

Unit Procedure for Processing a Unit Renewal
(Basic process is the same regardless if it is the unit or the council processing the renewal.)
August 2025

All validation errors will have to be resolved before the renewal can be posted. It is suggested to check for and resolve anything that will return a validation error before initiating the renewal process.

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 three months prior to expiration.
Expiration date = June 30, renewal opportunity begins April 1.
3. A unit has a two-month lapsed period after the unit expires.
Expiration date = June 30, lapse period ends Aug 31, will drop Sept 1.
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.

Warnings (yellow) will allow you to proceed.

- a. *Leaders do not have current annual Safeguarding Youth Training – **Error.(most common)***
 - b. *Unit does not have required number of leadership positions – **Error.***
 - c. *Leaders are less than 18 years old – **Error.***
 - d. *Youth do not meet the age/grade requirement for the program – **Error.***
 - e. *Leaders do not have completed CBC Authorizations – **Warning***
 - f. *Adults do not have SSN – **Warning***
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 payment information available to pay the Unit Renewal fee (\$100.00).
 7. Proceed with unit renewal.

Other than access point, the unit renewals are processed the same way regardless if it is the unit processing the renewal or the council processing the renewal.

Log in to my.Scouting>Org Manager>Unit Renewal.

If the Key 3 member processing the unit renewal is a member of multiple units, be sure the correct unit is selected for processing.

Accessing the unit renewal automatically initiates the validation process. If any errors are found, they will have to be resolved before you can proceed.

If a leader is listed in grey, that means that leader has lapsed. If the leader is in a required position, they will have to be renewed before you can proceed with renewing the unit.

If the leader is listed in blue, their registration is current.

You can select Edit Positions to be taken to the Position Manager to make any necessary changes in position. Changes in Position Manager can only be completed if the member is not expired. If they are expired, renew their membership, and wait overnight for it to post. Then return to the renewal process where the validation process will run again.

The screenshot shows the 'Unit Leadership' page. It lists various positions and the names of the leaders assigned to them. The names are color-coded: grey for lapsed and blue for current. A tooltip points to Jessica Troester, stating 'This position has lapsed'. An 'Edit Positions' button is located at the bottom right of the list.

Position	Leader	Status
Chartered Organization Rep	Jessica Troester	Lapsed
Committee Chair		
Cubmaster	Matthew Shoef	Lapsed
Committee Member	Mitchell Wieberg	Lapsed
	Joshua Schroth	Current
	Jason Bouzman	Lapsed
	Stephanie Norton	Lapsed
	Amelia Marshall	Current
	Brooks Jones	Lapsed
Den Leader	Valerie Schroth	Lapsed
Executive Officer	Helen Hatz	Lapsed

[Edit Positions](#)

Scroll down to see any Validation Errors.

In this example, the error is regarding “not enough required number of leadership, but currently there are 0”. Be aware, there are also instances where there could be too many assigned to a specific role resulting in the error. This will be reflected in the number following the error message.

The screenshot shows a web form titled "Unit Renewal and Leadership Approval". At the top, there is a "Validation" section with a red warning icon and the text "Charter validation results: 1 Error". Below this, a red-bordered box contains the error message: "Error: Unit does not have required number of leadership positions". Underneath the error message, a section titled "Positions Affected:" lists five roles, each with its required count and current assignment: Executive Officer (Required: 1, currently assigned: 0), Committee Chairman (Required: 1, currently assigned: 0), Scoutmaster (Required: 1, currently assigned: 0), Den Leader/Icon Guide/Tiger Den Leader/Wildcat Leader (Required: 1 or more, currently assigned: 0), and Chartered Organization Rep. (Required: 1, currently assigned: 0). Below the error box, there is a text field for a signature, followed by the text ", approve the renewal of the above named unit and leadership for the year:". At the bottom of the form, there are two buttons: "Click here for Pay at the Council Office Option" and "Next Step: Unit Pin Review".

When all the validation issues are cleared, sign the form indicating your approval.

Selecting “Click here for Pay at the Council Office Option” creates a renewal summary document to take to the council along with your payment.

Select “Next Step Unit Pin Review.”

This screenshot shows the same form as the previous one, but with a red box highlighting the bottom section. The "Validation" section is still visible, showing the same error message and list of affected positions. Below the error box, there is a text field for a signature, followed by the text ", approve the renewal of the above named unit and leadership for the year:". At the bottom of the form, there are two buttons: "Click here for Pay at the Council Office Option" and "Next Step: Unit Pin Review". The "Next Step: Unit Pin Review" button is highlighted with a red box.

Review the unit pin information making any necessary edits. Make sure that if “Appear on BeAScout” is selected, that there are fields selected to display. Otherwise, you will receive an error when trying to advance the process to the next step.

Once the unit pin information is correct, select “Continue to Unit Renewal.”

Unit Validation — 2 Unit Pin Review — 3 Payment — 4 Confirmation

Unit Information

Continue to Unit Renewal

Pin Mode

☐ Only Allow the Council to Update Pin Information

☒ Allow Units to Update Pin Information

Appear on BeAScout: ☒

Allow People to Apply Online: ☒

Contact Information

Contact Person: Connie Deckard
Phone: 9038211086
Email: cjdeckard@aol.com

[Edit](#)

Unit Website

Additional Unit Information

We're an active Pack! All dens (K-5th grade) meet each Monday night at 6 pm at Western Heights Church of Christ. Email for more information!

Unit Pin Preview

Pack 0007 Western Heights Church of Christ

Contact: Connie Deckard
Email: cjdeckard@aol.com
Website: www.scouting.org

Dens for Boys or Girls

Online Registration available for this unit.

We're an active Pack! All dens (K-5th grade) meet each Monday night at 6 pm at Western Heights Church of Christ. Email for more information!

[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: ☒

Continue to Unit Renewal

Review that everything looks correct on the payment summary screen.

The unit renewal has been successfully created. While the unit is in the initiated status, the council has the ability to “delete order” if needed. If the renewal is at any other status, the Delete Order option will not be displayed for the council to select.

The fees listed should only be the \$100 unit renewal fee.

Enter the units payment information. Select “Process Payment and Renew Unit.”

Heart of America Council 307

Pack 4777 Kansas City World Outreach Lions Club

Renewal Order Status

Status: Initiated
Is paid: No
Created By: Laura Campbell

Chartered Organization: Kansas City World Outreach
Unit: 4777
Effective Date: 06/01/2025
Expiry Date: 05/31/2026

Unit Validation — Unit Pin Review — 3 Payment — 4 Confirmation

Unit Renewal Fees

Recharter Fee:	\$100.00
Subtotal:	\$100.00
Total:	\$100.00

Billing Information

Process manual payment for unit renewal

Process Payment and Renew Unit

You will get a success message as well as a payment received message.

For unit payments it can take up to 4 business days for payments to be received. Once payment is received, the status will update to “Pending Approval” (by the council).

The screenshot displays a web interface for unit renewal confirmation. At the top, a progress bar shows four steps: 'Unit Validation' (checked), 'Unit Pin Review' (checked), 'Payment' (checked), and 'Confirmation' (active, highlighted in blue). Below the progress bar is a large green circle with a white checkmark. The heading 'Payment Received' is centered, followed by the message: 'Your Unit renewal has been successfully processed. Pack 4777 will be active for the next year.' Below this is a box titled '1 Renewal Order Status'. Inside this box, 'Status: Completed' is highlighted with a red rectangle. Other details include 'Is Paid: No', 'Created By: Laura Campbell', 'Chartered Organization: Kansas City World Outreach Lions Club', 'Effective Date: 06/01/2025', and 'Expiry Date: 05/31/2026'. At the bottom left is a button labeled '< Back To Payment', and at the bottom center is a mouse cursor icon.

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

Payment Received

Your Unit renewal has been successfully processed. Pack 4777 will be active for the next year.

1 Renewal Order Status

Status: Completed

Is Paid: No

Created By: Laura Campbell

Chartered Organization: Kansas City World Outreach Lions Club

Effective Date: 06/01/2025

Expiry Date: 05/31/2026

< Back To Payment