

2025 Unit Renewal Handbook for CORs



New Systems, New Horizons
New Visions, New Beginnings



SCOUTING AMERICA
National Capital Area Council

Ver 4 – 3 Sep 2024

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COUNCIL COMMISSIONER'S CHARGE

Why do we renew?

Scouting changes the lives of young people preparing them to be America's future leaders. For over a hundred years, Scouting impacted millions – youth and adults. Our Chief Scout Executive, Roger Krohn, notes that his job #1 is ensure that Scouting America continues that contribution to America for another hundred years. Roger's job #2 recognizes that we cannot have that impact on youth and change their lives if they are not part of the movement. His job #2 is to grow Scouting. Growing Scouting is job #1 for all of us. Our annual renewal is part of retaining members by retaining units for Scouts to join, one part of sustain and growing the movement; the other part is inviting more to join us.

Why is a renewal needed annually?

Units renew annually so they can continue to benefit from the promise of the Scouting program for another year. Units need to identify the leaders for the new Scouting year and to ensure a minimum number of youth are available for an effective program. What about the Annual Charter Agreement? Annually chartered organizations reconfirm their relationship with the council and agree to use the Scouting program as a safe way to develop character, citizenship, and leadership in youth. The process to complete the agreement is separate from the renewal process.

What will I find in this handbook?

This annual renewal handbook explains the timelines, key roles, major process steps, and common challenges. Use this handbook along with resources found on these pages as well as your district's commissioner staff to support your Unit Renewals.

Who can I contact with specific questions?

Contact your unit commissioner (UC) or your district's charter renewal point of contact (POC) for help with membership renewal. A list of district POCs can be found on page 13.

Why is timely renewal important?

We, as the adult volunteers and leaders for our Scouting units, owe each Scout who is on NCAC registration rolls the opportunity to learn, grow and advance in their Scouting experience with trained leaders in a valid Scouting unit. I urge every one of you who are involved in the 2025-unit renewal season to Give Your All and Do Your Best to complete your renewals in the timeframe outlined in the handbook.

Best wishes to all for a successful unit renewal.

Jae Engelbrecht
Council Commissioner

DEFINITIONS AND ABBREVIATIONS

Definitions

Dropped Unit – A dropped unit is a unit that is not currently registered and did not re-register within the two-month lapsed period after unit expiration.

Executive Officer – The executive officer is the head of the community-based organization and is sometimes referred to as the institutional head. The EO is the only person that can approve a CR application.

Charter Organization Representative – The Charter Organization Representative (more commonly known as the COR) is appointed by the Executive Officer and acts as a go between the Charter Organization and the Unit. The COR also approves all adult applications, adult renewals, and position changes.

Charter Organization Representative Delegate – The COR Delegate is a functional position in the unit and can be filled with an adult who is registered in the unit. This individual is a trusted backup to the COR and can perform all of the same duties as the COR.

Lapsed Unit – A lapsed unit is a unit that has expired and not yet renewed but is still within the BSA's two-month grace period.

New Unit – A new unit is a unit that has never been chartered before or has not been chartered in more than 12 months.

Abbreviations

ACH payment – Automated Clearing House payment (paying by check)

CC – Committee Chair

CBC – Criminal Background Check

CR – Chartered Organization Representative

NLT – Not Later Than

RP – Renewal Processor (One of the unit Key 3 or Key 3 Delegate)

UL – Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper)

YPT – Youth Protection Training

PREFACE

Unit Renewal Overview

We renew units and confirm leaders in the required positions once a year. Units are renewed separately on the anniversary of their expiration date and each 12 months thereafter. In addition, once each year a Scouting professional meets with the Executive Officer of the Chartering organization and recommits to using the Scouting program to support the character, citizen, and leadership development for youth. Together, they sign an Annual Charter Agreement to record the relationship.

Note:

- Explorer Posts and Clubs do not have Charters or Chartered Organizations and do not have Chartered Organization Representatives. Instead, they have Memorandums of Agreement and Participating Organizations. However, the renewal process for these units is basically the same as for traditional Scouting units. Individuals involved with Explorer Posts or Clubs pay a separate fee. The Institutional Head approves the renewal for Explorer Posts and Clubs.
- STEM Labs have a different renewal process and schedule, conducted by the NCAC Director of STEM and Exploring and are not included in this handbook.

One important note: **Everyone needs to add “@scouting.org” to their safe senders list** so they can receive notifications.

Important Information for Unit Leadership

A significant change this year has to do with the approval authority for unit and membership renewals and the roles the members of the Unit Key 3 play in these processes. **Only the COR can approve the unit renewal.**

If you encounter an issue during the renewal process, contact your District Renewal Processor or District Commissioner for help. Include what the exact issue is, and if possible, a screen shot that shows the issue. Provide the unit number in your inquiry. If they are unable to resolve the issue for you, they will forward the information to the Council ACC Team and the experts there will provide you with the information needed to resolve the issue. Do not call the Council Registrar as they are a small office with limited staffing and would be swamped if even half the units in our council were to call them for help.

CHAPTER ONE

The Unit Renewal Process

An e-mail notification will be sent to the COR and COR Delegate 60 days before the unit's expiration date. The email will direct the COR to login to their My.Scouting account, select "Organization Manager", and then click on "Unit Renewal" on the left-hand side of the page.

This will result in a validation of the unit ensuring they have the proper number of leaders in the required positions with valid criminal background checks and current youth protection training certificates. An opportunity will also be presented for the COR to move leaders into different positions before the final validation and signature required to complete the Unit Renewal. It will also validate the number of Scouts in the unit but will not list the names. To pass, you must have: At least 5 youth, correct adult leaders, YPT for those adults, and completed Background checks. The screen will look like this.

my.Scouting | Registrar Tools

Welcome, John Johnson

Circle Ten Council 1234

Pack 1234

Unit Validation

Unit Leadership

Chartered Organization

Youth Membership

Unit Renewal and Leadership Approval

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

Next Step: Payment

2 → Organization Manager

3 → Unit Renewal Page

1. Sign in to My.Scouting.org
2. Go to Organization Manager,
3. Click Unit Renewal, Note that only the COR or Delegate can do this.

The COR may move adult leaders into different positions at this time by clicking on the "Edit Positions" button. If an error is detected during validation, you will be notified in the error box. Fix the errors and try again.



Troop 0301

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

- 1** Unit Validation
- 2: Payment
- 3: Confirmation

Unit Leadership

Chartered Organization Rep. Randy [redacted]	Committee Chair Mary [redacted]
Scoutmaster Jeffrey [redacted]	Committee Member Charles [redacted]
Executive Officer Randy [redacted]	Assistant Scoutmaster Bryan [redacted]
New Member Coordinator Amanda [redacted]	

Edit Positions

Chartered Organization

Organization Name John R. Bentley Youth Fund INC	Executive Officer Randy [redacted]
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

Validation

Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

Members Affected:

- Bryan [redacted]
- Randy [redacted]
- Charles [redacted]
- Amanda [redacted]



Unit Renewal and Leadership Approval


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

Leaders without current YPT certifications cannot be renewed until they have updated their YPT. If a member of the Unit's Key 3 (COR, Committee Chair or Unit Leader) has an expired YPT then the unit cannot be renewed until they update their YPT or are replaced by someone with a valid YPT.

When there are no errors showing in the validation area,

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

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



Troop 0301

Organization Manager

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

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 Bry
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 Trogdon St North Wilkesboro, NC 28659

Youth Membership

6 Youth Members	1 Multiple Members
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Validation

>

Unit Renewal and Leadership Approval

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

2 [Next Step: Payment](#)



Troop 0301

Commissioner Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

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 an ACH payment. The ACH fee is \$1.00. At the bottom of the page, click to submit payment.



Troop 0301

Organization Manager

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

1 Renewal Order Status

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

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

Go To Confirmation

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

The system will acknowledge your payment.

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.




Troop 0301

Organization Manager

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

1 Unit Validation ————— **2** Payment ————— **3** Confirmation



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

1 Renewal Order Status

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

CHAPTER TWO

Exploring

This chapter on Exploring is being rewritten.

District Renewal POCs

Your Unit Commissioners is prepared to assist you. District renewal experts are also available. You may also email questions to Council coordinators at ncac.acc.team@ncacbsa.org.

Svc Area	Old District	New District	Renewal POC	Email	Phone
		4 Mile Run	Linda Hill	Lhill@diabetes.org	703-239-1741
Blue	Chain Bridge	4 Mile Run	Karl Gerdes	kermitley@gmail.com	703-489-6518
Blue	Patuxent	Prince George's	Amanda Housewright	Lucas.and.lisa.mom@gmail.com	
Blue	Washington, DC	Washington, DC	Greg Fairbanks	greg.fairbanks@us.gt.com	571-332-3626
Blue	Western Shore	Western Shore	Melanie Anthony	Melaroonie24@comcast.net	757-739-6740
		Accotink Bay	Linda Hill	Lhill@diabetes.org	571-239-1741
Green	Colonial	Accotink Bay	Damon Baldini	damonscouter@gmail.com	571-722-7776
Green	George Mason	Wolf Trap	Rus Pittman	ruspittman@gmail.com	571-643-4926
		Burke Lake	Lee Cass	scouting@lensmen.org	703-690-4528
Green	Patriot	Burke Lake	Ken Gaul	lgaulbsa@gmail.com	703-732-1715
Green	Powhatan	Difficult Run	John Colwell	ScouterJohnPowhatan@gmail.com	703-395-4118
Green	Sully	Cub Run	Brian Martin	scouter.bdm@gmail.com	
		Aquia	John Patrick	acc4recharter@gmail.com	540-809-8337
Red	Aquia	Aquia	Sharon Patrick	aquiadistcmr@cox.net	540-809-8336
Red	Mattaponi	Mattaponi	Wendy Latella	wendylatella@yahoo.com	571-484-1917
		Piedmont	John McCann	m2ca2john@aol.com	540-718-5159
Red	Piedmont	Piedmont	George Brown	graphicarts53@yahoo.com	540-905-2553
		Prince William	Chuck Wilkinson	wilkinson2157@gmail.com	703-677-7832
Red	Prince William	Prince William	James Chaplin	jhchaplin@comcast.net	703-380-9631
Yellow	Direct Service	Direct Service	Gary Garay	garayg@yahoo.com	540-318-7553
Yellow	FSK	Frederick	David Robertson	fskrechartering@gmail.com	301-865-6276
Yellow	Goose Creek	Loudoun	John Blackwell	john.blackwell@goosecreekdistrict.org	
Yellow	Potomac	Potomac	George Gadbois	gdbjsr@aol.com	301-440-9248
				alt: dad@ryanflynn.com	301-332-4670
Yellow	Seneca	Seneca	Loland Alex Pranger	lap.bsa@lapranger.com	
Yellow	USVI/Direct Svc	US Virgin Island	Dylan Smith	dylansith12a@gmail.com	340-773-0422
		White Oak	Mary Abe	mc.abe@verizon.net	301-754-2632
Yellow	White Oak	White Oak	Mike Holder	thedukeholder@verizon.net	301-367-3381



NCAC Renewal Questions?

Contact your unit commissioner or district POC:

see [Membership Renewal Help](#)

CC emails to ncac.acc.team@ncacbsa.org

acc4recharter@gmail.com

Direct Service Units, CC emails to DirectService@ncacbsa.org

National Capital Area Council

Boy Scouts of America

9190 Rockville Pike | Bethesda, MD 20814

301-530-9360 | www.BoyScouts-NCAC.org/Recharter

CFC #48974