

Scouting America has launched a new **membership renewal process** separate from the **Unit Charter renewal**, so it will look a little different. Although individual members receive direct communication from Scouting America on when and how to renew their individual membership the unit leadership can handle renewals for all members.

Unit Key 3 members can follow this simple 3-step process to renew their unit's members if you prefer. Renewals are encouraged to be completed prior to the expiration so there is no lapse in insurance coverage and access to Scoutbook+ is not interrupted.

There is also a 3-step process for a unit to renew its annual charter. See below.

Here are the Simple STEPS for a Unit to Renew Members:

To see this in action, watch this video: <https://vimeo.com/1022143499>

- 1. A Unit Key 3 member will log into to my.scouting.org**
 - a. Select MENU
 - i. Then Select *Organization Manager*
 1. Then Select *Roster*
- 2. Now Select the Youth & Adult members you want to renew**
 - a. Adults must be YPT compliant to renew their membership.
- 3. Now Select payment method**
 - a. Pay online by Credit Card or ACH*- follow prompts to use a saved credit card or add a new card
 - i. The membership renewal process is now complete- no further action is needed
 - *Only membership renewal by the unit can be paid by ACH.
 - b. Pay at Council office
 - i. Print Documents as prompted
 - ii. Sign Documents
 - iii. Submit signed documents to the Council office with Payment

Here are the STEPS for a Unit to Renew its Annual Charter:

To see this in action, watch this video: <https://vimeo.com/1022144666>

- 1. A Unit Key 3 member will log into to my.scouting.org**
 - a. Select MENU
 - i. Then Select *Organization Manager*
 - ii. Then Select *Unit Renewal*
 - Validate the Information**
 - c. **Are the adults listed in positions, correct? Make changes if needed.**
 - d. **Is YPT current for adults? This is a must!**
 - e. **E-Sign the Page once the above are completed**
- 2. Review Unit Pin (This is the BeaScout.org Unit locator Pin) Make changes if needed.**
- 3. Now Select payment method**
 - a. Pay online by Credit Card- follow prompts to use a saved credit card or add a new card
 - i. The membership renewal process is now complete- no further action is needed.

OR

- b. Pay at Council office
 - i. Print Documents as prompted
 - ii. Sign Documents
 - iii. Submit signed documents to the Council office with Payment

Please continue to work with your Local Council Staff and Commissioner team to complete this necessary process. This link provides additional resources and on-demand support: [Unit Pay for Member Renewal Oct. 2024](#)

[Below are links to documents and resources that your unit will need to get signed depending on which one applies to your unit's charter to complete this process.](#)

- Annual Charter Agreement
 - [English](#)
- [BSA General Facilities Use Agreement](#)
- [Annual Registration Agreement for Council Registered Units](#)
- United Methodist Church Units
 - [UMC Affiliation Agreement](#)
 - [UMC Facilities Use Agreement](#)
- Catholic Church Units
 - [Catholic Annual/Charter Agreement](#)
 - [Catholic Affiliation Agreement](#)
 - [Catholic Facilities Use Agreement](#)