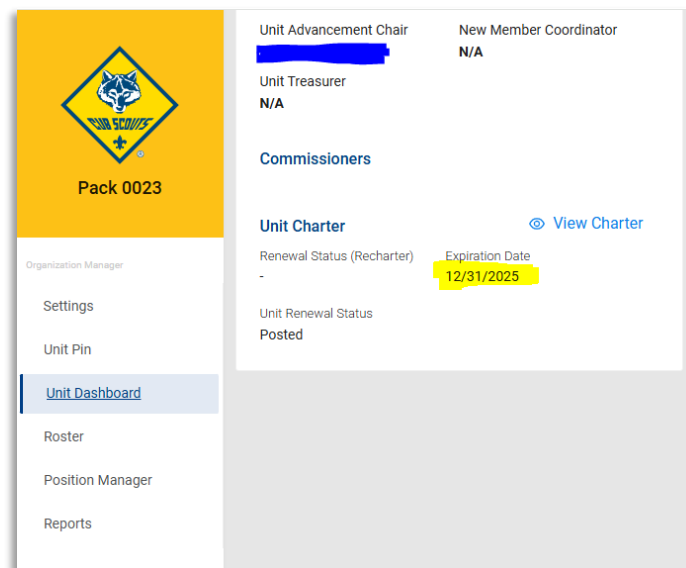


Unit Renewal Guide

Unit renewal refers to the continuation of a Cub Scout Pack, Scouting America Troop, Venture Crew, Exploring Post, or Sea Scout Ship. For example, Cub Scout Pack 1234 out of Attica, Iowa, is continuing for the next 12 months as an active Cub Scout Pack.

Units are eligible to renew starting 60 days prior to their expiration date. A unit's expiration date can be found by the Key 3 in My.Scouting.org > Menu > Organization Manager > Unit Dashboard. For example, if a unit has an expiration date of 12/31/2026, the unit can begin the renewal process on November 1, 2026.



NOTE: The 60-day grace period will no longer be in effect starting January 1st, 2027. This means that if Pack 1234 has an expiration date of December 31st, 2026, the Pack must be fully renewed by December 31st, 2026. On January 1st, 2027, if the Pack has not been renewed for the year, the Pack will DROP and be considered inactive.

TIP: Please have the Unit Renewal completed by Wednesday, December 23rd, to ensure that your unit is posted on time. Keep in mind that payments take overnight to sync, and that all unit renewals must be manually approved by the Registrar. Payments made after December 23rd may not get processed/approved in time.

Renewing as a Unit

Unit renewal must be completed prior to the unit's expiration date. Because membership renewals and unit renewals are separated, membership renewals do NOT need to be completed to renew the unit during this stage. Instead, the following fee is required to be renewed as a unit:

1. Unit Fees: National Unit Renewal Fee (\$8.50/month until March 1, 2028)

National charges a unit renewal fee any time a unit is renewed.

PLEASE NOTE: Effective 10.1.2026, any unit with an expiration date of October 31st, 2026, or later will have a prorated National Unit Renewal Fee. This follows National's plan to have all units – and eventually all membership – on a March-February registration cycle. As a result, some units may have a higher National Unit Renewal fee this year, but they will remain chartered and not need to renew for longer.

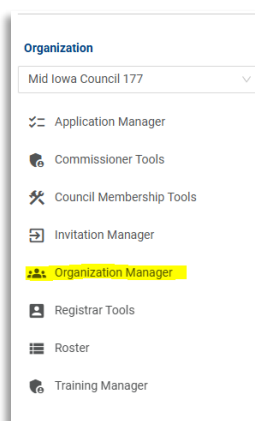
There are different options for paying this fee:

1. Pay National Unit Renewal Fee: Online through My.Scouting.org

Any of the Key 3 can complete the National unit renewal payment online through My.Scouting.org. To do so, please complete the following steps:

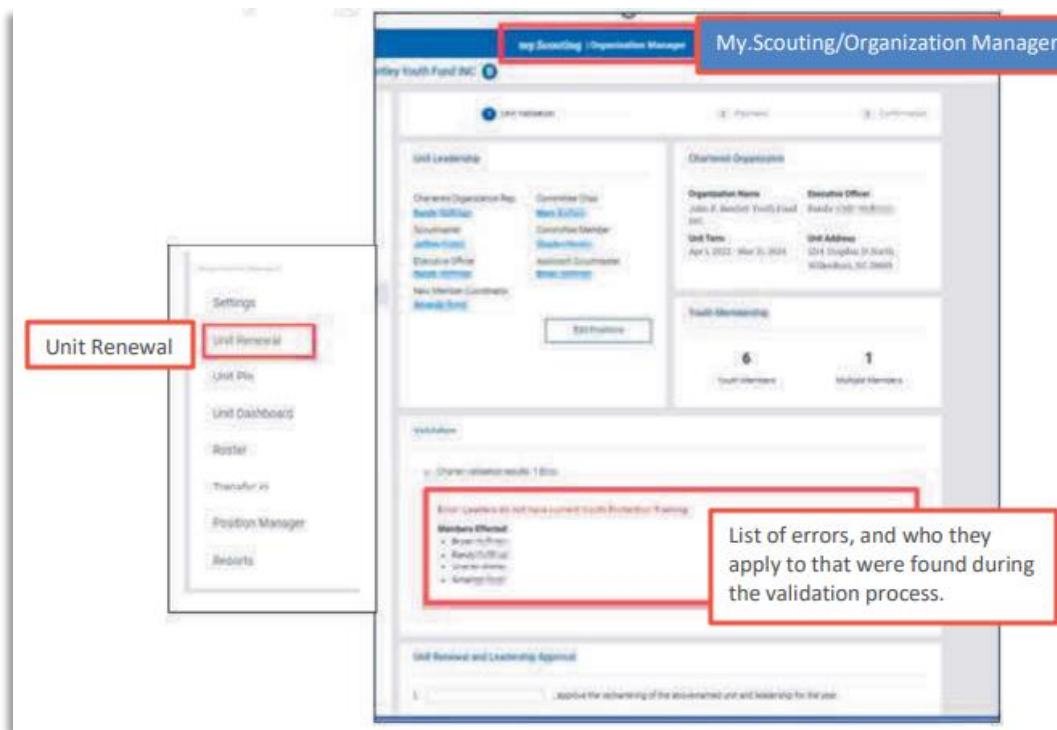
Step 1: Log into My.Scouting.org

Log into My.Scouting.org. Navigate to the upper left corner and select “Menu” to reveal a menu panel. Scroll down to “Organization” and make sure it is set for the unit are renewing (i.e.: Pack 1234). Select “Organization Manager.”



Step 2: Go to “Unit Renewal” and Validate Information

On the Unit Renewal section of Organization Manager, a preview of your unit renewal will appear. On this preview, you can see who is currently listed in which positions, validation errors that may affect the unit renewal, and current youth membership numbers.



If there are any validation errors, they **MUST** be corrected before you can proceed with an online payment. If you have questions about the validation errors, please reach out to the Council at 515-266-2135 or contact the Registrar at allison.walters@scouting.org.

Step 3: Check Leadership Positions

Check your leadership positions and make sure that you have the correct individuals in the correct positions. If there are any position changes that need to be made, that can be done by the Chartered Organization Representative (COR) or the COR Delegate through My.Scouting.org > Organization Manager > Position Manager. It will take overnight for the positions to sync. Any leaders who are not continuing will automatically drop when their expiration dates lapse. Leaders do NOT need to be renewed to confirm their positions – they just need to be in the correct spot.

TIP: Complete ALL position changes BEFORE submitting a unit renewal. Once a unit renewal is submitted, no position changes can be made until the new term starts.

Step 4: E-Sign the Page

Once all validation errors are resolved, and once all leaders are in the correct position, E-sign the page. Select “Next Step: Unit Pin Review” (bottom right).

The screenshot shows the 'Unit Validation' page with a progress bar at the top indicating steps: 1. Unit Validation, 2. Unit Pin Review, 3. Payment, and 4. Confirmation. The page is divided into sections: 'Unit Leadership' (listing Venturing Crew Advisor, Committee Chair, and Committee Member), 'Chartered Organization' (listing Organization Name, Executive Officer, Unit Term, and Unit Address), and 'Membership' (showing 5 Youth Members and 1 Multiple Member). At the bottom, there is a 'Unit Renewal and Leadership Approval' section with a 'Sign Here' box and a 'Next Step: Unit Pin Review' button. A red box highlights the 'Sign Here' area, and a blue box highlights the 'Next Step: Unit Pin Review' button. A red box also highlights the 'Next Step: Unit Pin Review' button in the bottom right corner.

Step 5: Unit Pin Review

Review the unit’s pin information. This is what appears on BeAScout for your unit when new families are looking to sign up for Scouting America. Make sure your point of contact, meeting address, and unit information are correct. Indicate which fields will show on BeAScout.

The screenshot shows the 'Unit Pin Review' page. It has a progress bar at the top with steps: 1. Unit Validation, 2. Unit Pin Review, 3. Payment, and 4. Confirmation. The page is divided into two main sections: 'Unit Information' and 'Continue to Unit Renewal'. The 'Unit Information' section includes fields for 'Appear on BeAScout', 'Allow People to Apply Online', 'Contact Person' (Christopher Holloway), 'Special Interest Type' (HIGH ADVENTURE), 'Unit Website' (www.scouting.org), and 'Additional Unit Information'. The 'Continue to Unit Renewal' section includes a 'Fields to Display on Unit Pin' section with toggle switches for 'Unit Meeting Address', 'Contact Person's Name', 'Phone Number', 'Contact Email', 'Unit Website', and 'Additional Unit Information'. A red box highlights the 'Continue to Unit Renewal' button.

Once the Unit Pin fits your unit’s needs, select “Continue” to go to the online payment page. You can also update your Unit Pin later as needed.

TIP: Be sure the indication to show on BeAScout matches with the “Fields to Display on Unit Pin.”

Step 6: Pay Online with Bank Information or Card.

The National unit renewal fee can be paid using banking information or a card. You can save your payment method to use again next year for convenience, or you can change a previously saved payment method.

myScouting / Registrar Manager

Pack 0208 St Vincent De Paul Catholic Church

Renewal Order Status

Status: Submitted
Is paid: No
Created By: Mary [Redacted]

New Charter
Effective Date: 04/01/2024
Expiry Date: 03/31/2025

Unit Validation | Payment | Confirmation

Unit Renewal Fees

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

Billing Information

Card Card ACH Payment

CARD INFORMATION

First Name: Susan

Last Name: Adams

Card Number: 0118 882 1234 4321

Expiration Date: 12/07

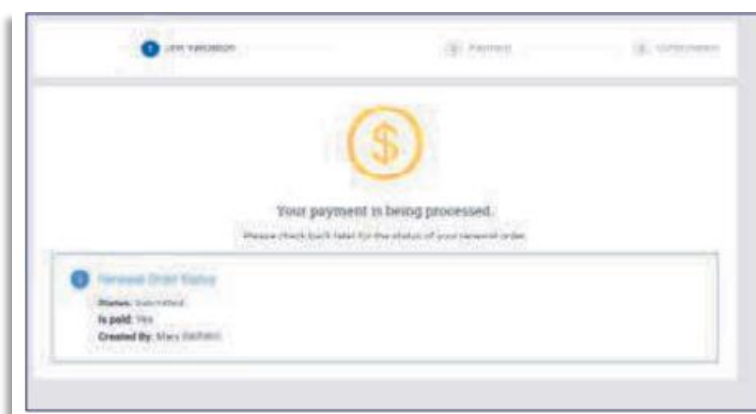
CVV: 876

NOTE: Paying with a card comes with a 3% administrative fee. Paying with bank information/ACH comes with a \$1.00 administrative fee.

Step 7: Submit the National Unit Renewal

Submit your payment. You have finished paying the National Unit Renewal fee online! A receipt will be sent to the email address provided in the billing information section.

TIP: Keep an eye on your unit renewal! Sometimes, especially with ACH, payments get suspended or fail to process. If it takes longer than 2 weeks for your unit renewal to show as “Completed,” or it seems to be stuck with a “Submitted” status, please reach out to the Registrar at 515-266-2135 or allison.walters@scouting.org.

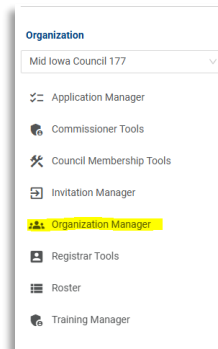


2. Pay National Unit Renewal Fee: Manually through the Council Office

Another option for paying the National Unit Renewal fee is through the Council office.

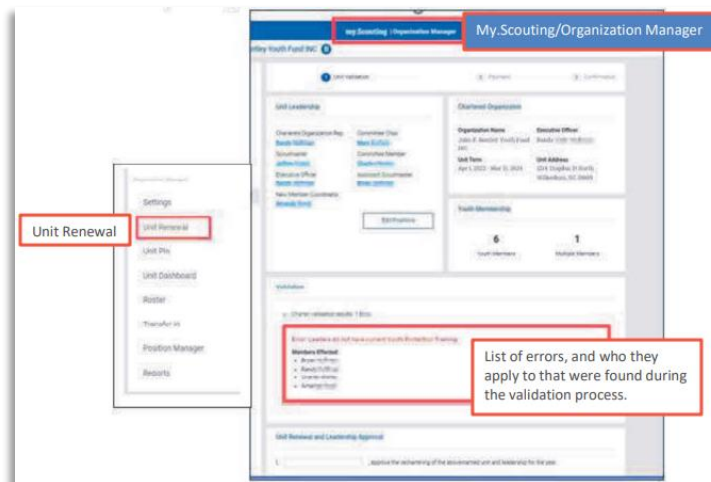
Step 1: Log into My.Scouting.org

Log into My.Scouting.org. Navigate to the upper left corner and select “Menu” to reveal a menu panel. Scroll down to “Organization” and make sure it is set for the unit are renewing (i.e.: Pack 1234). Select “Organization Manager.”



Step 2: Go to “Unit Renewal” and Validate Information

On the Unit Renewal section of Organization Manager, a preview of your unit renewal will appear. On this preview, you can see who is currently listed in which positions, validation errors that may affect the unit renewal, and current youth membership numbers.



If there are any validation errors, they **MUST** be corrected before you can proceed with an online payment. If you have questions about the validation errors, please reach out to the Council at 515-266-2135 or contact the Registrar, Allison Walters, at allison.walters@scouting.org.

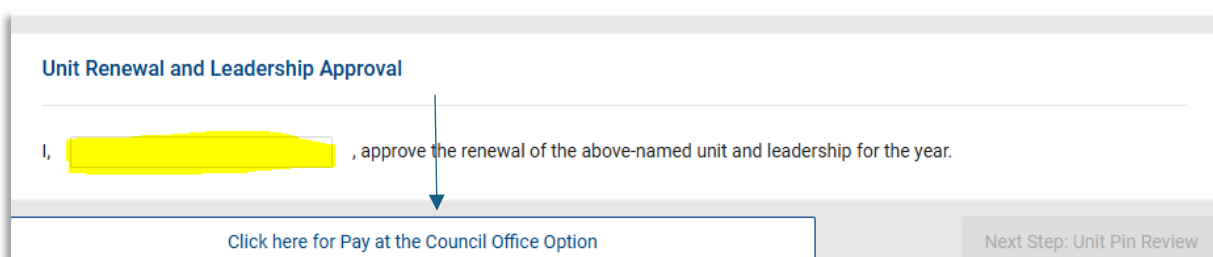
Step 3: Check Leadership Positions

Check your leadership positions and make sure that you have the correct individuals in the correct positions. If there are any position changes that need to be made, that can be done by the Chartered Organization Representative (COR) or the COR Delegate through My.Scouting.org > Organization Manager > Position Manager. It will take overnight for the positions to sync. Any leaders who are not continuing will automatically drop once the new term starts.

TIP: Complete ALL position changes BEFORE submitting a unit renewal. Once a unit renewal is submitted, no position changes can be made until the new term starts.

Step 4: E-Sign the Page

Once all validation errors are resolved, and once all leaders are in the correct position, E-sign the page. Select “Click here for Pay at the Council Office Option” (bottom left).



Step 5: Save/Print the Unit Renewal Invoice and Bring to Council

A unit renewal invoice will be generated for your unit. You must provide the invoice to the Council when you go to pay for the National Unit Renewal. Both the invoice and a payment method must be provided at the same time.



Step 6: Pay for the National Unit Renewal

The following methods can be used to pay the National Unit Renewal fee:

- **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.
- **Unit Account:** The unit account can be used upon request to pay for all/part of the fee.

NOTE: Units with an "X"/Donation Account CANNOT use the "X"/Donation account to pay the National Unit Renewal fee, as it is not a Mid-Iowa Council fee.

Step 7: Council Submits National Unit Renewal

You have completed the National Unit Renewal fee!

2. Unit Fees: Mid-Iowa Council Unit Service Fee (MIC USF)

The Mid-Iowa Council Unit Service Fee (MIC USF) was implemented during the 2023-2024 renewal season. This fee is separate from National and cannot be completed through My.Scouting.org. The MIC USF is determined by the number of active youth in your unit. If your unit has 11 or more active youth members, the MIC USF is \$300.00. If your unit has 10 or less active youth members, the MIC USF is \$100.00

1. Pay National Unit Renewal Fee: Online through Formsite

The MIC USF can be paid online through this Formsite link:

<https://fs6.formsite.com/9TeTsw/vuz6o1qtux/index>.

TIP: It will take overnight for Formsite to notify the Council of a completed payment. Please keep the overnight delay in mind when meeting deadlines.

2. Pay National Unit Renewal Fee: Manually through the Council Office

The MIC USF can be paid to the Council for manual processing. The National Unit Renewal Fee and the MIC USF can be made on one payment when paying manually. The following methods can be used to pay the MIC USF:

- **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.
- **Unit Account:** The unit account can be used upon request to pay for all/part of the fee. Units with an "X"/Donation account CAN use the "X"/Donation account to pay the MIC USF, as it is a Mid-Iowa Council fee.

Once the MIC USF has been paid to the Council, the Council will manually process your unit renewal. You have completed the MIC USF!

NOTE: Both the National Unit Renewal Fee and the MIC USF need to be paid for a unit to be renewed. Only paying one of the fees will result in delays.

Unit Renewal Flowchart

Key 3 logs into My.Scouting.org > Organization Manager > Unit Renewal



Correct any validation errors



Check Leadership and adjust as needed through Position Manager



E-Sign the page



ONLINE UNIT RENEWAL



Review and edit Unit Pin



Pay with ACH or card



Pay USF online through Formsite



MANUAL UNIT RENEWAL



Print Unit Renewal invoice



Bring invoice and payment to Council



Council processes unit renewal fees



Council Approves and Posts Unit

Unit Renewal - FAQ

What if I have adult leaders/youths that are not going to continue serving their positions with the unit any longer?

Because membership renewal and unit renewal are separate processes, you do not need to worry about “Dropped” adult leaders or youth at this stage. Any individual, whether youth or adult, that does not have a renewed membership will automatically drop from the roster once their expiration dates pass.

I have a leader that is not planning to renew that is currently registered in a required leadership position – how do I get them out of the way, so my charter is correct going into the new term?

Leaders that are going to drop can be moved to the position of “Unit Scouter Reserve.” This can be done by the COR, COR Delegate, or through the Council at the request of the COR/COR Delegate. Then, once that leader’s registration expires, they will fall off the roster entirely. Someone else can be registered or switched to that role once the dropping leader is moved to Unit Scouter Reserve.

I paid a recharter fee – so why isn’t my unit posted?

Remember – both the National Unit Renewal Fee AND the MIC USF must be paid for a unit to be posted. Paying one fee will hold up your recharter. Make sure both fees have been paid.

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

Expired units are no longer active and will need to reregister as an active unit. This includes ensuring all required leadership roles are filled with leaders with current SYT and paid membership. It is best to complete the unit renewal prior to the unit’s expiration date.

Please keep holiday hours in mind when working on your renewal!