

# 2025 Membership Renewal Handbook



**Heart of Virginia Council**  
**Scouting America**

8090 Villa Park Drive  
Henrico, VA 232288

Oct 15, 2024

**ALL MEMBERSHIP AND UNIT RENEWALS THAT EXPIRE DECEMBER 31, 2024,  
ARE TO BE RECONCILED BY DECEMBER 15, 2024**

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## List of Updates – October 15<sup>th</sup>, 2024

- Change in access individual renewal.....7
- Added Chapter 2: Parent Renewal of a Youth.....12
- Included membership renewals that expire 12/31/24 to be reconciled by 12/15/24, along with unit renewals.....19

# Membership Renewal

## **Why is a renewal needed annually?**

Individual members renew annually so they can continue to benefit from the promise of the Scouting program for another year. Scouting America simplified the renewal process to allow each family to confirm their desire to continue on the anniversary of their joining. When families use the self-pay option, no administrative requirements exist. Units renew annually to identify the leaders for the new Scouting year and to ensure a minimum number of youth are available for an effective program.

## **What about the Annual Charter Agreement?**

Annually chartered organizations reconfirm their relationship with the council and agree to use the Scouting program as a safe way to develop character, citizenship, and leadership in youth. The process to complete the agreement is separate from the renewal process.

## **What will I find in this handbook?**

This annual renewal handbook explains the timelines, key roles, major process steps, and common challenges. Use this handbook along with resources found on these pages as well as your district's commissioner staff to support your Membership Renewals.

## **Who can I contact with specific questions?**

Contact your district commissioner if you need assistance with membership renewal. A list of District Commissioners and Executives can be found on the last page of this handbook.

## **Why is timely renewal important?**

We, as the adult volunteers and leaders for our Scouting units, owe each Scout who is in the Heart of Virginia registration rolls, the opportunity to learn, grow and advance in their Scouting experience with trained leaders in a valid Scouting unit. I urge every one of you who are involved in the 2025 membership renewal season to Give Your All and Do Your Best to complete your renewals in the time frame outlined in the renewal handbook. For the Annual Charter Agreement, it is recommended that the District Professional get the form signed before they start the actual Renewal process. The Annual Charter Agreement form can be found at <https://www.scouting.org/forms> under the Unit Membership Resources.

# Definitions and Abbreviations

## Definitions

Dropped Member – A dropped member is an individual who no longer has a current registration.

Dropped Unit – A dropped unit is a unit that is not currently registered and did not re-register within the two- month lapsed period after unit expiration.

Executive Officer (EO) – The Executive Officer is the head of the community-based organization and is sometimes referred to as the institutional head. The EO is the only person that can approve a Chartered Organization Representative (COR) or a Council Unit Representative (CUR) application.

Lapsed Unit – A lapsed unit is a unit that has expired and not yet renewed but is still within the BBSA's two- month grace period.

New Member – A new member is an individual who has never been registered.

New Unit – A new unit is a unit that has never been chartered before or has not been chartered in more than 12 months.

Official Membership Roster – This is the roster you will find in [My.Scouting.org](https://my.scouting.org). It is the official roster of all registered Scouts and Scouters in your unit. If you have someone listed in Scoutbook or the Unit Roster who is not on the Official Membership Roster in My.Scouting.org, they are not registered in your unit.

Scoutbook – This is an additional product used to assist units in record keeping but is not an official membership registration tool.

Multiple Registrations - An adult who pays a registration fee in one unit (or a district or a council position) does not pay a registration fee in any additional unit. Youth members paid in one unit are not required to pay more than once.

## Abbreviations

EEO – Executive Officer CC – Committee Chair

COR – Chartered Organization Representative CUR - Council Unit Representative

NLT – Not Later Than

UL – Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper)

ACH payment – Automated Clearing House payment (paying by check)- online

## Preface

Membership renewal involves confidential and/or private information and requires accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside of the Boy Scouts of America. If you cannot accept this responsibility, you must notify your unit's Committee Chair and withdraw from viewing or working with these documents.

Membership Renewal Overview

We renew units and confirm leaders in the required positions once a year. Members are renewed separately on the anniversary of their joining and each 12 months later. In addition, once each year, a Scouting professional meets with the Executive Officer of the Chartering organization and recommits to using the Scouting program to support the character, citizen, and leadership development for youth. Together, they sign an Annual Charter Agreement to record the relationship.

**One important note: Everyone needs to add “@scouting.org”  
to their safe senders list.**

If you encounter an issue during the renewal process, contact your District Commissioner for help. Include what the exact issue is, and if possible, a screen shot that shows the issue. Provide the unit number, the individual's name and BSA ID number in your inquiry. If they are unable to resolve the issue for you, they will forward the information to the Council Customer Service Team and the experts there will provide you with the information needed to resolve the issue. Do not call the Council Registrar as they are a small office with limited staffing and would be swamped if even half the units in our council were to call them for help.

### **FIRST STEP:**

**UNITS MUST DECIDE IF THEY WILL BE HAVING THE INDIVIDUALS RENEWING THEMSELVES OR IF THE UNIT THEMSELVES WILL BE DOING THE RENEWALS. THE TWO APPROACHES CAN BE COMBINED IF NEEDED.**

## CHAPTER 1: Individual Renewal

Units need to communicate with their families that they will be renewing themselves online and to look for email notifications. An e-mail notification with a renewal link will be sent to parents and adults starting 60 days before membership expires. The email will come from Boy Scouts of America <noreply@scouting.org>. The link will direct individuals to My.Scouting.

Leaders/Adults renewing should already have a My.Scouting account.

The parent connected to the Scout will be receiving emails to renew the Scout.

**Council will be sending a file to Key 3 with Scout's name and BSA ID and the connected parent's name and BSA ID.**

- Make sure parent connected to Scout is correct (this will be the parent renewing the Scout's membership)
- Make sure the parent's email is correct (all communications to renew the Scout will be through this email)
- If corrections need to be made, contact Council

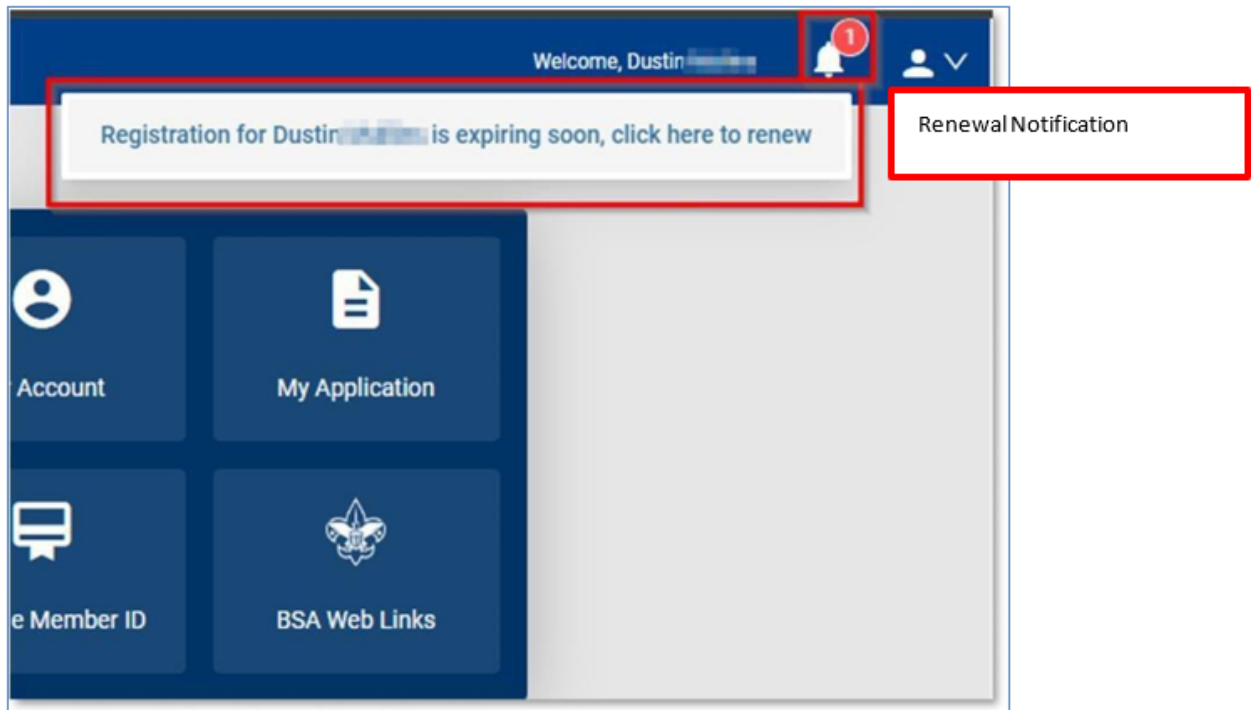
The individual will also receive additional e-mail notifications at 45, 30, 15, and 7 days before, and 7 days after their expiration date if they have not already renewed their registrations.



- When you click the link in the email notification, you are directed to My.Scouting;
- Parents that do not have a My.Scouting.org account will need to create one. Communicate to parents that if they need to create a My.Scouting account be sure to use the name that is in the email notification (this will be the same name in the file being sent to Key 3 for review). If they do not use the same name exactly, it will not locate the correct profile, and a new profile will be created under a different BSA ID and this will not be linked to the Scout.

**CHANGE:**

In My.Scouting.org, click on the red notification icon to open the renewal page.



The following positions will be renewed, remove positions you do not want to renew:

### Pack 0001

**Committee Member**  
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

Primary Position

### Crew 0003

**Venturing Crew Assoc. Advisor**  
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

Select as Primary Position  Remove Position

**Unit Advancement Chair**  
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

Select as Primary Position  Remove Position

**Youth Protection Champion**  
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

Select as Primary Position  Remove Position

Positions eligible to renew will be listed. If more than one position, make sure the appropriate one is selected as primary. That is the one that will show you as paid. This is also your opportunity to change which is marked as primary if needed.

1 Member Information ————— 2 Payment/Checkout

#### Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Troop 0399 **B**

**Youth Member** Primary Position   
Current Expire Date: 03/31/2024  
Future Expire Date: 03/31/2025

[Go back to My Renewals](#) [Go To Payment](#)

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Review to ensure everything looks correct, then click on the "Go to Payment" button.



# Terms and Conditions

## Terms and Conditions

1 →

### Annual Membership Registration:

Boy Scouts of America is an annual registration program with automatic membership renewal each year on or about the annual anniversary of your sign-up date. **Unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org at least 15 days in advance of your renewal date, you understand and expressly agree that your membership will automatically continue for another year, and you authorize BSA to collect and charge the then-applicable membership fee each year using the payment method BSA has on file for you.** You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too. Your renewal will be communicated back to your Scout unit upon completion.

The annual national registration fee is non-refundable.

### BSA Privacy Policy

The BSA protects the confidentiality of the names and personal

By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

 E-Signature

← 2

Back

Go to Checkout Summary

← 3

1. You will be prompted to sign and agree to Scouting America's Terms and Conditions, just like you did when you joined Scouting America. (Please review before signing).
2. Type your name to agree to the Terms and Conditions.
3. Click on "Go To Checkout Summary."

**Summary**

	<b>BSA Non-Unit Adult Reg</b> <small>Jennifer Erwin Valid until November 2024</small>	<b>\$60.00</b>
	<b>Council Fee</b> <small>Jennifer Erwin Valid until November 2024</small>	<b>\$10.00</b>
	<b>Administrative Fee</b>	<b>\$2.55</b>
<input checked="" type="checkbox"/>	<b>Scout Life Domestic Rates</b> <small>?</small> <small>Jennifer Erwin Valid until November 2024</small>	<b>\$15.00</b>
<b>TOTAL AMOUNT DUE</b>		<b>\$87.55</b>

**Payment Details**

**CARD INFORMATION**

\* Cardholder Name :

Card Expiration Dates:

The checkout page shows the fees to pay and allows you to adjust the Scout Life Magazine Subscription.

NOTE: The default is to subscribe. You will need to “uncheck” the box if you do not wish to subscribe. Proceed to enter your Credit Card information.

\*There is no ACH option for individual self-pay.

The payment process will default to the billing address record on file. Please confirm this address compared to the card you are using. If the Credit Card has a different address, you can change it.

The screenshot shows a registration form with the following fields: Expiration Date (12/27), CVV (411), and a BILLS ADDRESS section. The BILLS ADDRESS section includes a toggle for "Same as saved address" (which is turned on), Country (USA), Address Line 1 (1325 W Walnut Hill Ln), Address Line 2, City (Washington), State/Region (DISTRICT OF COLUMBIA), and ZIP Code (20001). A "Place Order" button is at the bottom left. A red box highlights the "Same as saved address" toggle with the text "Turn off if billing address is different from the saved address." Another red box highlights the "Place Order" button with the text "Click on 'Place Order'".

The screenshot shows a receipt page with the BSA logo and the text "Your Receipt". It includes the following information: Application ID, Transaction Date (February 14, 2024), and Unit (Troop 0094 Saint Anthony Catholic Church). Below this is a "Welcome to Boy Scouts of America!" message. The receipt is divided into two sections, each with a table of charges:

Item	Amount
BSA Youth Registration (Trek)	\$ 80.00
Council Fee	\$ 2.04
Scout Life Domestic Rates	\$ 15.00
<b>Total Amount</b>	<b>\$ 97.04</b>
<b>Total Paid</b>	<b>\$ 97.04</b>

The receipt also includes a "Print Receipt" button and a "Complete Registration" button at the bottom right.

Once the Credit Card process is completed, your receipt will be displayed. Click on the "Complete Registration" option at the bottom and you will be directed back to your applications in My.Scouting.

## CHAPTER 2: Parent Renewal of a Youth

The parent must be linked to youth as their parent/guardian. Log in to the parent My.Scouting account.

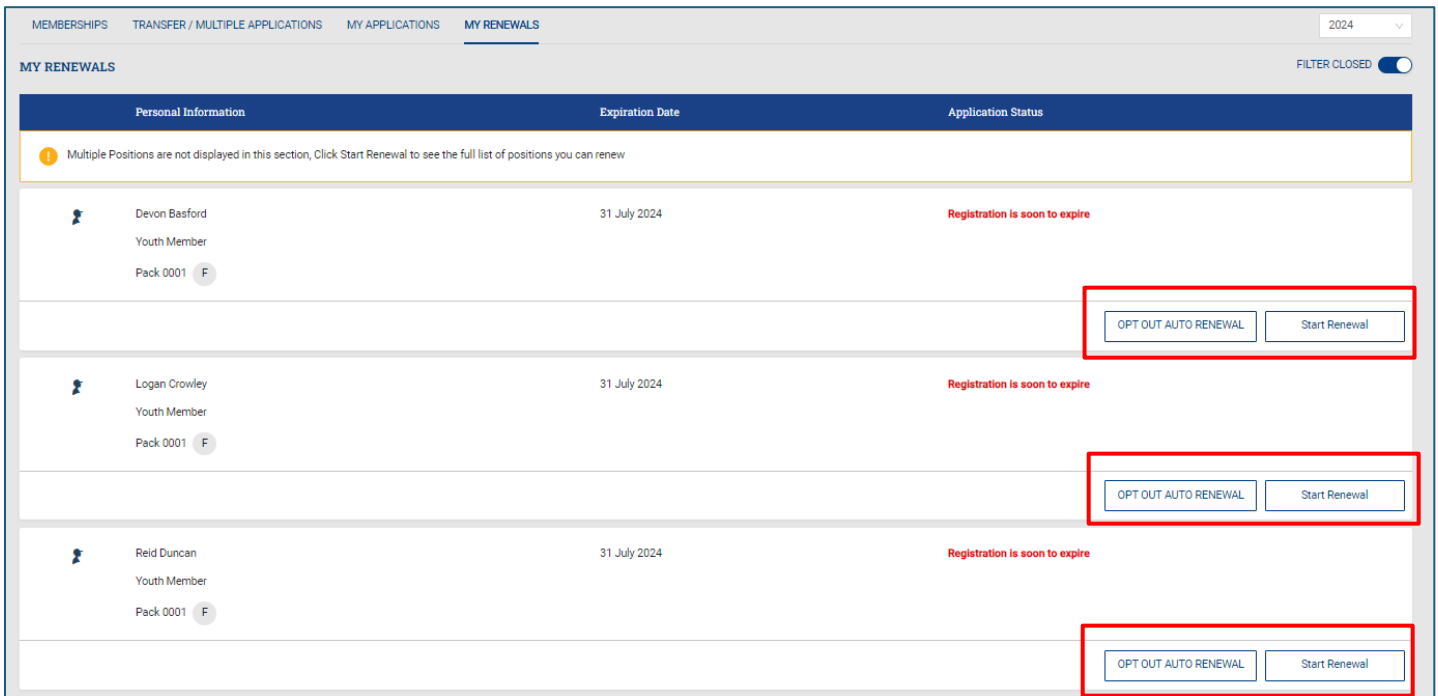
In the top right there will be a red “notification” symbol. When you hover over it, a message appears to renew registrations that are expiring soon. Click on that message.



All youth linked to the parent that have registrations expiring within the next 60 days will be listed, as well as any eligible registrations for the parent.

If the youth is not planning to continue their Scouting journey, select “opt out of Auto Renewal.” This will stop any renewal reminder emails from going to the parent/guardian. If opt out is selected in error, you must contact your local council to have it corrected.

Select “Start Renewal” to proceed with the renewal. Renewals will be completed one at a time if there are multiple individuals eligible to renew.



All positions that are eligible for renewal for that individual will be displayed on the screen.

Select “Go To Payment”

1 Member Information

2 Payment/Checkout

### Current Memberships

The following position(s) will be renewed, Select Remove Positions on those you do not want to renew.

Pack 0001 F

**Youth Member** Primary Position ✔

Current Expire Date: 07/31/2024  
Future Expire Date: 07/31/2025

Go back to My Renewals

Go To Payment

The Terms and Conditions will be displayed. After reviewing them, the parent/guardian will enter their name “sign” the document.

Select “Go To Checkout Summary.”

### Terms and Conditions

Welcome to the BSA!

The BSA makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships. The chartered organization provides an adequate and safe meeting place as well as capable adult leadership, and requires adherence to the principles and policies of the BSA. The BSA local and national council provide training, program, outdoor facilities, literature, professional guidance, and liability insurance protection.

#### Parent/Legal Guardian Role in Scouting

Scouting uses a fun program to promote character development, citizenship training, leadership, and mental and physical fitness. You can help by encouraging attendance, assisting with your child's advancement, attending meetings for parents, and assisting the unit when called upon to help. The unit cannot provide a quality program without your help.



By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

Name

Back

Go to Checkout Summary

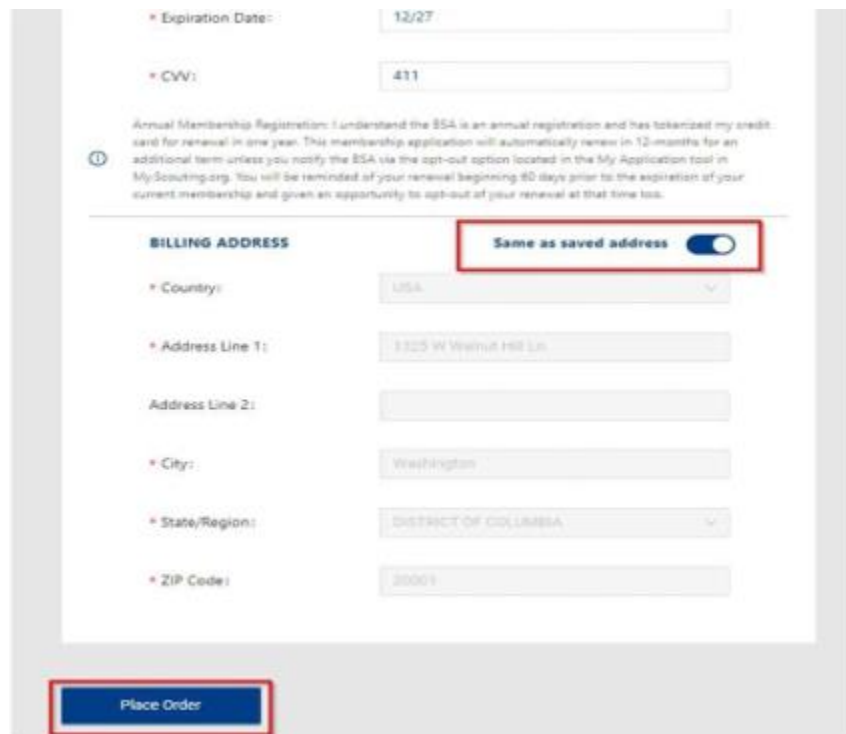
Review the summary of charges. Notice that Scout Life is selected by default. If you do not want it, uncheck the box.

Summary		
	<b>BSA Youth Registration (Trad.)</b> Devon Basford Valid until September 2025.	\$ [REDACTED]
	<b>Administrative Fee</b>	\$ 0
<input checked="" type="checkbox"/>	<b>Scout Life Magazine</b> ⓘ Devon Basford Valid until September 2025.	\$15.00
<b>TOTAL AMOUNT DUE</b>		\$ [REDACTED]

Enter the payment details.

You have the option to save your payment information securely to be used next year.

After entering all the Payment details, select "Place Order."



Expiration Date: 12/27

CVV: 411

Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in MyScouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.

**BILLING ADDRESS**

Same as saved address

Country: USA

Address Line 1: 1125 W Walnut Hill Ln

Address Line 2:

City: Washington

State/Region: DISTRICT OF COLUMBIA

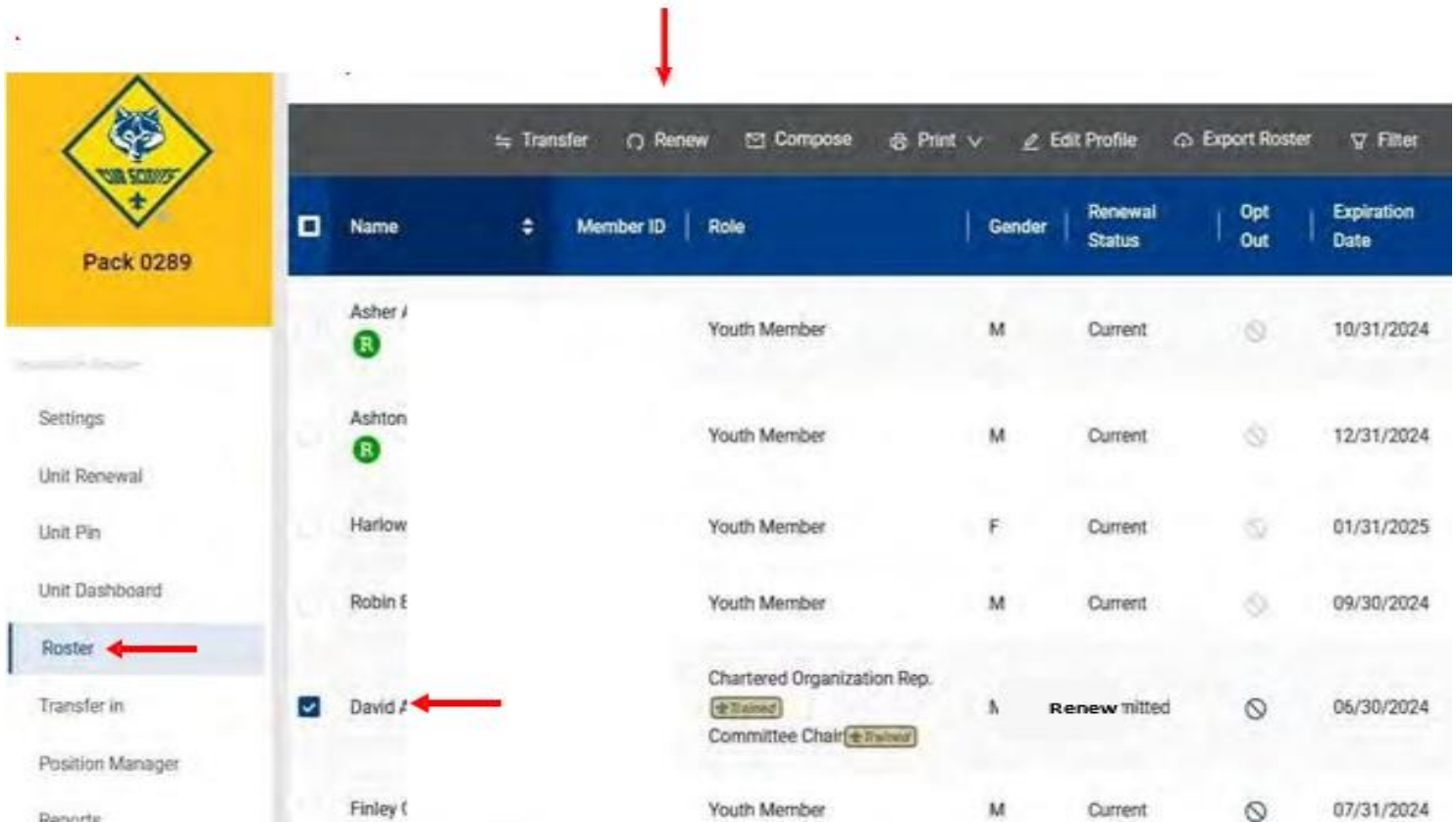
ZIP Code: 20001

**Place Order**

## CHAPTER 3: Unit-Paid Membership Renewals

Using the My.Scouting > Roster tab, the unit will select which members they are renewing. The unit can choose not to renew a member. The unit pays with a credit card, or a securely stored electronic fund transfer payment (ACH) and submits the renewal.

**\*Note that you will need to do this almost every month.\***




The screenshot displays the My.Scouting Roster interface for Pack 0289. The interface includes a top navigation bar with buttons for Transfer, Renew, Compose, Print, Edit Profile, Export Roster, and Filter. Below this is a table with columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. The table lists several members, including Asher, Ashton, Harlow, Robin, David, and Finley. The 'David' row is highlighted, and a red arrow points to the 'Renew' button next to it. Another red arrow points to the 'Roster' tab in the left sidebar, and a third red arrow points to the 'Renew' button in the top navigation bar.

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Asher		Youth Member	M	Current		10/31/2024
Ashton		Youth Member	M	Current		12/31/2024
Harlow		Youth Member	F	Current		01/31/2025
Robin E		Youth Member	M	Current		09/30/2024
David		Chartered Organization Rep. Committee Chair	M	Renewal Mitted		06/30/2024
Finley		Youth Member	M	Current		07/31/2024



Troop 0002 Richmond Police Athletic League



**Unit Paid Membership Renewal**

**John Durden**  Scout Life Subscription

Troop 0002

Committee Member (MC) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

---

**Stephen Jay Jeung**  Scout Life Subscription

Troop 0002

Assistant Scoutmaster (SA) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

---

**Jorge Mentano**  Scout Life Subscription

Troop 0002

Committee Member (MC) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations

---

**Timothy Tim Eldon Pohl**  Scout Life Subscription

Troop 0002

Committee Chair (CC) Current Expiry Date: 12/31/2023  
Future Expiry Date: 12/31/2024

Primary Position

Show Multiple Registrations







**Create Renewal Orders**

Functional positions will not show up in the listing of multiple positions.

Make sure Scout Life Subscription is correct.

The payment screen defaults to the credit card option, but note the “ACH Payment” tab next to the Credit Card. At the bottom of the page, click to “Submit Payment.”

**Payment Summary** X

	<b>Traditional Adult</b> Quantity: 4	\$240.00
	<b>Scout Life Domestic Rates</b> Quantity: 3	\$45.00
	<b>Council Fee</b> Quantity: 4	\$0.00
	<b>Administrative Fee</b> Credit Card Processing Fee (2%)	\$8.55
	<b>TOTAL AMOUNT DUE:</b>	<b>\$293.55</b>
	<b>AMOUNT PAID:</b>	<b>\$0.00</b>

**Credit Card**   ACH Payment

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:



# CHAPTER 4: Reports


## Helpful reports:

- Member opted out report
- Members due to renew
- Members who have renewed

## To access the reports:

The screenshot shows the user interface for Troop 0720. On the left is a navigation sidebar with the following items: Organization Manager, Settings (highlighted), Unit Renewal, Unit Pin, Unit Dashboard, Roster, Transfer in, and Position Manager. The 'Reports' item is circled in red, with a red arrow pointing to it from the left margin. The main content area is titled 'Troop 0720 Heart of Virginia Council' and includes a 'Download Charter Certificate' link. Below this is a 'Key Three Information' section with a table of roles and names. The 'Settings' section contains a warning about payment methods and a 'Payment Information' section with a red warning icon and a message: 'No payment method on file. Update payment method to proceed.' There is an 'Update Unit Credit Card' button. Below the settings are sections for 'Membership Application Approval' and 'Youth Applications'.

Troop 0720 Heart of Virginia Council B

  
Troop 0720

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster
- Transfer in
- Position Manager
- Reports


Key Three Information Download Charter Certificate

Chartered Organization Rep.	Committee Chair	Scoutmaster
Pamela Miscikowski pamela.miscikowski@scouting.org	Cynthia Chagnon MacKenzie cchagnon@vhb.com	Jon Bohlman jonwbohlman@gmail.com

Settings

Please be aware that as of July 1, 2020, online applications may only be paid by debit or credit card.

Payment Information

  
No payment method on file  
Update payment method to proceed

[Update Unit Credit Card](#)

Membership Application Approval

Select who has the ability to accept (approve) applications for your unit. Note: this applies only to adult applications

- Chartered Org Representative Approval Required
- Committee Chair Recommendation and Chartered Org Representative Approval Required

Youth Applications

- Automatically Accept Youth Applications to this Unit.

Adult Applications



Troop 0720

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

The Eagle Extension Report returns a list of all Youth Member who have been granted an Eagle Extension.

**EXPLORER POST SPECIAL INTEREST REPORT**

Run

A report of all active Explorer Posts, showing Community Organization, membership and their special interest code.

**FUNCTIONAL ROLE ASSIGNMENT REPORT**

Run

Listing all functional roles assigned by unit. Can be sorted by role.

**M**

Run

This Report lists all members who have Opted to not renew.

**N**

Run

This report lists all members due to renew within 2 months or who are lapsed.

**D**

Run

This report will list all members, youth and adult, who have renewed this year. You can adjust the date range as needed.

**MEMBERSHIP TOTALS REPORT**

Run

The Membership Totals Report returns a detail list of each active unit within the structure of the district or council. By unit, the reports give you demographic data such as the number of youth and adults, male and female along with the chartered organization and charter expiration date.

**NON RENEWED MEMBERSHIP REPORT**

Run

This report will allow you to identify all those who dropped their membership within a specified date range, youth and or adults.

**RECORD OF CHANGE**

Run

The Record of Change report will give you a detailed list, for the date range selected, of all registration changes such as, new enrollment, transfers, drops, multiples, transfers etc. This report will report the members name, unit and status code.

**RECORD OF CHANGE REPORT - ADULTS**

Run

## CHAPTER 5: Unit Renewal

Unit Renewal is found in Organization Manager and available to Unit Key-3 members (not delegates).

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.
3. A unit has a two-month lapsed period after the unit expires.
4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

### **Validation Codes in Unit Renewal: Errors (red) will not let you proceed**

- a. *Unit does not have required number of leadership positions – Error.*
  - b. *Leaders do not have current Youth Protection Training – Error. (most common)*
  - c. *Leaders are less than 18 years old – Error.*
  - d. *Youth do not meet the age/grade requirement for the program – Error.*
5. 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.
6. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
7. Proceed with unit renewal.

**ALL MEMBERSHIP AND UNIT RENEWALS THAT EXPIRE DECEMBER 31, 2024,  
ARE TO BE RECONCILED BY DECEMBER 15, 2024**

A member of the Key 3 will log in to their My.Scouting account > Organization Manager and select Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal tab, the validation check processes again.

The screenshot shows the 'Unit Renewal' page for Crew 0711. The page is divided into several sections: Unit Leadership, Chartered Organization, Membership, and Validation. The Validation section shows a red error message: 'Charter validation results: 1 Error'. The error details are: 'Error: Unit does not have required number of leadership positions. Positions Effected: Committee Member and New Member Coordinator'. The Unit Leadership section lists roles such as Committee Chair (Gregory Flist), Venturing Crew Advisor (David Roberson), Executive Officer (George McGovern), Chartered Organization Rep. (Pamela Mischkowski), Committee Member (Lori Roberson, Jeffrey Mischkowski), and Venturing Crew Assoc. Advisor (Charles Bedell, Stuart Hayes, Shawn Spencer). The Chartered Organization section shows details for Heart of Virginia Council, including the unit term (Aug 1, 2023 - Jul 31, 2024) and executive officer (George McGovern). The Membership section shows 14 Youth Members and 18 Multiple Members.

Once all validation errors have been resolved, “sign” the renewal by entering your name approving the leadership for renewal and then select “Next Step: Unit Pin Review.”

The screenshot shows the 'Unit Renewal' page after the validation error has been resolved. The Validation section is now empty. The Unit Leadership section lists roles such as Venturing Crew Advisor (Chris), Committee Chair (Holly), Committee Member (Natalie, Karla), Chartered Organization Rep. (Glenn), and Executive Officer (Glenn). The Chartered Organization section shows details for Heart of Virginia Council, including the unit term (Oct 1, 2023 - Sep 30, 2024) and executive officer (Glenn). The Membership section shows 5 Youth Members and 1 Multiple Member. The 'Unit Renewal and Leadership Approval' section has a red box around a text input field for the user's name, followed by the text: 'approve the renewal of the above-named unit and leadership for the year.' Below this is a button labeled 'Click here for Pay at the Council Office Option' and a blue button labeled 'Next Step: Unit Pin Review'.

Make any necessary changes to the Unit Pin Setup. Then select "Continue to Unit Renewal."

Unit Validation — Unit Pin Review — Payment — Confirmation

**Unit Information** Continue to Unit Renewal

Appear on BeAScout:

Allow People to Apply Online:

**Contact Information**

Contact Person: Christopher Holloway  
Phone: (205) 792-3276  
Email: cholloway9133@gmail.com

[Edit](#)

Special Interest Type  
HIGH ADVENTURE

Unit Website  
www.scouting.org

Additional Unit Information

**Unit Pin Preview**

This unit will not appear on BeAScout.

Crew 0069 Impact of West Alabama

Contact: Christopher Holloway  
Email: cholloway9133@gmail.com

Online Registration available for this unit.

[Request More Information](#) [Apply Now](#)

**Fields to Display on Unit Pin:**

Unit Meeting Address:

Contact Person's Name:

Phone Number:

Contact Email:

Unit Website:

Additional Unit Information:

Select "Credit Card" or "Bank Account" (ACH). Enter the credit card or bank account (ACH) information.

The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%. (See next page for ACH payment information.)

Crew 0711

**1 Renewal Order Status**

Status: Initiated  
Is paid: No  
Created By: Pamela Niszkowski

**New Charter**  
Effective Date: 08/01/2024  
Expiry Date: 07/31/2025

Unit Validation — Unit Pin Review — **Payment** — Confirmation

**Unit Renewal Fees**

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
<b>Total:</b>	<b>\$103.00</b>

**Billing Information**

Credit Card ACH Payment

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:

\* CVV:

As a unit, you will also have the option to store the credit card for next year if desired.

Select “Submit Payment” to process your unit renewal.

The screenshot shows a web interface for unit renewal. On the left is a navigation menu with a yellow header containing a logo and the text "Crew 0711". The menu items are: Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster, Transfer in, Position Manager, and Reports. The main content area is titled "BILLING ADDRESS" and contains several input fields: Card Number, Expiration Date, CVV, Email Address, Country (USA), Address Line 1, Address Line 2, City, State/Region (Choose State/Region), and ZIP Code. A "Submit Payment" button is located at the bottom right, and a "Back To Unit Validation" button is at the bottom left.

You have the option to use ACH instead of a credit card. You can access that form by clicking the ACH tab at the top of the billing information section. All payment types provide the option to securely save the payment information to use again next year. Click on “Submit Payment” (if by credit card) or “Pay With Bank Account” (if by ACH).

The screenshot shows the "Billing Information" section with two tabs: "Credit Card" and "ACH Payment". The "ACH Payment" tab is selected and highlighted with a red box. Below the tabs are input fields for: First Name, Last Name, Email Address, Phone Number, Address Line 1, City, State/Region (Choose State/Region), and ZIP Code. At the bottom, there is a checkbox labeled "Save account information for future payments:" which is currently unchecked and also highlighted with a red box. A "Pay With Bank Account" button is located at the bottom right, also highlighted with a red box.

You will next see a recap of the fees. Select “Go to Confirmation.”

Renewal Order Status

Status: Submitted  
Is paid: Yes  
Created By: Mary Persson

Unit Validation ———— Payment ———— Confirmation


Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
<b>Total:</b>	<b>\$103.00</b>

[Go to Confirmation](#)

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

Unit Validation ———— Payment ———— Confirmation



Your payment is being processed.  
Please check back later for the status of your renewal order.

Renewal Order Status

Status: Submitted  
Is paid: Yes  
Created By: Mary Persson

[Go to Confirmation](#)

Your unit is now submitted for renewal and will be posted overnight.

Payment confirmation

Chase Integrated Payments <chase-support@wepay.com>  
to: Mary Persson

Attention: Help: If you prefer to read  
If there are problems with how this message is displayed, click here to view it in a web browser.

Date: 2/7/2024

**CHASE**  
Integrated Payments

**Receipt**

Billed to:  
Visa xxxxxx4113  
Mary Persson

Total:  
USD \$100.00

Purchased from:  
Boy Scout of America  
1325 W. Walnut Hill Lane,  
Irving, TX, 75038, US  
[Wesley\\_admin@scouting.org](mailto:Wesley_admin@scouting.org)

Type:  
Sale

Date:  
02/06/2024

If you have any questions about your receipt, contact  
[chase-support@wepay.com](mailto:chase-support@wepay.com)

## CHAPTER 6: Membership / Unit Renewal Assistance

District	District Commissioner	Email	District Executive	Email
Arrohattoc	Richard Fischer	<a href="mailto:rickcrisfi@aol.com">rickcrisfi@aol.com</a>	Gene Haynie	<a href="mailto:thomas.haynie@scouting.org">thomas.haynie@scouting.org</a>
Crater	Elmer Wolf	<a href="mailto:ewwolf@aol.com">ewwolf@aol.com</a>	Cody Richardson	<a href="mailto:cody.richardson@scoutng.org">cody.richardson@scoutng.org</a>
Dogwood	Jim Ewan	<a href="mailto:Jewan57@outlook.com">Jewan57@outlook.com</a>	Morgan Harrell	<a href="mailto:morgan.harrell@scouting.org">morgan.harrell@scouting.org</a>
Huguenot Trail	Michael Milone	<a href="mailto:milonemc@gmail.com">milonemc@gmail.com</a>	Zach Hite	<a href="mailto:zachary.hite@scouting.org">zachary.hite@scouting.org</a>
James River	Charlotte Pemberton	<a href="mailto:cpembertonhovc@gmail.com">cpembertonhovc@gmail.com</a>	Nick Harman	<a href="mailto:nick.harman@scouting.org">nick.harman@scouting.org</a>