



2025-2026 Unit Renewal Guide

Key Contacts: District Commissioners and Staff

Hunterdon Arrowhead

Hunterdon County

District Commissioner: Janell Bunger-Spiecha - scouterjanell@gmail.com

District Executive: Alice Hillary - Alice.Hillary@scouting.org

Mercer Area

Mercer County plus Plainsboro, Cranbury, Montgomery Townships and Rocky Hill Borough.

Interim District Executive: Alex Fritz - Alex.Fritz@scouting.org

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Lower Bucks County

District Commissioner: Joe Donahue - joe@donahuejg.com

District Executive: Greg House - Greg.House@scouting.org

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Upper Bucks County

District Commissioner: Ray Hoskinson - r_hoskinson@hotmail.com

Interim District Executive: Alex Fritz - Alex.Fritz@scouting.org

Renewal At A Glance

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New changes this year:

- E-Signature now accepted for Executive Officer or Charter Organization Representative
- Multiple E-Payment Options are available for Unit Key 3 to use
- BeAScout.org unit pins must be reviewed during the Unit Renewal process for the 2026 year.
- Must submit the Annual Charter Agreement before Unit can be posted

PA ACT 15

In the state of Pennsylvania, any volunteer or staff who wants to work with children must clear each of the following clearances. Do note, if you don't know how to fill one of the following reports, please reach out to your District Executive.

1. PA State History Clearance
2. PA State Child Abuse Clearance
3. Either:
 - a. PA Resident 10 Year Affidavit
 - b. FBI Fingerprint Clearance

PA clearances are valid for 5 years from date of report. If you are coming up on expiring, take care of it at least 2 months before your expiration date.

Annual Membership Fees

For any new and returning member.

	Youth	Adult*
National	\$85	\$65
WCC	\$75	\$6

Scouts' Life Magazine Subscription - **\$15**

Unit Renewal Fee **\$100**

***Merit Badge Counselor Fee \$25**

(for adults not registered in a unit position)

Important Reminder

The Executive Officer role must be renewed by the unit, it is not a multiple

Training

Safeguarding Youth Training (SYT)

Formally Youth Protection Training (YPT)

Must be completed **Annually** for all adults and 18+ participants, National Policy

Direct contact Leaders - Need Hazardous Weather Training

Position Specific training must be complete for each registered unit

PA ACT 15 Instructions:



At the Beginning

Renewal season is for all units, Cub Scout Packs, Scouts BSA Troops, Venture Crews, Sea Scout Ships and Explorer posts to complete.

Thank you, in advance, for helping us make the most effective use of our resources while we assist you in providing the best possible Scouting program for the youth in Washington Crossing Council!!

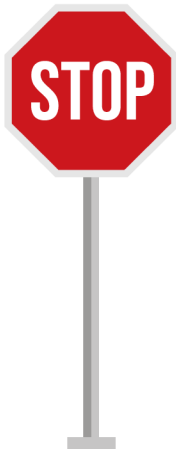
Accessing Unit Renewal

All unit renewals are accessed and submitted through my.scouting.org using your username and password. Details on how to navigate the online unit renewal system and ensure a successful posting are included in this guide. Additional information including videos, job aids by position, and national FAQs may be found at:

<https://www.scouting.org/resources/unit-and-membership-renewal/>

You must be registered in a Key 3-unit position (Unit Leader, Committee Chair, and Charter Organization Representative), assigned in a COR delegate, or be a Key 3 Delegate functional position. These roles can be assigned to any registered adult leader by a Key 3 member using the **Position Manager** function on my.scouting.org. You can do it from home or the office, anytime that is convenient for you.

Unit Renewal Timing



Set a deadline for all new members (youth and adults) to complete their online application(s) and pay their fees for inclusion with the unit renewal process. Additional members can be added after the unit renewal is submitted online. In addition, all adults **must** have:

- ***Annual Youth Protection Training***
- Any ***Position Specific Training*** for their intended 2026-unit position
- ***PA ACT 15*** Background Checks are Valid

Some leaders in each unit may need to hold additional training certifications like Hazardous Weather, BALOO, etc. in order to go on some outings planned during their annual program.

Failing to complete these actions could delay the unit renewal from being completed on time.

REMINDER: Units must renew no later than **12-15-2025**, key three roles must be in place then. Please make changes to leader roles if needed prior to renewing Unit.

How Do We Renew Our Unit?

Unit Renewal is found in Organization Manager and available to Unit Key-3 members. As you prepare to renew your unit(s) keep these things in mind:

1. This process only renews the unit. Any of the members, adult & youth have a new process now. Based on the joining date (new members) or their last renewal (existing members) date.
2. It is recommended you pre-check if there are any validation issues. The most common has been Safeguarding Youth Training (SYT) dates for adult leaders. Below are other validation codes.

Validation Codes typically found during Unit Renewal:

Errors will not let you proceed. Warnings will allow you to proceed.

1. *Unit does not have required number of leadership positions – Error*
 2. *Leaders do not have current Safeguarding Youth Protection Training – Error*
 3. *Leaders do not have completed CBC Authorizations – Warning*
 4. *Leaders are less than 18 years old – Error*
 5. *Youth do not meet the age/grade requirement for the program – Error*
 6. *Adults do not have SSN – Warning*
3. Check the leadership positions to make sure current names are 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 server to roll over. Validate again the next day.
 4. Have a credit card or E-Check information handy to pay the Unit Renewal Fee (\$100.00).

Note: Please make sure that all youth and adults that should be registered are registered. Unregistered leaders and youth are not covered by insurance, and the youth may not qualify for advancement. Be sure to quickly approve the online applications anytime during the year.

Tips For Success

1. **The same Executive Officer and Charter Organization Representative are required for each unit under the same chartered partner.** For example, a Pack, Troop and Crew, Ship chartered by the same organization must have the same person for XO and COR registered.
2. If you are missing a person, they need to apply through the online system. You can send the URL to them for the same purpose. Or check the OPT OUT button in Roster.
3. All adults must have current Safeguarding Youth Training, annually.
4. Please make sure that when unselecting/deleting, you Opt Out the correct person. If opted out by accident send an email to annamarie.pepper@scouting.org. Do Not Re-enter online.
5. There are NO transfers at renewal time.
6. There must be at least 5 paying youth for a Unit to Renew.
7. Check and confirm all multiple registrations. (See section on “Multiple Registrations”)
8. If a Scout or adult leader wants Scouts’ Life, please be sure to mark it and include fees in final payment. And the reverse removes the magazine if they no longer want or need it.

Unit Renewal Checklist

Gather appropriate information:

1. Current Unit Roster online at my.scouting.org
2. List of youth and adults to remain on roster.
3. List of youth and adults to be removed from roster.
4. List of youth and adults who want *Scout Life* magazine.
5. **New** youth and adults would submit an online application.
6. Verify that all adults have completed their required training.

☐ **Minimum 5 paid registered youth.**

☐ **No Transfers**

☐ **Membership Fees**

- National registration fees youth \$85.00 plus Council fees \$75.00
- National registration fees adult \$65.00 plus Council fees \$6.00
- \$15 per *Scout Life* subscription (available for any registered youth or adult)

☐ **\$100 Unit Renewal fee**

☐ **A Signed Disclosure Form for:**

- All adults
- Scouts who turned 18 this year
- Venturing Participant’s with a Crew
- Exploring Participants with a Post

☐ **Signed Annual Charter Agreement**

Steps To Unit Renewal

In Organization Manager, a Unit renewal tab will be displayed. When selected, the validation process runs and will show any errors.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

1 Unit Validation 2 Payment 3 Confirmation

Unit Leadership

Chartered Organization Rep. Randy	Committee Chair Mary
Scoutmaster Jeffrey	Committee Member Charles
Executive Officer Randy	Assistant Scoutmaster Bryan
New Member Coordinator Amanda	

[Edit Positions](#)

Chartered Organization

Organization Name John R. Bentley Youth Fund INC	Executive Officer Randy
Unit Term Apr 1, 2023 - Mar 31, 2024	Unit Address 1214 Trogdon St North Wilmington, NC 28659

Youth Membership

6 Youth Members	1 Multiple Members
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Validation

Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

Members Affected:

- [Bryan](#)
- [Randy](#)
- [Charles](#)
- [Amanda](#)

Unit Renewal and Leadership Approval

I, , approve the rechartering of the above-named unit and leadership for the year.

Each time you open the Unit Renewal tab, a validation check occurs. Once there are no more validation errors, sign by entering your name approving the leadership for renewal and then click the “Payment” button.

1 Unit Validation 2 Unit Pin Review 3 Payment 4 Confirmation

Unit Leadership

Venturing Crew Advisor Christ	Chartered Organization Rep. E
Committee Chair Holly	Executive Officer Glenn
Committee Member Nathu	
Karia	

[Edit Positions](#)

Chartered Organization

Organization Name Emv	Executive Officer Glenn
Unit Term Oct 1, 2023 - Sep 30, 2024	Unit Address 2801 Tus

Membership

5 Youth Members	1 Multiple Members
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Unit Renewal and Leadership Approval

I, , approve the renewal of the above-named unit and leadership for the year.

[Click here for Pay at the Council Office Option](#)

[Next Step: Unit Pin Review](#)

Make any necessary changes to your Unit Pin setup. Then select “Continue to Unit Renewal”.

The screenshot shows the 'Unit Pin Review' step in a four-step process (Unit Validation, Unit Pin Review, Payment, Confirmation). The 'Unit Information' section on the left includes toggle switches for 'Appear on BeAScout' (off) and 'Allow People to Apply Online' (on). Below these is a 'Contact Information' box with fields for 'Contact Person' (Christopher Holloway), 'Phone' ((205) 792-3276), and 'Email' (cholloway9133@gmail.com), with an 'Edit' link. Further down are fields for 'Special Interest Type' (HIGH ADVENTURE), 'Unit Website' (www.scouting.org), and 'Additional Unit Information'. The 'Unit Pin Preview' section on the right shows a unit pin for 'Crew 0285 Impact of West Alabama' with contact information and a note that online registration is available. Below this is a section for 'Fields to Display on Unit Pin' 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 at the top of the 'Unit Information' section.

Select “Credit Card” or “Bank Account” (E-Check). Enter the credit card or bank account (E-Check) information. The E-Check admin. fee is \$1.00; the credit card admin fee is 3%.

The screenshot shows the 'Payment' step in the four-step process. The 'Unit Renewal Fees' section displays a table with the following information:

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

The 'Billing Information' section below has two tabs: 'Credit Card' and 'Bank Account'. The 'Credit Card' tab is selected and highlighted with a red box. Below the tabs are fields for 'CARD INFORMATION': 'First Name' (Mary), 'Last Name' (Person), 'Card Number' (8 0001 8487 1278-0113), and 'Expiration Date' (12/27).

As a unit, you will also have the option to store the credit card information for next year if desired. Select “Submit payment” to process your unit renewal.

The screenshot shows the Troop 0301 payment interface. On the left is a sidebar with the Troop 0301 logo and a menu: Organization Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster, Transfer in, Position Manager, and Reports. The main form area is titled 'BILLING ADDRESS' and contains the following fields: Card Number (4875 5684 4115), Expiration Date (12/27), CVV (411), Email Address (washingtoncrossingcouncil.org), Country (USA), Address Line 1 (1325 W Walnut Hill Ln), Address Line 2 (Address Line 2), City (Irving), State/Region (TX), and ZIP Code (75038-3008). Below these fields is a checkbox labeled 'Save this card for future payments:' which is checked. A red box highlights the 'Submit Payment' button at the bottom right.

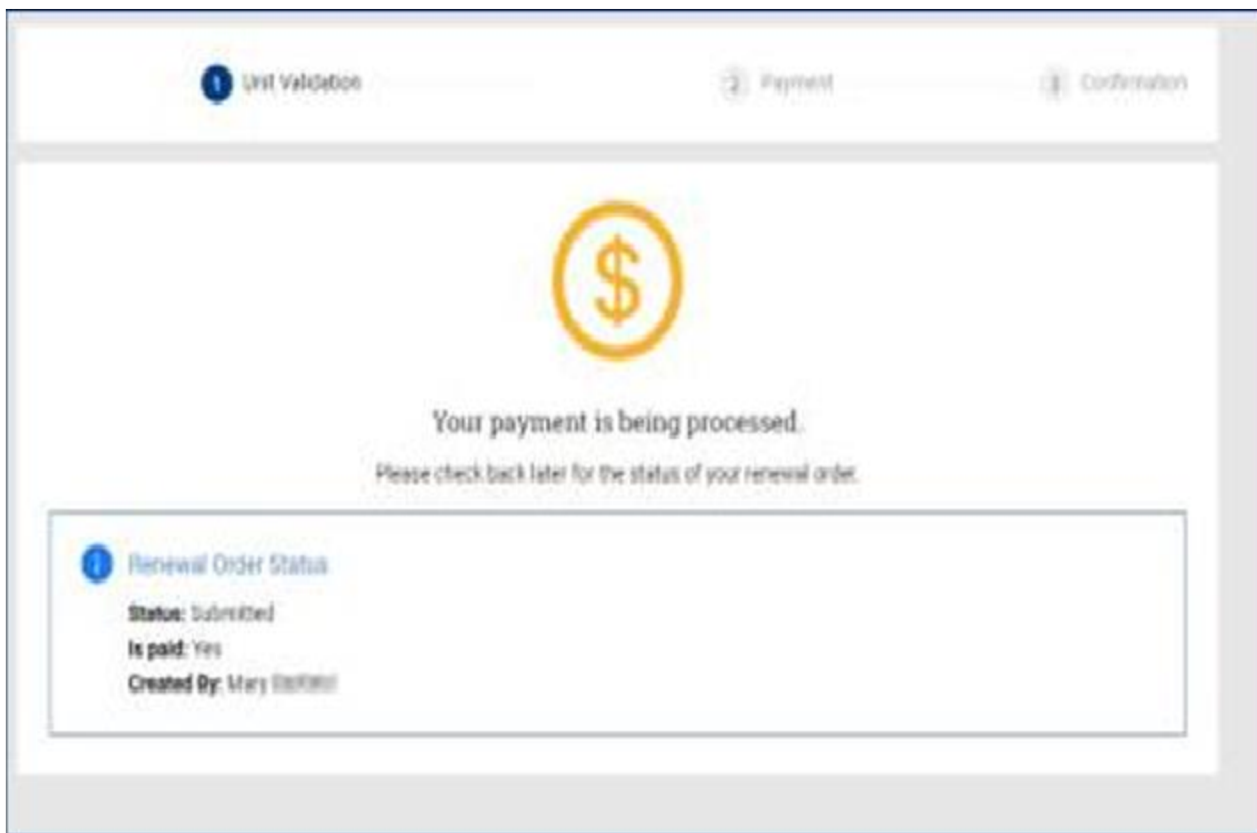
You have the option to use E-Check instead of a credit card. You can access that form by clicking the E-Check tab at the top of the billing information section. All payment types provide the option to securely save the payment information to use again next year. Click on “Pay With bank Account” to renew.

The screenshot shows the 'Billing Information' form with the 'ACH Payment' tab selected. The form contains the following fields: First Name, Last Name, Email Address, Phone Number, Address Line 1, City, State/Region (Choose State/Region), and ZIP Code. At the bottom, there is a checkbox labeled 'Save account information for future payments:' which is unchecked. A red box highlights the 'Pay With Bank Account' button at the bottom right.

You will next see a recap of the fees. Select “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 unit is now submitted for renewal and will be posted next business pending receipt of the Annual Charter Agreement.