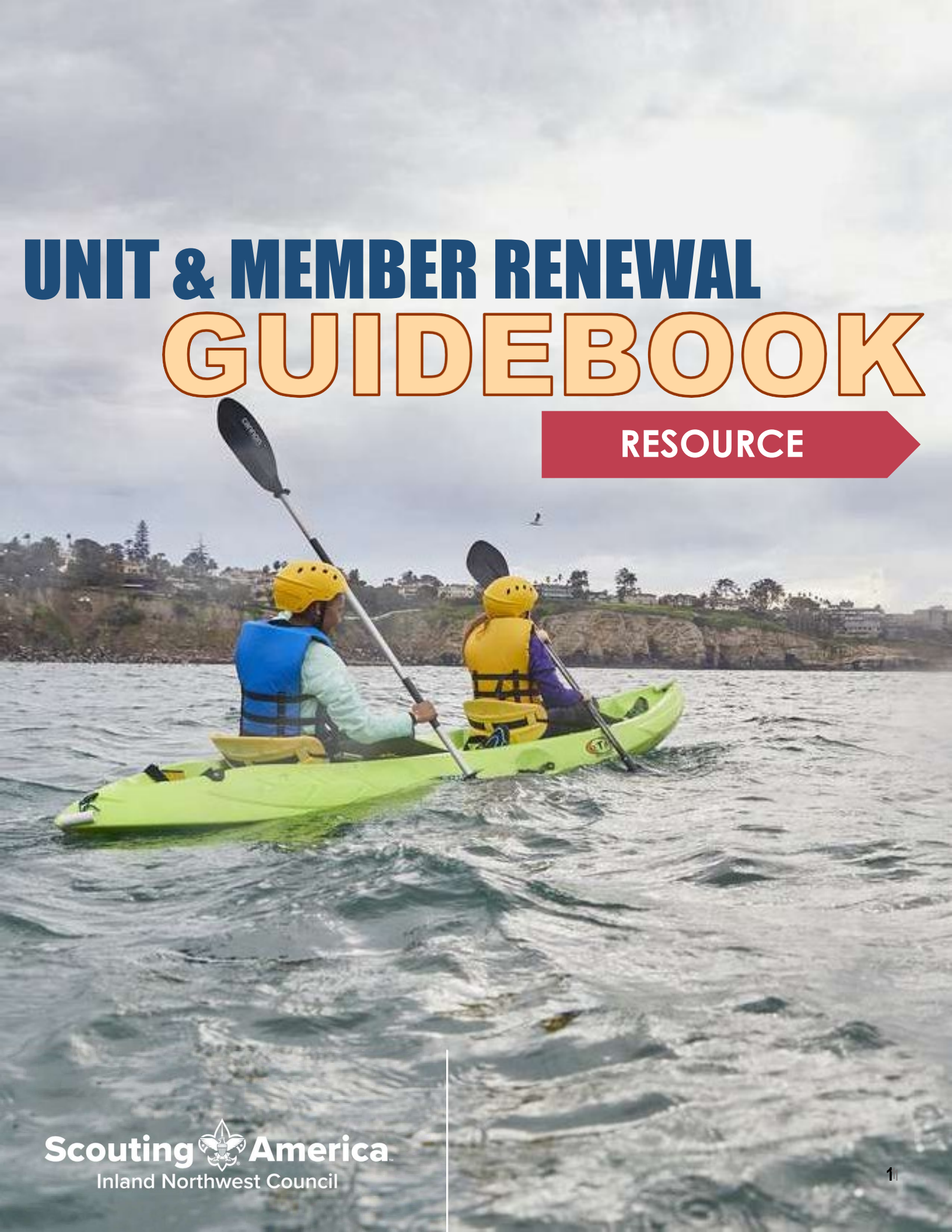
UNIT & MEMBER RENEWAL GUIDEBOOK

RESOURCE



Scouting America
Inland Northwest Council

RENEWALS

Unit Renewal and Membership Renewal are two processes that 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, or Council Relationship Agreement** form (Based on Chartering Organizations) to fully complete the annual renewal process. Exploring Posts complete the **Memorandum of Understanding**.

Starting September 2026, all units will be transitioned to a February 2028 expiration date.

Unit Renewal fee for Units expiring in October is $136. It is an $8.50/month prorated amount to February 2028. For units expiring in December, the fee is $119.

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. Starting January 2027, new members begin to register through February 2028 using a pro-rated monthly fee schedule. Renewing members will transition on a monthly prorated fee schedule to February 2028 starting March 2027.

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

FEES

- **$175** = 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

1. 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**
2. 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.
3. 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, Family and 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.**

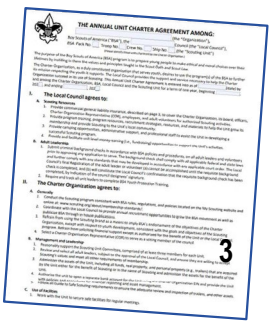
STEP 4: PAY

- **To renew by credit card or ACH payment online:**
    - There will be a summary page showing totals and directing 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 *

1. **One agreement can be used for all units chartered at the same Chartering Organization.**
2. 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 RENEWA: COMPLETION

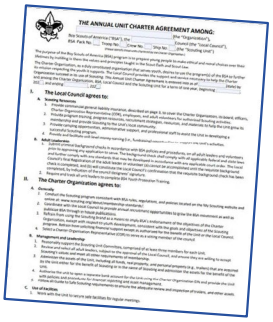

THE ANNUAL UNIT CHARTER AGREEMENT AMONG:

3

UNIT RENEWAL

STEP 5: Council chartered Units complete the Council Relationship Agreement *

3. **One agreement can be used for all units chartered at the same Chartering Organization.**
4. Review the Council Relationship Agreement have it signed by the following people:
    - **Committee Chair**
    - **Council District Executive**


THE ANNUAL UNIT CHARTER AGREEMENT AMONG:

*REQUIRED PROCESS FOR UNIT RENEWA: COMPLETION

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

District	District Commissioner	District Professional
Chippewa	Rebecca Lichucki lichuckibsa@gmail.com 630-991-1747	Adam Greenacre, District Executive **Adam.Greenacre@Scouting.org** 630-797-4628
Ottawa	Bill Mahler **billmahler75@gmail.com** 630-465-2545	Michael Niederman, Field Director Michael.Niederman@Scouting.org 630-797-4625
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
		Michael Niederman, Field Director Michael.Niederman@Scouting.org 630-797-4625

UNIT RENEWAL

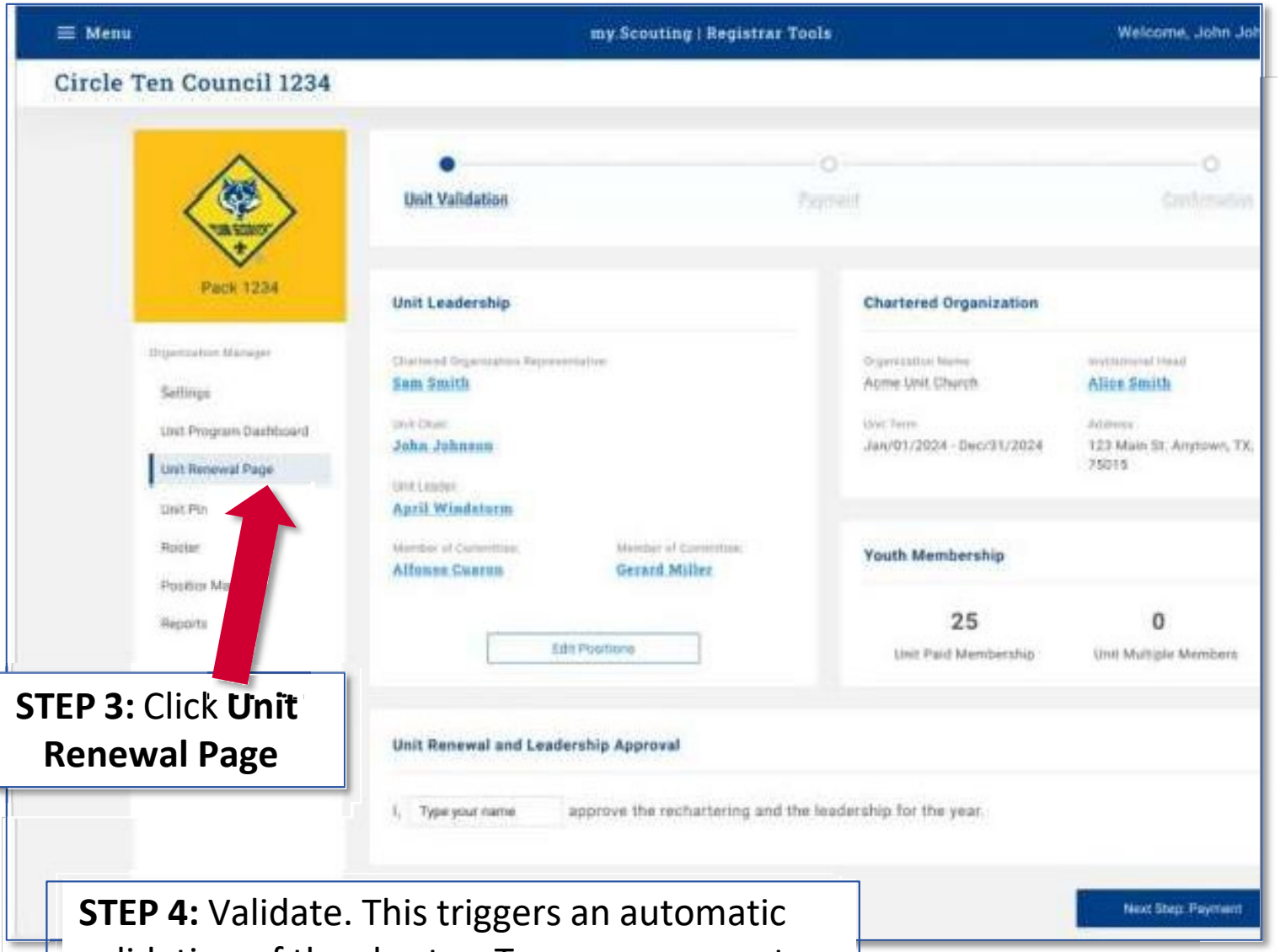
STEP 1: Log in to my.scouting.org

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





UNIT RENEWAL (continued)



STEP 3: Click **Unit Renewal Page**

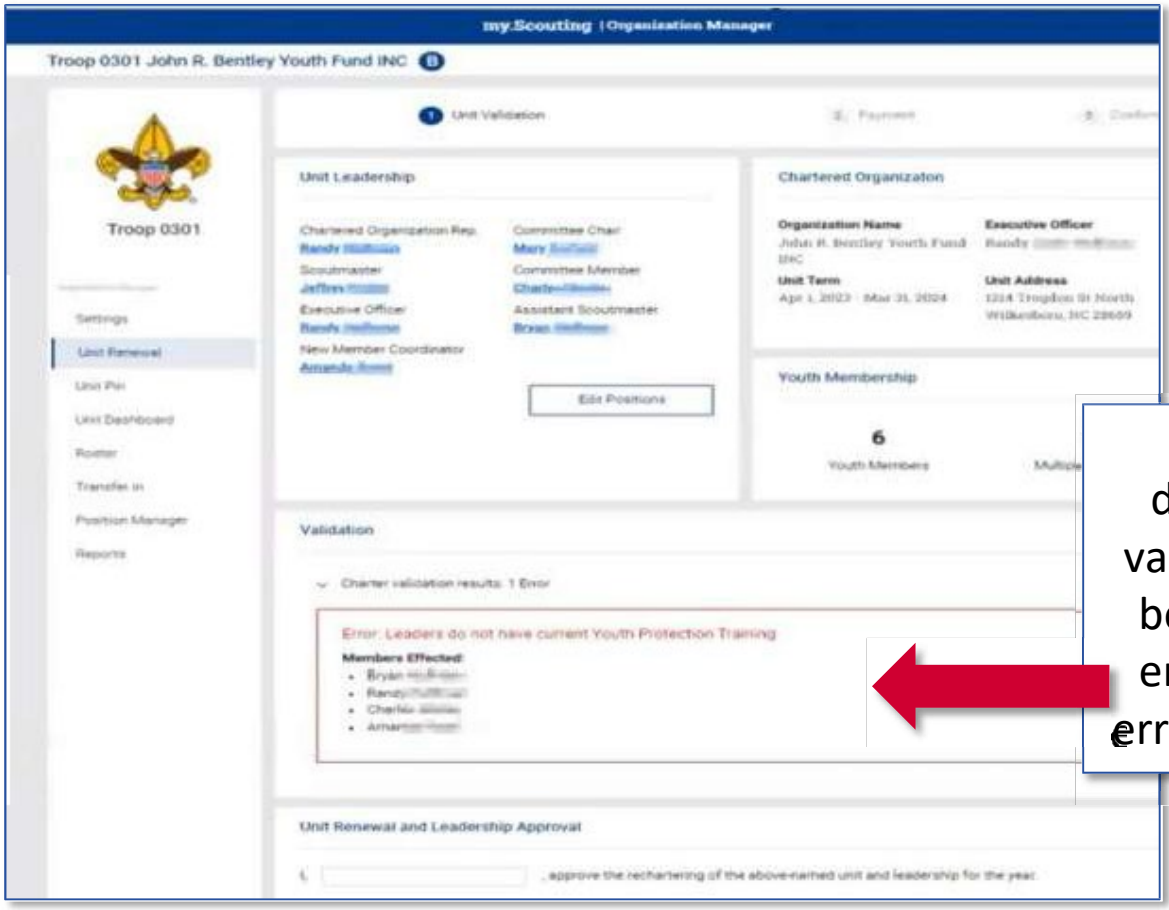
STEP 4: Validate. This triggers an automatic validation of the charter. To pass, you must have:

- At least 5 youth
- Minimal Required Registered Adult Leaders
- Current Safeguarding Youth Protection Training for those adults
- Background checks completed

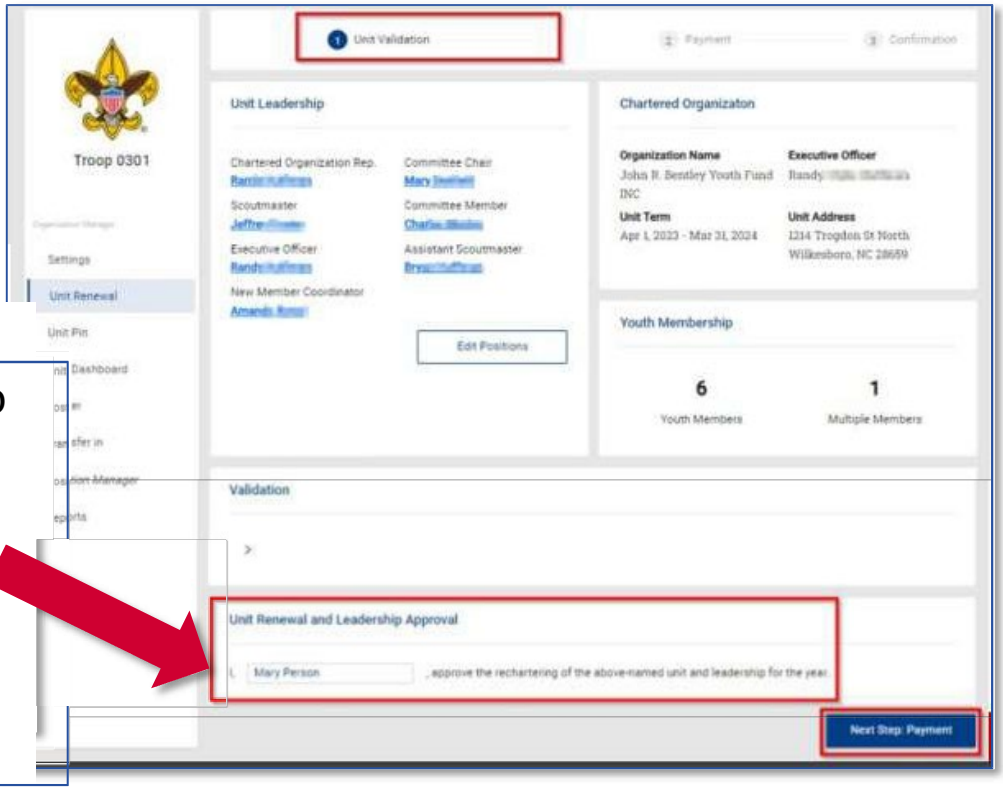
*The background check form must be on file, PLUS the actual background check must be completed and clean!

UNIT RENEWAL

UNIT RENEWAL (continued)

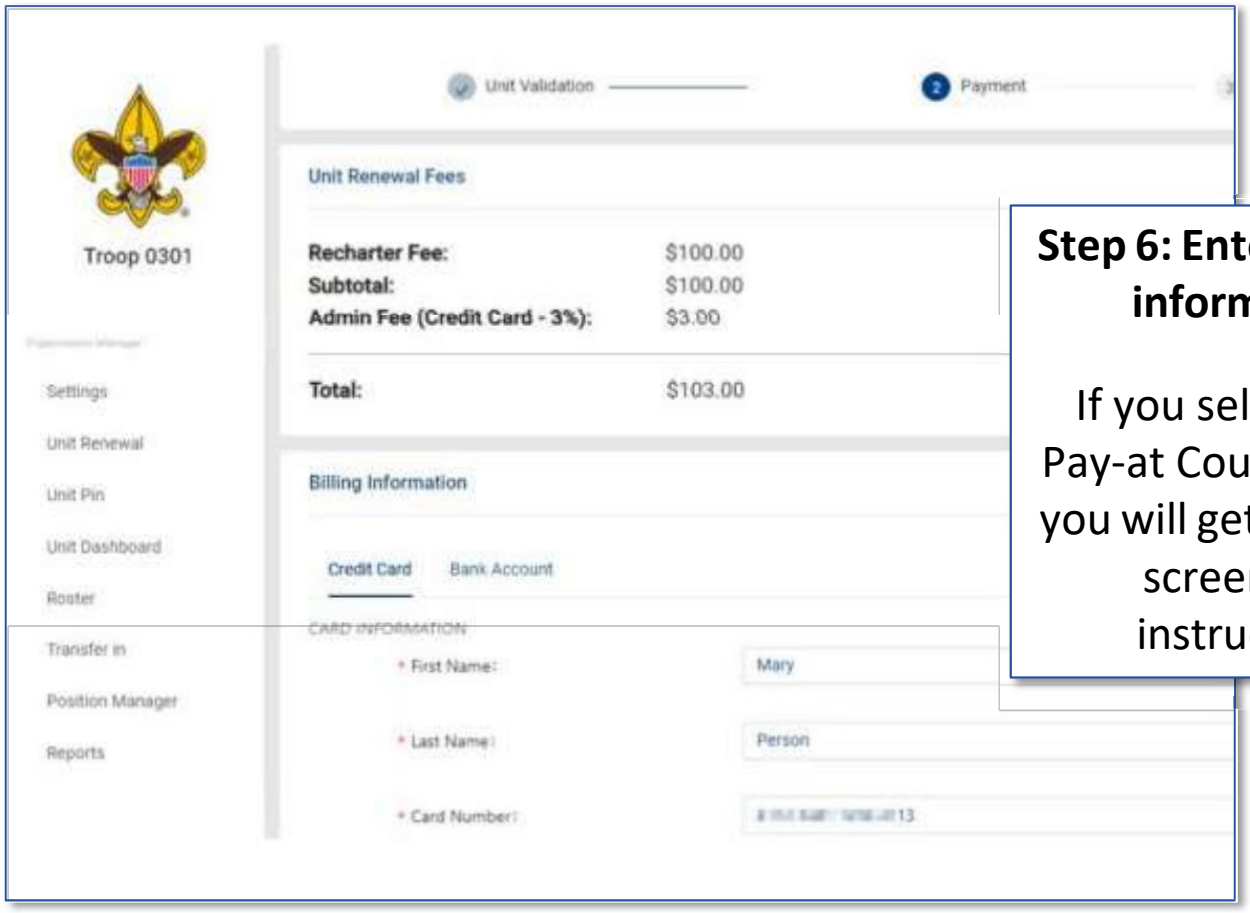


If an error is detected during validation, you will be notified in the error box. Fix the errors and try again.



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.

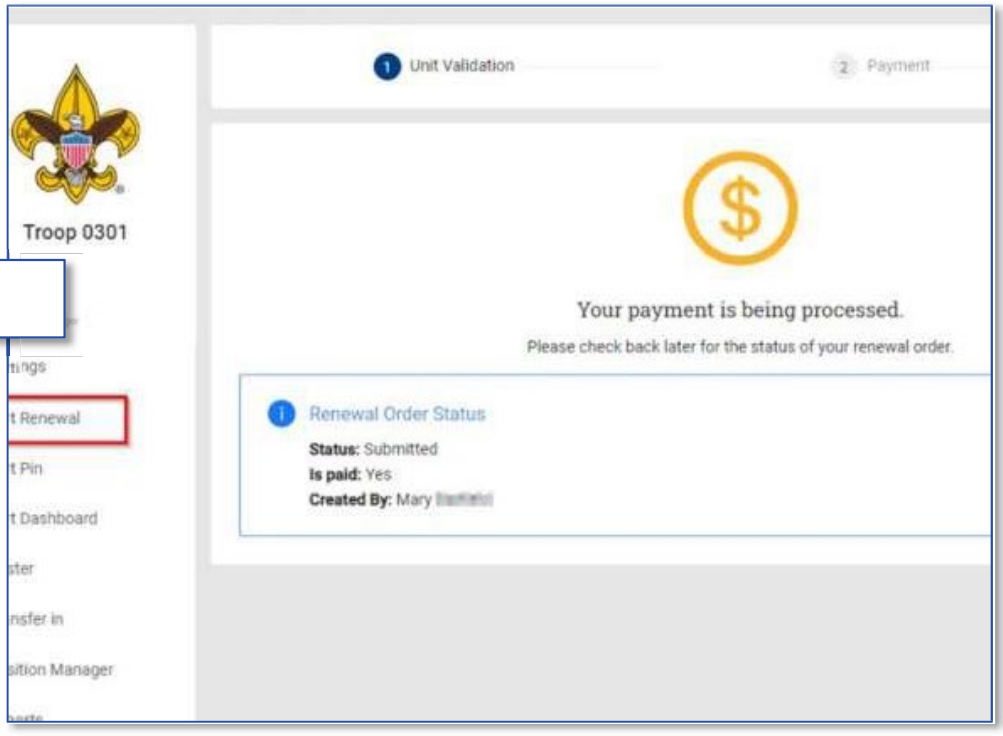
UNIT RENEWAL (continued)



Step 6: Enter payment information.

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

Success!



INDIVIDUAL REGISTRATION **RENEWAL**

FREQUENTLY ASKED QUESTIONS - UNIT RENEWAL

When can a unit begin the renewal process?
The recharter system opens for all units **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. In December 2026, the 60 day grace period will end and units will drop once they expire starting January 2027.**

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**, **Council Relationship Agreement, or Memorandum of Understanding** must be fully signed and turned into 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.

INDIVIDUAL REGISTRATION RENEWAL

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**
  - Parents who receive the email, log in to your my.scouting.org to renew 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.***

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.

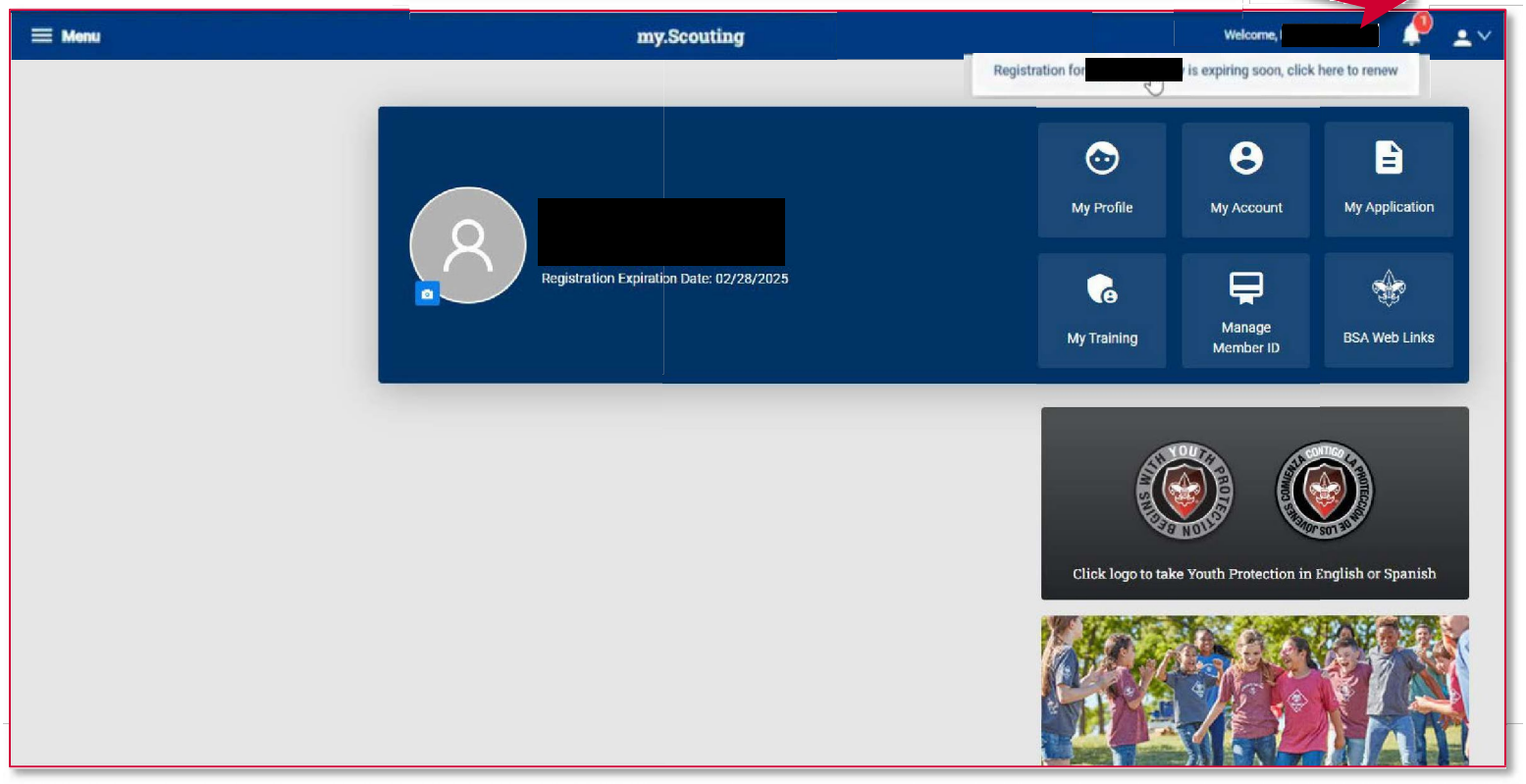
OPTION 1: INDIVIDUALS RENEW REGISTRATION

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:

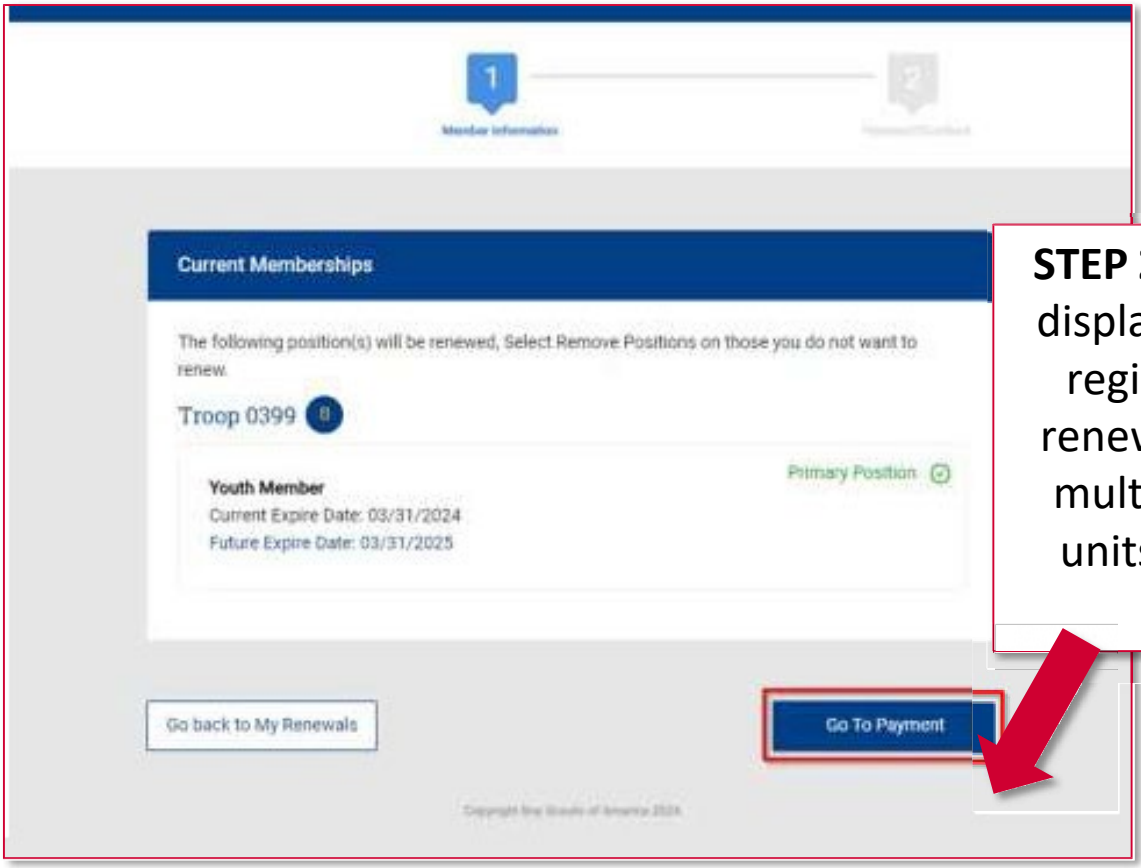
- Click on the link in the emails that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org and click the red notification button in the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

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

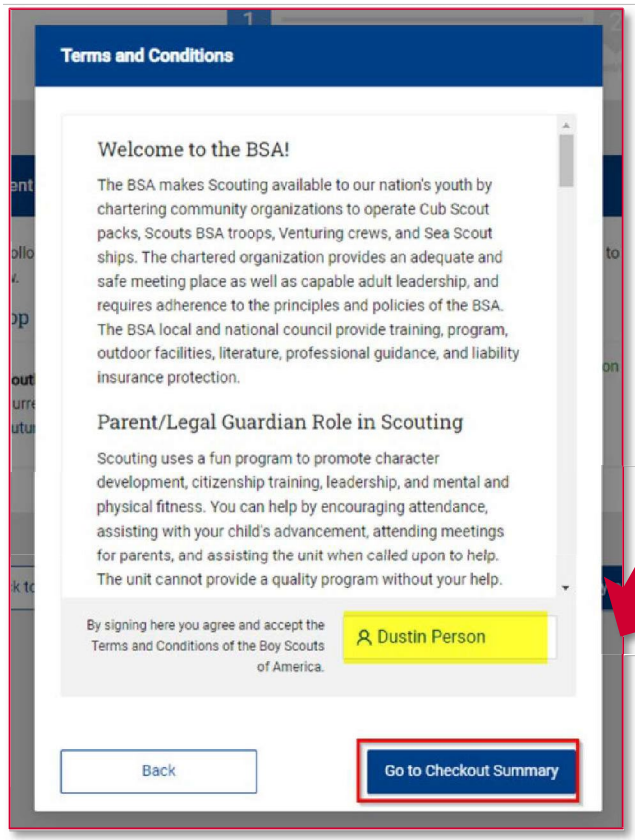


OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD



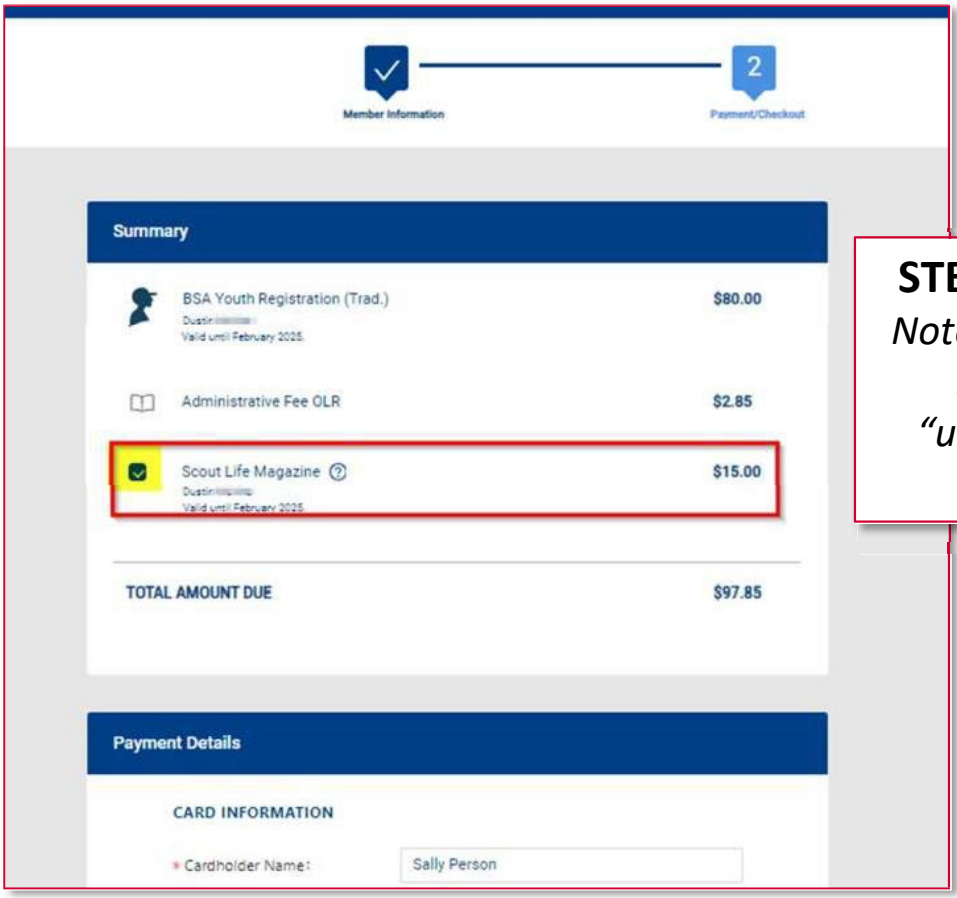
STEP 2: A popup will display showing the registration(s) to renew. If adults are multipled in other units, it will show here.



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

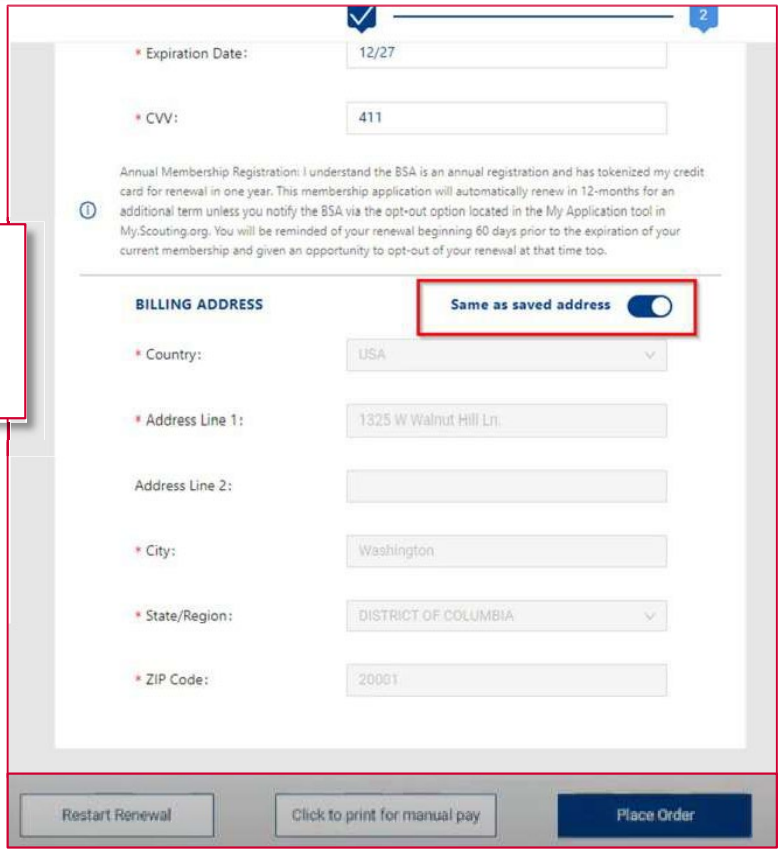
OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD



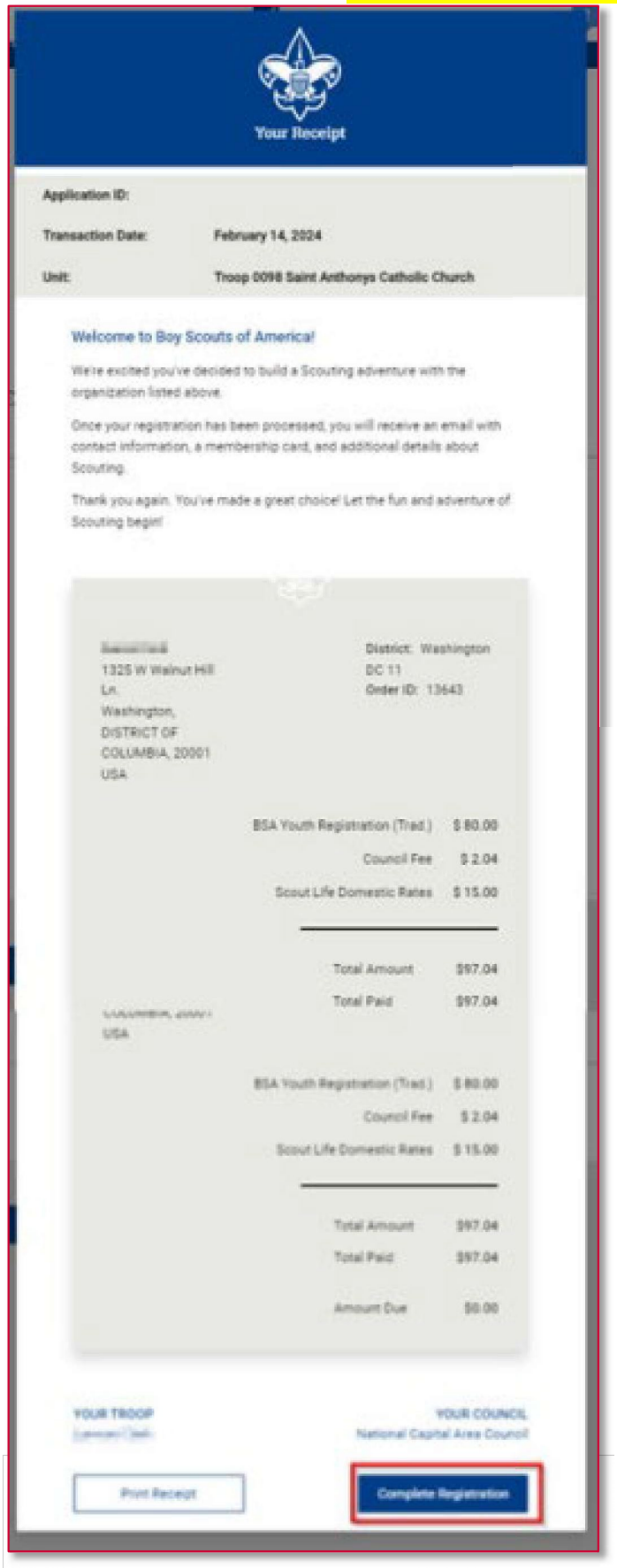
STEP 3: Proceed to check out.
Note: The default is to subscribe to Scout Life. You will need to "uncheck" the box if you do not wish to subscribe.

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



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD



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.

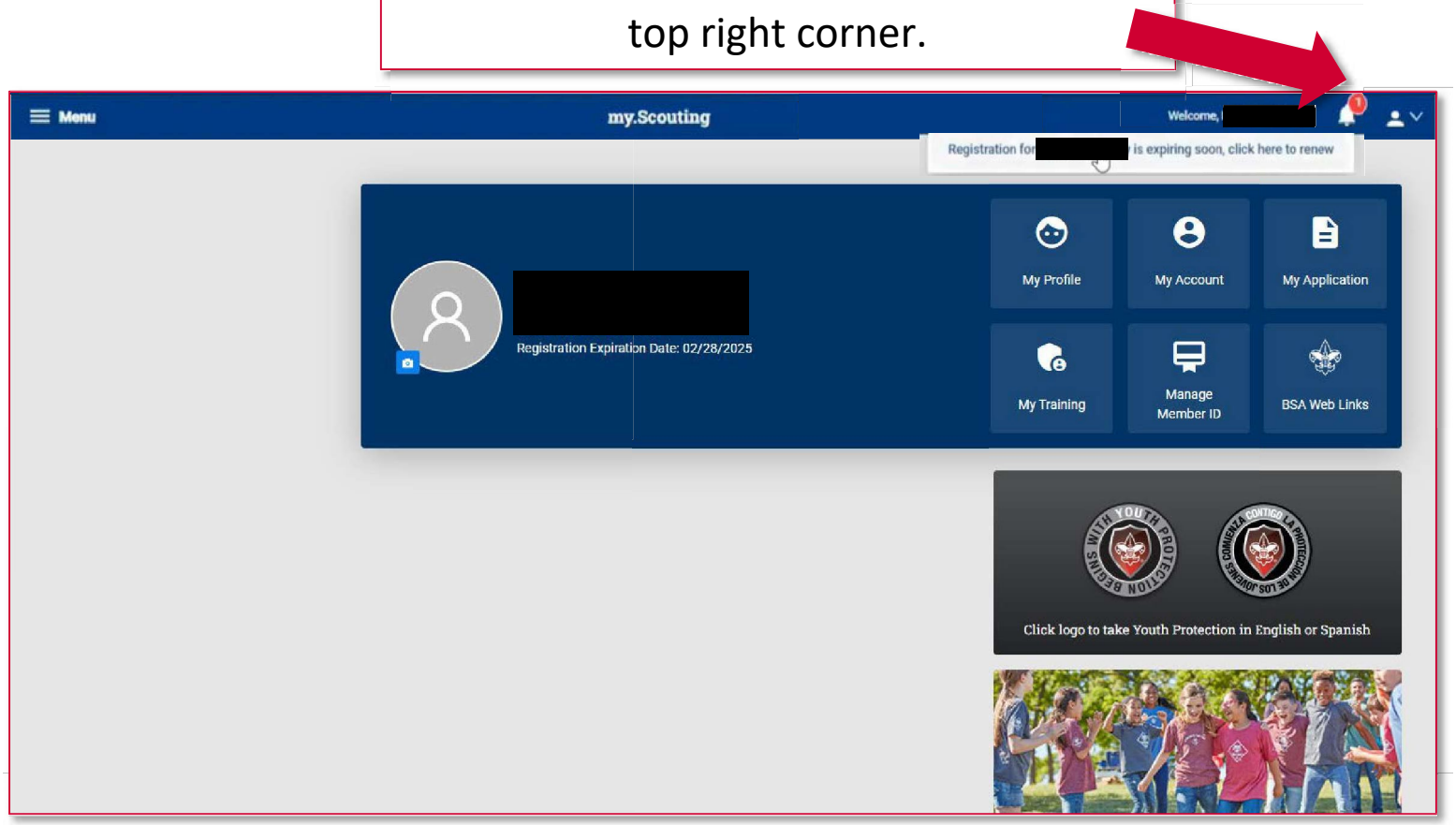
OPTION 1: INDIVIDUALS RENEW REGISTRATION

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:

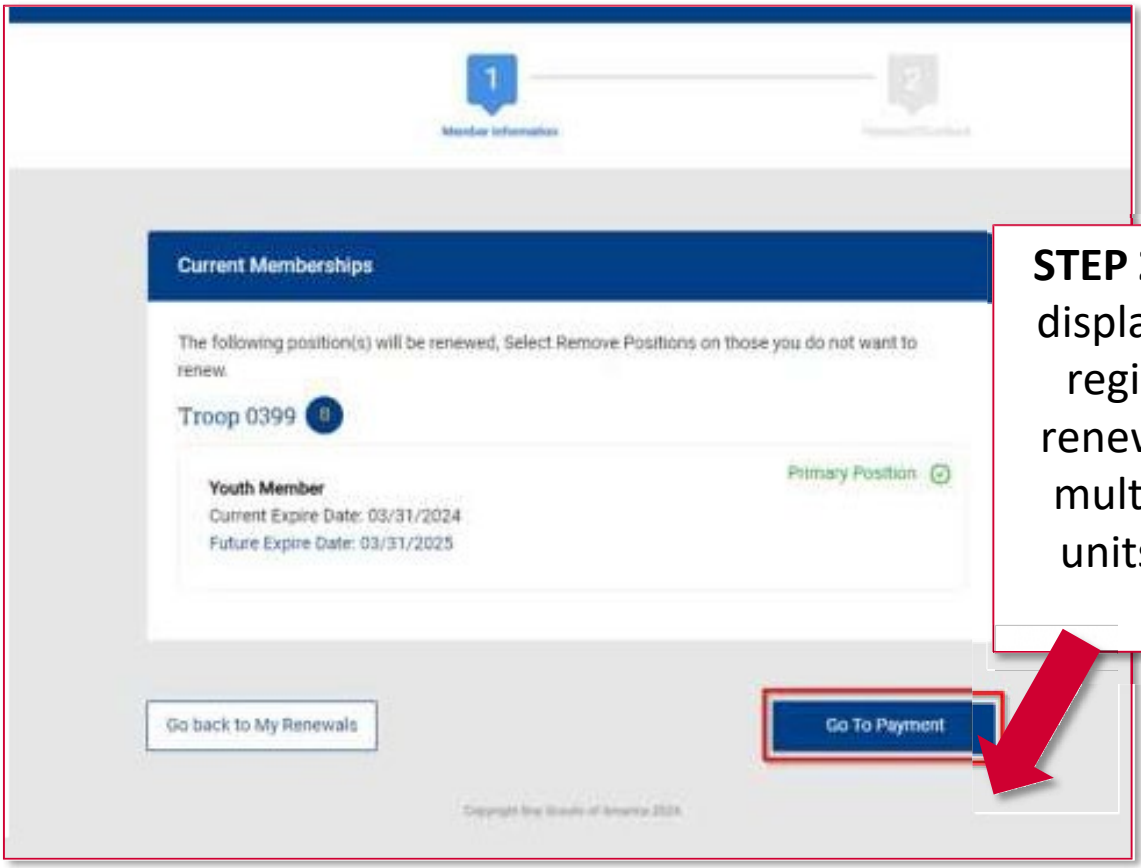
- Click on the link in the emails that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org and click the red notification button in the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

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

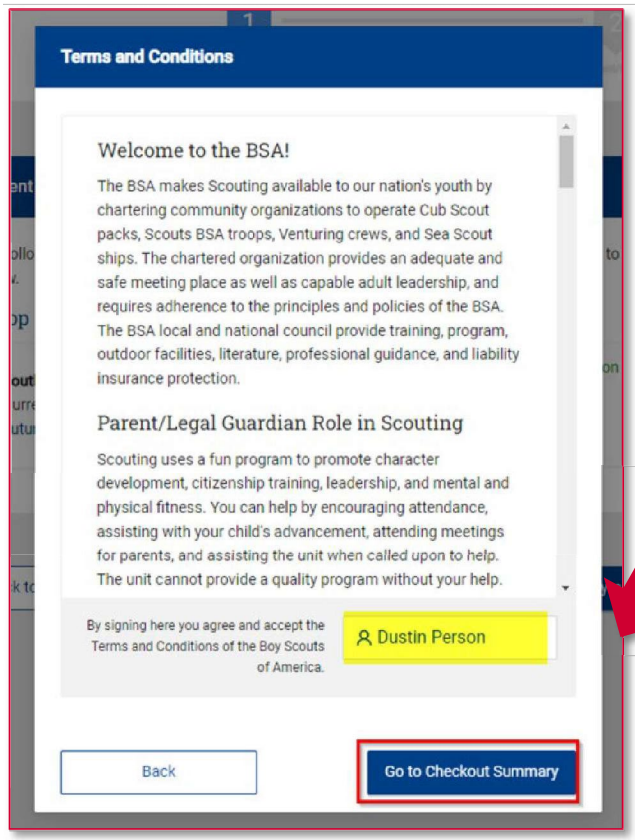


OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING DIRECT TO THREE FIRES COUNCIL



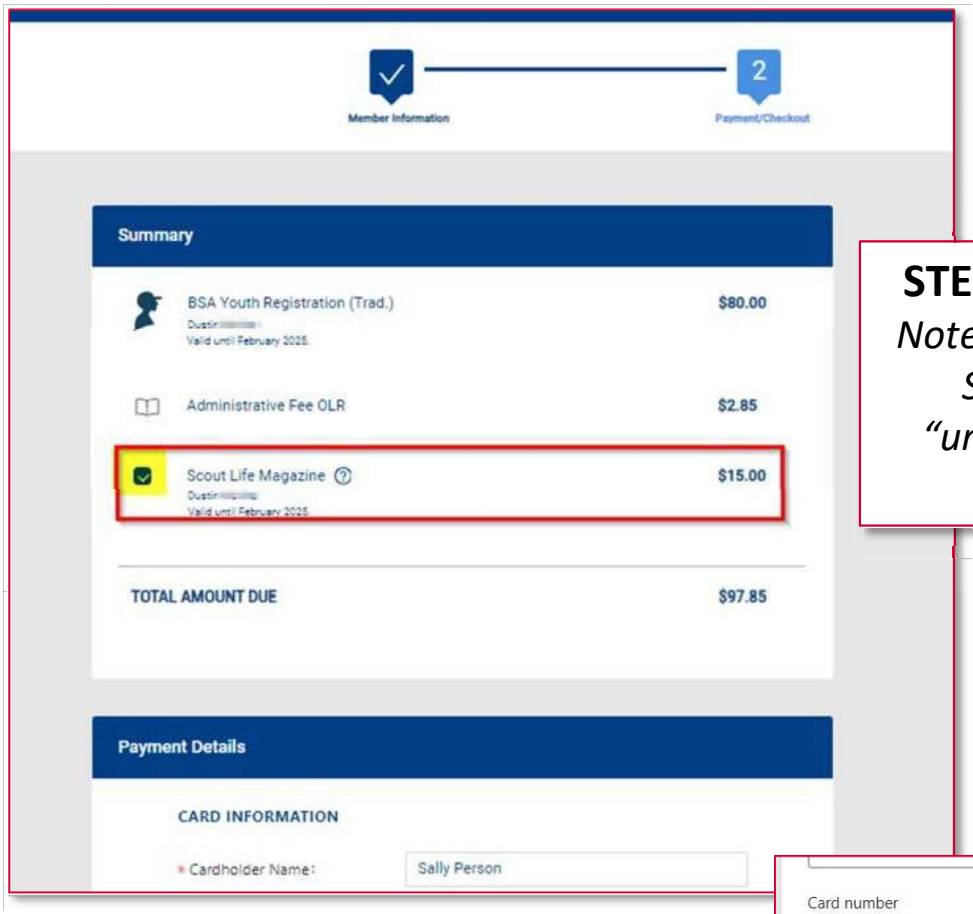
STEP 2: A popup will display showing the registration(s) to renew. If adults are multipled in other units, it will show here.



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

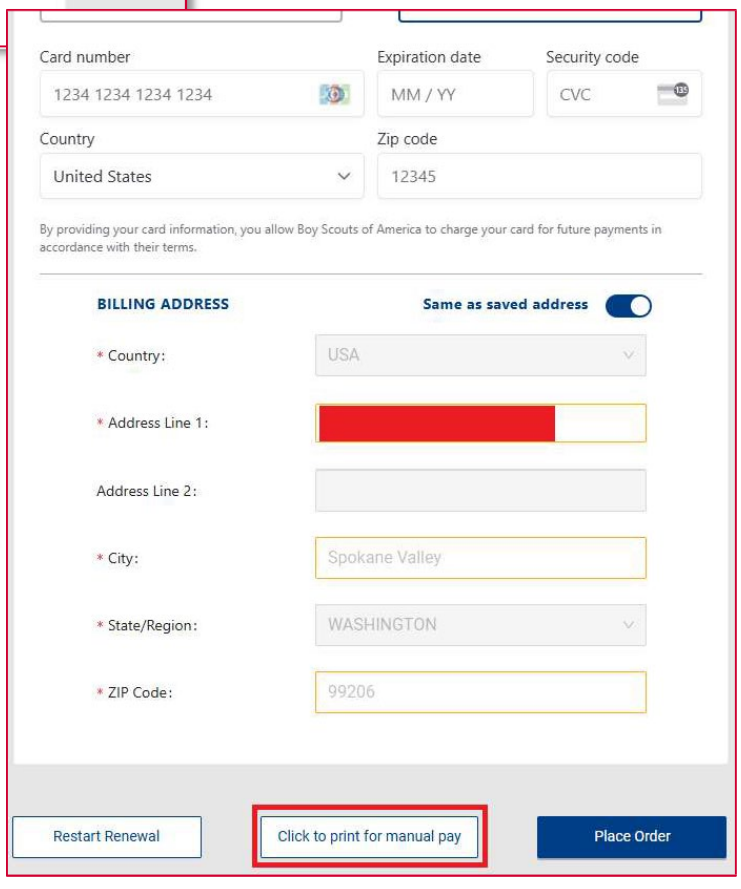
OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING DIRECT TO THREE FIRES COUNCIL



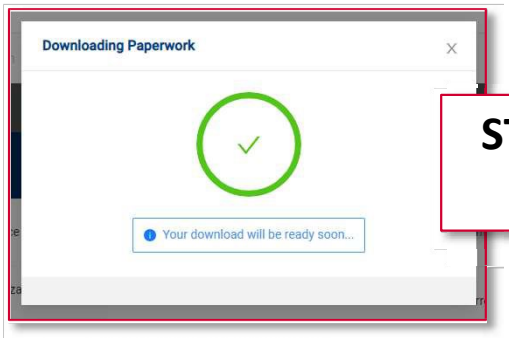
STEP 3: Proceed to check out.
Note: The default is to subscribe to Scout Life. You will need to "uncheck" the box if you do not wish to subscribe.

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



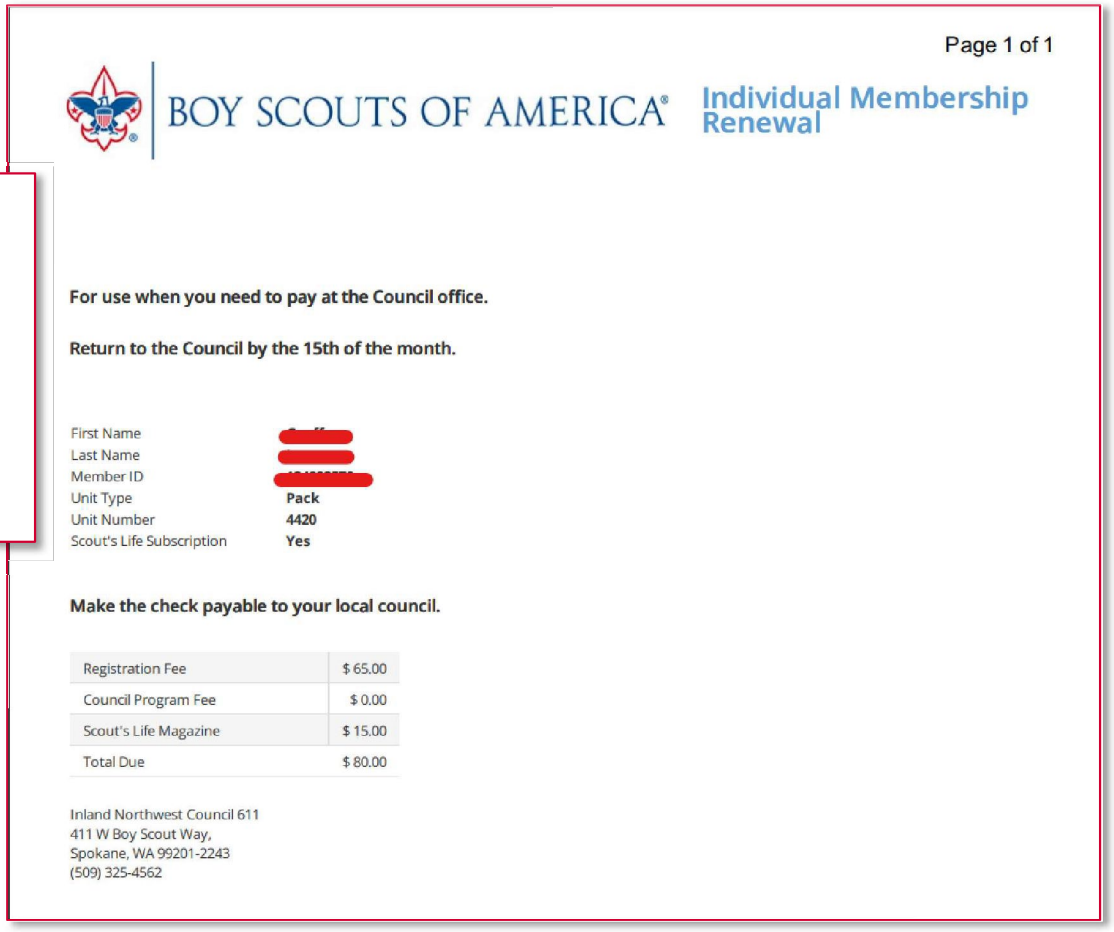
OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

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

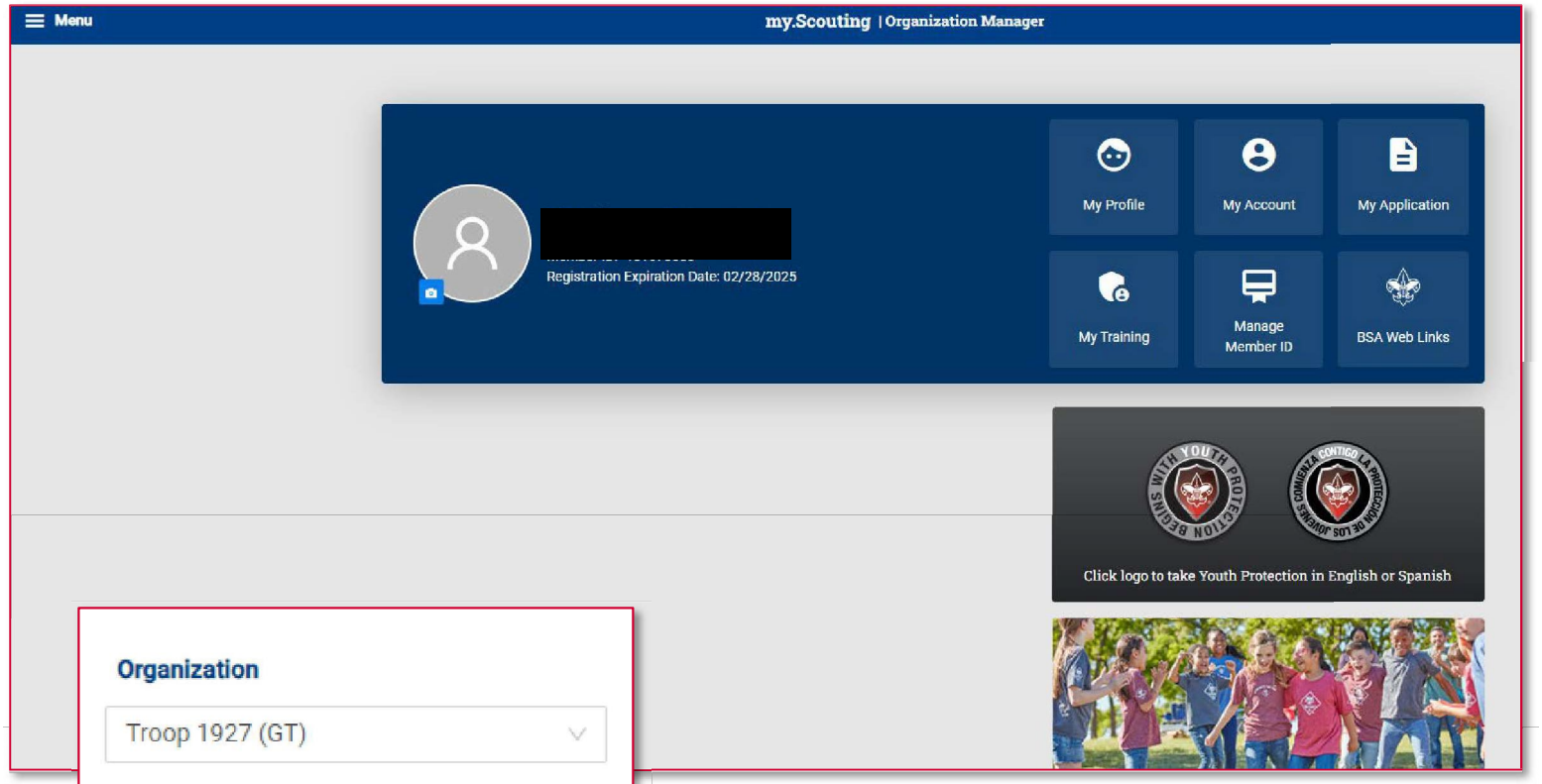
Deliver **check** or **cash** along with this printout directly to Three Fires Council Service Center, or mail to:

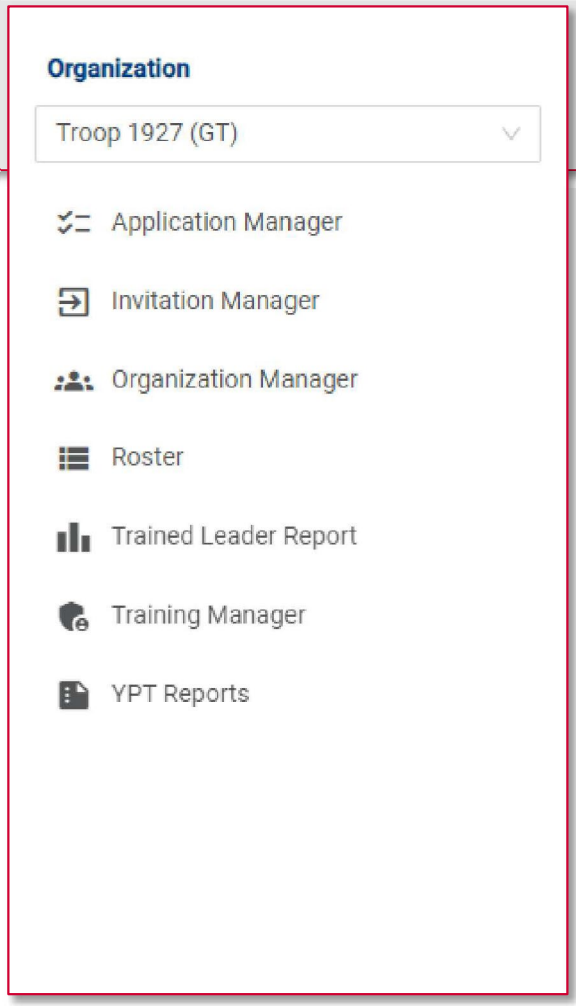
Three Fires Council

415 N. 2nd Street, St. Charles, IL 60174

OPTION 2: UNIT RENEWS INDIVIDUAL

WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT



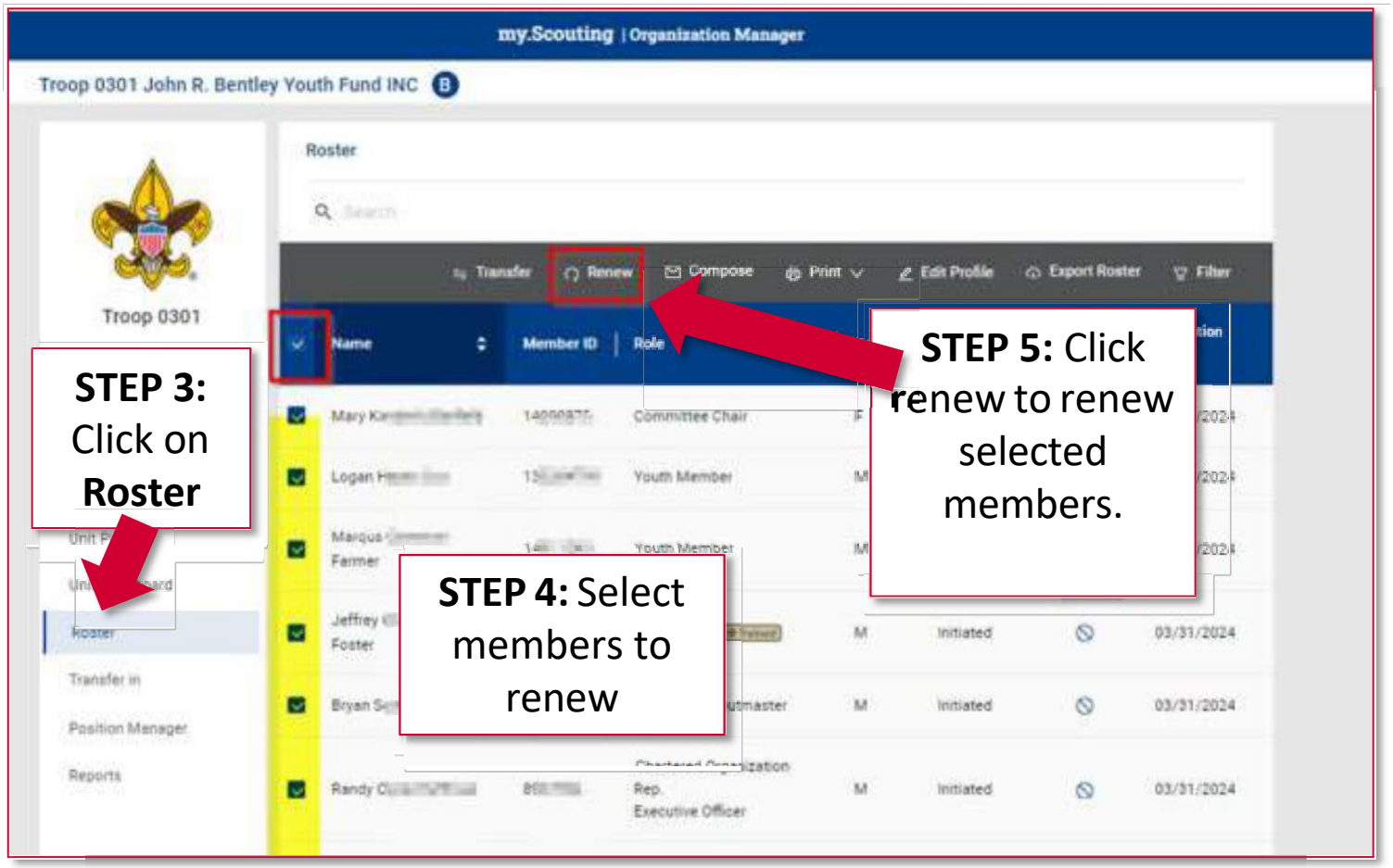


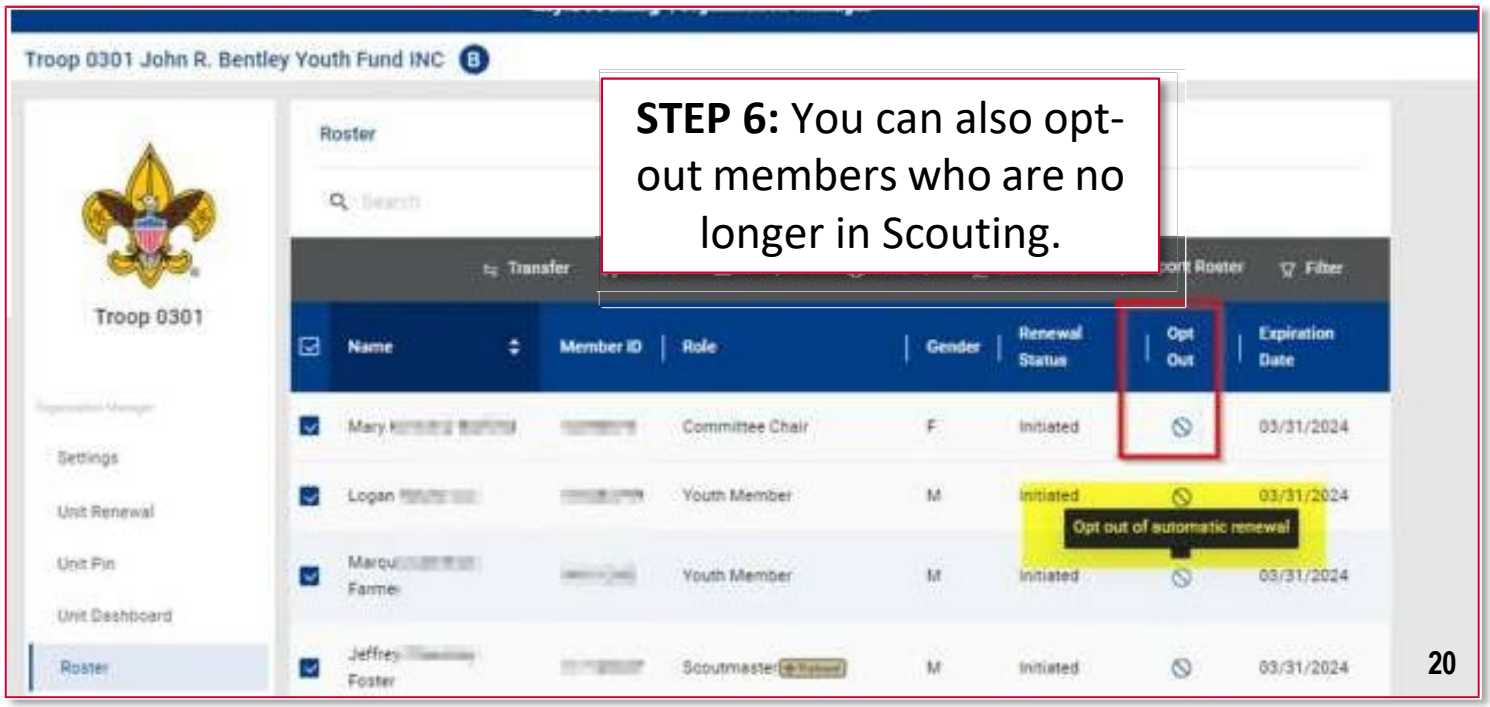
STEP 1: A Unit Key 3 member logs in to [my.scouting.org.](my.scouting.org)

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

OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

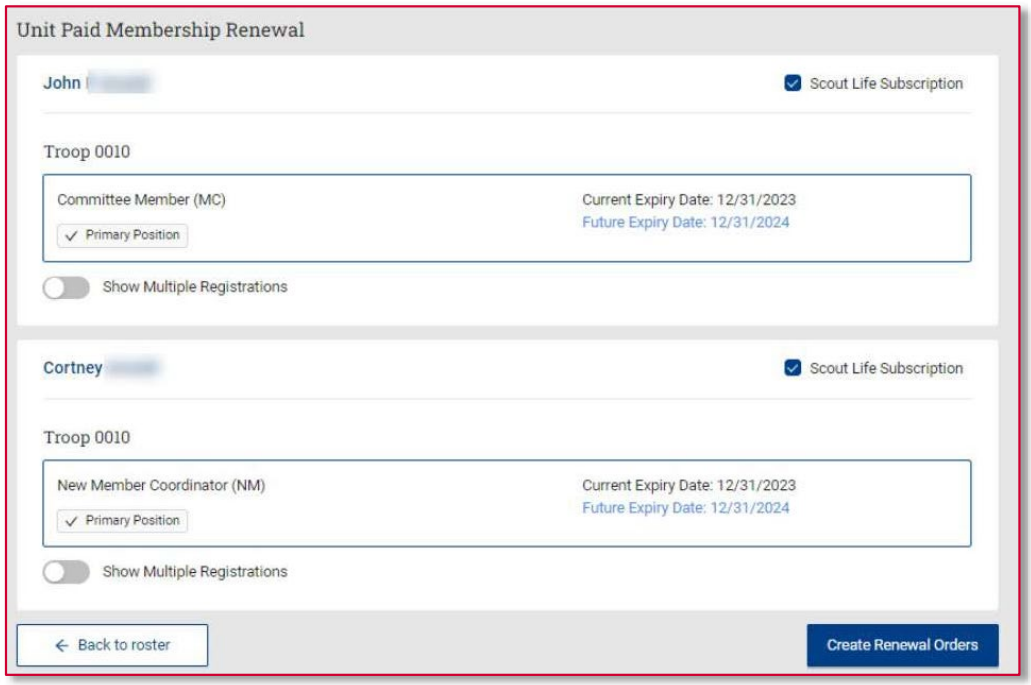
WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT





OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

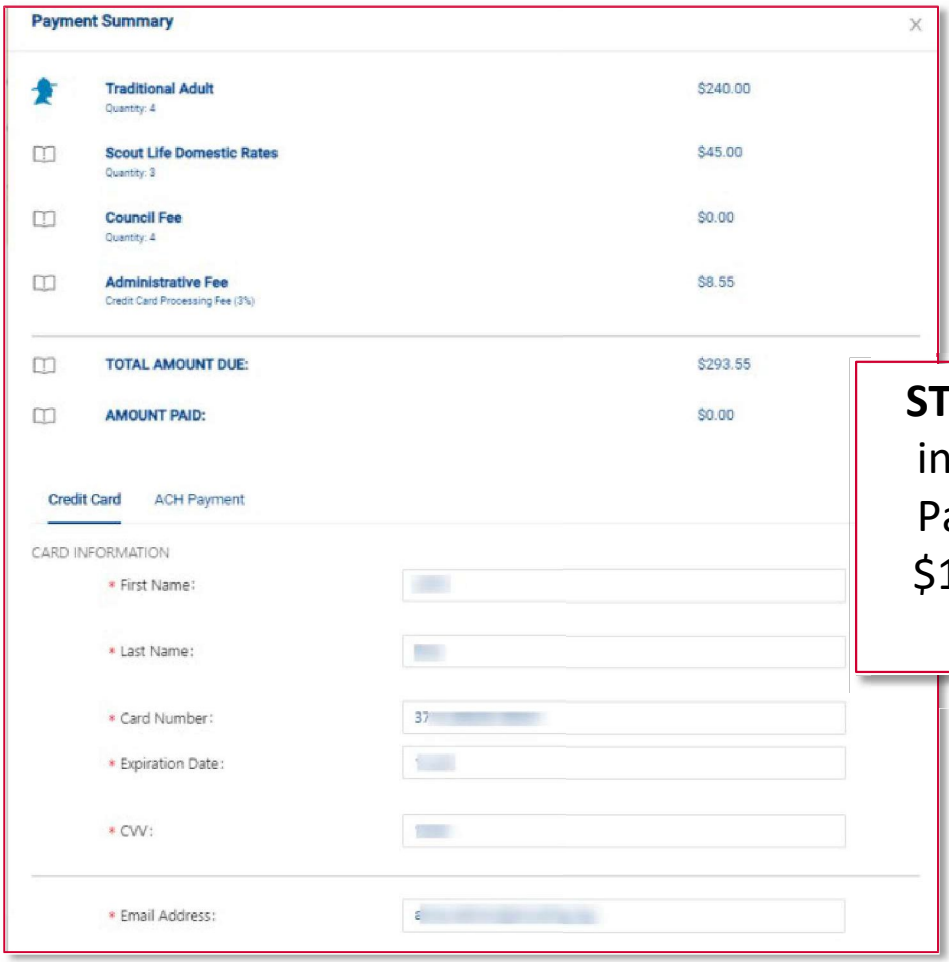
WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT



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.

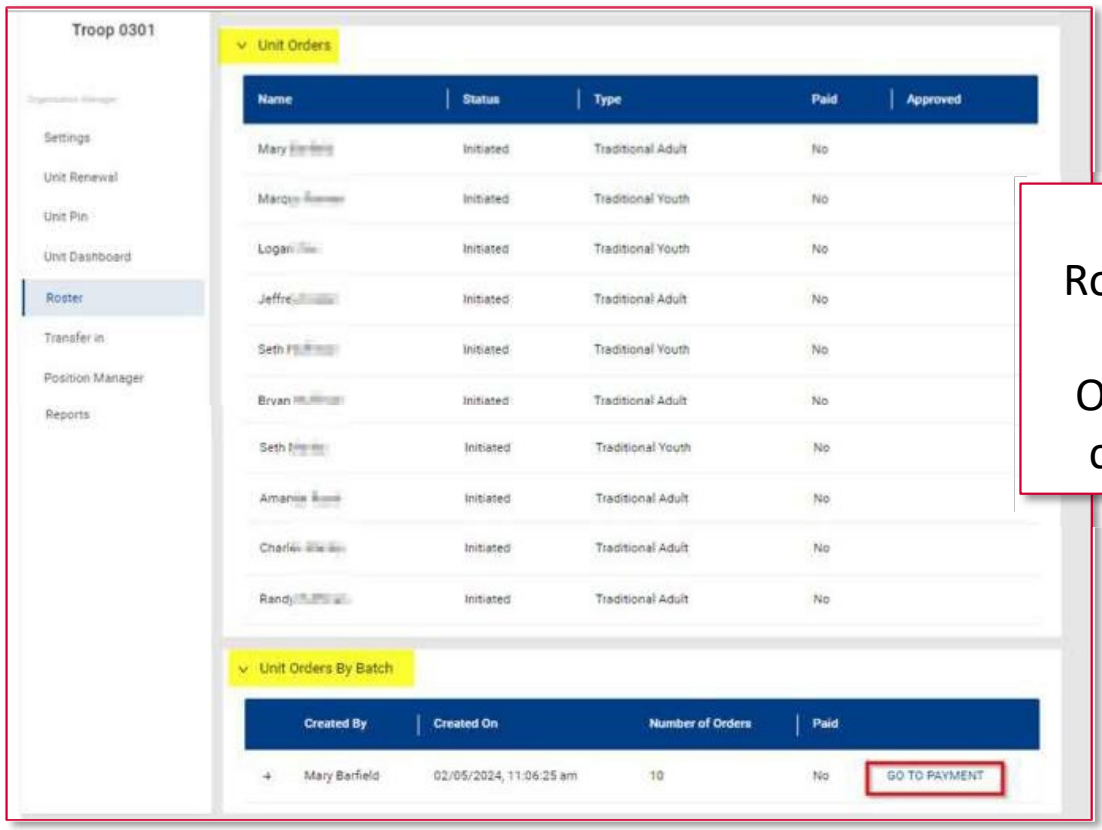
You can also see a person's multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.



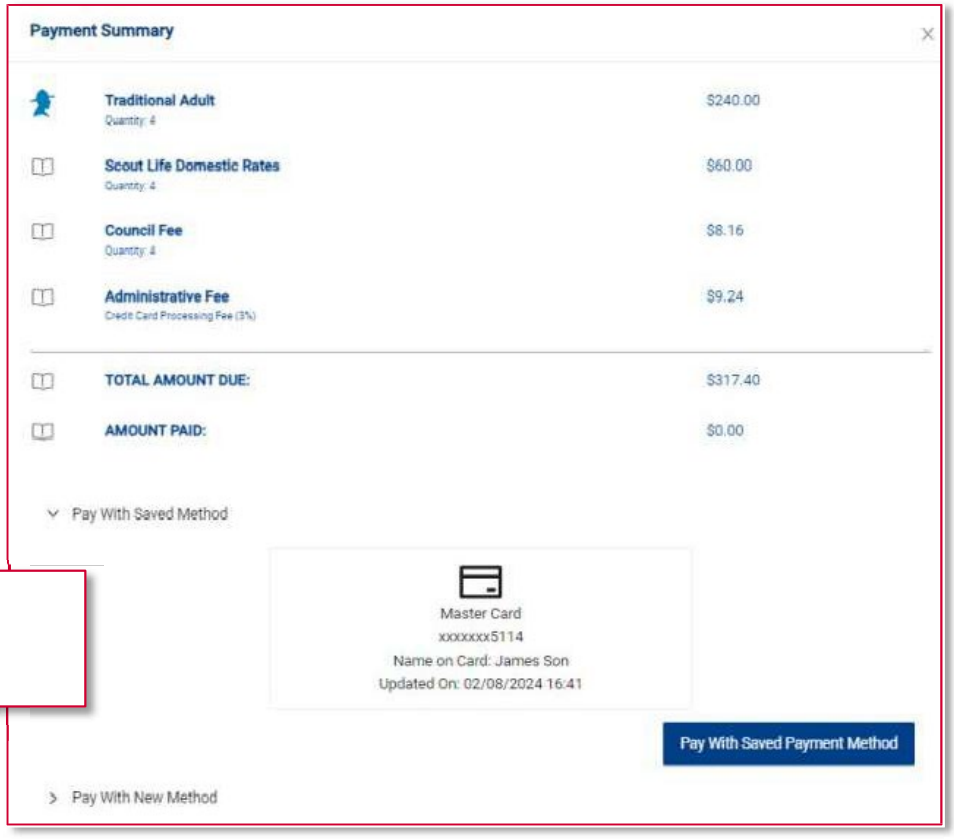
STEP 8: Enter payment information. The ACH Payment admin fee is $1.00; the Credit Card admin fee is 3%.

OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT



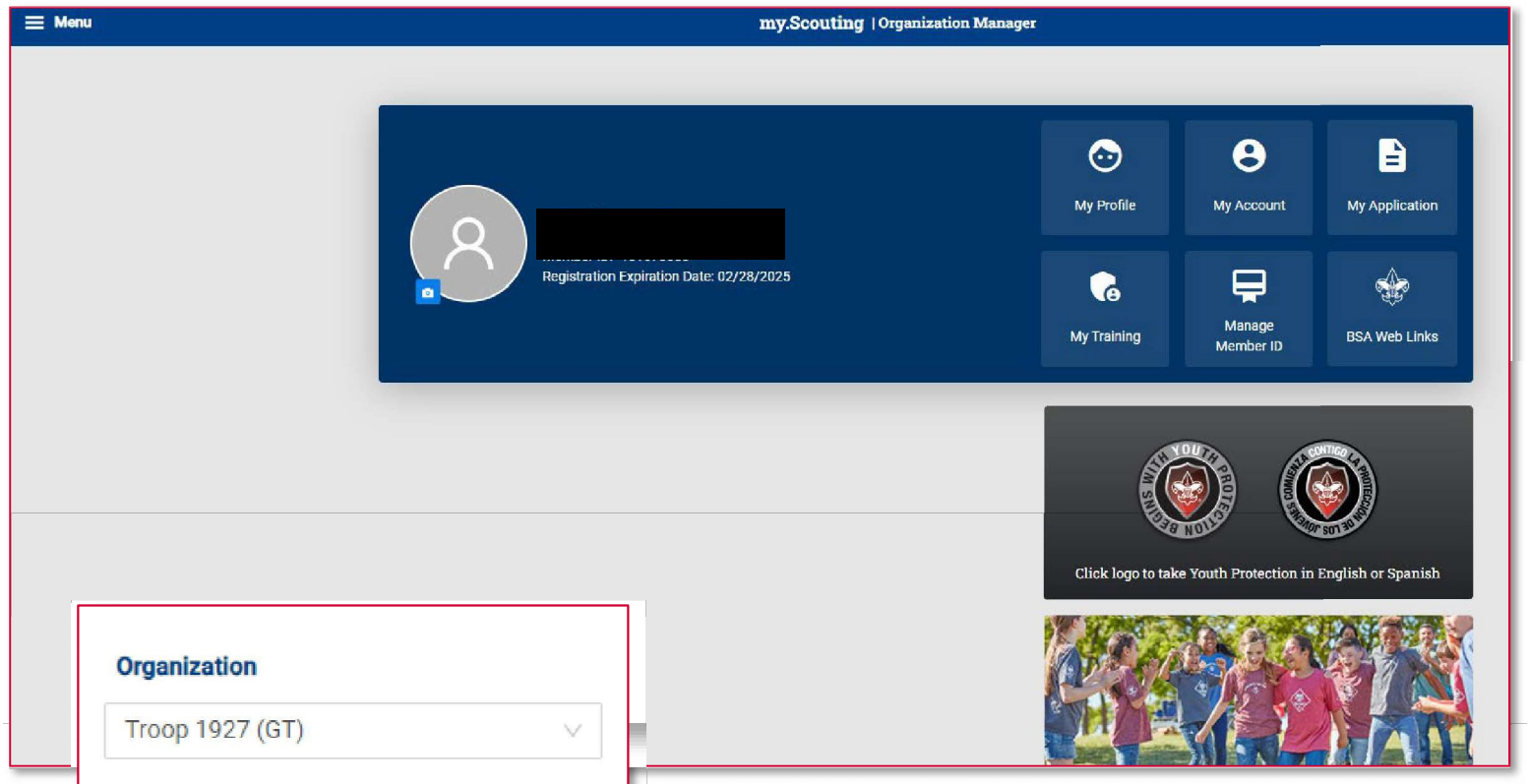
STEP 9: Go back to Roster. Then select Unit Orders and/or Unit Orders by Batch. Then click **Go to Payment**.

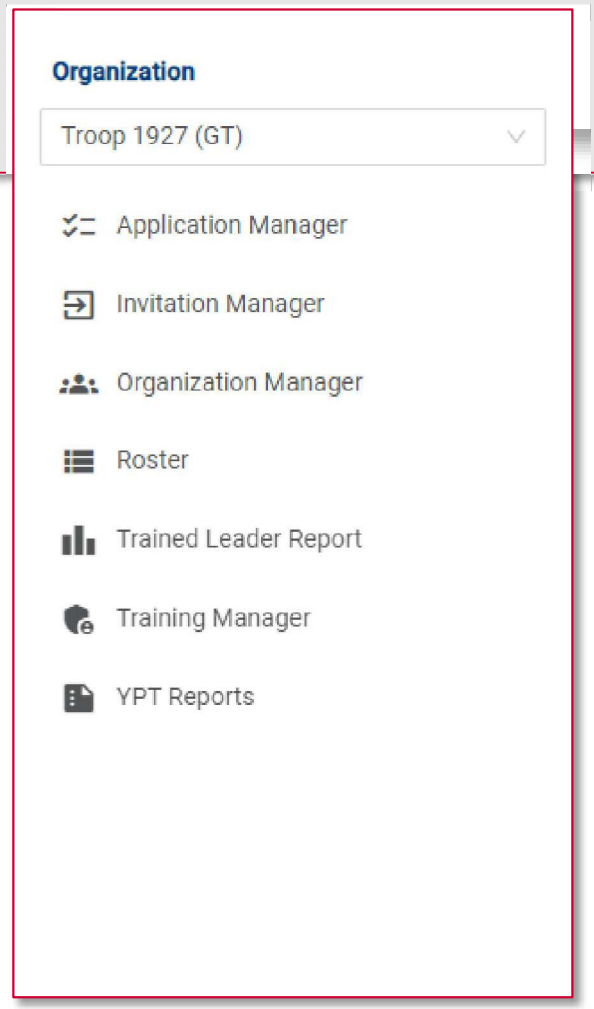


STEP 10: Submit payment.

OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING DIRECTLY TO THREE FIRES COUNCIL



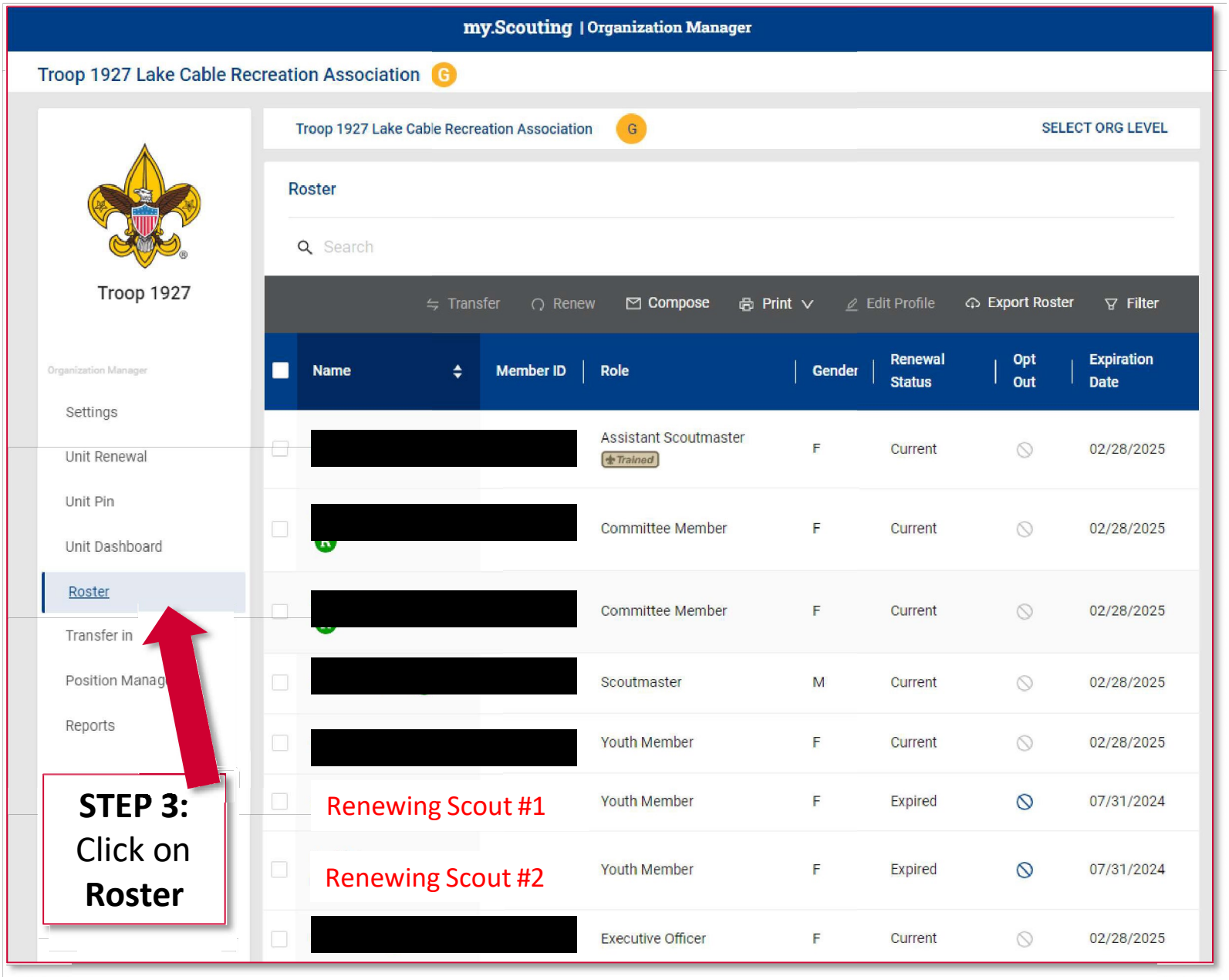


STEP 1: A Key 3 member logs in to my.scouting.org

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

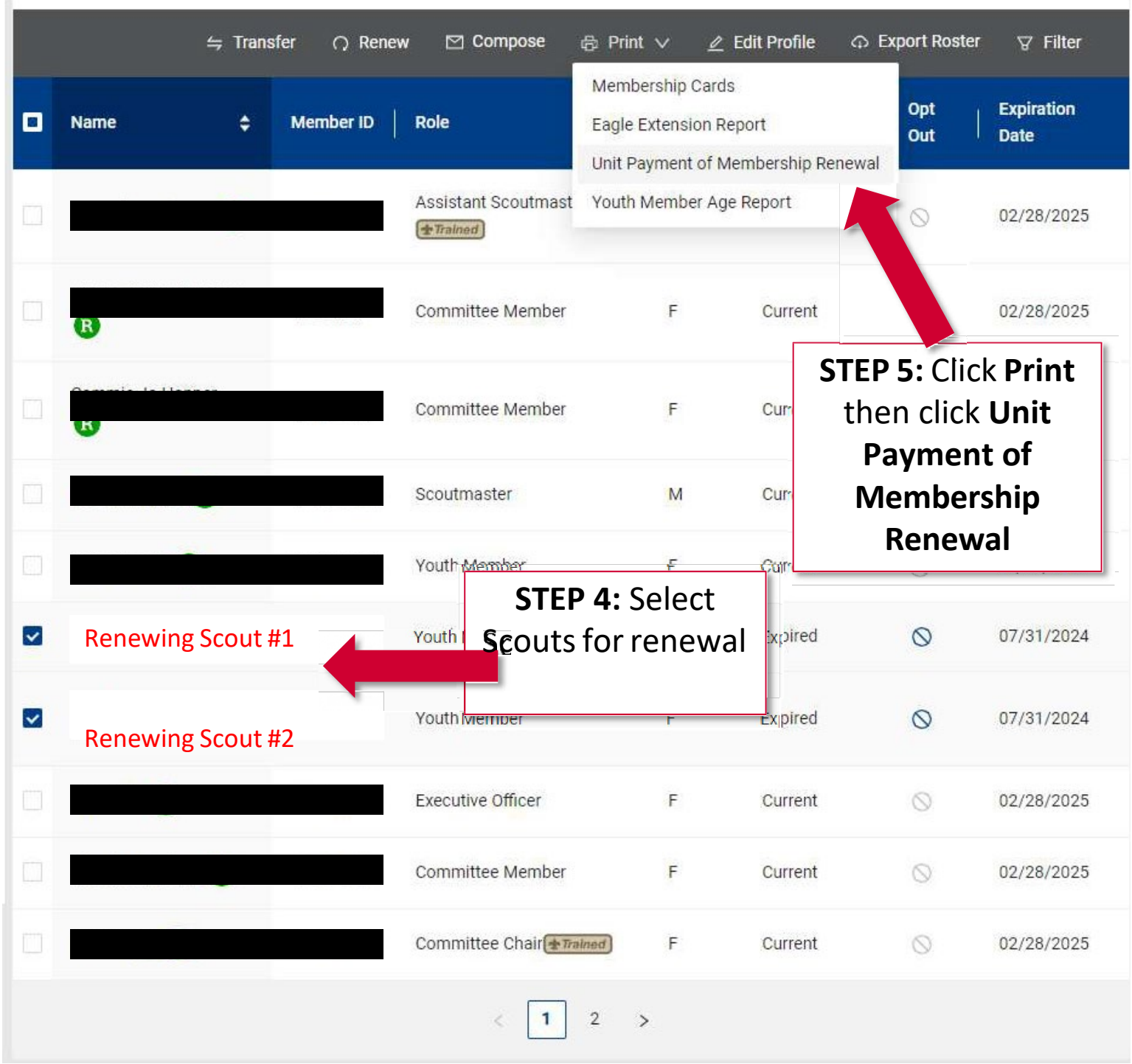
OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING DIRECTLY TO THREE FIRES COUNCIL



OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING DIRECTLY TO THREE FIRES COUNCIL

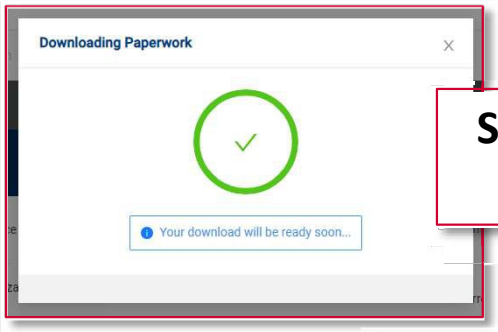


STEP 5: Click **Print** then click **Unit Payment of Membership Renewal**

STEP 4: Select Scouts for renewal

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
			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**

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

If

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

Timeline is subject to change

RENEWALS

FREQUENTLY ASKED QUESTIONS - MEMBER RENEWAL

What is the proper way to renew someone who is multipled 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 multipled 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?
National is transitioning all members to be expired by February 2028. This will start to happen in March of 2027.

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. The youth fee or participant fee is charged.

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.