

UNIT RENEWAL

GUIDEBOOK

2026 RESOURCES

ATLANTA AREA COUNCIL

Scouting  America™

RENEWALS



Membership Renewal and Unit Renewal started in 2024. Unlike the previous annual "rechartering" process, these two new processes are completely separate and serve different purposes.

UNIT RENEWAL

OCCURS ANNUALLY



The Unit Renewal process started in 2024, to renew or extend the agreement with the Chartering Organization to operate the unit for another year. Through this process, a member of the Key 3 logs into my.scouting.org to validate Safeguarding Youth Training and Criminal Background Checks for all adult leaders and then pays the annual renewal fee.

When the online process has concluded, the Atlanta Area Council requires all parties to complete the **Annual Charter Agreement** form to fully complete the annual renewal process.

FEES

\$100 = Unit Renewal Fee

MEMBER RENEWAL

OCCURS MONTHLY



Beginning August 1, 2023, new members paid the full annual membership fee upon initial registration. At this time, all memberships are renewed every twelve months upon their initial registration anniversary.

This applies to all youth, adults, and merit badge counselors registered in Scouting.

FEES

- **\$85** = Cub Scouts, Scouts BSA, Venturing, Sea Scout participants
- **\$50** = for Exploring participants
- **\$65** = all adult volunteers
- **\$25** = all merit badge counselors
(fee only applies to merit badge counselors who are not already registered as leaders)

**Unit Renewal and Membership Renewal are
separate processes.**

UNIT RENEWAL



STEP 1: RECEIVE NOTIFICATION

The Unit Key 3 (Chartered Organization Representative, Unit Committee Chair, Unit Leader) and the CR Delegate will receive renewal notification from the system sixty days (two months) prior to the charter expiration date.

STEP 2: LOG ON

Access the online Unit Renewal system through my.scouting.org. A member of the unit Key 3 logs into my.scouting.org and clicks on **Organization Manager** then **Unit Renewal**. Only members of the Unit Key 3 can process the renewal, Key 3 Delegates do not have access to submit the renewal.

STEP 3: REVIEW ROSTER

1. This step triggers an automatic validation of the charter. To pass, you must have:

- **At least 5 youth**
- **Correct adult leaders**
- **YPT for those adults**
- **Background checks completed**

2. Review the **Unit Leadership** section. To edit positions:

- The Chartered Organization Representative (CR) can click Edit Positions to change positions during the Unit Renewal process.
****Only CRs can make position changes online****
- Unit Leaders and Committee Chairs **cannot** make these changes online. We recommend turning in applications for changes prior to beginning the Unit Renewal process.

3. Then the person completing the Unit Renewal process (e.g., Key 3 member or CR Delegate) must input their name in the Unit Renewal and Leadership Approval section and then click the Next Step button in the bottom right.

ADULT LEADER POSITION REQUIREMENTS:

- **Packs** = CR, Pack Committee Chair, Cubmaster, at least 2 Committee Members, and at least 1 Den Leader.
- **Troops, Crews, Ships, and Post** = CR, Unit Committee Chair, unit leader (SM or equivalent), and at least 2 Committee Members.
- Family Cub Scout Packs, female Scouts BSA Troops, and co-ed Sea Scout Ships, Explorer Posts, and Venturing Crews, must have at least 1 registered female leader.
- **The CR can also serve as CC or MC**

STEP 4: PAY

• **To renew by credit card or ACH (Check) payment online:**

- There will be a summary page showing totals and directs the unit to pay. *Please note: there is an ACH Payment fee of \$1.00 or a Credit Card fee of 3%.*
- Review **"Renewal Order Status"** page and print a copy of this page if a receipt is needed.
- Click the **"Go To Confirmation"** button in the lower right. The system will show that the payment is being processed and that the Unit Renewal order has been submitted.

• **To renew and pay at the council office via check or cash only:**

- Click **"Click here for Pay at the Council Office Option"** at the bottom of the page. Here you can download a report and submit payment at the Atlanta Area Council office or via mail to 1800 Circle 75 Pkwy SE, Atlanta, Ga. 30339

STEP 5: COMPLETE ANNUAL CHARTER AGREEMENT*

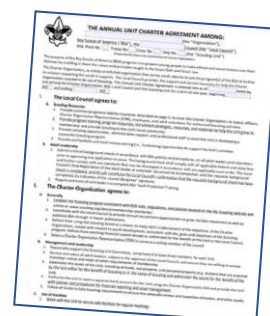
1. Download, fill out, and print the **Annual Unit Charter Agreement**.

2. Review the Annual Unit Charter Agreement and have it signed by the following people:

- **Charter Organization (Executive Officer)** - *The name of the Executive Officer can be found in My.Scouting.org. Organization Manager > Position Manager > Registered Positions.*
- **Charter Organization Representative (CR)**
- **Unit Committee Chair**
- **Local BSA Council (District Professional)**

3. Return to the Atlanta Area Council, via:

1. Dropping off at the Atlanta Area Council office
2. Mail to 1800 Circle 75 Pkwy SE, Atlanta, Ga. 30339
3. Email to donna.carr@scouting.org





UNIT RENEWAL

Menu my.Scouting | Organization Manager

Registration Expiration Date: 02/28/2025

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Click logo to take Youth Protection in English or Spanish

Organization

Troop 1927 (GT)

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

STEP 1: Log in to
my.scouting.org

STEP 2: Click on the
Menu button and
select **Organization
Manager**



UNIT RENEWAL (continued)

my.Scouting | Registrar Tools

Welcome, John Joh

Circle Ten Council 1234

Pack 1234

Unit Validation

Payment

Confirmations

Unit Leadership

Chartered Organization Representative: Sam Smith

Unit Chair: John Johnson

Unit Leader: April Windstorm

Member of Committee: Alfonso Cuaron

Member of Committee: Gerard Miller

Chartered Organization

Organization Name: Acme Unit Church

Institutional Head: Alice Smith

Unit Term: Jan/01/2024 - Dec/31/2024

Address: 123 Main St. Anytown, TX, 75015

Youth Membership

25 Unit Paid Membership

0 Unit Multiple Members

Unit Renewal and Leadership Approval

I, [Type your name] approve the rechartering and the leadership for the year.

Next Step: Payment

STEP 3: Click Unit Renewal Page

STEP 4: Validate. This triggers an automatic validation of the charter. To pass, you must have:

- At least 5 youth
- Correct adult leaders
- YPT for those adults
- Background checks completed*

**The background check form must be on file, PLUS the actual background check must be completed and clean!*

UNIT RENEWAL



UNIT RENEWAL (continued)

myScouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

Unit Validation

Unit Leadership

Chartered Organization Rep: Randy McPherson
Scoutmaster: Jeffrey McPherson
Executive Officer: Randy McPherson
New Member Coordinator: Amanda McPherson

Committee Chair: Mary McPherson
Committee Member: Charles McPherson
Assistant Scoutmaster: Bryan McPherson

Chartered Organization

Organization Name: John R. Bentley Youth Fund INC
Unit Term: Apr 1, 2023 - Mar 31, 2024
Executive Officer: Randy McPherson
Unit Address: 1214 Trogon St North Wilkesboro, NC 28659

Youth Membership

6 Youth Members

Validation

Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

Members Affected:

- Bryan McPherson
- Randy McPherson
- Charles McPherson
- Amanda McPherson

Unit Renewal and Leadership Approval

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

If an error is detected during validation, you will be notified in the error box. Fix the errors and try again.

STEP 5: When there are no errors showing in the validation area:
Type your name to **Approve** the click **Continue** to **Payment** to pay.

myScouting | Organization Manager

Troop 0301

Unit Validation

Unit Leadership

Chartered Organization Rep: Randy McPherson
Scoutmaster: Jeffrey McPherson
Executive Officer: Randy McPherson
New Member Coordinator: Amanda McPherson

Committee Chair: Mary McPherson
Committee Member: Charles McPherson
Assistant Scoutmaster: Bryan McPherson

Chartered Organization

Organization Name: John R. Bentley Youth Fund INC
Unit Term: Apr 1, 2023 - Mar 31, 2024
Executive Officer: Randy McPherson
Unit Address: 1214 Trogon St North Wilkesboro, NC 28659

Youth Membership

6 Youth Members

1 Multiple Members

Validation

Unit Renewal and Leadership Approval

I, Mary Person approve the rechartering of the above-named unit and leadership for the year.

Next Step: Payment



UNIT RENEWAL (continued)

The screenshot shows the 'Payment' step of the unit renewal process for Troop 0301. The left sidebar contains a navigation menu with options: Organization Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster, Transfer in, Position Manager, and Reports. The main content area is titled 'Unit Renewal Fees' and displays a table of charges:

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

Below the fees table is the 'Billing Information' section, which has two tabs: 'Credit Card' (selected) and 'Bank Account'. Under the 'Credit Card' tab, there is a 'CARD INFORMATION' section with three input fields:

- * First Name: Mary
- * Last Name: Person
- * Card Number: 8 0001 8487 1234 5678 9101 13

At the top of the main content area, there are two progress indicators: '1 Unit Validation' and '2 Payment' (which is highlighted).

Step 6: Enter payment information.

If you selected the "Pay-at-Council" option, you will get a different screen with instructions.

Success!

The screenshot shows the 'Success!' screen after the payment has been processed. The left sidebar is the same as in the previous screenshot, with the 'Unit Renewal' option highlighted with a red box. The main content area has a large orange dollar sign icon and the text: 'Your payment is being processed. Please check back later for the status of your renewal order.' Below this, there is a 'Renewal Order Status' section with the following information:

- Status:** Submitted
- Is paid:** Yes
- Created By:** Mary [initials]

At the top of the main content area, there are two progress indicators: '1 Unit Validation' and '2 Payment' (which is highlighted).

FREQUENTLY ASKED QUESTIONS - UNIT RENEWAL

When can a unit begin the renewal process?

The recharter system opens for all units on **11/1/2025**

Who can submit the Unit Renewal?

The Charter Organization Rep, Committee Chairman, or Unit Leader are the only positions that can submit the Unit Renewal.

When are Unit Renewals due?

Unit Renewals are due **12/31/2025**

Are we required to pay online?

No, there is an option to pay at the council office. Units can pay for the recharter in several ways:

- **By credit card online:** units will have to pay 3% a processing fee.
- **By e-check online:** units will have to pay a \$1 processing fee.
- **Mailing a check** to Atlanta Area Council at 1800 Circle 75 Pkwy SE, Atlanta, Ga. 30339
- **Delivering a check** to the Atlanta Area Council Council Volunteer Service Center

Can we pay for unit renewals using a credit card at the council office?

We recommend paying with cash or check for all renewals to the Atlanta Area Council. Any credit card transactions will be charged a 3% credit card processing fee at the Atlanta Area Council. Debit cards will **not** be charged a fee.

Do we print out the charter paperwork and have the Chartered Organization Representative sign it?

No. With the new Unit Renewal process, there is no step to submit physical paperwork to the Chartered Organization to approve it.

We need to change adult leadership positions within the unit. Can this take place during the Unit Renewal process?

Only the Chartered Organization Representative (CR) can make changes to adult leadership positions online during the renewal process. Unit Leaders and Committee Chairs **cannot** make these changes online. We recommend turning in applications for changes prior to beginning the Unit Renewal process.

Still have questions or need help?

You can reach out to your District Professional ([click here for our staff directory](#)) , District Commissioner, Council Registrar ([click here](#)) or the Council Office (770-989-8820)