

Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.
(not delegates)

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.
Expiration date = June 30, renewal opportunity begins May 1.
3. A unit has a two-month lapsed period after the unit expires.
Expiration date = June 30, lapse period ends Aug 31, will drop Sept 1.
4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

Validation Codes in Unit Renewal:

Errors (red) will not let you proceed.

Warnings (yellow) will allow you to proceed.

- a. Leaders do not have current Youth Protection Training – **Error.(most common)**
 - b. Unit does not have required number of leadership positions – **Error.**
 - c. Leaders are less than 18 years old – **Error.**
 - d. Youth do not meet the age/grade requirement for the program – **Error.**
 - e. Leaders do not have completed CBC Authorizations – **Warning**
 - f. Adults do not have SSN – **Warning**
5. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.
 6. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
 7. Proceed with unit renewal.

A member of the Key 3 will log in to their my.Scouting account and go to Menu>Organization Manager>Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal page, the validation check processes again.

The screenshot shows the 'My.Scouting / Organization Manager' interface. On the left, a sidebar menu has 'Unit Renewal' highlighted. The main content area is titled 'Unit Validation' and displays information for 'Venture Youth Fund Inc.'. It includes sections for 'Unit Leadership' (listing roles like Chartered Organization Rep, Scoutmaster, Executive Officer, and New Member Coordinator with their respective names and links to edit), 'Chartered Organization' (showing organization name, executive officer, unit term, and unit address), and 'Youth Membership' (showing 6 youth members and 1 multiple member). A red box highlights a validation error: 'Error: Leaders do not have current Youth Protection Training'. Below this, a list of affected members is shown: Roger McRae, Randy Hilditch, Charles Whelan, and Anthony Hogg. At the bottom, there is a 'Unit Renewal and Leadership Approval' section with a text input field and a button labeled 'Next Step: Unit Pin Review'.

Unit Renewal

My.Scouting/Organization Manager

List of errors, and who they apply to that were found during the validation process.

Once all validation errors have been resolved, “sign” the renewal by entering your name approving the leadership for renewal and then select “Next Step: Unit Pin Review”

The screenshot shows the 'Unit Validation' page with the 'Unit Renewal and Leadership Approval' section. A red box highlights the text input field where the user should sign. Below the input field is a button labeled 'Next Step: Unit Pin Review'. The sidebar menu on the left is the same as in the previous screenshot.

Sign Here

Next Step: Unit Pin Review

Make any necessary changes to the Unit Pin Setup. Be sure the indication to show on BeAScout corresponds with the “Fields to Display on Unit Pin.”

I.e.: If indicate to show on BeAScout, select which fields to show.
Then select “ Continue to Unit Renewal.”

Unit Validation — Unit Pin Review — Payment — Confirmation

Unit Information

Continue to Unit Renewal

Continue to Unit Renewal

Appear on BeAScout: ☐

Allow People to Apply Online: ☒

Contact Information

Contact Person: Christopher Holloway
Phone: (205) 792-3276
Email: cholloway9133@gmail.com

Special Interest Type

HIGH ADVENTURE

Unit Website

www.scouting.org

Additional Unit information

Additional Unit information

Fields to Display on Unit Pin:

Unit Meeting Address: ☒

Contact Person's Name: ☒

Phone Number: ☐

Contact Email: ☒

Unit Website: ☐

Additional Unit information: ☐

The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

Select “Credit Card” or “Bank Account” (ACH). Enter the credit card or bank account (ACH) information on the appropriate tab.

(See next page for ACH payment information.)

Unit Validation — Unit Pin Review — Payment — Confirmation

Unit Renewal Fees

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

Billing Information

Credit Card Bank Account

Credit Card Bank Account

CARD INFORMATION

First Name: Mary

Last Name: Person

Card Number: 6011 6011 6011 6011

Expiration Date: 12/17

As a unit, you have the option to securely store the payment information for next year if desired. Select “Submit Payment” if paying by credit card or “Pay with Bank Account” if paying by ACH.

* Card Number: 4111 1111 1111 1111
* Expiration Date: 12/27
* CVV: 4111

* Email Address: [Email Address]

BILLING ADDRESS
* Country: USA
* Address Line 1: 1234 W Main St
Address Line 2: Suite 100
* City: Springfield
* State/Region: TX
* ZIP Code: 75001

Save this card for future payments: ☐

Submit Payment

Click on “Submit Payment” (if by credit card) or “Pay With Bank Account” (if by ACH).

Billing Information

Credit Card: ACH Payment

* First Name: [First Name]
* Last Name: [Last Name]
* Email Address: [Email Address]
* Phone Number: [Phone Number]
* Address Line 1: [Address Line 1]
* City: [City]
* State/Region: [State/Region]
* ZIP Code: [ZIP Code]

Save account information for future payments: ☐

Pay With Bank Account

You will next see a recap of the fees. Select “Go to Confirmation.”

Unit Renewal Fees

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

[Go To Confirmation](#)

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

Your payment is being processed.

Please check back later for the status of your renewal order.

[Go To Confirmation](#)

Your unit is now submitted for renewal and will be posted overnight.

Payment confirmation

Chase Integrated Payments <chase-support@chase.com>
To: Mary Packer
Subject: \$100.00
Date: 02/08/2024

CHASE
Integrated Payments

Receipt

To: Mary Packer
Amount: USD \$100.00
Payable to: Boy Scout of America
1225 W. Walnut Hill Lane,
Irving, TX, 75038, US
Email: mary_packer@scouting.org
Type: Sale
Date: 02/08/2024

If you have any questions about your receipt, contact
chase-support@chase.com