

Membership Renewal Process

- All membership in the BSA will be renewed on a 12-month membership cycle.
- Each member, youth or adult, will renew their membership on their anniversary month. Many will have an anniversary that is the month their unit renewed last, and any new members will renew 12 months after they joined.
- Beginning August 1, 2023, all new youth and adult members will join for a 12-month membership cycle. Both youth and adults will pay the full annual membership fee to join Scouting and will renew their membership on the anniversary month of joining.
- All members will renew their membership on their anniversary month.
- Each member will receive an email renewal notice reminder beginning 60 days before the anniversary month.

Membership Inventory

The Committee Chair or recharter champion should log into their my.scouting.org account and download a copy of their unit's roster. Comparing the local unit roster against the official membership file will reveal any adults and youth who are not officially registered in the BSA. An application should be collected from any member on the unit roster that is not on the official membership file.

A committee member should contact every family to:

- Verify members re-registering with the unit, noting what unit is their primary registration if in multiple units
- Verify address and information
- Verify Scout Life subscription
- Communicate fees and unit payment due date
- Once the membership inventory is completed, retain the roster - needed during the data input process

Membership Inventory Report

1. My.scouting.org account and click on "MENU" on the top left of the page
2. Select unit in the organization menu.
3. Select "ROSTER"
4. Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"
5. The exported roster file will show up in a pop-up box click on it
6. Save as an Excel file

Youth Protection Training

All registered adults must take Youth Protection Training (YPT). If a volunteer's YPT is not current at charter renewal for the entire charter year, the volunteer cannot be registered. Youth protection needs to be valid until 10/31/2024. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3 and training chair should regularly review their unit's YPT status.

Youth Protection Training Aging Report

1. Log into your My.scouting.org account and click on "MENU" at the top of the page on the left
2. Select unit in the organization menu.
3. select "YPT Reports"
4. Select "EXPORT to PDF or CSV" then click on "CONFIRM"
5. The exported roster will show up as a link to download or will open in a new window
6. Save the file
7. Review for any adults with YPT expiring before **October 31, 2024** and contact them to retake YPT before submitting your final recharter paperwork.
8. [Click here for YPT certificate printing instructions, troubleshooting and support.](#)

Charter Renewal Resources

Internet Charter Renewal 2.0 -

<https://www.scouting.org/commissioners/internet-rechartering/>

- View Recent Updates, Changes, and Enhancements
- Download the User Guide
- Review the FAQs
- Review the Internet Recharter Responses to Forum-Related Questions/Discussions helpdesk
- Review the Internet Recharter Video

URL: Internet Charter Renewal 2.0 -

<https://advancements.scouting.org>

Your Unit Commissioner, District Commissioner, Council Registrar or District Executive are a Point of Contact. Visit <https://threefirescouncil.org/recharter/>

Three Fires Council Forms

Please review and these forms to allow us to better serve you.

- [Unit Contact](#)
- [Order of the Arrow update](#)
- [Special Needs Survey](#)
- **Journey to Excellence**
 - [Cub Scout Pack JTE Scorecard](#)
 - [Scouts BSA Troop Scorecard](#)
 - [Venturing Crew Scorecard](#)
 - [Sea Scout Ship Scorecard](#)