

UNIT & MEMBER RENEWAL GUIDEBOOK

2025-2026 RESOURCES



Special thanks to Scouting America,
Inland Council for the initial document.

Unit Renewal and Membership Renewal are two processes are separate and serve different purposes.

UNIT RENEWAL

OCCURS ANNUALLY



Unit Renewal is the process to renew or extend the agreement with the Chartering Organization to operate the unit for another year. Through this process, a member of the Key 3 logs into my.scouting.org to validate Safeguarding Youth Protection Training and Criminal Background Checks for all adult leaders and then pays the annual renewal fee.

When the online process has concluded, Three Fires Council requires all parties to complete the [Annual Charter Agreement](#) form to fully complete the annual renewal process. Exploring Posts complete the Memorandum of Understanding.

FEES

\$100 = Unit Renewal Fee

MEMBER RENEWAL



New members paid the full annual membership fee upon initial registration. All memberships are renewed every twelve months upon their initial registration anniversary.

This applies to all youth, adults, and merit badge counselors registered in Scouting.

FEES

- **\$170** = Cub Scouts, Scouts BSA, Venturing, Sea Scout participants
- **\$77** = all adult volunteers
- **\$62** = for Exploring participants and Exploring adult leaders
- **\$25** = all merit badge counselors
(fee only applies to merit badge counselors who are not already registered as leaders)

Unit Renewal and Membership Renewal are separate processes.

UNIT RENEWAL



STEP 1: RECEIVE NOTIFICATION

The Unit Key 3 (Chartered Organization Representative or COR, Unit Committee Chair, Unit Leader) and the COR Delegate will receive renewal notification from the system sixty days (two months) prior to the charter expiration date.

STEP 2: LOG ON

Access the online Unit Renewal system through my.scouting.org. A member of the unit Key 3 logs into my.scouting.org and clicks on **Organization Manager** then **Unit Renewal**. Only members of the Unit Key 3 can process the renewal, Key 3 Delegates do not have access to submit the renewal.

STEP 3: REVIEW ROSTER

- This step triggers an automatic validation of the charter. To pass, you must have:
 - At least 5 youth**
 - Minimal required registered adult leaders (see chart to the right)**
 - Safeguarding Youth Protection Training for those required leaders**
 - Completed Background checks**
- Review the **Unit Leadership** section. To edit positions:
 - The Chartered Organization Representative (COR) can click Edit Positions to change positions during the Unit Renewal process.
Only CORs can make position changes online
 - Unit Leaders and Committee Chairs **cannot** make these changes online. We recommend turning in applications for changes prior to beginning the Unit Renewal process.
- Then the person completing the Unit Renewal process (e.g., Key 3 member or COR Delegate) must input their name in the Unit Renewal and Leadership Approval section and then click the Next Step button in the bottom right.

ADULT LEADER POSITION REQUIREMENTS:

- Packs** = COR, Pack Committee Chair, Cubmaster, at least 2 Committee Members, and at least 1 Den Leader.
- Troops, Crews, and Ships** = COR, Unit Committee Chair, unit leader (SM or equivalent), and at least 2 Committee Members.
- Posts** = Advisor, Committee Chair, and at least 2 members of committee.
- Family Cub Scout Packs, female Scouts BSA Troops, co-ed Sea Scout Ships, Explorer Posts, and Venturing Crews must have at least 1 registered female leader.
- The COR can also serve as Committee Chair or Member of Committee.**

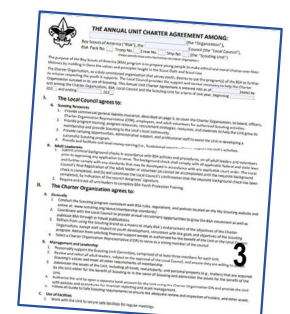
STEP 4: PAY

- To renew by credit card or ACH payment online:**
 - There will be a summary page showing totals and directs the unit to pay. *Please note: there is an ACH Payment fee of \$1.00 or a Credit Card fee of 3%.*
 - Review **Renewal Order Status** page and print a copy of this page if a receipt is needed.
 - Click the **Go To Confirmation** button in the lower right. The system will show that the payment is being processed and that the Unit Renewal order has been submitted.
- To renew and pay at the council office via check or cash only:**
 - Click **Click here for Pay at the Council Office Option** at the bottom of the page. Here you can download a report and submit payment at the Three Fires Council office or via mail to 415 N 2nd Street, St. Charles, IL 60174.

STEP 5: COMPLETE ANNUAL CHARTER AGREEMENT*

- One agreement can be used for all units chartered at the same Chartering Organization.**
- Review the Annual Unit Charter Agreement and have it signed by the following people:
 - Charter Organization (Executive Officer)**
 - Charter Organization Representative (COR)**
 - Unit Committee Chair**
 - Local BSA Council (District Professional)**

***REQUIRED PROCESS FOR UNIT RENEWAL: COMPLETION**





Need help with the renewal process? Contact any of the individuals below to assist you.

District	District Commissioner	District Professional
Chippewa	Ed Bronson scouts@bronson.org 630-667-4639	Michael Niederman, District Director Michael.Niederman@Scouting.org 630-797-4625
		Kathy Hall, Sr. District Executive Katherine.Hall@Scouting.org 630-797-4624
		Adam Greenacre, District Executive Adam.Greenacre@Scouting.org 630-797-4628
Ottawa	Bill Mahler billmahler75@gmail.com 630-465-2545	Len Bogacki, District Executive Len.Bogacki@Scouting.org 630-797-4630
Potawatomi	Brian Kosan bkosan.bsa@gmail.com 708-254-9926	Sean Nadeau, Sr. District Executive seanm.nadeau@Scouting.org 630-797-4627
Council Office		Kelly Quinn, Registrar kelly.quinn@scouting.org 630-797-4604



UNIT RENEWAL

my.Scouting | Organization Manager

Registration Expiration Date: 02/28/2025

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Click logo to take Youth Protection in English or Spanish

Organization

Troop 1927 (GT)

- Application Manager
- Invitation Manager
- Organization Manager**
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

STEP 1: Log in to my.scouting.org

STEP 2: Click on the Menu button and select **Organization Manager**



UNIT RENEWAL (continued)

my.Scouting | Registrar Tools

Welcome, John Johnson

Circle Ten Council 1234

Peck 1234

Unit Validation: Payment Confirmation

Unit Leadership

Chartered Organization Representative: [Sam Smith](#)

Unit Chair: [John Johnson](#)

Unit Leader: [April Windstorm](#)

Member of Committee: [Alfonse Cwern](#) Member of Committee: [Gerard Miller](#)

[Edit Positions](#)

Chartered Organization

Organizational Name: Acme Unit Church	System Head: Alice Smith
Unit Term: Jan/01/2024 - Dec/31/2024	Address: 123 Main St, Anytown, TX, 75015

Youth Membership

25 Unit Paid Membership	0 Unit Multiple Members
----------------------------	----------------------------

Unit Renewal and Leadership Approval

I, approve the rechartering and the leadership for the year.

[Next Step: Payment](#)

STEP 3: Click **Unit Renewal Page**

STEP 4: Validate. This triggers an automatic validation of the charter. To pass, you must have:

- At least 5 youth
- Minimal Required registered adult leaders
- Current Safeguarding Youth Protection Training for those adults
- Background checks completed

*The background check form must be on file, PLUS the actual background check must be completed and clean!



UNIT RENEWAL (continued)

The screenshot shows the 'my.Scouting | Organization Manager' interface for Troop 0301. The 'Unit Validation' step is active. The 'Validation' section displays a red error message: 'Error: Leaders do not have current Youth Protection Training'. Below this, a list of 'Members Affected' includes Bryan McEwen, Randy Mullins, Charis Wilkie, and Amanda Ross. A red arrow points from a text box on the right towards this error message.

If an error is detected during validation, you will be notified in the error box. Fix the errors and try again.

The screenshot shows the 'my.Scouting | Organization Manager' interface for Troop 0301, now at the 'Unit Renewal and Leadership Approval' step. The 'Unit Validation' step is completed. The 'Validation' section is empty. The 'Unit Renewal and Leadership Approval' section has a text input field containing 'Mary Person' and a 'Next Step: Payment' button.

STEP 5: When there are no errors showing in the validation area:
Type your name to **Approve** and then click **Continue to Payment** to pay.



UNIT RENEWAL (continued)

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

CARD INFORMATION:

* First Name:

* Last Name:

* Card Number:

Step 6: Enter payment information.

If you selected the Pay-at Council option, you will get a different screen with instructions.

Success!

1 Unit Validation **2** Payment

Your payment is being processed.
Please check back later for the status of your renewal order.

1 Renewal Order Status

Status: Submitted
Is paid: Yes
Created By: Mary [Avatar]



FREQUENTLY ASKED QUESTIONS - UNIT RENEWAL

When can a unit begin the renewal process?

The recharter system opens for all units on **60 days before their expiration date.**

Who can submit the Unit Renewal?

The Charter Organization Rep, Committee Chairman, or Unit Leader are the only positions that can submit the Unit Renewal.

When are Unit Renewals due?

Unit Renewals are due **before they expire, or no later than 60 days past the expiration date. The unit will then drop.**

Are we required to pay online?

No, there is an option to pay at the council office. Units can pay for the recharter in several ways:

- **By credit card online:** units will have to pay 3% a processing fee.
- **By e-check online:** units will have to pay a \$1 processing fee.
- **Mailing a check** to Three Fires Council, 415 N 2nd Street, St. Charles, IL 60174
- **Delivering a check** to the Three Fires Council Service Center
- **Using the unit's Unit Account. If you have a Unit Account at the Naperville Scout Shop, you must let the registrar know to take the payment out of that account. We do not have access to the Naperville Scout Shop accounts and must contact the Naperville store directly.**

Can we pay for unit renewals using a credit card at the council office?

We recommend paying with cash or check for all renewals to Three Fires Council. Any credit card transactions will be charged a 3% credit card processing fee at the Council office.

Do we print out the charter paperwork and have the Chartered Organization Representative sign it?

No. With the new Unit Renewal process, there is no step to submit physical paperwork to the Chartered Organization to approve it. The [Annual Charter Agreement](#) must be fully signed and turned in to Three Fires Council before the Unit Renewal is considered complete.

We need to change adult leadership positions within the unit, can this take place during the Unit Renewal process?

Only the Chartered Organization Representative (COR) can make changes to adult leadership positions online during the renewal process. Unit Leaders and Committee Chairs **cannot** make these changes online. We recommend turning in applications for changes prior to beginning the Unit Renewal process.



There are two options for individuals to renew their Scouting America membership:

OPTION 1: INDIVIDUAL RENEW REGISTRATION

Beginning 60 days before their expiration date, individuals will receive communication from the National Council that will prompt them to renew their registration. To renew this way, individuals can either renew online or manually with Three Fires Council. See below for instructions.

- **Renew online at my.scouting.org**
 - Click on the link in the email that will direct individuals to my.scouting.org to renew their registration. You can also go to my.scouting.org and click the red notification button in the top right-hand corner.
 - This will direct individuals to pay online and renew their registration in a few clicks. See screenshots further in this booklet.
 - Adults can renew all their multiple registrations here.
- **Manually renew at Three Fires Council**
 - Print out the **Manual Payment form** generated from my.scouting.org and submit with payment to Three Fires Council in person or via mail: 415 N. 2nd Street, St. Charles, IL 60174. Please let us know which registrations you would like renewed if you have multiple registrations

Important Info:

- *Parents will have to create a my.scouting.org account if they do not have one already.*
- *Parents with multiple Scouts will only need to create one account as my.scouting.org has already linked their Member ID with all their children. If parents discover this has not happened, simply contact Three Fires Council at tfcregistrar@scouting.org or call 630-797-4604.*

OPTION 2: UNIT RENEWS INDIVIDUAL

Using this method, individuals can pay the unit, and the unit can renew registrations on their behalf. This is ideal for units that pay for renewals through funds from the popcorn or Hot Sauce sales. To renew this way:

- A member of the unit Key 3 logs into my.scouting.org and clicks on **Organization Manager** then **Roster**.
- **To renew by credit card or ACH payment online:**
 - The unit leadership selects members who are eligible to renew and then simply clicks **Renew** in the header bar.
 - There will be a summary page showing totals and directing the unit to pay. *Please note: there is an ACH Payment fee of \$1.00 or a Credit Card fee of 3%.*
- **To renew and pay at the council office via check or cash:**
 - The unit leadership selects members who are eligible to renew and then simply clicks **Print** in the header bar and then clicks **Unit Payment of Membership Renewal**. Here you can download a report and submit payment at Three Fires Council office or via the mail: 415 N. 2nd Street, St. Charles, IL 60174.
- If your unit is not set to “Auto Approve” then you will need to go back to “Roster,” click on the “Membership Renewal Orders,” and find any member renewals that are waiting for approval.

Important Info:

- *Units can only renew members beginning two months before their expiration date through the two-month “lapsed” period after their expiration date.*
- *Units can complete this process at any time and as many times as they want! This means that if units are waiting on payment from individuals, they can come back and renew them once payment is made to the unit.*
- *Units can also **Opt-Out** a member from renewing if they have left the unit.*
- *You can also see a person’s multiple registrations by clicking **Show Multiple Registrations**. To continue with the renewal, click **Create Renewal Orders**.*
- *Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.*
- **Members will need to log into their own my.scouting.org account and renew their Multiple (other non-paid) registrations in order to continue in those positions or have the other unit renew those Multiple positions.**

INDIVIDUAL REGISTRATION

RENEWAL



IMPORTANT UNIT APPROVAL PROCESS: If your unit is not set to “Auto Approve” then with each option above, the unit will need to go to **Organization Manager**, then click on **Roster**, and click on the **Membership Renewal Orders** and find any member renewals that are waiting for approval.



OPTION 1: INDIVIDUALS RENEW REGISTRATION

WHEN PAYING ONLINE WITH CREDIT CARD

Beginning 60 days before their expiration date, individuals will receive communications from the National Council that will prompt them to renew their registration. To renew this way, simply:

- Click on the link in the emails that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org and click the red notification button in the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

STEP 1: Log in to my.scouting.org and click on the **red notification icon** in the top right corner.

The screenshot displays the my.Scouting website interface. At the top, there is a navigation bar with a menu icon, the text "my.Scouting", and a "Welcome, [redacted]" message. A red notification icon is visible in the top right corner, with a red arrow pointing to it from the text above. Below the navigation bar, there is a main content area with a user profile section on the left and a grid of navigation buttons on the right. The user profile section includes a circular profile picture placeholder, a registration expiration date of "02/28/2025", and a "Registration for [redacted] is expiring soon, click here to renew" notification. The navigation buttons include "My Profile", "My Account", "My Application", "My Training", "Manage Member ID", and "BSA Web Links". At the bottom of the page, there are logos for Youth Protection training in English and Spanish, with a text prompt: "Click logo to take Youth Protection in English or Spanish".



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD

1 Member Information

2 Payment/Checkout

Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Troop 0399

Youth Member Primary Position

Current Expire Date: 03/31/2024
Future Expire Date: 03/31/2025

Go back to My Renewals

Go To Payment

STEP 2: A popup will display showing the registration(s) to renew. If adults are multiplied in other units, it will show here.

Terms and Conditions

Welcome to the BSA!

The BSA makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships. The chartered organization provides an adequate and safe meeting place as well as capable adult leadership, and requires adherence to the principles and policies of the BSA. The BSA local and national council provide training, program, outdoor facilities, literature, professional guidance, and liability insurance protection.

Parent/Legal Guardian Role in Scouting

Scouting uses a fun program to promote character development, citizenship training, leadership, and mental and physical fitness. You can help by encouraging attendance, assisting with your child's advancement, attending meetings for parents, and assisting the unit when called upon to help. The unit cannot provide a quality program without your help.

By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

Dustin Person

Back

Go to Checkout Summary

For adults: a popup will display that will require an acknowledgement that they agree with the Terms and Conditions.



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD

Member Information ✓ | 2 Payment/Checkout

Summary

BSA Youth Registration (Trad.) District: [redacted] Valid until February 2025.	\$80.00
Administrative Fee OLR	\$2.85
<input checked="" type="checkbox"/> Scout Life Magazine ⓘ District: [redacted] Valid until February 2025.	\$15.00

TOTAL AMOUNT DUE \$97.85

Payment Details

CARD INFORMATION

* Cardholder Name: Sally Person

STEP 3: Proceed to check out.
Note: The default is to subscribe to Scout Life. You will need to “uncheck” the box if you do not wish to subscribe.

STEP 4: Proceed to pay.
Individuals can pay online by selecting **Place Order**.

* Expiration Date: 12/27

* CVV: 411

Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.

BILLING ADDRESS Same as saved address

* Country: USA

* Address Line 1: 1325 W Walnut Hill Ln.

Address Line 2:

* City: Washington

* State/Region: DISTRICT OF COLUMBIA

* ZIP Code: 20001

Restart Renewal | Click to print for manual pay | **Place Order**



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD

Your Receipt

Application ID:
Transaction Date: February 14, 2024
Unit: Troop 0098 Saint Anthony's Catholic Church

Welcome to Boy Scouts of America!

We're excited you've decided to build a Scouting adventure with the organization listed above.

Once your registration has been processed, you will receive an email with contact information, a membership card, and additional details about Scouting.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

ScoutLife	District: Washington
1325 W Walnut Hill Ln.	DC 11
Washington, DISTRICT OF COLUMBIA, 20001 USA	Order ID: 13643

BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<hr/>	
Total Amount	\$97.04
Total Paid	\$97.04

SAVING THE WORLD ONE BOY AT A TIME

BSA Youth Registration (Trad.)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<hr/>	
Total Amount	\$97.04
Total Paid	\$97.04
Amount Due	\$0.00

YOUR TROOP: [Link]
YOUR COUNCIL: National Capital Area Council

Print Receipt | **Complete Registration**

STEP 5: Once the Credit Card process is completed, your receipt will show. Click on the “Complete Registration” Tab at the bottom and you will be directed back to your applications in My.Scouting.

STEP 6: Once the Credit Card process is completed, **please make sure payment was charged on your credit card.** National does not notify people if their card was denied or not processed correctly. This can cause memberships to drop from lack of payment when members believe they have paid because they completed the renewal steps.



OPTION 1: INDIVIDUALS RENEW REGISTRATION

WHEN PAYING DIRECT TO THREE FIRES COUNCIL

Beginning 60 days before their expiration date, individuals will receive communications from the National Council that will prompt them to renew their registration. To renew this way, simply:

- Click on the link in the emails that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org and click the red notification button in the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

STEP 1: Log in to my.scouting.org and click on the **red notification icon** in the top right corner.

The screenshot shows the my.Scouting website interface. At the top, there is a blue navigation bar with a "Menu" icon on the left, the "my.Scouting" logo in the center, and a "Welcome, [redacted]" message on the right. A red notification icon is visible in the top right corner, with a red arrow pointing to it from the text box above. Below the navigation bar, a white notification banner reads "Registration for [redacted] is expiring soon, click here to renew". The main content area features a dark blue header with a user profile section on the left, including a profile picture icon and the text "Registration Expiration Date: 02/28/2025". To the right of the profile section are six blue buttons with white icons: "My Profile", "My Account", "My Application", "My Training", "Manage Member ID", and "BSA Web Links". Below these buttons is a section with two circular logos for "WITH YOUTH PROTECTION BEARS" and "CONSEJO CONTIGO LA PROTECCIÓN DE LOS JOVENES DE LOS JÓVENES", with the text "Click logo to take Youth Protection in English or Spanish". At the bottom of the page, there is a photograph of a group of young people in BSA uniforms.



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING DIRECT TO THREE FIRES COUNCIL

1 Member Information

2 Renewal/Checkout

Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Troop 0399

Youth Member Primary Position

Current Expire Date: 03/31/2024
Future Expire Date: 03/31/2025

Go back to My Renewals

Go To Payment

STEP 2: A popup will display showing the registration(s) to renew. If adults are multiplied in other units, it will show here.

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By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

Dustin Person

Back

Go to Checkout Summary

For adults: a popup will display that will require an acknowledgement that they agree with the Terms and Conditions.



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING DIRECT TO THREE FIRES COUNCIL

Member Information 2 Payment/Checkout

Summary

BSA Youth Registration (Trad.) Dustin [redacted] Valid until February 2025.	\$80.00
Administrative Fee OLR	\$2.85
<input checked="" type="checkbox"/> Scout Life Magazine Dustin [redacted] Valid until February 2025.	\$15.00
TOTAL AMOUNT DUE	\$97.85

Payment Details

CARD INFORMATION

* Cardholder Name: Sally Person

STEP 3: Proceed to check out.
Note: The default is to subscribe to Scout Life. You will need to “uncheck” the box if you do not wish to subscribe.

STEP 4: Proceed to pay.
Select **Click to print for manual pay** to pay the council or to pay the unit.

Card number: 1234 1234 1234 1234
Expiration date: MM / YY
Security code: CVC
Country: United States
Zip code: 12345

By providing your card information, you allow Boy Scouts of America to charge your card for future payments in accordance with their terms.

BILLING ADDRESS

Same as saved address

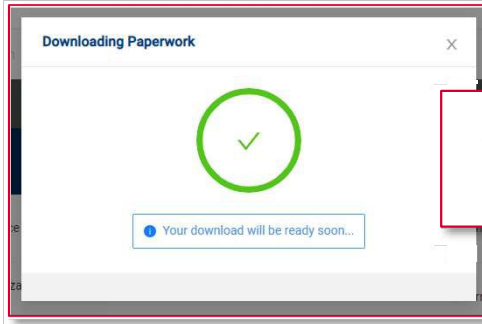
* Country: USA
* Address Line 1: [redacted]
Address Line 2:
* City: Spokane Valley
* State/Region: WASHINGTON
* ZIP Code: 99206

Restart Renewal **Click to print for manual pay** Place Order



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)


WHEN PAYING DIRECT TO THREE FIRES COUNCIL



STEP 5: A popup will display that the paperwork is downloading.

STEP 6: Submit this paperwork and payment to Three Fires Council. See below for more details.

Page 1 of 1

 **BOY SCOUTS OF AMERICA®** Individual Membership Renewal

For use when you need to pay at the Council office.

Return to the Council by the 15th of the month.

First Name [REDACTED]
Last Name [REDACTED]
Member ID [REDACTED]
Unit Type Pack
Unit Number 4420
Scout's Life Subscription Yes

Make the check payable to your local council.

Registration Fee	\$ 65.00
Council Program Fee	\$ 0.00
Scout's Life Magazine	\$ 15.00
Total Due	\$ 80.00

Inland Northwest Council 611
411 W Boy Scout Way,
Spokane, WA 99201-2243
(509) 325-4562



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING DIRECT TO THREE FIRES COUNCIL

Deliver **check** or **cash** along with this printout directly to Three Fires Council Service Center, or mail to:

Three Fires Council
415 N. 2nd Street, St. Charles, IL 60174



OPTION 2: UNIT RENEWS INDIVIDUAL WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

The screenshot shows the my.Scouting Organization Manager interface. At the top left is a 'Menu' button. The header displays 'my.Scouting | Organization Manager'. A user profile card shows a placeholder for a profile picture and a registration expiration date of 02/28/2025. To the right are buttons for 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. Below these are logos for Youth Protection in English and Spanish, with a note to click the logo to take Youth Protection in either language. At the bottom right is a photo of a group of scouts.

The dropdown menu for 'Organization' is open, showing the following options:

- Troop 1927 (GT)
- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

STEP 1: A Unit Key 3 member logs in to my.scouting.org.

STEP 2: Click on the Menu button and select **Organization Manager**



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

STEP 3: Click on Roster

STEP 4: Select members to renew

STEP 5: Click renew to renew selected members.

Name	Member ID	Role	Gender	Renewal Status	Expiration Date
Mary Kendall Harberg	14000375	Committee Chair	F	Initiated	03/31/2024
Logan Hottel	15000000	Youth Member	M	Initiated	03/31/2024
Marcus Farmer	14000000	Youth Member	M	Initiated	03/31/2024
Jeffrey Foster	15000000	Scoutmaster	M	Initiated	03/31/2024
Bryan Spivey	15000000	Scoutmaster	M	Initiated	03/31/2024
Randy Clifton	80000000	Rep. Executive Officer	M	Initiated	03/31/2024

STEP 6: You can also opt-out members who are no longer in Scouting.

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Kendall Harberg	14000375	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan Hottel	15000000	Youth Member	M	Initiated	<input checked="" type="checkbox"/>	03/31/2024
Marcus Farmer	14000000	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey Foster	15000000	Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Unit Paid Membership Renewal

John [redacted] Scout Life Subscription

Troop 0010

Committee Member (MC) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

Cortney [redacted] Scout Life Subscription

Troop 0010

New Member Coordinator (NM) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

[← Back to roster](#) [Create Renewal Orders](#)

STEP 7: A list of the members you are renewing displays.
NOTE: Scout Life will be selected by default. If you have members who do not want to subscribe, uncheck the box.

You can also see a person's multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.

Payment Summary

	Traditional Adult Quantity: 4	\$240.00
	Scout Life Domestic Rates Quantity: 3	\$45.00
	Council Fee Quantity: 4	\$0.00
	Administrative Fee Credit Card Processing Fee (3%)	\$8.55
	TOTAL AMOUNT DUE:	\$293.55
	AMOUNT PAID:	\$0.00

[Credit Card](#) [ACH Payment](#)

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

* Expiration Date:

* CWV:

* Email Address:

STEP 8: Enter payment information. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Troop 0301

Unit Orders

Name	Status	Type	Paid	Approved
Mary Barfield	Initiated	Traditional Adult	No	
Marque Barfield	Initiated	Traditional Youth	No	
Logan Barfield	Initiated	Traditional Youth	No	
Jeffrey Barfield	Initiated	Traditional Adult	No	
Seth Barfield	Initiated	Traditional Youth	No	
Bryan Barfield	Initiated	Traditional Adult	No	
Seth Barfield	Initiated	Traditional Youth	No	
Amaria Barfield	Initiated	Traditional Adult	No	
Charlie Barfield	Initiated	Traditional Adult	No	
Randy Barfield	Initiated	Traditional Adult	No	

Unit Orders By Batch

Created By	Created On	Number of Orders	Paid
4 Mary Barfield	02/05/2024, 11:06:25 am	10	No

GO TO PAYMENT

STEP 9: Go back to Roster. Then select Unit Orders and/or Unit Orders by Batch. Then click **Go to Payment**.

Payment Summary

Traditional Adult	\$240.00
Quantity: 4	
Scout Life Domestic Rates	\$60.00
Quantity: 4	
Council Fee	\$8.16
Quantity: 4	
Administrative Fee	\$9.24
Credit Card Processing Fee (3%)	
TOTAL AMOUNT DUE:	\$317.40
AMOUNT PAID:	\$0.00

Pay With Saved Method

Master Card
xxxxxxx5114
Name on Card: James Son
Updated On: 02/08/2024 16:41

Pay With Saved Payment Method

Pay With New Method

STEP 10: Submit payment.



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THREE FIRES COUNCIL

The screenshot shows the my.Scouting Organization Manager interface. At the top, there is a navigation bar with a 'Menu' button and the text 'my.Scouting | Organization Manager'. Below this, a user profile card displays a placeholder for a profile picture and the text 'Registration Expiration Date: 02/28/2025'. To the right of the profile card are six buttons: 'My Profile', 'My Account', 'My Application', 'My Training', 'Manage Member ID', and 'BSA Web Links'. Below the profile card, there are two circular logos for 'WITH YOUTH PROTECTION' and 'COMUNICA CON NOSO LA PROTECCION DE LA JUVENTUD'. Below the logos is the text 'Click logo to take Youth Protection in English or Spanish'. At the bottom right, there is a photograph of a group of scouts.

The dropdown menu for 'Organization Manager' is open, showing the following options:

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

STEP 1: A Key 3 member logs in to my.scouting.org

STEP 2: Click on the Menu button and select **Organization Manager**



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THREE FIRES COUNCIL

my.Scouting | Organization Manager

Troop 1927 Lake Cable Recreation Association G

Troop 1927 Lake Cable Recreation Association G SELECT ORG LEVEL

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]	Assistant Scoutmaster Trained	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Committee Member	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Committee Member	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Scoutmaster	M	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Youth Member	F	Current	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]	Renewing Scout #1	F	Expired	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	[REDACTED]	Renewing Scout #2	F	Expired	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	[REDACTED]	Executive Officer	F	Current	<input type="checkbox"/>	02/28/2025

STEP 3:
Click on
Roster



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECTLY TO THREE FIRES COUNCIL

Transfer Renew Compose Print Edit Profile Export Roster Filter

<input type="checkbox"/>	Name	Member ID	Role	Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]		Assistant Scoutmaster <small>Trained</small>	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Scoutmaster	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Youth Member	<input type="checkbox"/>	02/28/2025
<input checked="" type="checkbox"/>	Renewing Scout #1		Youth Member	<input type="checkbox"/>	Expired 07/31/2024
<input checked="" type="checkbox"/>	Renewing Scout #2		Youth Member	<input type="checkbox"/>	Expired 07/31/2024
<input type="checkbox"/>	[REDACTED]		Executive Officer	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Chair <small>Trained</small>	<input type="checkbox"/>	02/28/2025

Membership Cards
Eagle Extension Report
Unit Payment of Membership Renewal
Youth Member Age Report

STEP 4: Select Scouts for renewal

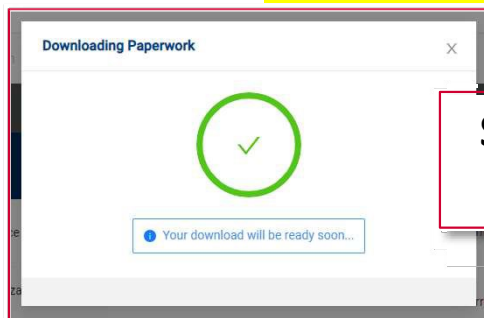
STEP 5: Click Print then click Unit Payment of Membership Renewal

< 1 2 >



OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING DIRECTLY TO THREE FIRES COUNCIL



STEP 6: A popup will display that the paperwork is downloading.

STEP 7: Submit this paperwork and payment to Three Fires Council. See below for more details.

Page 1 of 1

BOY SCOUTS OF AMERICA®

Unit Payment of Membership Renewal

For use when your unit is paying for membership Renewal but you need to pay at the office.

Turn this paperwork along with payment to the council office by the 15th of the month.

Council: **Buckeye Council 436**
 District: **Hetuck 11**
 Unit Type: **Troop**
 Unit Number: **1927**
 Date Printed: **07/31/2024**

Members to be Renewed

First Name	Last Name	Position	Member ID	Scout's Life Subscription
[REDACTED]			140386596	Yes
[REDACTED]			140386670	Yes

Members to be renewed: 2

Fees Due	Total	Amount
BSA Youth Registration	2 youth(s)	\$ 170.00
BSA Adult Registration	0 adult(s)	\$ 0.00
Council Program Fees	2 fee(s)	\$ 2.00
Scout's Life Magazine Subscription	2 subscription(s)	\$ 30.00
Total		\$ 202.00



OPTION 2: **UNIT RENEWS INDIVIDUAL** (continued)

WHEN PAYING DIRECTLY TO THREE FIRES COUNCIL

Deliver **check** or **cash** (no credit cards) along with this printout directly to the Three Fires Council Service Center, or mail to:

Three Fires Council
415N 2nd Street, St. Charles, IL 60174



COMMUNICATION TIMELINE

NATIONAL COUNCIL

60 days before registration expires

Individuals & unit leaders receive email from the National Council about the upcoming renewal

30 days before registration expires

Individuals & unit leaders receive email from the National Council about the upcoming renewal

Registration Expires

National Council will send emails notifying individuals of expiration.

7 days after registration expires

National Council will send a second email to individuals with instructions to renew

30-60 days after registration expires

National Council will send a series of notifications reminding individuals of expiration and how to rene

Units should be communicating with individuals who are due to renew throughout the entire timeline to ensure on-time renewal

Memberships that are dropped will need a new application to be reinstated.

**Timeline is subject to change*



FREQUENTLY ASKED QUESTIONS - MEMBER RENEWAL

What is the proper way to renew someone who is multiplied into another unit?

If the individual renews themselves, they can renew all positions at once. If the unit chooses to renew them, then each unit must renew the member. Individuals who are multiplied should tell all units which one they are paying with to be their “primary unit” to avoid overpaying. Contact tfcregistrar@scouting.org if you need help with your multiple registration.

What is the process to register two youth with the same adult partner if one is a Lion and another a Tiger?

The unit should have the ability to assign the parent to more than one youth who is a Tiger or Lion when submitting their renewal. Parents of twins is another such example.

We have a family needing registration assistance. How does that work?

Three Fires Council offers registration assistance for all families who express a need. The **Scholarship Request Form** located on the Three Fires Council website should be filled out and submitted. You can email the completed form to tfcregistrar@scouting.org for processing. Please use one form per Scout. You will then get an email with the awarded amount. At that time, once payment is submitted, the registrar will renew the scout. Please do not use the online renewal for Scholarship requests. Please do not use the online application process for new scouts that are asking for assistance. The online system will ask for full payment.

Will it be possible to align all members of a family to one renewal date?

No. Registration terms are a set 12-month term from the date of registration.

What if there is a scout registered as a Crew member but also an adult leader in a Troop?

The youth position in the Crew should be the paid position, with the adult position in the troop being a multiple position. This qualifies the members to attend any camps or events where youth registration is a requirement or allows them to work on any youth awards.

How do I renew individuals and use Scout account funds for their fees?

Scout account funds are held by the unit, therefore the unit should pay for the full registration and debit the Scout account.

Can we pay for member renewals using a credit card at the council office?

Credit cards can be used at the council office. We recommend paying with cash or check for all renewals to Three Fires Council. Any credit card transactions will be charged a 3% credit card processing fee at the council office.

I renewed online but I am still receiving renewal messages.

If a credit card is declined or not processed correctly online, the renewal may not have gone through. Please check your credit card statements to make sure the fee is charged. If you do not see a fee charged on your credit card after the online renewal, please contact tfcregistrar@scouting.org or call 630-797-4604 to check on your registration status.

