

# Council Support of Unit Renewal and Member Renewal

## Unit Renewal:

Units can bring in the needed support and the council can renew a unit for them. Within Registrar Tools there is a tab called "Unit Renewal" and you can search for any unit eligible to renew and select it.

The screenshot shows the "my.Scouting | Registrar Tools" interface for Hawk Mountain Council 528. The "Unit Renewal" tab is selected in the left sidebar. The main area contains search filters for Unit Type (Pack), Unit Number, Expiration Date, District Name, Chartered Organization, and Special Interest Type. A "Status" dropdown is set to "Active". A "Search" button is located at the bottom right of the filter section. Below the filters is a table of units with columns for Type, Gender, Number, Chartered Organization, District, and Expiration. The unit "St Johns Evangelical Lutheran Church" is highlighted in yellow.

Type	Gender	Number	Chartered Organization	District	Expiration
Pack	F	0033	Olivets Boys and Girls Club	Appalachian 01	03/31/2024
Pack	F	0037	Colonel Jacob Morgan American Legion Post 537	Frontier 05	03/31/2024
Pack	F	0101	St Johns Evangelical Lutheran Church	Frontier 05	03/31/2024
Pack	F	0103	St Paul'S United Church Of Christ	Frontier 05	03/31/2024

The process is similar to what the unit experiences if they renew on their own. When you open the page, the validation process will run, if any issues are reported they will need to be fixed before you can proceed.

The screenshot shows the "Unit Renewal and Leadership Approval" page. At the top, it displays "29 Youth Members" and "1 Multiple Members". A "Validation" section is highlighted with a red box, showing a red error message: "Charter validation results: 1 Error". Below this, a detailed error message states: "Error: Leaders do not have current Youth Protection Training" and lists "Members Effected" with a list of names. At the bottom right, a "Next Step: Payment" button is highlighted with a red box.

When all the validation issues are cleared, then you would sign the form for the unit using “On File” as the signature as you have a paper copy for your files. Click on “Next Step: Payment.”

my.Scouting | Registrar Tools

Hawk Mountain Council 528

Pack 0101 St Johns Evangelical Lutheran Church F

1 Unit Validation 2 Payment 3 Confirmation

**Unit Leadership**

Chartered Organization Rep. <a href="#">Charles [Name]</a>	Committee Chair <a href="#">John [Name]</a>
Cubmaster <a href="#">Carl [Name]</a>	Committee Member <a href="#">John Mahlmeister</a>
Den Leader <a href="#">[Name]</a>	Assistant Cubmaster <a href="#">Vicente [Name]</a>
Executive Officer <a href="#">Andrew [Name]</a>	Asst. Den Leader <a href="#">Andrew [Name]</a>

[Edit Positions](#)

**Chartered Organization**

<b>Organization Name</b> St. Johns Evangelical Lutheran Church	<b>Executive Officer</b> [Name]
<b>Unit Term</b> Apr 1, 2023 - Mar 31, 2024	<b>Unit Address</b> 216 East Walnut Street Kutztown, PA 19530

**Membership**

<b>47</b> Youth Members	<b>5</b> Multiple Members
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**Unit Renewal and Leadership Approval**

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

[Next Step: Payment](#)

You need to review that all looks correct and then Click “Process Payment and Renew Unit. The \$100.00 unit charter fee will be processed overnight in the Membership Journal ACH.

my.Scouting | Registrar Tools

Hawk Mountain Council 528

Pack 0101 St Johns Evangelical Lutheran Church F

1 Unit Validation 2 Payment 3 Confirmation

**Unit Renewal Fees**

<b>Recharter Fee:</b>	\$100.00
<b>Subtotal:</b>	\$100.00
<b>Manual Payment (No Admin Fee):</b>	\$0.00
<b>Total:</b>	\$100.00

**Billing Information**

Process manual payment for unit renewal.

[Process Payment and Renew Unit](#)

[Back To Unit Validation](#)

## Member Renewal: For Parent, Member, or Unit request to renew.

If needed, you can renew members for a unit in Registrar Tools. Units will need to provide a list for you.

NOTE: This process is similar to the “Non-Unit Renewal” process we had.

Within the “Unit Info” page, if there are members eligible to renew, the “Renew” tool will show in the header bar of the roster.

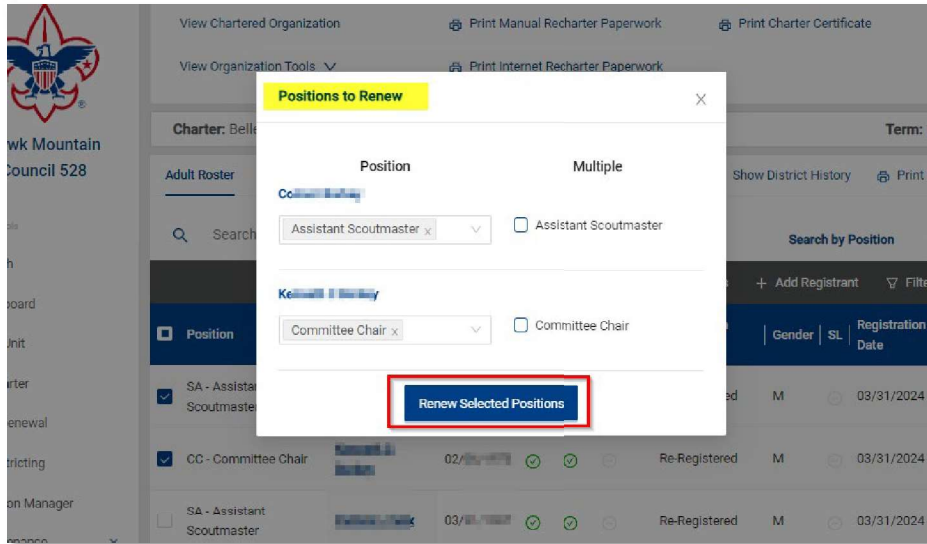
There are selection boxes along the left side of each member listed and you can select all or select individual names to renew.

The screenshot shows the Registrar Tools interface for Hawk Mountain Council 528. The left sidebar contains navigation options: Search, Dashboard, New Unit, Recharter, Unit Renewal, Redistricting, Position Manager, Maintenance, Data Management, Reports, and User Guide. The 'Search' option is highlighted with a red box. The main content area displays unit information for District: Cacocosing 04, Meeting Address: 3540 Bellemans Church Rd, Mohrsville, PA 19641, Council Paid: YES, Unit ID: 221184, and United Way Name: BERKIS COUNTY. Below this, there are fields for EFFECTIVE DATE (04/2023), EXPIRATION DATE (03/2024), and TERM (12 months), with an 'Expire Unit' button. Further down, there are links for 'View Chartered Organization', 'Print Manual Recharter Paperwork', 'Print Charter Certificate', 'View Organization Tools', and 'Print Internet Recharter Paperwork'. The 'Charter' section shows 'Bellemans Union Church' for the term '04/01/2023 - 03/31/2024' with a 'Term: 12' dropdown. The 'Adult Roster' tab is active, showing a search bar and a 'Search by Position' toggle. A 'Renew' button is highlighted with a red box in the header bar of the roster table. The roster table has columns for Position, Name, DOB, YPT, CBC, Trained, Registration Status, Gender, SL, and Registration Expiry Date. Two members are listed: SA - Assistant Scoutmaster and CC - Committee Chair, both with 'Re-Registered' status and an expiry date of 03/31/2024.

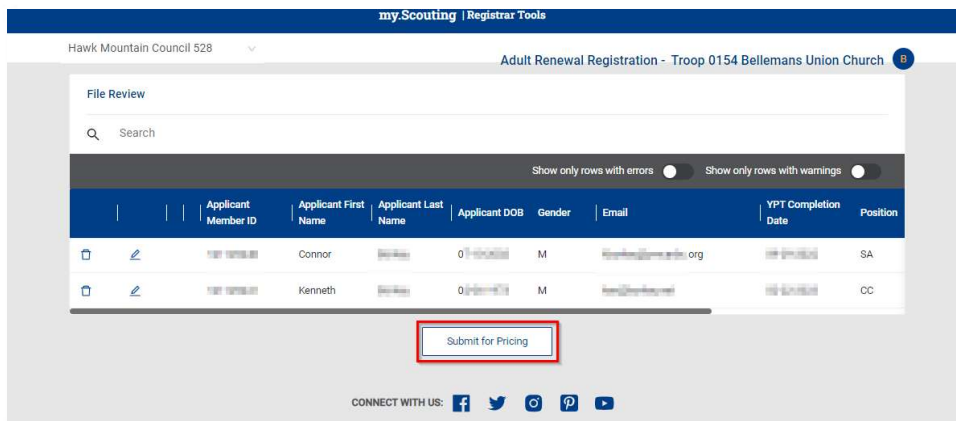
Click the Renew tab.

This screenshot is similar to the one above, showing the Registrar Tools interface. The 'Search' option in the left sidebar is highlighted with a red box. The main content area shows the same unit information and charter details. In the 'Adult Roster' section, the 'Renew' button in the header bar is highlighted with a red box. The roster table shows three members: SA - Assistant Scoutmaster, CC - Committee Chair, and SA - Assistant Scoutmaster, all with 'Re-Registered' status and an expiry date of 03/31/2024.

A mini window will show, listing all the members selected. You can adjust the positions as needed. Once all is correct, click “Renew Selected Positions.”



This will take you to the File Review Screen, you can do all the same functions as in “Add-Reg.” Click “Submit for Pricing.”



If all looks correct, click “Submit Registrations” The renewals will be posted overnight, and the fees will be added to the overnight Membership Journal ACH.

