

[ ON COUNCIL LETTERHEAD]

**[SAMPLE LETTER/MEMO TO UNIT KEY 3'S To be Edited by Council]**

Date: November 8, 2024

FROM: \_\_\_\_\_, Scout Executive  
\_\_\_\_\_, Council Commissioner  
\_\_\_\_\_, Council VP of Membership

TO: Unit Leaders (Cubmasters, Scoutmasters, Crew & Post Advisors),  
Committee Chairs & Charter Representatives.

CC: Unit Commissioners

RE: Simple Steps to Membership Renewal

Earlier this year Scouting America launched a new **membership renewal process** separate from the **Unit Charter renewal**. This new process syncs with each member's annual enrollment date. Members (youth & adult) join Scouting year-round, and their membership fees are tied to the month of their enrollment. For most members, this is the same month as the unit charter renewal. But for members who joined after July 2023 the date is tied to the month they joined.

Although individual members receive direct communication from Scouting America on when and how to renew their individual membership, the unit leadership can handle renewals for all members. In fact, the unit handling renewal for its members is the preferred method.

Unit Key 3 members (Unit Leader, Committee Chair, Charter Rep) still have the best and most efficient way to complete the member renewal process for their unit members, both youth and adults.

Unit Key 3 members can follow this simple 3-step process to renew their unit's members. You can renew members (youth and adult) at any time, starting 60 days before their expiration date. Renewals are encouraged to be completed prior to the expiration so there is no lapse in insurance coverage and access to Scoutbook+ is not interrupted.

**Here are the Simple STEPS for a Unit to Renew Members:**

**1. A Unit Key 3 member will log into to my.scouting.org**

- a. Select MENU
  - i. Then Select *Organization Manager*
    1. Then Select *Roster*

**2. Now Select the Youth & Adult members you want to renew**

- a. Adults must be YPT compliant to renew their membership.

**3. Now Select payment method**

- a. Pay online by Credit Card- follow prompts to use a saved credit card or add a new card
  - i. The membership renewal process is now complete- no further action is needed
- b. Pay at Council office
  - i. Print Documents as prompted

- ii. Sign Documents
- iii. Submit signed documents to the Council office with Payment

**Here are the STEPS for a Unit to Renew its Annual Charter:**

**1. A Unit Key 3 member will log into to my.scouting.org**

- a. Select MENU
  - i. Then Select *Organization Manager*
  - ii. Then Select *Unit Renewal*

**Validate the Information**

- c. **Are the adults listed in positions correct? Make changes if needed.**
- d. **Is YPT current for adults? This is a must!**
- e. **E-sign the Page once the above is completed**

**2. Review Unit Pin (This is the BeaScout.org Unit locator Pin). Make changes if needed.**

**3. Now Select payment method**

- a. Pay online by Credit Card- follow prompts to use a saved credit card or add a new card
  - i. The membership renewal process is now complete- no further action is needed.

**OR**
- b. Pay at Council office
  - i. Print Documents as prompted
  - ii. Sign Documents
  - iii. Submit signed documents to the Council office with Payment

Please continue to work with your Local Council Staff and Commissioner team to complete this important process. The link below shows screenshots and tutorials should you need any on-demand support. [Unit Pay for Member Renewal Oct. 2024](#)

Thank you for all you do to deliver positive, life-changing experiences to every family through Scouting!