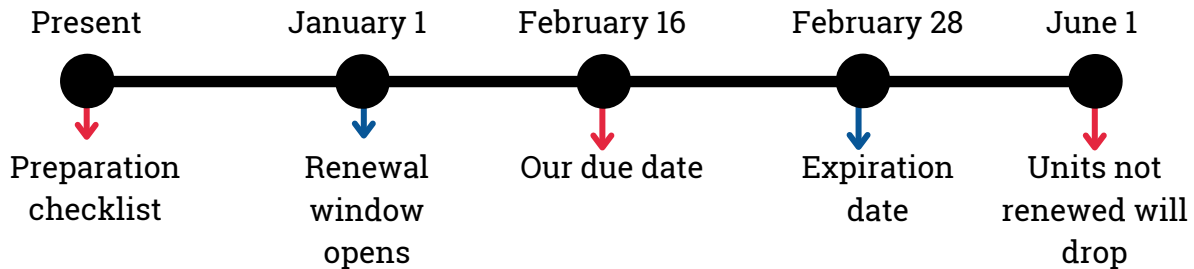


## Unit Renewal

- Timeline



- Steps (Unit Key 3 w/ online pay)

1. Complete the "Unit Renewal Pre-Check".
2. Log in to my.scouting.org.
3. Navigate Menu > Organization Manager > Unit Renewal.
4. Validation process automatically runs and shows any errors.
5. Resolve all validation errors.
6. "Sign" the renewal by typing your name.
7. Select "Next Step: Unit Pin Review"
8. Review Unit Pin and make any needed changes.
9. Select "Continue to Unit Renewal"
10. Select payment type. Credit cards are charged a 3% fee, ACH has a \$1 fee.
11. Complete the payment information.
12. Review the fee recap and select "go to confirmation."
13. **Print or screenshot the confirmation page for your records.**
14. Your unit renewal will be posted overnight.
15. Print the Annual Charter Agreement, obtain the required signatures, and submit a copy to Council. Your Unit Renewal is not complete until this has been completed.

- Steps (Unit Key 3 w/ pay at council)

1. Complete the "Unit Renewal Pre-Check".
2. Council will print the adult roster and unit pin pages to review. After validation is complete and any issues resolved, a Key 3 leader will sign the renewal paperwork.
3. Unit pays \$100 renewal fee.
4. Council finalizes the online renewal process.
5. Print the Annual Charter Agreement, obtain the required signatures, and submit a copy to Council. Your Unit Renewal is not complete until this has been completed.

## Unit Renewal Pre-Check

\_\_\_ All leaders have current Youth Protection Training that does not expire before 4/1/2025.

\_\_\_ All leaders are in the correct leadership positions and all required positions are covered.

\_\_\_ All youth meet the age requirement for the program.

\_\_\_ Submit new signed CBC Authorization forms for all adult leaders to council.

\_\_\_ All Unit Pin information is correct.