



**Member and Unit
Renewal Process for 2026**

Renewal Process

- Unit renewal & Member renewal are no longer connected
- Membership is a set 12-month term from time of registering, regardless of when the unit renews.
- Youth & adult leader membership are separated from the unit renewal

Unit Renewal Steps

1. **Login** at my.Scouting.org and go to Organization Manager (Unit Leader, Committee Chair, COR, or COR delegate have access).
2. **Click on “Unit Renewal” on the menu.**
3. **Validate Information.**
4. **Review Information** and make any necessary changes.
5. **Enter your name in the signature field.**
6. **Pay & submit.**
7. **Complete Annual Agreement Form** (outside system).

Unit Renewal Notes

- The **annual charter agreement is mandatory** and must be obtained outside of the electronic renewal process.
- After completing the updated charter agreement, please send to your District Executive at the Council.
- Form can be found at:
 - <https://www.scouting.org/wp-content/uploads/2025/06/524-95625-Annual-Charter-Agreement.pdf>
- A unit renewal can be done 3 months prior to expiration (ex: Dec 31st expiration can be renewed starting Oct 1st)
- Process Job Aid can be found at: [Unit Processing Unit Renewal Aug. 2025](#)

Unit Renewal Notes

- Validate Information – Most common issues found:
 - Leaders do not have current Safeguarding Youth Training
 - Unit does not have required number of leadership positions
 - Pack: COR, CM, CC, 2 Comm Mbrs & 1 Den Leader
 - Troop: COR, SM, CC, & 2 Comm Mbrs
 - Crew: COR, Advisor, CC & 2 Comm Mbrs
- Check your leadership positions and make sure you have correct names in correct positions.
 - The COR or COR delegate can make changes in Organization Manager/Position Manager. Wait for update to occur overnight and you can run validation again.

Unit Renewal Notes

- Payment Options
 - 2026 Unit Renewal Fee is \$100.00
 - You can pay online – there will be a fee.
 - You can opt to pay at Council (no additional fee if paid by cash or check):
 - There will be a “Click here for Pay at the Council Office Option”.
 - This creates a renewal summary document to print and bring to Council store along with your payment.
- Next Step Unit Pin Renewal
 - You will be prompted to review your unit pin.
 - Once information is correct, select “Continue to Unit Renewal”

Unit Renewal Notes

- **PA Act 15 Clearances Review**

- Link to the database: <http://padutchbsa.org/act15/pa-act-15-clearance-status-list/>
- It is password protected but can be shared with the individual in your unit that will be verifying clearances. The password is: padutchact15

- **Position Specific Training Review**

- The renewal system does NOT include a check for position specific training
- Training can be checked in my.Scouting.org under the Training Manager.
- Here is a link to a helpful chart that includes details and codes on training by position: [Trained Leader Requirements \(October 2025\)](#)

Unit Renewal Notes

DEADLINE:

- We ask that all recharTERS be complete and submitted **by December 15, 2024.**
- Allows time for them to be reviewed and any issues to be resolved prior to the January 1, 2026 effective date.

Individual Renewal Steps

1. **Login** at my.Scouting.org
2. **Select the Notice Icon** found in the top right corner
3. **Select pop up option** – “Registration for John Doe is expiring soon, click here to renew.”
4. **Review Information** – Select “Go to Payment”
5. **Agree to the Terms & Conditions**
6. **Confirm/Edit Scout Life subscription**
7. **Enter/Confirm Credit Card Info**
8. **Select “Place Order”**
9. **Select “Complete Registration”**

Individual Renewal Notes

- Parents & leaders can renew their registration online 2 months before the membership expires.
 - Email reminders sent 60, 30, 15, 7 & 1 day(s) out.
- If the youth is not showing for a parent:
 - Check to make sure it is the parent included on the youth application.
 - Reach out to your District Executive to check parent connection.
- New – a text reminder system has been implemented.
 - First text will go out 45 days from expiration.
- Positions eligible to renew will be listed:
 - If multiple positions, make sure appropriate one is selected as primary.
 - If not continuing with a specific position you can select “Opt Out of Renewing”.

Individual Renewal Notes

- Scout Life Subscription:
 - The default is to subscribe.
 - Parent/leaders will need to “uncheck” the box if they do not want it.
- Payment Options
 - You can pay online – there will be a fee.
 - You can opt to pay at Council (no additional fee if paid by cash or check):
 - There will be a “Click to print for manual pay”.
 - This creates a fee summary PDF document to print and bring to Council store along with payment.
- Process Job Aid can be found at: [Adults / Self or Parent/ Youth Renewing Their Membership Aug. 2025](#)

Individual Renewal – Unit Pays

- This process only renews the selected individuals.
- The Unit Renewal process is a separate process.
- Access:
 - Key 3 members or their delegates can only renew the YOUTH.
 - COR/COR delegate can renew the ADULTS & YOUTH.
- Process Job Aid can be found at: [Unit Key 3 Renewing Members Aug 2025](#)

Individual Renewal – Unit Pays

- Login to my.Scouting.org and go to Organization Manager/Roster.
- Review columns “Renewal Order Status” & “Renewal Status” to know who is within their renewal window.
 - Example: “Eligible to Renew” and Order Status “Submitted” means a renewal is already in progress.
 - Example: “Eligible to Renew” and Order Status “N/A” means a renewal has not been started and is eligible to renew.
- Opt Out – if an individual is not continuing with unit, “Opt Out” can be selected
 - This will stop all renewal reminder communications.
 - Unit can opt someone out, but only Council can opt them back in.

Individual Renewal – Unit Pays

- Select each person to be renewed by checking the box by each name.
- Scroll up to the grey bar and select “Renew”.
 - You are on the Unit Paid Membership Renewals page.
 - From here you can opt out or in of Scout Life as needed.
- Select “Create Renewal Order”
 - Note, you can still remove someone from the Payment Summary screen by clicking “Remove”.
- Payment online will incur a fee.

Individual Renewal – Unit Pays

- You can opt to pay at Council (no additional fee if paid by cash or check)
- To create fee summary:
 - After the “Create Renewal Order” is done, at the bottom of the screen there will be an option “Print and pay at Council”.
 - This creates a fee summary to print and bring to Council store along with your payment.