

# Roundtable Hot Topic

## Preparing for the Renewal Process

The renewal process for units and members has been separated. This means that unit renewals and member renewals are now two separate processes. Are you ready for renewal this year?

### Member Renewal

Our memberships now renew on a fixed twelve month term beginning from the time of joining (or previous renewal) regardless of when the unit renews. Youth and adult leader membership fees have also been separated from the unit's renewal. Members will receive five emails from National to remind them to renew, but they can renew anytime in the 60 days before their registrations expire by going to [my.scouting.org](https://my.scouting.org) and clicking on My Application.

Units can decide which member renewal plan works best for their families.

- Unit pays for member registrations when due
- Members/parents manage and pay for their own renewals
- Unit pays for some Scouts while families pay for others

Units can manually approve adults or allow adults to renew automatically. Units should prepare for member renewal by making sure that all members, parents and guardians are aware of the changes and by taking the following action steps.

- Be sure email addresses for all members are correct in [scouting.org](https://scouting.org) (updating Scoutbook will NOT update [scouting.org](https://scouting.org))
- Have members add [@scouting.org](mailto:@scouting.org) to the safe senders list
- Ensure every Scout under 18 has an associated parent/guardian email
- Communicate with parents/members about the unit's renewal plan and how to renew
- Let members know there is a 3% credit/debit card fee (If they don't want to pay this fee, they can pay at the council office)

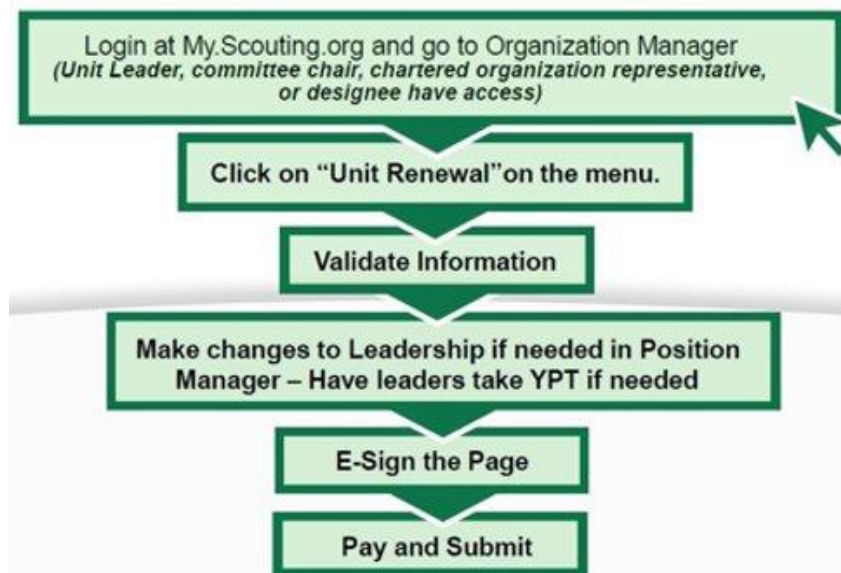
### Unit Renewal

Units should renew in the 60 days before their charters expire. In order to ensure a smooth unit renewal, units should make sure the following items have been completed or updated before the unit renews.

- Youth Protection (YPT) is current for all adult leaders
- Unit has the required number of leaders

- CBC (background check) authorization forms are complete
- Adults have social security numbers on file
- Youth meet the age/grade requirements

The unit renewal process has been simplified into five easy steps.



Charter partner and facility use agreements are available online. If you have any difficulties, let your commissioners know. Your council, district, and commissioners are here to serve you.

**Resources:**

More information on member and unit renewals:

<https://www.scouting.org/resources/unit-and-membership-renewal/>

# IS YOUR UNIT READY FOR MEMBER & UNIT RENEWALS?

Member renewal and Unit renewal are now separate processes. They are more straightforward, but Units must make some decisions. Is your Unit ready?



- **Separate Processes**
  - Member renewal and Unit renewal are now separate processes.
  - Members now renew annually based on when they join.
- **Key Decisions and Actions to Make Early**
  - Verify that emails for all Members are correct in my.Scouting.org (Unit Roster)
  - Ensure every Scout under 18 has an associated parent's/guardian's email.
  - Decide payment method:
    - *Unit Pay: the Unit pays for the Members' registrations in the month due.*
    - *Self Pay or Family Pay: let members/parents manage renewals.*
  - Choose auto-renewal or manual approval.
- **Communication – early and as often as necessary**
  - Inform parents/members of decisions.
  - Clarify steps for renewal.
- **Be prepared for:**
  - 3% credit/debit card fee.
- **To prepare for Unit Renewal**
  - Ensure all requirements for Units are met.
  - Ensure YPT for required Unit Leaders is current.
  - Ensure CBC forms for required Unit Leaders are on file.

**Your Commissioners and Council are here to assist you!**  
For more details, visit the [Unit and Membership renewal web page](#).

