



2025 Unit Renewal Training Slides for CORs



Information for CORs

- The unit Key-3 will be notified by e-mail 60-days before the charter expires. There is a 60-day grace period beyond the charter expiration date. After that the unit is dropped.
- **A major change this year is in the renewal systems – Only the COR can approve adult leader renewals and position changes in both the Unit & Membership Renewal Systems. The COR is the only one who can approve the Unit Renewal.**
- All adult leader's registrations are suspended when their YPT expires...No access to My.Scouting (except training) or Scoutbook.
- There is no longer the ability to attach a new membership app to the renewal.
- What is the minimum number of Scouts and Adults that a unit needs to renew? (Each Adult needs a current Youth Protection certification and Criminal Background Check.)

Troops, Crews, Ships Need:

- **COR**
- **Committee Chair**
- **2 Committee Members**
- **Scoutmaster**
- **and 5 Scouts**

Packs Need:

- **COR**
- **Committee Chair**
- **2 Committee Members**
- **Cubmaster**
- **Den Leader**
- **and 5 Scouts**



Unit Renewal Page

my.Scouting | Registrar Tools Welcome, John Johnson

Circle Ten Council 1234

Pack 1234

2 → Organization Manager
Settings
Unit Program Dashboard
3 → **Unit Renewal Page**
Unit Pin
Roster
Position Manager
Reports

Unit Validation

Unit Leadership

Chartered Organization Representative
[Sam Smith](#)

Unit Chair
[John Johnson](#)

Unit Leader
[April Windstorm](#)

Member of Committee: [Alfonso Cuaron](#) Member of Committee: [Gerard Miller](#)

[Edit Positions](#)

Chartered Organization

Organization Name: Acme Unit Church Institutional Head: [Alice Smith](#)

Unit Term: Jan/01/2024 - Dec/31/2024 Address: 123 Main St. Anytown, TX, 75015

Youth Membership

25 0
Unit Paid Membership Unit Multiple Members

Unit Renewal and Leadership Approval

I, approve the rechartering and the leadership for the year.

[Next Step: Payment](#)

1. Sign in to My.Scouting.org
2. Go to Organization Manager,
3. Click Unit Renewal,


Note that only the COR can do this.



Unit Validation

my.Scouting | Registrar Tools Welcome, John Johnson

Circle Ten Council 1234



Pack 1234

- Organization Manager
- Settings
- Unit Program Dashboard
- Unit Renewal Page**
- Unit Pin
- Roster
- Position Manager
- Reports

Unit Validation

Unit Leadership

Chartered Organization Representative: [Sam Smith](#)

Unit Chair: [John Johnson](#)

Unit Leader: [April Windstorm](#)

Member of Committee: [Alfonso Cuaron](#) Member of Committee: [Gerard Miller](#)

[Edit Positions](#)

Chartered Organization

Organization Name Acme Unit Church	Institutional Head Alice Smith
Unit Term Jan/01/2024 - Dec/31/2024	Address 123 Main St. Anytown, TX, 75015

Youth Membership

25 Unit Paid Membership	0 Unit Multiple Members
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Unit Renewal and Leadership Approval

I, approve the rechartering and the leadership for the year.

[Next Step: Payment](#)

This triggers an automatic validation of the charter.



Validation Errors

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	Committee Chair Mary
Scoutmaster Jeffrey	Committee Member Charles
Executive Officer Randy	Assistant Scoutmaster Bryan
New Member Coordinator Amanda	

[Edit Positions](#)

Chartered Organization

Organization Name John R. Bentley Youth Fund INC	Executive Officer Randy
Unit Term Apr 1, 2023 - Mar 31, 2024	Unit Address 1214 Trojden St North Wilkesboro, NC 28659

Youth Membership

6 Youth Members	1 Multiple Members
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Validation

Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

Members Effected:

- Bryan
- Randy
- Charles
- Amanda

Unit Renewal and Leadership Approval

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

If an error is detected during validation, you will be notified in the error box. Fix the errors and try again.



Renewal Ready to Submit

Troop 0301 John R. Bentley Youth Fund INC **B**

1 Unit Validation 2 Payment 3 Confirmation

Unit Leadership

Chartered Organization Rep. Randy	Committee Chair Mary
Scoutmaster Jeffre	Committee Member Char
Executive Officer Randy	Assistant Scoutmaster Bry
New Member Coordinator Amanda	

[Edit Positions](#)

Chartered Organizaton

Organization Name John R. Bentley Youth Fund INC	Executive Officer Randy
Unit Term Apr 1, 2023 - Mar 31, 2024	Unit Address 1214 Trogdon St North Wilkesboro, NC 28659

Youth Membership

6 Youth Members	1 Multiple Members
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Validation

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Unit Renewal and Leadership Approval

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

2 [Next Step: Payment](#)

When there are no errors showing in the validation area,

1. Type your name to Approve,
2. Click Next Step to proceed to payment.



Unit Renewal Fees



Troop 0301

Position Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

1 Unit Validation

2 Payment

3 Confirmation

Unit Renewal Fees

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

Total:	\$103.00
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Billing Information

Credit Card

Bank Account 

CARD INFORMATION

* First Name:

Mary

* Last Name:

Person

* Card Number:

0000 0000 0000 0013


The payment screen defaults to the credit card option, but note the "Bank Account" tab next to Credit Card. This will allow ACH payment.

At the bottom of the page, click to submit payment.



Payment Page

Troop 0301 John R. Bentley Youth Fund INC **B**



Troop 0301

Unit Renewal

Renewal Order Status:

Status: Submitted
Is paid: Yes
Created By: Mary [redacted]

Unit Validation 1 2 Payment 3 Confirmation

Unit Renewal Fees

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

[Go To Confirmation](#)

After clicking Submit Payment, you will see a review of the transaction. Click to confirm the payment.


- If the unit needs a receipt, print a copy of the payment screen.
- An e-mail receipt will be sent for a credit card payment.



Confirmation Page

Troop 0301 John R. Bentley Youth Fund INC **B**


1 Unit Validation 2 Payment 3 Confirmation



Troop 0301

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

Status: Submitted
Is paid: Yes
Created By: Mary [redacted]

The system will acknowledge your payment in the renewal software.

NOTE: This confirmation is sometimes delayed for 1-3 days if your credit card or bank system is unfamiliar with this transaction and temporary labels it pending on your bank statement.



Questions can be sent to:

- **Your District Renewal Processor**
- **Or**
- **Your District Commissioner**