



# 2023-2024 Exploring Unit Renewal Walkthrough

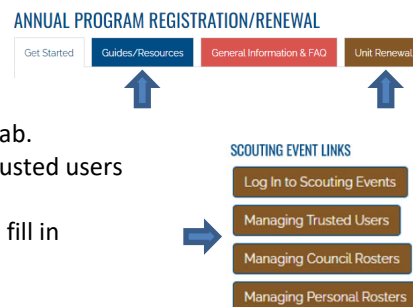
## Information and Steps to Complete Your Annual Unit Renewal (re-charter)

### What to Know

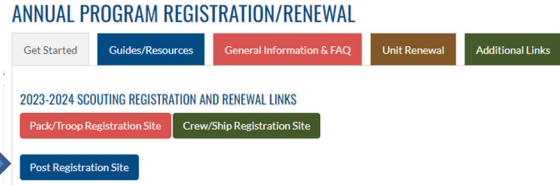
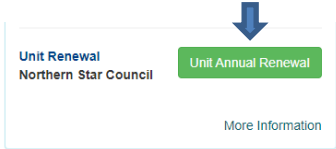
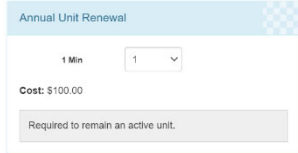
- Post Renewal opens July 5<sup>th</sup>.
- Post Renewal paperwork needs to be received at your Exploring Curbside Kick-off or Base Camp by August 15<sup>th</sup>.
- Prior to September 1<sup>st</sup> all Executive Officers' will receive an email to approve chartering adults.
- All Post Renewal forms and resources can be found online at <http://northernstar.org/registration>.
- Each week the Executive Officer, Committee Chair, and Exploring Advisor will receive an email reminder to check their Post Membership Charter Report in the Scouting Event system.

### 1. Getting Started

- Review registration/renewal resources on <http://northernstar.org/registration>.
  - Walkthrough guides are located on the Guides/Resources tab.
  - Unit Renewal documents and resources can be found on the Unit Renewal tab.
  - Included on the Unit Renewal tab are links to tutorial videos on managing trusted users and rosters within the Scouting Event system.
    - If you are listed as a 'Trusted User' for your unit, you will be able to fill in youth/adult information from your Scouting Event rosters.
- Contact Brian Swerine at [bswerine@explorenow.org](mailto:bswerine@explorenow.org).



### 2. Start Your Registration

- Go to <http://northernstar.org/registration> and click the link to go to the registration site for your unit type.
 
- Select the 'Unit Renewal' option on the right-hand side and click 'Unit Annual Renewal'.
  - Chartered Organizations that have multiple Posts will need to complete a Unit Annual Renewal registration for each unit.
 
- Choose 'Continue as guest' or log in with a Scouting Event username and password.
- Your Annual Unit Renewal will automatically be included in your registration, with the \$100 renewal fee.
 
- You may choose to renew any CURRENT youth or adults (paid or multiple) as part of your Unit Renewal registration, if your unit wishes to do so.
  - Any youth or adults who are not already registered with your unit will need to go online individually and register as NEW youth/adults.



### 3. Enter Your Post's Information

- a. If your Post has chosen to renew any current youth or adults on your Annual Unit Renewal registration, you must fill in their information.
  - i. If you are logged in as a trusted user, you may choose to fill youth/adult information from your Scouting Event roster by clicking the 'Roster' button.
  - ii. If the 'Update Information' button is red, additional information is required.

- iii. Most fields will auto-fill when selecting the youth/adult from the roster.
- iv. Required fields are marked with a symbol. Some fields are optional.
- v. Required fields will be different for youth vs. adults/18+.

- vi. Unit Paid Youth may still request financial assistance by filling out the [2023-2024 Financial Assistance Request Form](#). You must click the 'Are you applying...' checkbox after they complete their application.

### 4. Pay Online

- a. Click 'Proceed to Checkout' to complete your registration.

- b. Click Checkout to continue.

- c. Enter your billing information and agree to the council policies.
- d. Use a checking account number or credit card to pay for your registration online.
- e. You will have an option to make an additional donation, if you choose.
- f. The Post may also use their Post account at the Council to pay online (check with your Committee Chair).



## Unit Renewal Check List

### Review Your Report

The walkthrough for accessing your Unit Membership Charter Report can be found on <http://northernstar.org/registration>.

- ✓ Verify your unit has the following:
  - ☑ 1 Executive Officer
    - This must be the same for ALL units under the Chartered Partner
  - ☑ 1 Committee Chair
  - ☑ 1 Exploring Advisor
  - ☑ At least 2 Committee Members
  - ☑ At least 5 primary/paid youth or approval from your Brian Swerine
    - Posts must have at least 2 paid youth to renew.
- ✓ Verify positions for all adult leaders.
  - Adults are required to select their position when registering.
- ✓ Verify that all of the renewing youth and adults in your Post are listed on the report.
  - If a youth or adult is not listed, they have not registered or renewed their membership online yet.
- ✓ Inform Brian Swerine or the Registration Department of any changes that need to be made.

### Verify the Status of Youth and Adults

- ✓ Ensure all NEW youth and adults are approved.
  - NEW Adults must be approved in writing by the Executive Officer
  - All approvals must be received in writing or emailed to [registration@northernstar.org](mailto:registration@northernstar.org).
  - We are unable to accept verbal approvals.
- ✓ Verify that all adults and youth 18 years of age or older have current Youth Protection Training.
  - The YPT Date listed on the Unit Membership Charter Report was entered by the individual when they registered/renewed online and does not sync with My.Scouting.
  - Brian Swerine will be notified if anyone has expired Youth Protection Training.
- ✓ Contact individuals marked 'Defective' to ensure they are taking steps to correct their registration.
  - Individuals listed as 'Defective' on your Unit Membership Report have been contacted via email with instructions for correcting their registration.
  - Brian Swerine receives a weekly report of all individuals marked 'Defective', along with a description of what is needed to correct their registration.
- ✓ If a registration has been corrected and is still marked defective, please notify Brian Swerine.

### Prepare Your Paperwork

- ✓ Have your IH/Executive Officer complete the following:
  - ☑ Review your current Unit Membership Charter Report.



- Sign the Chartered Organization Approval Form or reply to Approval Request email.
    - Changes to your IH/Executive Officer can be made using this form.
  - Sign the Charter Memorandum of Understanding (MOU).
- ✓ Contact your Brian Swerine at [bswerine@explorenow.org](mailto:bswerine@explorenow.org) with any questions. You may also contact the Registration Department at 612-261-2304 or [registration@northernstar.org](mailto:registration@northernstar.org).

## **Submit Your Post Renewal Paperwork**

- ✓ Turn your signed Post Renewal forms in to your Exploring Curbside Kick-off or Base Camp by August 15<sup>th</sup>
    - Youth and adults not included on your core charter can be added back on after renewal.
    - Youth and adults registered outside of your core charter will renew 12 months from the date their registration is processed.
  - Signed Chartered Organization Approval Form
  - Signed Memorandum of Understanding
  - Any youth or adult applications and fees for those who did not register/renew online
  - Current Unit Membership Charter Report
    - Only needed if there are changes noted on the report
- ✓ If you cannot drop off or mail the Unit Renewal paperwork to Base Camp, make arrangements with Brian Swerine to email the paperwork or have it picked up.

Unit Renewal paperwork may be dropped off at Base Camp or mailed to:

Northern Star Scouting  
Attn: Brian Swerine  
6202 Bloomington Road,  
Fort Snelling MN 5511