



2025 Unit Renewal Training



BOY SCOUTS OF AMERICA®



Welcome to Unit Renewal Training

June 2025



BOY SCOUTS OF AMERICA®



~~Recharter~~

Effective 2024: Recharter is now divided into 2 Separate Steps

Unit Renewal & Membership Renewal





~~Recharter~~

Effective 2024: Recharter is now divided into 2 Separate Steps

Unit Renewal

&

Membership Renewal



Recharter

Unit Renewal +Unit Inventory

June 1, 2025

June 5, 2025

June 19, July 3 & 17, 2025

July 31, 2025

System Goes Live

Unit Training

Virtual Office/Help Hours

Deadline

Best Resource

Unit and Membership Renewal Website

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

Or even easier, google “Scouting America Unit Renewal”
Top Result “**Unit and Membership Renewal**”



2025 Process Steps

Unit Inventory Steps

A Login to My.Scouting.org and go to Roster

B Review your Roster, looking especially for youth who are missing. Are there active members of your unit are missing? Make a note of anyone missing in your roster that should be there.

C Notify your Field Executive who is missing and they will guide you through the best steps to get them re-registered.

Unit Renewal Steps

1



LOGIN

At My.Scouting.org and go to Organization Manager (Only the Unit Key 3: Unit Leader, Committee Chair, Chartered Organization Representative have access).

2

Click on “Unit Renewal” on the left hand side of the screen.

3

Check for Charter Validation Errors.

If no errors proceed to next step. If errors are identified:

- Adults with Expired YPT
 - Unit does not have the required number of leadership positions
- Take steps to correct errors and then restart unit renewal process.

4

Review

Check leadership positions and make sure you have the correct names in the correct positions. If not, the Chartered Organization Representative can use the “Position Manager” tool located on the left had side of the screen to edit positions. Positions will update overnight and then you can restart the unit renewal process.

5

Unit Renewal and Leadership Approval

Type in your name to approve the renewal and click on “NEXT STEP: Update Unit PIN”

6

Update Unit PIN

Make any necessary changes or updates to the Unit PIN Setup. This is what potential Scout families see when they use BeScout.org to search for a unit.



7

Pay and Submit

When done updating Unit PIN information, click “Continue to Unit Renewal” on top of page. Select “Credit Card” or “ACH Payment” and fill in the requested payment information. Then click on “Submit Payment” (if using Credit Card) or “Pay with Bank Account” (if using ACH Payment).



What is Unit Inventory? And Why?

Unit Inventory is a simple but imperative process of reviewing your roster to ensure all youth and adults are correctly registered. If they are participating, they need to be registered.

This simple step ensures that all youth actively participating in your unit are correctly registered and accounted for. Accurate rosters are essential not only for safety and program support, but also to make sure every Scout is officially recognized for their advancement, insurance coverage, and participation in Scouting.

Unit Membership Inventory

Not Officially Part of Renewal

Crucial for our Membership Retention



As part of this year's Unit Renewal process, we are asking every Scout unit to complete a **Membership Inventory**. This simple step ensures that all youth actively participating in your unit are correctly registered and accounted for. Accurate rosters are essential not only for safety and program support, but also to make sure every Scout is officially recognized for their advancement, insurance coverage, and participation in Scouting. Taking time to verify your membership helps us support your unit better and strengthens the integrity of Scouting across our council.

2025 Unit Inventory Steps

Unit Inventory Steps

A

Login to My.Scouting.org and click on Roster, located on the left

B

Review your Roster

Look especially for youth who are missing. Are there active members of your unit are missing?

Make a note of anyone missing in your roster that should be there.

C

Notify your Field Executive who is missing and they will guide you and the individuals through the next steps to get re-registered.

Unit Renewal Steps

Unit Renewal Steps

1



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Unit Renewal Steps 1&2

- Login to My.Scouting.org
- Organization Manager
- Unit Renewal

my.Scouting | Organization Manager

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

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
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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

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



Unit Renewal Step 3: Validation Errors

- **Most Common Errors**
- Adults with Expired Youth Protection Training
- Unit does not meet the minimum leadership requirements to renew
 - Key-3
 - ≥ 2 Committee Members
 - ≥ 1 Den Leader



- **Safeguarding Youth Training**
 - Replaced Youth Protection Training
 - 80-minute initial training with an annual 15-minute renewal and test.
 - Current YPT dates are valid until they expire when individuals will be prompted to take the new training.

Unit Renewal – Member Suspension Needed

- Email GCC.Membership@GrandCanyonBSA.org
- Subject “Suspension Needed for Unit Renewal”



Unit Renewal Steps 4-6

- **Step 4: Unit Renewal Review**
 - Review the leaders in your unit to confirm they are correct.
 - **Pro Tip: Only Remove Leaders**
If the leaders are right but need to change positions, submit the unit renewal and return after it has been processed to make changes using the “Position Manager” tool. In many cases, it’s best to wait until August 1st
- **Step 5 Unit Renewal & Leadership Approval**
 - Type in Your Name and hit Next Step
- **Step 6: Update Your BeAScout Pin**
 - Review Your BeAScout Pin for accuracy and update as needed.
 - **Pro Tip:** *Not all units see this step. If you don’t see it, go back after submitting to verify the information is correct.*



Unit Renewal Step 7: Pay and Submit

Simply Follow the On-Screen Directions...





Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

* Card Number:

**** * 4113

* Expiration Date:

12/27

* CVV:

411

* Email Address:

*****@*****.org

BILLING ADDRESS

* Country:

USA

* Address Line 1:

1325 W Walnut Hill Ln

Address Line 2:

Address Line 2

* City:

Irving

* State/Region:

TX

* ZIP Code:

75038-3008

Save this card for future payments:

Submit 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



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 [Profile Icon]



Unit Renewal is Complete!

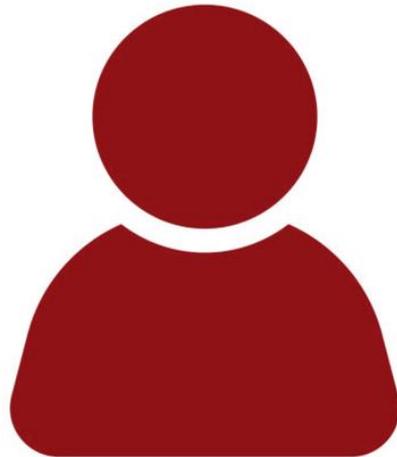


6/9/2025

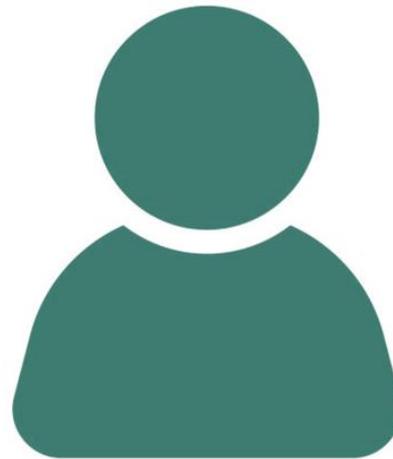


Wait! I need help!

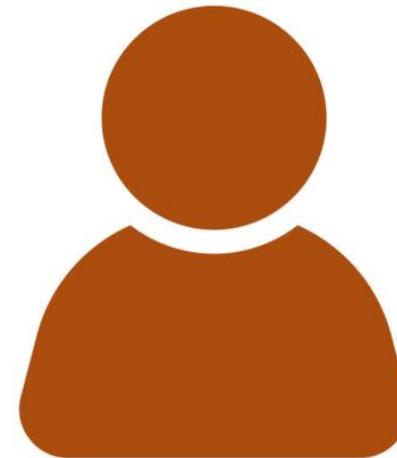
Three Primary Points of Support



Field Executive



Unit Coach



**GCC.Membership
@ScoutingAZ.org**



What else can I expect from my Unit Coach This Summer?

Unit Planning Worksheet

A tool to help your unit start conversations about critical planning needs for every unit. These conversations as a committee and unit coach will get you thinking about strengths, opportunities, and needs.



Next Virtual Office Hours and Online Help Sessions

Through Zoom 6:30-7:00pm

Thursday, June 19, 2025

Thursday, July 3, 2025

Thursday July 17, 2025

