the Unit Renewal Paper.



The form is titled "BOY SCOUTS OF AMERICA® Unit Renewal Paper". It contains a "Create PDF" button and a "Mecklenburg County Council 415" header. The form is divided into several sections: "Service Territory" (Council, District, Organization Name, Date Document Generated), "Participating Organization" (Executive Officer, Special Interest, Expire Date), "Instructions" (Review your unit leadership and submit this form to your council office with the Unit Charter Fee before the 15th of the month), "Unit Leadership" (Executive Officer, Committee Chair, Chartered Organization Rep., Committee Member), and "Unit Renewal and Leader Approval" (I, [Signature], approve the rechartering of the above-named unit and leadership for the year. Sign here). The form also includes a "Mecklenburg County Council 415" logo in the bottom right corner.

Mecklenburg County Council 415
Apache 04
Pack 0286 (F)

Create PDF

Service Territory
Council: Mecklenburg County Council 415
District: Apache 04
Organization Name: Pack 0286 (F)
Date Document Generated: 04/11/2024

Participating Organization
Executive Officer: St Vincent De Paul Catholic Church
Special Interest: [blank]
Expire Date: 03/31/2024

Instructions:
Review your unit leadership and submit this form to your council office with the Unit Charter Fee before the 15th of the month.

Unit Leadership

Executive Officer	Committee Chair
[Signature]	[Signature]
Cubmaster	Chartered Organization Rep.
[Signature]	[Signature]
Den Leader	Committee Member
[Signature]	[Signature]

Unit Renewal and Leader Approval

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

Sign here

This is a sample of what the printed version of the unit renewal looks like. It provides the information for the unit to take to the council office and provides a wet copy of the signature so that can be accomplished if needed. We're asking this be done before the 15th of the month.

Please be sure all errors are resolved before bringing your Unit Renewal to Council. The following are two examples of Unit Renewals that still have errors to be resolved before they can be accepted by Council. Example 1 includes errors where the unit does not have all the required positions filled:

6/26/25, 9:51 AM

1252AB0C 8326 43FD A895 BBC06CEB4F9A - My Scouting

Menu

my.Scouting

Welcome, Larry Strickland

Heart of America Council 307

 Heart of America Council 307 Menu >

 Pack F

1 Unit Validation

2 Unit Pin Review

3 Payment

4 Confirmation

Unit Leadership

Chartered Organization Rep.
 

Cubmaster
 

Den Leader
 

Committee Chair
 

Committee Member

 

Executive Officer

Edit Positions

Chartered Organization

Organization Name

Executive Officer

Unit Term
Jun 1, 2024 - May 31, 2025

Unit Address

Membership

14

Youth Members

8

Multiple Members

Validation

 **Charter validation results: 1 Error**

Error: Unit does not have required number of leadership positions

Positions Affected

- Committee Chairman (Required 1, currently assigned 0)
- Cubmaster (Required: 1, currently assigned: 0)
- Den Leader/Lion Guide/Tiger Den Leader/Webelos Leader (Required: 1 or more, currently assigned: 0)
- Chartered Organization Rep. (Required: 1, currently assigned: 0)

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

CONNECT WITH US:

    

Contact Terms & Conditions

Example 2 includes errors where adult members do not have current Safeguarding Youth Training (formerly YPT).

6/26/25, 10:57 AM

AFAC4DE0 2CB3 44B9 B847 CF95E2B7D0C0 - My Scouting

Menu

my.Scouting

Welcome, Larry Strickland

Heart of America Council 307

Heart of America Council 307 Menu

>



1 Unit Validation

2 Unit Pin Review

3 Payment

4 Confirmation

Unit Leadership

Explorer Post Advisor

Executive Officer

Post Committee Chair

Post Committee Member

Edit Positions

Chartered Organization

Organization Name

Executive Officer

Unit Term

Aug 1, 2024 - Jul 31, 2025

Unit Address

Membership

7

Youth Members

0

Multiple Members

Validation

▼  Charter validation results: 1 Error

Error: Leaders do not have current Safeguarding Youth Training

Members Affected

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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

CONNECT WITH US:











Contact

Terms & Conditions

<https://my.scouting.org/B3737126-5EB4-48C8-B97E-B8DB632F3212/registrar-tools/unit-renewal/AFAC4DE0-2CB3-44B9-B847-CF95E2B7D0C0>

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