

Unit Renewal



Black Swamp Area Council

The recharter process has been replaced and units will renew on an annual basis through my.scouting.org under Organization Manager.

The Unit Renewal option can be seen by the Unit Key 3 starting 2 months before the unit is due to expire. When a member of the Key 3 opens this tab, a validation process will run to ensure that unit leadership is correct and that all adults have current Youth Protection Training. It is important to remember that membership renewal is now a separate item and you are not renewing these adults, just verifying that leaders are trained and in the correct positions. All members are now renewing individually on a 12 month registration cycle.

my.Scouting | Organization Manager

Pack 0288 St Vincent De Paul Catholic Church

1 Unit Validation 2 Payment 3 Confirmation

Unit Leadership

Chartered Organization Rep: [Veronica Rowland](#)

Cubmaster: [Brandon Morris](#)

Den Leader: [Amanda Robinson](#)

Committee Chair: [Christina Hickey](#)

Committee Member: [James Miller](#)

[Yvonne Kinross](#)

Executive Officer: [Andrea White](#)

Edit Positions

Chartered Organization

Organization Name: St Vincent De Paul Catholic Church

Executive Officer: [Andrea White](#)

Unit Term: Apr 1, 2023 - Mar 31, 2024

Unit Address: [10000 W. 10th St. Jackson](#)

Membership

7 Youth Members 0 Multiple Members

Unit Renewal and Leadership Approval

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

Click here for Pay at the Council Office Option

Next Step: Payment

Unit Renewal

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Any validation issues will show and prevent the unit from proceeding with renewal.

The most common validation issue is with adults not having current Youth Protection Training. In the example below 2 adults have Youth Protection Training that is expired or will expire before the unit renews. These adults will have to complete the training before the unit can continue with renewing.

The screenshot shows a web interface for unit renewal. At the top right, there are two statistics: '33 Youth Members' and '0 Multiple Members'. Below this is a 'Validation' section with a red border. It contains a dropdown arrow, a warning triangle icon, and the text 'Charter validation results: 1 Error'. Below this is a red-bordered box containing the error message: 'Error: Leaders do not have current Youth Protection Training'. Underneath the error message is the heading 'Members Effected:' followed by a bulleted list with two items: 'Stanley Bumpstead' and 'Stanley Bumpstead'. Below the validation section is a 'Unit Renewal and Leadership Approval' section. It contains a line of text: 'I, [input field], approve the rechartering of the above-named unit and leadership for the year.'

Validation Requirements

- The unit must have required number of leaders
- Leaders must have current Youth Protection Training
- No leader can be under the age of 18
- All adult leaders must have completed Criminal Background check and current Criminal Background Check authorization form on file
- All adults must have a valid Social Security Number

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Once any errors have been fixed, the unit can log in and process the renewal. A member of the Key 3 will put their name in the leadership approval box to approve unit leadership and proceed.

Transfer in
Position Manager
Reports

Unit Renewal and Leadership Approval

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

[Click here for Pay at the Council Office Option](#)

Next Step: Payment

CONNECT WITH US: [f](#) [t](#) [i](#) [p](#) [v](#)

The unit may choose to pay at council by printing the PDF as shown below, providing a wet signature, and submitting to the Findlay or Lima office with the \$100 renewal fee.

BOY SCOUTS OF AMERICA® Unit Renewal Paper

Mecklenburg County Council 415
Apache 04
Pack 0288 (F)

Create PDF

<p>Service Territory Council District Organization Name Date Document Generated</p>	<p>Service Territory 15 Mecklenburg County Council 415 Apache 04 Pack 0288 (F) 04/11/2024</p>	<p style="text-align: center;">Unit Leadership</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Executive Officer </td> <td style="border: 1px solid #ccc; padding: 2px;">Committee Chair </td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Cubmaster </td> <td style="border: 1px solid #ccc; padding: 2px;">Chartered Organization Rep. </td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Den Leader </td> <td style="border: 1px solid #ccc; padding: 2px;">Committee Member </td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;"></td> <td style="border: 1px solid #ccc; padding: 2px;"></td> </tr> </table>	Executive Officer 	Committee Chair 	Cubmaster 	Chartered Organization Rep. 	Den Leader 	Committee Member 		
Executive Officer 	Committee Chair 									
Cubmaster 	Chartered Organization Rep. 									
Den Leader 	Committee Member 									
										

Participating Organization: **St Vincent De Paul Catholic Church**

Executive Officer:

Special Interest:

Expire Date: 03/31/2024

Instructions:
Review your unit leadership and submit this form to your council office with the Unit Charter Fee before the 15th of the month.

Unit Renewal and Leader Approval

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

Sign here

Unit Renewal

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The unit also has the option to pay online with a credit card or ACH payment. All credit card transactions (both online and in council) will incur a 3% fee. Online ACH payments will be charged a \$1 fee.

PACK 0288 - 31 VINCENNE DE PAUL CATHOLIC CHURCH

Renewal Order Status
Status: Initiated
Is paid: No
Created By: [redacted]
New Charter
Effective Date: 04/01/2024
Expiry Date: 03/31/2025

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

Unit Renewal Fees

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

Billing Information

Credit Card ACH Payment

CARD INFORMATION

* First Name: Susan

* Last Name: Adams

* Card Number: 534 4113

* Expiration Date: 12/27

The unit may choose to save the payment method for next year if desired. Once all payment information is entered, click **Submit Payment.**

* Expiration Date: 12/27

* CVV: 411

* Email Address: mcreagh@scouting.org

BILLING ADDRESS

* Country: USA

* Address Line 1: 1325 W Walnut Hill Ln

Address Line 2: Address Line 2

* City: Irving

* State/Region: TX

* ZIP Code: 75038-3008

Save this card for future payments:

Submit Payment

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my.Scouting | Organization Manager

Pack 0288 St Vincent De Paul Catholic Church

Unit Validation Payment **3 Confirmation**

Pack 0288

Organization Manager

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

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

Renewal Order Status

Status: Submitted	New Charter
Is paid: Yes	Effective Date: 04/01/2024
Created By: [Name]	Expiry Date: 03/31/2025

[← Back To Payment](#)

Once payment has been made, a confirmation screen will show until it is time for the unit to renew again in 12 months.

my.Scouting | Organization Manager

Pack 0288 St Vincent De Paul Catholic Church

Renewal Order Status

Status: Submitted	New Charter
Is paid: Yes	Effective Date: 04/01/2024
Created By: [Name]	Expiry Date: 03/31/2025

1 Unit Validation 2 Payment 3 Confirmation

Unit Leadership

Chartered Organization