



2021-2022 Scouting Unit Renewal How-to

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

opens July 1st

What to know

- Unit Renewal opens July 1st
- Unit Renewal paperwork needs to be received at your district “Curbside Kick-off!” location or Base Camp by August 5th.
- All Unit Renewal forms can also be found online at
 - Packs and Troops www.scoutingevent.com/250-2021_2022MembershipFees
 - Crews/Ships www.scoutingevent.com/250-2021_2022VenturingMembershipFees
- Each Cubmaster, Scoutmaster, Venturing Advisor, Skipper, and Committee Chair will receive 2 weekly reports:
 - Friday Report – details on all youth and adults who have paid on-line.
 - Unit Membership Charter Report – basic information for all (non-defective) youth and adults who have paid online for the 2021-2022 Scouting/School year

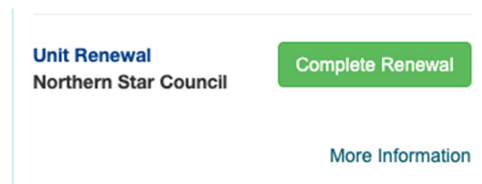
Getting Started

- Share the enclosed Current Youth or Adult Walk-Through document with your unit
- Review the enclosed New Youth or Adult Walk-Through document to assist new members with questions
- Contact your DE, Unit Commissioner, or the Registration Office (612-261-2304) with questions

Step One

Find Your Unit

- Packs and Troops go to:
www.scoutingevent.com/250-2021_2022MembershipFees
- Crews/Ships go to:
www.scoutingevent.com/250-2021_2022VenturingMembershipFees
- Select the option to Complete Renewal
- Continue as guest or login with a Scout Events username and password



Enter Your Unit's Information

- Your Annual Unit Renewal will automatically be included in your registration, with the \$75 renewal fee.
- You must sign (using your mouse or a mobile device) to indicate unit leader approval.
- Your unit may choose to pay the renewal fees for any current youth or adults (this is optional).
 - Enter details for the (current) adults you are paying for
 - If you utilize the Roster feature in Scouting Events, you may fill adult information from your roster.

The screenshot displays a registration interface with several sections:

- Registration Contact:** Shows 'Scouter, Chad' with a 'Preview Information' button and an 'Additional Actions' dropdown.
- 1 Annual Unit Renewal:** Includes a 'Required to remain an active unit:' field, 'Annual Unit Renewal' details (Booted Jun 08, 2021 8:59 AM, Regular Price: \$75.00, Balance Due: \$75.00), and 'Update Information' and 'Roster' buttons.
- 1 Renew CURRENT Youth - Unit Paid:** Includes a field for 'Current youth whose dues are being paid by the unit for the 2021-2022 program year:', 'Camperson, Liam' details (Booted Jun 08, 2021 8:59 AM, Regular Price: \$180.00, Balance Due: \$180.00), and 'Update Information' and 'Roster' buttons.
- 2 Renew Current Adult - Unit Paid:** Includes a field for 'Current adults whose dues are being paid by the unit for the 2021-2022 program year:', and lists 'Campership, Gary' (Booted Jun 08, 2021 8:59 AM, Regular Price: \$42.00, Balance Due: \$42.00) and 'Scouter, Chad' (Booted Jun 08, 2021 8:59 AM, Regular Price: \$42.00, Balance Due: \$42.00), each with 'Update Information' and 'Roster' buttons.
- 2 Renew Current Adult - Multiple:** Includes a field for 'Current adults who will be paid in another unit/position for the 2021-2022 program year:', and lists 'Scoutson, Darryl' (Booted Jun 08, 2021 8:59 AM) and 'Trailhead, Chad' (Booted Jun 08, 2021 8:59 AM), each with 'Update Information' and 'Roster' buttons.

Pay Online

- Use a checking account or credit card to pay for your unit renewal fees
- The unit may also use their unit account at the Council to pay online (check with your Committee Chair).

The screenshot shows two summary tables:

Participant Summary	
Annual Unit Renewal	1
Renew Current Adult - Unit Paid	5
Renew Current Adult - Multiple	1

Financial Summary	
Regular Price:	\$285.00
Balance Due:	\$285.00

Step Two

Verify your Unit's Renewal Information on your weekly Unit Membership Charter Report

- Ensure that your unit has at least 5 primary/paid youth
- Ensure that your unit has
 - 1 Chartered Organization Representative (must be the same for ALL units under the Chartered Partner)
 - 1 Committee Chair
 - 1 Unit Leader (Cubmaster, Scoutmaster, Venturing Advisor, Exploring Advisor, Skipper)
 - At least 2 Committee Members
 - At least 1 Den Leader (Packs only)
- Verify positions listed for all adults
 - Adults are required to select their position when registering
- All adults and youth 18 years of age or older on your renewal must have current Youth Protection Training and Background Check Authorization forms.
- Verify that all of the youth and adults in your unit are listed on the report
 - If a youth or adult is not listed, they have not registered or renewed their membership yet.
- Print the Unit Membership Charter Report to share with your Institutional Head (IH) and Chartered Organization Representative (CR)

Step Three

Signatures of Approval

- Have your IH/CR complete the following:
 - Review your current Unit Membership Charter Report (printed from weekly email)
 - Sign the Chartered Organization Approval Form emailed to you by your District Executive
 - Sign the Charter Partner Agreement (gold form)

Step Four

To Complete Your Unit Renewal:

Turn the following documents in to your district “Curbside Kick-off!” location or Northern Star Scouting office by August 5th

- Unit Renewal paperwork to be turned-in:
 - Current Unit Membership Charter Report/Friday Report (only needed if there are changes made on the report).
 - Signed Chartered Organization Approval Form emailed to you by your District Executive
 - Signed Charter Partner Agreement (gold form).
 - Any youth or adult applications and fees for those who did not register/renew online.
- Unit Renewal paperwork may be dropped off at Base Camp or mailed to:
Northern Star Scouting
Attn: (your District Executive)
6202 Bloomington Road,
Fort Snelling MN 55111

IMPORTANT

- All Unit Renewal paperwork can be turned in at your district curbside kick-off location or Base Camp by August 5, 2021.
- If the Unit Leader cannot drop off or mail the Unit Renewal paperwork to Base Camp, they can make arrangements with their District Executive or Unit Commissioner to collect the Unit Renewal paperwork.
- For any questions please contact your District Executive, your Unit Commissioner, or the Northern Star Registration Department at 612-261-2304 or registration@northernstar.org

Technical Support FAQ

Have a question? Please see our commonly asked questions below.

I can't complete my registration / it won't let me check out.

- Check you browser (we recommend Chrome)
- Turn off pop-up blockers
- Make sure all of your contact information is filled in
- Make sure all required participant information is filled in
- Make sure you have filled out the billing contact information

I filled out the Financial Assistance Application, now what?

- Complete your registration
 - The system will subtract the amount of assistance requested from your balance.

I filled out the Financial Assistance Application, but it's still charging me the full amount.

- Is the Scout's name the same on the Financial Assistance Application and the registration?
 - If you accidentally mis-typed their name or put your name as the youth name, we can change it!
- Is the unit number the same on the Financial Assistance Application and the registration?
 - Check the unit type (Pack vs Troop)
 - Girls Troops start with either a 5 or 7.
- Did you check the box in the registration stating you applied for Financial Assistance?

I have multiple kids in Scouting, how do I register?

- Use the Join/Renew registration option (not Dual/Multiple)
- You will need to complete 1 registration per unit. If you have multiple Scouts in the same unit, you can put them both on the same registration.

I completed the registration, but it didn't charge me the amount it was supposed to.

- Did you choose the correct registration type?
 - Join/Renew is for anyone who is paying to be in a unit for 2021-2022.
 - Transfer is to change units (you still need to pay for 2021-2022 in the unit you will be in).
 - Dual/Multiple is for someone who has already paid in another unit for 2021-2022, but will be holding positions in a 2nd unit (or more). One registration is required per unit.
 - Unit Renewal is for the unit leader (Scoutmaster/Cubmaster/Venturing Advisor/Skipper/Exploring Advisor) or Committee Chair to fill out for the unit.
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I am a leader in multiple units, how do I register?

- Use the Join/Renew registration option for the unit you are paying in.
- Use the Dual/Multiple option for the unit(s) that you will be a multiple in.
- You will need to create 1 registration for each unit you are registered in. The system will ask for your information each time.
 - You can use the "Add Session" button to create a 2nd registration for the same person – be sure to change the unit number.