

Adult Leader Membership Renewal

Membership renewal refers to an individual continuing with the Scouting America Program in whatever position(s) they hold. For example, John Smith is continuing his role as a Committee Member with Pack 1234. Jane Doe is continuing as a youth member with Pack 1234.

Members are eligible to renew starting 60 days prior to their expiration date. For example, if John Smith has an expiration date of 12/31/2026, his renewal can begin 11/1/2026. The Key 3 can view expiration dates in My.Scouting.org > Menu > Organization Manager > Roster. Leaders can view their own expiration dates after logging into My.Scouting.org or Scoutbook.

Name	Member ID	Role	Gender	Grade	Registration Status	Renewal Status	Opt Out	Expiration Date
[REDACTED]	[REDACTED]	Youth Member	F	Fourth Grade	New	N/A	Current	11/30/2025
[REDACTED]	[REDACTED]	Youth Member	M	Fourth Grade	New	N/A	Current	11/30/2025
[REDACTED]	[REDACTED]	Youth Member	M	Second Grade	New	N/A	Eligible to Renew	6/30/2025
[REDACTED]	[REDACTED]	Youth Member	F	Fourth Grade	New	N/A	Current	11/30/2025

Name	Member ID	Type	Age	Last Rank Approved	Position	Renewal Status	Dropping	Expiration Date
[REDACTED]	[REDACTED]	YOUTH	9		Youth Member	Current		11/30/2025
[REDACTED]	[REDACTED]	YOUTH	9		Youth Member	Current		11/30/2025
[REDACTED]	[REDACTED]	YOUTH	11		Youth Member	Eligible to Renew		6/30/2025
[REDACTED]	[REDACTED]	YOUTH	9		Youth Member	Current		11/30/2025

NOTE: The 60-day grace period will no longer be in effect starting January 1st, 2027. This means that if John Smith has an expiration date of December 31st, 2026, his membership must be renewed by December 31st, 2026. On January 1st, 2027, if his membership has not been renewed for the year, he will DROP from the unit's roster and be considered inactive.

TIP: Make sure Safeguarding Youth Training (SYT) is current prior to starting your renewal. You can take the training online through My.Scouting.org > "My Training."

Renewing Membership

Membership needs to be renewed prior to the expiration date. Registrations run on a 12-month cycle, meaning that individuals may need to renew at different times depending on when they were last registered. A membership renewal notice is sent via email from National with a link that can be used to renew the registration.

Individuals Renew Themselves (ADULTS ONLY)

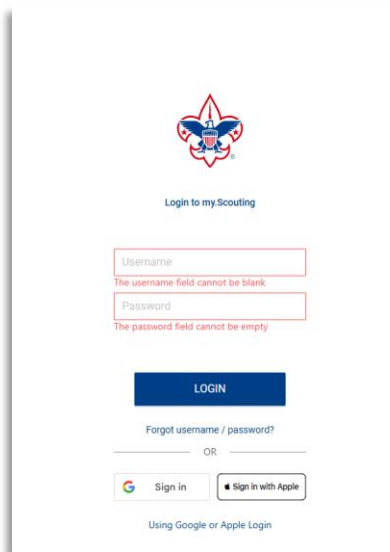
Adult leaders can renew their own membership online through My.Scouting.org. Otherwise, adult leaders can pay the Council directly and have the Council manually process their membership renewal.

NOTE: Talk with your unit to see which renewal method works best for your/their needs.

1. Pay Adult Membership Renewal Fee: Online through My.Scouting.org

Adult leaders can renew their membership online through My.Scouting.org. To do so, complete the following steps:

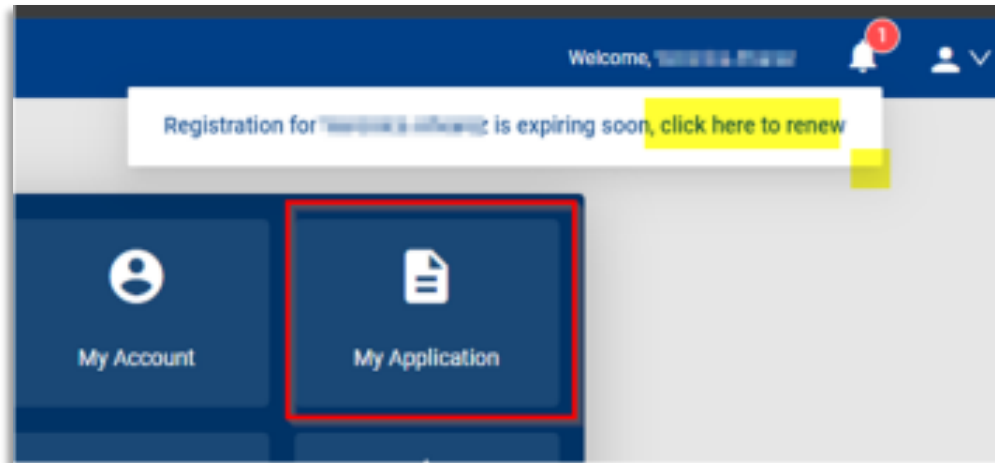
Step 1: Log into My.Scouting.org



If you are having trouble logging in, please call the Mid-Iowa Council at 515-266-2135 or email the Registrar at allison.walters@scouting.org.

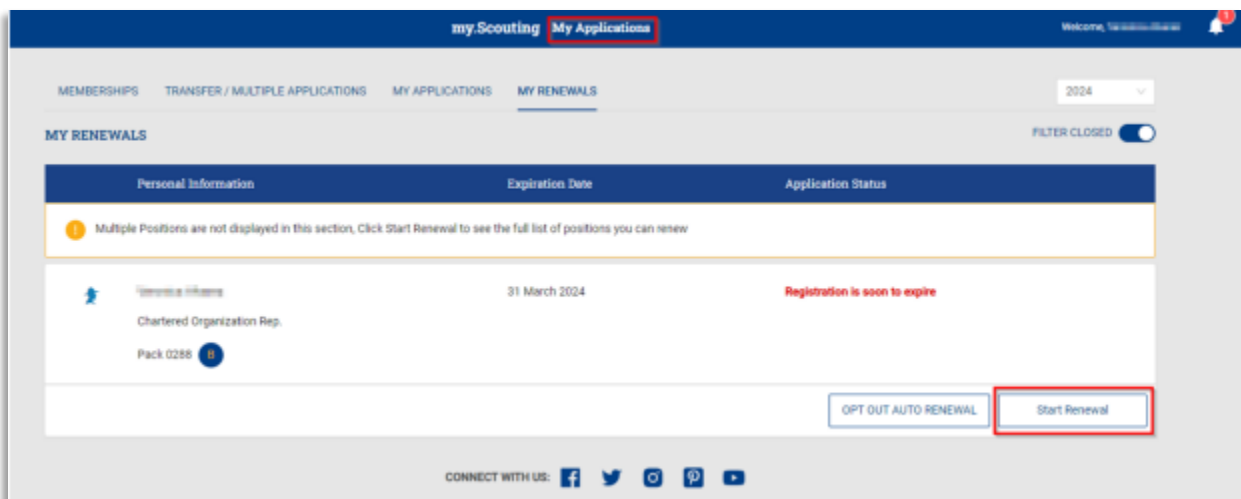
Step 2: Click on the “Bell” notification

Upon login, there is a bell icon in the upper right corner. Click on the bell icon to proceed to the renewal page. You can also select “My Application” > “My Renewals.”



Step 3: Select Position to Renew

Positions eligible to renew will be listed. If you serve more than one position within a unit/several units, make sure the appropriate position is selected as the “Primary” registration. The registration that is set as the “Primary” will be the registration tied to your payment history. This is also your chance to change which registration is listed as your “Primary” registration if needed, such as if you are moving up to the Troop with your Scout that has crossed over.



TIP: If you serve as part of a unit/District as well as a Merit Badge Counselor, make sure your unit/District position is set as your “Primary” registration. If you are primarily registered as a Merit Badge Counselor, there are extra fees if you take on unit/District roles.

Review to ensure everything looks correct. Then, click on the “Go To Payment” button to go to the payment page.

Step 4: Agree to Scouting America’s Terms and Conditions

You will be prompted to sign and agree to Scouting America’s Terms and Conditions. Please review before providing an E-signature.

Once signed, click on “Go to Checkout Summary.”

Step 5: Review the Checkout Summary

The screenshot shows a checkout summary page with a progress bar at the top indicating the current step. The summary table lists the following items:

Item	Amount
BSA Adult Registration (Trad.) Registration Fee Valid until March 2025	\$60.00
Council Fee Scoutmaster Valid until March 2025	\$18.00
Administrative Fee	\$2.79
Scout Life Magazine Scout Life Magazine Valid until March 2025	\$15.00
TOTAL AMOUNT DUE	\$95.79

Below the summary is a "Payment Details" section with a "CARD INFORMATION" subsection. It includes a field for "Cardholder Name" with a placeholder "Cardholder Name".

The checkout page shows the fees to pay and allows you to adjust the Scout Life Magazine subscription. This is also where you can elect to pay the registration fee using Klarna, which breaks the fee into smaller, scheduled payments over time.

NOTE: Scout Life Magazine is default to subscribe. You will need to “uncheck” the box if you do not wish to subscribe to the magazine.

Step 6: Submit Payment and Finish the Renewal

The payment process will default to the billing address record on file. PLEASE CONFIRM THIS ADDRESS COMPARED TO THE CARD YOU ARE USING. If the Credit Card has a different address, you can change it. Select “Place Order.”

The screenshot shows a payment confirmation page. It displays the cardholder's name, address, and card number. Below this, it shows the payment details for the BSA Adult Registration (Trad.) and Scout Life Magazine. The total amount due is \$95.79. At the bottom, there are two buttons: "Place Order" and "Complete Registration". The "Complete Registration" button is highlighted with a red box.

Once the credit card process is completed, your receipt will be displayed. Click on the “Complete Registration” option at the bottom.

NOTE: The online renewal process charges an administrative fee (3%).

You have successfully renewed your registration online!

2. Pay Adult Membership Renewal Fee: Manually through the Council

Adult leaders can pay for their renewal by reaching out to the Council. The \$95.00 Adult renewal fee can be settled with any of the following:

- **Check:** Please make the check payable to the Mid-Iowa Council.
- **Card:** We take Visa, Discover, Master Card, and debit. We cannot take American Express.
- **Cash:** If you are paying with cash, please bring EXACT CHANGE.

An invoice for the adult can be generated by completing all online steps (1-5). Then, at the end of the online order, select the option “Click to print for manual pay.” This will generate a PDF fee summary to provide to the Council. **Please provide both the fee summary and a method of payment if choosing the Council Pay option.**

NOTE: Please keep in mind that completing individual renewals through the Council may result in delays, as there is only one Registrar to process renewals. The quickest way to renew is online or through the unit.

You have completed your renewal!

Adult Leader Pay for Membership Renewal Flowchart

Adult logs into My.Scouting.org > Click on the “Bell” notification/icon



Select position to be renewed as the “Primary”



Agree to Terms and Conditions



E-Sign the page



ONLINE LEADER RENEWAL



Enter payment information



Review order



Select “Complete Registration”



MANUAL LEADER RENEWAL



Print Leader Renewal invoice



Bring invoice and payment to Council



Council processes adult renewal fees



Council Renews Adult Leader

Membership Renewal – FAQ

What if I am not continuing with Scouting? How do I remove myself from the roster?

Individuals cannot be removed from rosters. They will naturally fall off the roster once their expiration date passes. If you don't renew your registration, and if the unit does not renew your membership, your membership will naturally expire.

My Safeguarding Youth Training (SYT) is current, but I am getting an error about my SYT that is preventing me from renewing. What now?

SYT certifications must be valid through the date the renewed registration will take effect. For example: If your registration expires December 31st, 2026, your SYT certification needs to be valid from December 31st, 2026, onwards. If your registration expires December 31st, 2026, and your SYT certification expires November 12th, 2026, you will not be able to renew until your SYT is recertified.

I missed the eligibility window, and my registration is now “Expired.” What do I do?

If the eligibility window is missed, individual registrations will drop entirely from the unit's roster. At that point, you will need to be re-registered. Please keep in mind that adult applications can take weeks to process due to the Criminal Background Check (CBC). As a result, it is best to renew within the eligibility window and before the registration expires.

When trying to renew, a popup appears saying that an order is already in place for me. What now?

If anyone – yourself or the unit – clicks into the renewal process, it will create an order for your renewal, even if no information is entered or payment is made. Please speak with your unit to determine how membership renewals are being processed. Otherwise, you or the unit can reach out to the Registrar at 515-266-2135 or allison.walters@scouting.org to have the order closed. From there, the correct party can complete the renewal process.