

Unit Procedure for Processing a Unit Renewal
(Basic process is the same regardless if it is the unit or the council processing the renewal.)
October 2025

All validation errors will have to be resolved before the renewal can be posted. It is suggested to check for and resolve anything that will return a validation error before initiating the renewal process.

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. A unit has a two-month lapsed period after the unit expires.
Expiration date = June 30, lapse period ends Aug 31, will drop Sept 1.
4. 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 annual 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*
5. 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.
 6. Have payment information available to pay the Unit Renewal fee (\$100.00).
 7. Proceed with unit renewal.

Other than access point, the unit renewals are processed the same way regardless if it is the unit processing the renewal or the council processing the renewal.

Log in to my.Scouting>Org Manager>Unit Renewal.

If the Key 3 member processing the unit renewal is a member of multiple units, be sure the correct unit is selected for processing.

Accessing the unit renewal automatically initiates the validation process. If any errors are found, they will have to be resolved before you can proceed.

If a leader is listed in grey, that means that leader has lapsed. If the leader is in a required position, they will have to be renewed before you can proceed with renewing the unit.

If the leader is listed in blue, their registration is current.

You can select Edit Positions to be taken to the Position Manager to make any necessary changes in position. Changes in Position Manager can only be completed if the member is not expired. If they are expired, renew their membership, and wait overnight for it to post. Then return to the renewal process where the validation process will run again.

Unit Leadership

Directed Organization Type

Joshua Freeman

Outboard

Matthew Stiefel

Committee Chair

This position has lapsed

Committee Member

Maxwell Wickens

Joshua Schuch

James Baumgardner

Shelby Harkins

Amelia Marshall

Brooks Jones

Den Leader

Volker Schuch

Facilitator Officer

Wilson Hall

Edit Positions

Scroll down to see any Validation Errors.

In this example, the error is regarding “not enough required number of leadership, but currently there are 0”. Be aware, there are also instances where there could be too many assigned to a specific role resulting in the error. This will be reflected in the number following the error message.

Validation

▼ ▲ Charter validation results: 1 Error

Error: Unit does not have required number of leadership positions

Positions Affected:

- Executive Officer (required: 1, currently assigned: 0)
- Committee Chairman (Required: 1, currently assigned: 0)
- Committee (Required: 1, currently assigned: 0)
- Scoutmaster/Assistant Scoutmaster (required: 1, currently assigned: 0)
- Chartered Organization Rep (Required: 1, currently assigned: 0)

When all the validation issues are cleared, sign the form indicating your approval.

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

Selecting “Click here for Pay at the Council Office Option” creates a renewal summary document to take to the council along with your payment.

Select “Next Step Unit Pin Review.”

Unit Pin Review

Unit Leadership

2Youth Members0Adult Members

Validation

▼ ▲ Charter validation results: 1 Error

Error: Unit does not have required number of leadership positions

Positions Affected:

- Executive Officer
- Committee Chairman
- Scoutmaster
- Committee Member and Non-Member Coordinator
- Chartered Organization Rep

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

Review the unit pin information making any necessary edits. Make sure that if “Appear on BeAScout” is selected, that there are fields selected to display. Otherwise, you will receive an error when trying to advance the process to the next step.

Once the unit pin information is correct, select "Continue to Unit Renewal."

Unit Validation — **2 Unit Pin Review** — **3 Payment** — **4 Confirmation**

Unit Information

Pin Mode

☐ Only Allow the Council to Update Pin Information

☒ Allow Units to Update Pin Information

Appear on EAScouts: ☒

Allow People to Apply Online: ☒

Contact Information

Contact Person: Connie Deckard
Phone: 9038211036
Email: cjdeckard@scout.com

[Edit](#)

Unit Website

[www.scouting.org](#)

Additional Unit Information

We're an active Pack! All dens (K-5th grade) meet each Monday night at 6 pm at Western Heights Church of Christ. Email for more information!

Unit Pin Preview

Pack 0007 Western Heights Church of Christ

Contact: Connie Deckard
Email: cjdeckard@scout.com
Website: www.scouting.org

☒ Dens for Boys or Girls

☒ Online Registration available for this unit.

We're an active Pack! All dens (K-5th grade) meet each Monday night at 6 pm at Western Heights Church of Christ. Email for more information!

[Request More Information](#) [Apply Now](#)

Fields to Display on Unit Pin:

☒ Unit Meeting Address:

☒ Contact Person's Name:

☒ Phone Number:

☒ Contact Email:

☒ Unit Website:

☒ Additional Unit Information:

Continue to Unit Renewal

Review that everything looks correct on the payment summary screen.

The unit renewal has been successfully created. While the unit is in the initiated status, the council has the ability to "delete order" if needed. If the renewal is at any other status, the Delete Order option will not be displayed for the council to select.

The fees listed should only be the \$100 unit renewal fee.

Enter the units payment information. Select "Process Payment and Renew Unit."

Unit of America Council 537

Status: Initiated
Payment: Pending
Created By: User Admin

Unit Pin: 0007
Unit Name: Western Heights Church of Christ
Unit Address: 1234 Main St, Anytown, USA 12345
Unit Phone: 9038211036
Unit Email: cjdeckard@scout.com

Payment Summary

Item	Amount
Registration Fee	\$100.00
Renewal Fee	\$100.00
Total	\$200.00

Processing Information

Process Payment and Renew Unit

You will get a success message as well as a payment received message.

For unit payments it can take up to 4 business days for payments to be received. Once payment is received, the status will update to "Pending Approval" (by the council).

Unit Validation

Unit Fee Review

Payment

Confirmation



Payment Received

You will not see this screen until July 2019 and Park 4703 will be active for the next year

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Be aware of the status

Status: Confirmed

Is pending

Created By: Luis Contreras

Chartered Organization: Santa Cruz County

Contract Number: 010

Effective Date: 01/01/2023

Expiry Date: 01/01/2026

[Back To Payment](#)

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