

UNIT RENEWAL GUIDE – Step 1 of 2

Unit Renewal is found in Organization Manager and is available to Unit Key 3 members or delegates.

As you prepare to renew your unit, keep these items in mind:

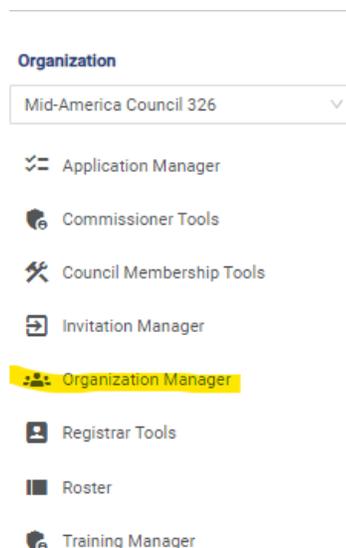
1. This process only renews the unit, not any of the members, which is a different process now based on the joining date, or their last renewal date. These are now handled by the Mid-America Council offices.
 - a. A unit only has a one month lapsed period after the unit expires (this is a change from two months previously).
2. It is recommended you pre-check to see if there are any validation issues. The most common is Youth Protection Training (YPT) dates for adult leaders.

Validation Codes in Unit Renewal: Errors will not let you proceed. Warnings will not allow you to proceed.

- a) Unit does not have required number of leadership positions – Error.
 - b) Leaders do not have current Youth Protection Training – Error.
 - c) Leaders do not have completed CBC Authorization – Warning.
 - d) Leaders are less than 18 years old – Error.
 - e) Youth do not meet the age/grade requirement for the program – Error.
 - f) Adults do not have SSN – Warning.
3. Check your leadership positions and make sure you have the correct names in the correct positions. If not, the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.

4. Always select “Click here to Pay at the Council Office Option.”

Navigate to “Organization Manager” from the Menu.



In Organization Manger, a Unit Renewal tab will display.



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When selected, the validation process runs and will show any errors.

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1 Unit Validation 2 Unit Pin Review 3 Payment 4 Confirmation

Unit Leadership

Chartered Organization Rep.	Cubmaster
Committee Member	Den Leader
Executive Officer	

[Edit Positions](#)

Chartered Organization

Organization Name Mid America Council	Executive Officer [Redacted]
Unit Term Oct 1, 2023 - Sep 30, 2024	Unit Address 12401 W Maple Rd Omaha, NE 68164

Membership

16 Youth Members	5 Multiple Members
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Validation

> **Charter validation results: 2 Errors**

Unit Renewal and Leadership Approval

I, , approve the renewal of the above-named unit and leadership for the year.

[Click here for Pay at the Council Office Option](#) [Next Step: Unit Pin Review](#)

Click on the error message to fix any issues causing errors.

Each time you open the Unit Renewal tab, the validation check occurs. Once there are no validation errors, sign by entering your name approving the leadership for renewal.

Remember to select "Click here to Pay at the Council Office Option." You will pay the \$100 charter fee when you complete Step 2 in the Scouting Event (Black Pug 24/7) system and renew your members.