

NORTHEAST GEORGIA COUNCIL
PRESENTS

MEMBERSHIP RENEWAL BASICS

for Packs, Troops, and Crews



+ Some updates
from Golden Gate
District!





UNIT PLAN

Unit Key 3 plan to determine how National Membership fees will be communicated and paid. **Not Unit Fees.**



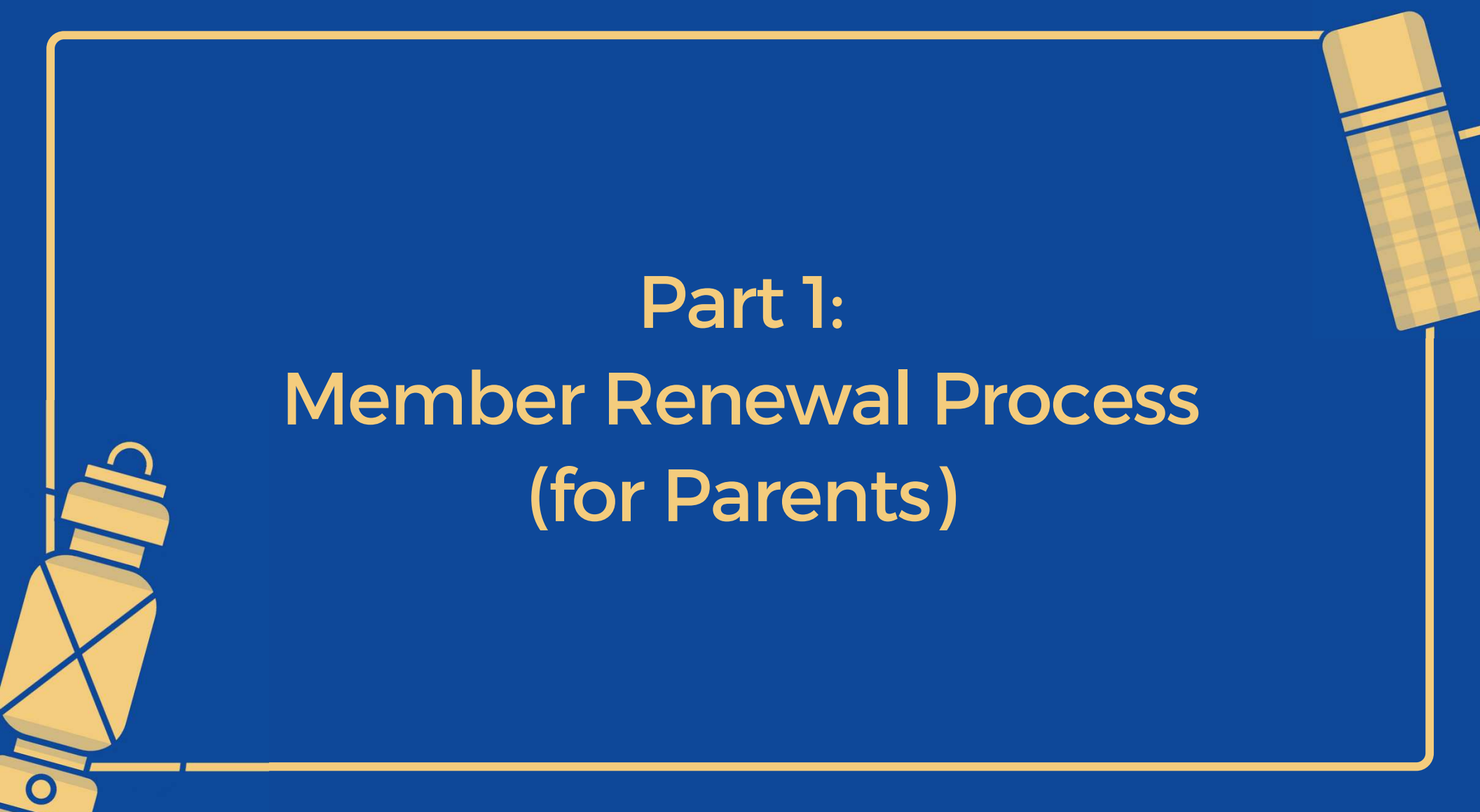
BANKING

If considering a unit payment option, discuss with your committee the different payment methods.



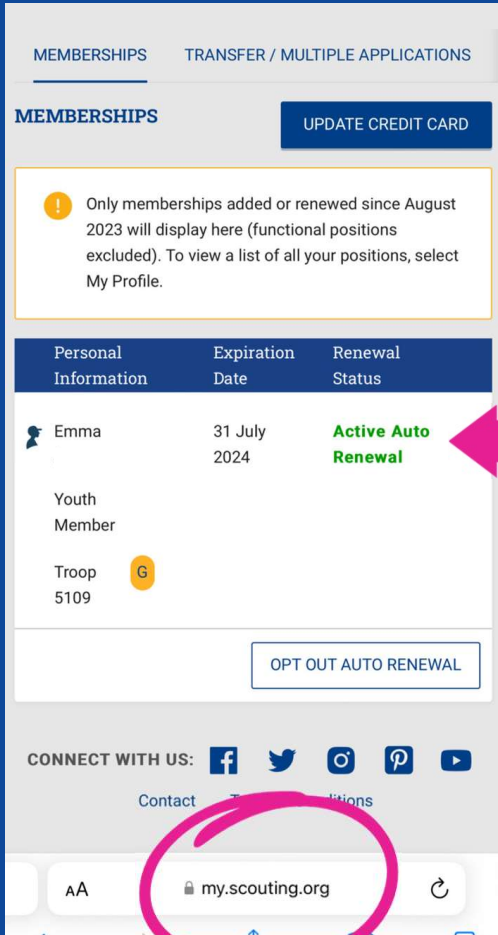
COMMUNICATIONS

Verify all unit members (adults and youth) have parent's email correct in their my.scouting profile.

A decorative yellow line forms a rectangular frame around the text. At the bottom-left corner, there is a yellow lantern icon. At the top-right corner, there is a yellow plaid bag icon.

Part 1: Member Renewal Process (for Parents)



ACTIVE AUTO RENEWAL



PARENT VIEW AUTO RENEWAL

NOTE- We've been told that auto renewal is now working, or will be soon.

AFTER EXPIRATION



Dear [REDACTED]

Your registration with the BSA expired on 8/31/24. It is important to renew registration before the 60-day lapse period expires. After this date you will no longer be covered by BSA insurance and unable to participate in Scouting events. Please follow these steps to renew your membership:

1. Log in to your [my.Scouting.org](https://my.scouting.org) account.
2. Click on the Menu in the top left corner.
3. Navigate to "My Applications."
4. Click the far right tab "My Renewals."
5. Select the individual(s) to renew,
6. Follow the steps to confirm information.
7. Make the payment
8. Click "Place Order" at the bottom of your screen.
9. Approval by unit leaders

After placing your order, an email will be sent to your unit's primary unit leader and Committee Chair. One of them will review and approve your application. **Your renewal will not be complete until leader Approved.**

Your Details:

Name: [REDACTED]
Expiration Date: 8/31/24
Member ID: [REDACTED]

[Visit my.Scouting](#)

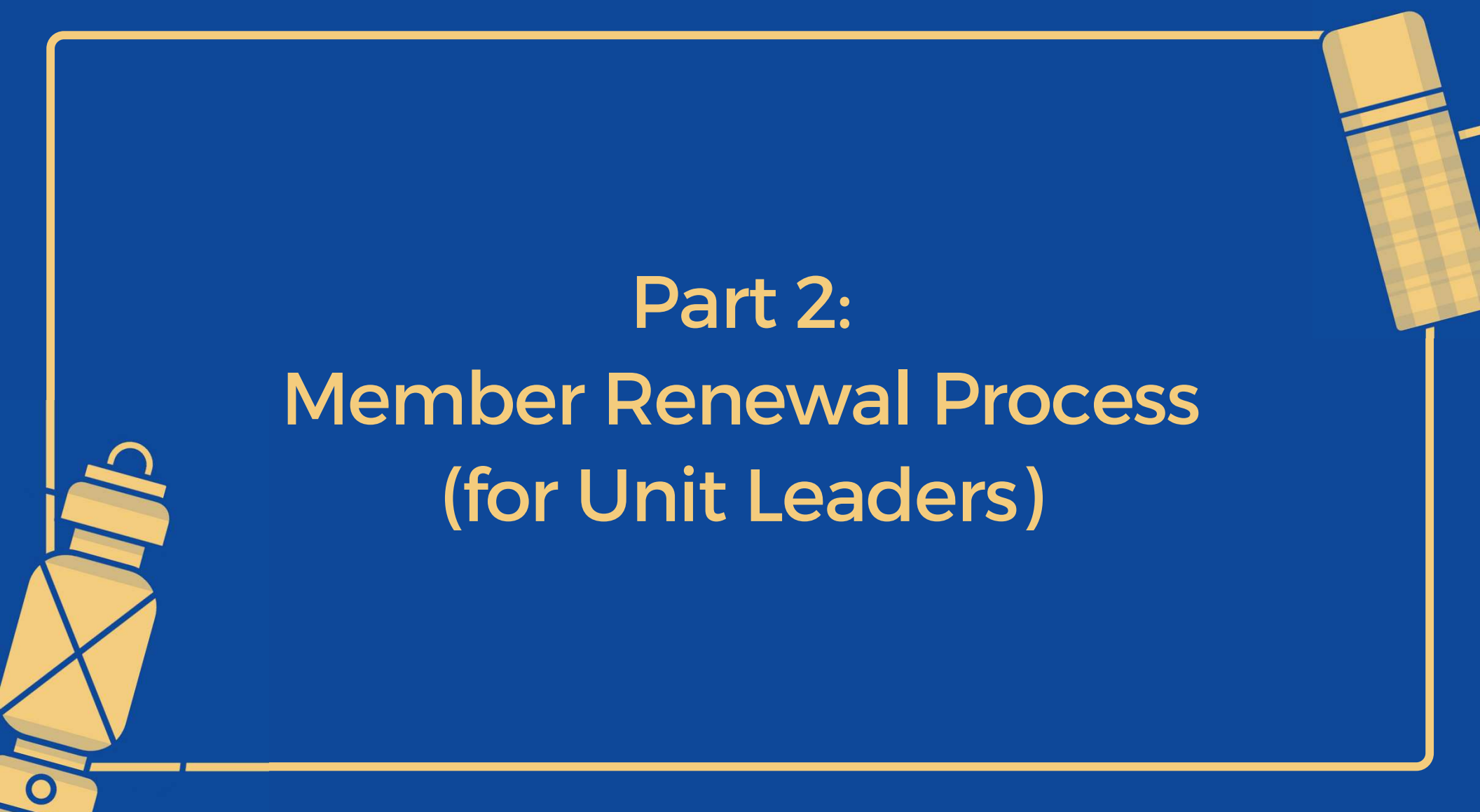
[We Don't Plan to Renew](#)

If you need any assistance with this, please contact the council office at 925-674-6100, or you can email registrar@ggacbsa.org.

Golden Gate Area Council - Scouting America, 6601 Owens Drive #100, Pleasanton, CA 94588
[Manage Preferences](#)

PARENT VIEW

GGAC WILL SEND THIS EMAIL AFTER
THE EXPIRATION HAS PASSED



Part 2: Member Renewal Process (for Unit Leaders)



RENEWAL PROCESS OVERVIEW

Options to customise your unit's renewal process

KEY 3 RENEWAL STEPS

Approve Adult and Youth applications that are eligible for renewal.



FAMILY COMMUNICATIONS

Communicating your unit's process to your families.

PAYMENT OPTIONS

Paying for membership fees online using credit cards or ACH.

KEY 3: APPROVING RENEWALS

HOW DO MEMBERS GET INTO THIS STATE?

If a parent or adult leader has gone in and submitted (and paid) for their renewal, it will now show up as pending approval

WHO MUST APPROVE?

Youth: Any of the Key 3 can approve

Adults: COR must approve

WHAT HAPPENS IF I DON'T DO ANYTHING?

The submitted renewal will time out after 30 days (?) and go to 'Closed' status and that member is NOT renewed

Membership Renewal Orders								
Search								
Name	Order ID	Status ⓘ	Updated	Position	YPT Expiration	Paid	Approved	Delete
Paul Lanzi	1898	Closed	08/28/2024	Unit Scouter Reserve	10/10/2025	No	No	
		Completed	08/15/2024	Youth Member	N/A	Yes	Yes	
		Completed	09/01/2024	Den Leader	09/11/2025	Yes	Yes	
		Completed	08/14/2024	Lion Guide	10/02/2025	Yes	Yes	
		Completed	09/01/2024	Youth Member	N/A	Yes	Yes	
		Submitted	08/23/2024	Youth Member	N/A	No	No	
		Pending Approval	08/26/2024	Youth Member	N/A	Yes	<input checked="" type="radio"/> APPROVE <input checked="" type="radio"/> DO NOT APPROVE	
		Pending Approval	08/27/2024	Youth Member	N/A	Yes	<input checked="" type="radio"/> APPROVE <input checked="" type="radio"/> DO NOT APPROVE	

MONTHLY RENEWAL EMAIL



Monthly Renewal Information

Dear Jessica

Here is your Monthly registration update.

Organization Name: Troop 5109

Expiry Date: 02/28/2025

WHO WILL RECEIVE THE EMAIL

Communications to Unit Key 3 Leaders and individual email to eligible families.

WHAT ARE THE TIMINGS?

Unit Members will be eligible to renew up to two months prior and one month after.

HOW CAN I TELL A UNIT MEMBER'S STATUS?

Status will be indicted in unit roster on [My.Scouting.org](https://my.scouting.org).

PERSONS TO BE RENEWED

List of persons to be renewed (youth)

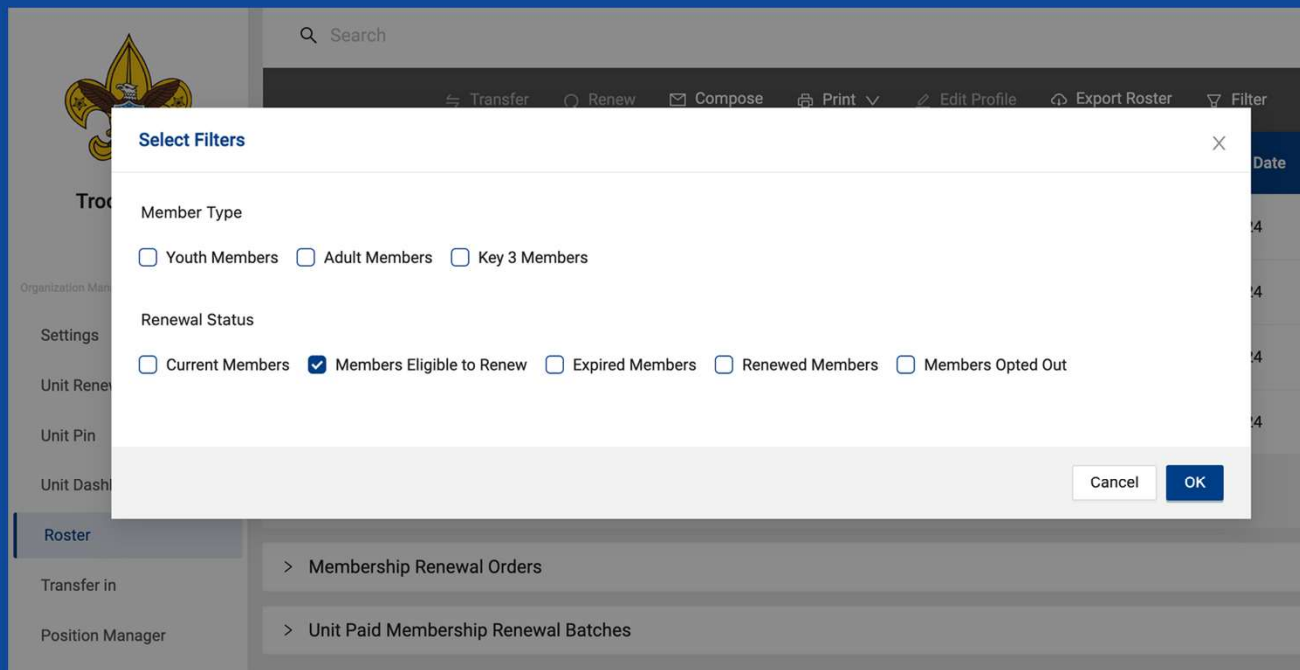
The following person(s) are eligible to renew in the next 3 months. The renewal period will open 2 months prior to their expiration. Please [click here](#) to view your current organization roster or renew members in your organization.

Member ID	First Name	Last Name	Position	Expiry Date
	Emma		Youth Member	07/31/2024
	Felicia		Youth Member	08/31/2024
	ZILU		Youth Member	08/31/2024
	Srishti		Youth Member	07/31/2024
	Total: 4			

List of persons to be renewed (adults)

Member ID	First Name	Last Name	Position	Expiry Date
	Miriam		Committee Member	07/31/2024
	Kathryn		Committee Member	08/31/2024
	Kathryn		Unit Advancement Chair	08/31/2024
	YAN		Committee Member	08/31/2024
Total: 4				

ACCESS THROUGH MY.Scouting



LOG IN TO MY.Scouting

Select the organization unit you wish to manage,

ROSTER

Select the Roster Tool for the desired unit.

MEMBERS ELIGIBLE TO RENEW

Click filter and check the "Members Eligible to Renew" box.


ROSTER: MEMBERS ELIGIBLE TO RENEW

Menu

my.Scouting | Organization Manager

Welcome, Jessica

Troop 5109 Buford Presbyterian Church



Troop 5109

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	Emma		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	Felicia		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	08/31/2024
<input type="checkbox"/>	ZILU		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	08/31/2024
<input type="checkbox"/>	YAN		Committee Member	F	Eligible to Renew	<input type="checkbox"/>	08/31/2024

ADULT RENEWAL FORM



Troop 5109

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Unit Paid Membership Renewal

YAN

☒ Scout Life Subscription

Troop 5109

Committee Member (MC)

☒ Primary Position


Current Expiry Date: 08/31/2024

Future Expiry Date: 08/31/2025

[← Back to roster](#)

[Create Renewal Orders](#)

CREATING AN ORDER



Troop 5109

Organization Manager

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

Roster

Search


Transfer Renew Compose Print Edit Profile Export Roster Filter


	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	Emma		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	Felicia		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	08/31/2024
<input type="checkbox"/>	ZILU		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	08/31/2024
<input type="checkbox"/>	YAN		Committee Member	F	Eligible to Renew	<input type="checkbox"/>	08/31/2024

< 1 >


> Membership Renewal Orders

> Unit Paid Membership Renewal Batches





CREATING AN ORDER





Troop 5109

Organization Manager

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

Membership Renewal Orders

Search


Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Jamie	3629	Pending Approval	02/23/2024	Assistant Scoutmaster	09/13/2024	Yes	<input checked="" type="checkbox"/> APPROVE <input checked="" type="checkbox"/> DO NOT APPROVE	
Donald	6663	Pending Approval	02/29/2024	Committee Member	N/A	Yes	<input checked="" type="checkbox"/> APPROVE <input checked="" type="checkbox"/> DO NOT APPROVE	
Srishti	47919	Completed	07/20/2024	Youth Member	N/A	Yes	Yes	
Miriam	72705	Initiated	07/20/2024	Committee Member	09/03/2025	No	Yes	
Kathryn	72706	Initiated	07/20/2024	Committee Member	07/04/2025	No	Yes	

> Unit Paid Membership Renewal Batches

Approve by clicking option

Remove from order with 

MODIFYING AN ORDER



Troop 5109

Organization Manager

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

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	Miriam		Committee Member <small>Trained</small>	F	Eligible to Renew	<input type="radio"/>	07/31/2024
<input type="checkbox"/>	Emma Caitlyn		Youth Member	F	Eligible to Renew	<input type="radio"/>	07/31/2024
<input type="checkbox"/>	Felicia		Youth Member	F	Eligible to Renew	<input type="radio"/>	08/31/2024
<input type="checkbox"/>	ZILU		Youth Member	F	Eligible to Renew	<input type="radio"/>	08/31/2024
<input type="checkbox"/>	YAN		Committee Member	F	Eligible to Renew	<input type="radio"/>	08/31/2024

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ORDER



Troop 5109

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

☐

Renton Brown

R

Assistant Scoutmaster

Trained

M

Current

02/28/2025

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1

2

3

4

5

...

9

>

10 / page

> Membership Renewal Orders

▼ Unit Paid Membership Renewal Batches

Created By	Created On	Number of Orders	Paid	Delete
<div>—</div> Jessica	07/21/2024, 10:26:38 am	2	No	GO TO PAYMENT

Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Miriam	73208	Initiated	07/21/2024	Committee Member	N/A	No	Yes	<div></div>
Kathryn	73209	Initiated	07/21/2024	Committee Member	N/A	No	Yes	<div></div>




See the
pending
batch here.
Payment is
next!

RENEWAL BATCHES

Go to next
step
(Payment)

Expand
to see
details

Unit Paid Membership Renewal Batches

Created By		Created On		Number of Orders		Paid		Delete	
	Jessica	07/21/2024, 10:26:38 am		2		No		GO TO PAYMENT 	
Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete	
Miriam	73208	Initiated	07/21/2024	Committee Member	N/A	No	Yes		
Kathryn	73209	Initiated	07/21/2024	Committee Member	N/A	No	Yes		

Can still
remove
from Batch

ORDER CONFIRMATION

Unit Paid Membership Renewal Batches

Created By	Created On	Number of Orders	Paid		Delete
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	Jessica	07/21/2024, 10:26:38 am	2	No	GO TO PAYMENT	
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Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Miriam	73208	Initiated	07/21/2024	Committee Member	N/A	No	Yes	
Kathryn	73209	Initiated	07/21/2024	Committee Member	N/A	No	Yes	


Unit Paid Membership Renewal Batches

Created By	Created On	Number of Orders	Paid		Delete
------------	------------	------------------	------	--	--------

	Jessica	07/21/2024, 10:26:38 am	2	Yes	GO TO PAYMENT
---	---------	-------------------------	---	-----	---------------

Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Miriam	73208	Completed	08/01/2024	Committee Member	N/A	Yes	Yes	
Kathryn	73209	Completed	07/31/2024	Committee Member	N/A	Yes	Yes	






PAYMENT SELECTION



Troop 510

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

Payment Summary

	Traditional Adult Quantity: 2	National: \$65 adult, \$85 youth	\$130.00
	Council Fee Quantity: 2	GGAC: \$45 adult, \$70 youth	### ←
	Administrative Fee Credit Card Processing Fee (3%)	3% for CC payment or \$1 flat fee for ACH payment	### ←
	TOTAL AMOUNT DUE:		###
	AMOUNT PAID:		\$0.00

Select Payment Option by Selecting the Tab

Credit Card ACH Payment

CARD INFORMATION
* First Name :
* Last Name :

Enter bank information

All fields are required

✓

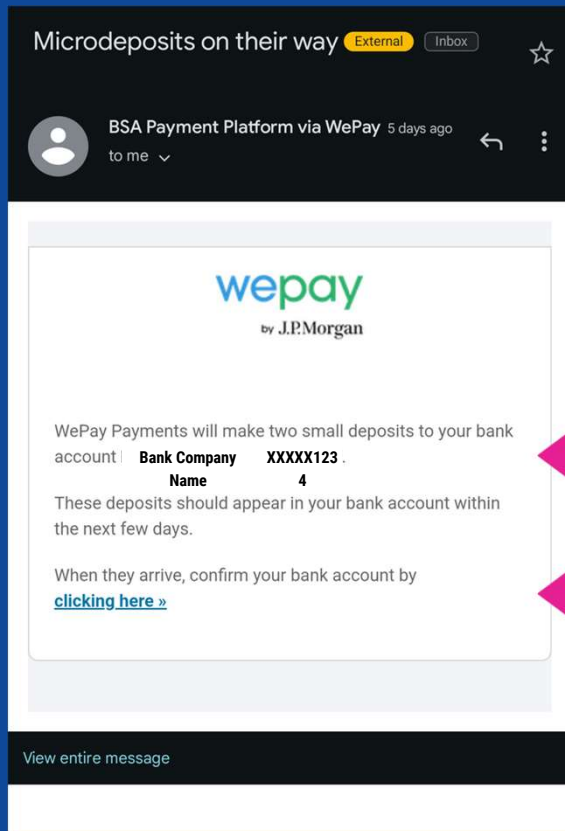
✓

✓

We will only use this information for verification.

ACH CONFIRMATION

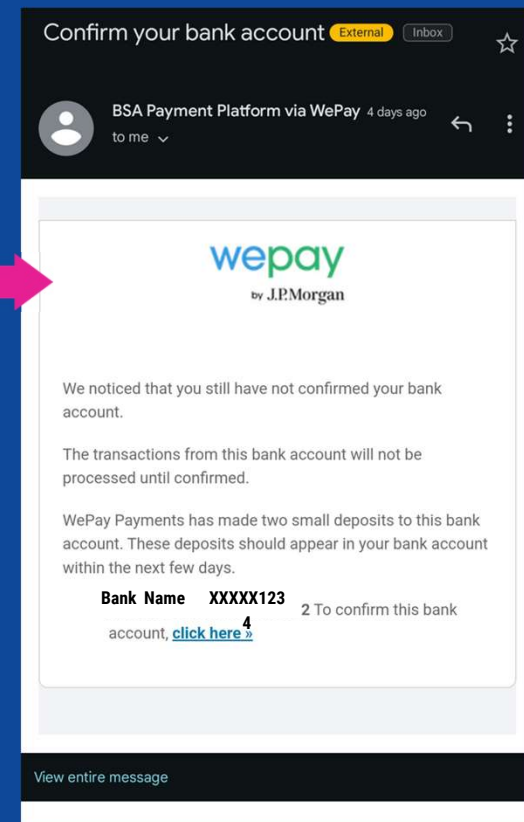
Check your spam folder for the original email.



This email gets sent if you have not yet confirmed your account.

Confirm this is the correct last 4 of your account Number






Once you receive the transactions, click here to confirm amounts




PAYMENT SUMMARY

Payment Summary


X

	Traditional Adult Quantity: 2	\$130.00
	Council Fee Quantity: 2	###
	Administrative Fee Credit Card Processing Fee (3%)	\$4.56
<hr/>		
	TOTAL AMOUNT DUE:	###
	AMOUNT PAID:	###

 Your payment is processing. Please check back later.

Return to Roster

BE PATIENT!



Unit Paid Membership Renewal Batches							
Created By	Created On	Number of Orders	Paid	Delete			
Jessica	07/21/2024, 10:26:38 am	2	No	GO TO PAYMENT			
Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved
Miriam	73208	Initiated	07/21/2024	Committee Member	N/A	No	Yes
Kathryn	73209	Initiated	07/21/2024	Committee Member	N/A	No	Yes

RETURN TO ROSTER

Just like you left it!

Does not update right away

UP IN THE MAIN ROSTER

Renewal Status Submitted

Roster							
Search							
Transfer Renew Compose Print Edit Profile Export Roster Filter							
	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	Miriam		Committee Member ★Trained		Submitted	<input type="checkbox"/>	07/31/2024

RENEWAL STATUS PHASES

Transfer Renew Compose Print Edit Profile Export Roster Filter							
<input type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	Miriam		Committee Member <small>Trained</small>	F	Eligible to Renew	<input type="checkbox"/>	07/31/2024

<input type="checkbox"/>	Emma		Youth Member	F	Initiated	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	Miriam		Committee Member <small>Trained</small>	F	Submitted	<input type="checkbox"/>	07/31/2024

Transfer Renew Compose Print Edit Profile Export Roster Filter							
<input type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	Miriam R		Committee Member <small>Trained</small>	F	Completed	<input type="checkbox"/>	07/31/2025
<input type="checkbox"/>	Emma Caitlyn		Youth Member	F	Expired	<input type="checkbox"/>	07/31/2024

RENEWAL STATUSES

Eligible to renew

Initiated

Submitted

Completed

Expired

EXPIRED = ????

WHAT HAPPENS WHEN A SCOUT IS EXPIRED?

The scout cannot earn advancement, stops earning time towards duration requirements (i.e. “leadership position for 6 months”), Eagle Packet cannot be reviewed and they cannot attend campouts

WHAT HAPPENS WHEN AN ADULT LEADER IS EXPIRED?

The adult is no longer a registered adult leader: does not count towards two-deep leadership, cannot camp with the Troop (may be able to camp with Pack if their scout is still registered and attending), is not covered by Scout insurance, cannot approve advancement

HOW LONG CAN A MEMBER STAY EXPIRED?

After 60 days, the expired member is removed entirely and must apply as a New Youth / New Adult again

RENEWAL STATUSES

Eligible to renew


Initiated

Submitted

Completed

Expired

COUNCIL PAYMENT OPTION



Troop 5109

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster**
- Transfer In
- Position Manager
- Reports









Troop 5109 Buford Presbyterian Church

SELECT ORG LEVEL

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster **Filter**

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/> Miriam		Committee Member 	F	Completed	<input type="checkbox"/>	07/31/2025
<input type="checkbox"/> Emma		Youth Member	F	Initiated		
<input type="checkbox"/> John		Unit Scouter Reserve 	M	Current		
<input type="checkbox"/> Amelia		Youth Member	F	Current		
<input type="checkbox"/> Ellie		Youth Member	F	Current		
<input type="checkbox"/> Jerome		Assistant Scoutmaster 	M	Current		

Select the Filter Button



Troop 5109 Buford Presbyterian Church

SELECT ORG LEVEL

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster **Filter**

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/> Samantha		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	09/30/2024
<input type="checkbox"/> Anita		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	09/30/2024
<input type="checkbox"/> Mia		Youth Member	F	Eligible to Renew	<input type="checkbox"/>	09/30/2024

Select Filters

Member Type

☐ Youth Members ☐ Adult Members ☐ Key 3 Members


Renewal Status

☐ Current Members ☒ **Members Eligible to Renew** ☐ Expired Members ☐ Renewed Members ☐ Members Opted Out

Cancel OK

Select this option





Troop 5109

Organization Manager

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

Troop 5109 Buford Presbyterian Church

Roster

Search

TransferRenewComposePrintEdit ProfileExport


<input type="checkbox"/>	Name	Member ID	Role		
<input type="checkbox"/>	Felicia		Youth Member		
<input checked="" type="checkbox"/>	Samantha		Youth Member	F	Eligible to Renew
<input checked="" type="checkbox"/>	Anita		Youth Member	F	Eligible to Renew
<input checked="" type="checkbox"/>	Mia		Youth Member	F	Eligible to Renew

Membership Cards
Eagle Extension Report
Unit Payment of Membership Renewal
Youth Member Age Report

Select the youth and adults to renew

1

> Membership Renewal Orders



BOY SCOUTS OF AMERICA®

Unit Payment of Membership Renewal

Page 1 of 1

For use when your unit is paying for membership Renewal but you need to pay at the office.

Turn this paperwork along with payment to the council office by the 15th of the month.

Council
District
Unit Type
Unit Number
Date Printed

Northeast Georgia Council 101
Apalachee 10
Troop
5109
08/08/2024

Once accurate, submit this to either the
Lawrenceville Service Center
or the Jefferson Service Center

Members to be Renewed

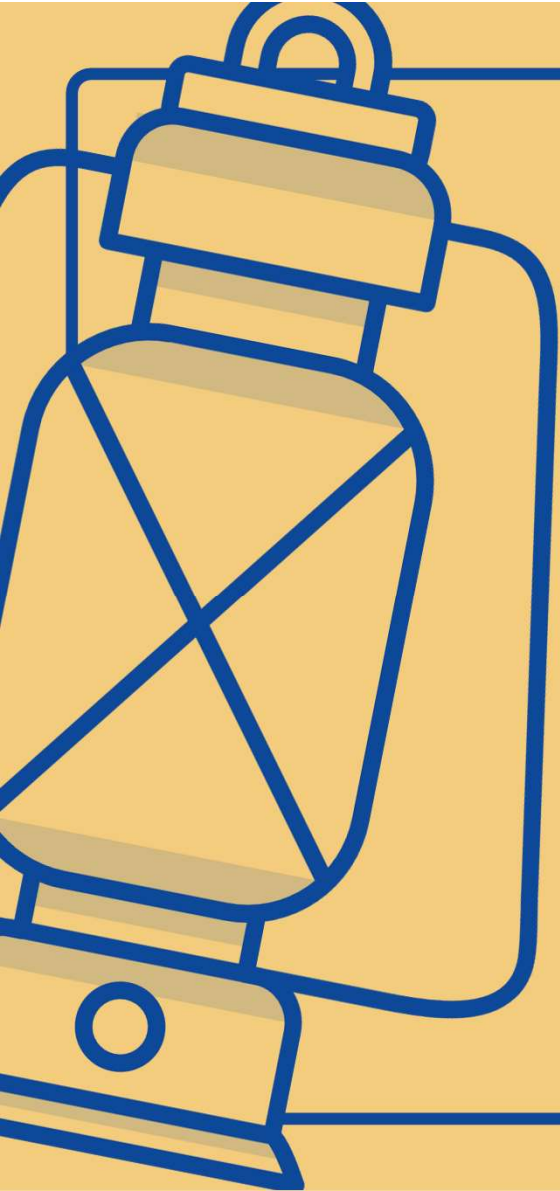
First Name	Last Name	Position	Member ID	Scout's Life Subscription
Anita		Youth Member		No
Mia		Youth Member		No
Samantha		Youth Member		No

Members to be renewed: 3

Fees Due

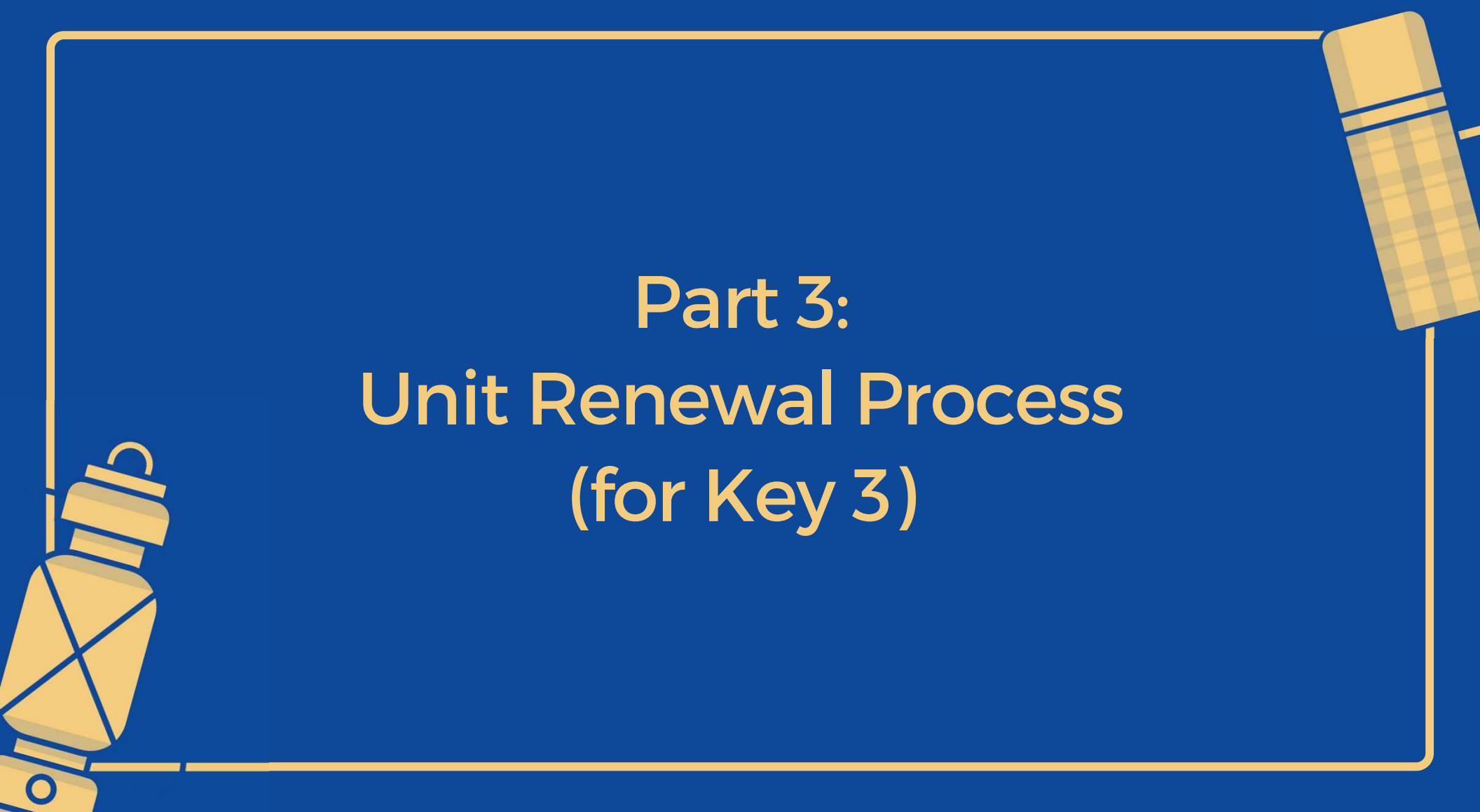
	Total	Amount
BSA Youth Registration	3 youth(s)	\$ 255.00
BSA Adult Registration	0 adult(s)	\$ 0.00
Council Program Fees	3 fee(s)	\$ 33.00
Scout's Life Magazine Subscription	0 subscription(s)	\$ 0.00
Total		\$ 288.00

Confirm Accuracy of these



WHAT ARE THE IMPORTANT THINGS TO REMEMBER?

- UNIT RENEWAL PLAN
- COMMUNICATE WITH FAMILIES
- MONITOR UNIT FUNDS
- CHECK EMAIL ADDRESSES
- MORE COMMUNICATION
- EVEN MORE COMMUNICATION

A decorative yellow line forms a rectangular frame around the text. On the left side, there is a yellow mechanical component, possibly a valve or connector, with a circular opening at the bottom. On the right side, there is a yellow cylindrical component with a plaid pattern and a horizontal band.

Part 3: Unit Renewal Process (for Key 3)

UNIT RENEWAL

Your unit is not eligible for renewal at this time.

Please contact your council for assistance.

WHEN CAN WE DO THE UNIT RENEWAL PROCESS?

GGAC Units (except Explorer Posts) can start this process on 10/31

WHAT IS THE DEADLINE?

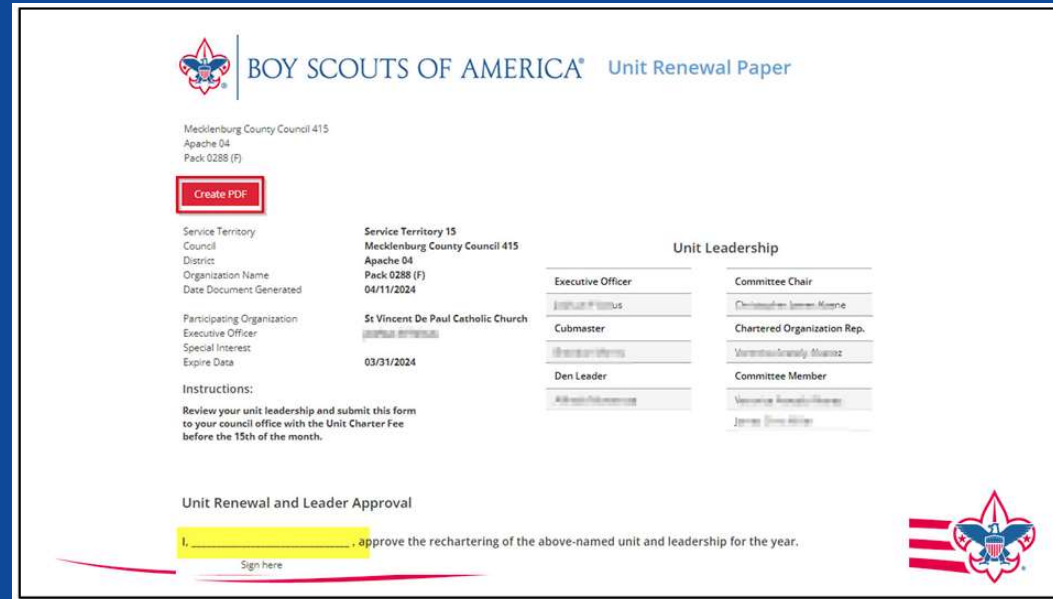
Process must be completely finished by 12/31 or the unit is deleted.

No grace period!

WHAT WILL BE REQUIRED?

- Pay annual \$100 fee (ACH or Credit Card)
- All mandatory Adult Leader positions are filled
- YPT Expiration of Key 3 + Committee Members is checked
 - On you: Check AB506 validity for Key 3 + Committee Members
- Approvals by Key 3 in my.scouting
- 'Wet' or E-signature on the Charter Renewal Form

CHARTER APPROVAL



The form is titled "BOY SCOUTS OF AMERICA® Unit Renewal Paper". It contains the following sections:

- Header:** Boy Scouts of America logo and "Unit Renewal Paper".
- Unit Information:** Mecklenburg County Council 415, Apache 04, Pack 0288 (F).
- Create PDF:** A red button labeled "Create PDF".
- Service Territory:** Mecklenburg County Council 415, Apache 04, Pack 0288 (F), Date Document Generated: 04/11/2024.
- Participating Organization:** St Vincent De Paul Catholic Church, Executive Officer: [Redacted], Special Interest: [Redacted], Expire Date: 03/31/2024.
- Unit Leadership:** A table listing roles and names:

Executive Officer	Committee Chair
[Redacted]	Christopher James Moore
Cubmaster	Chartered Organization Rep.
[Redacted]	Vernon Stanley Moore
Den Leader	Committee Member
[Redacted]	Vernon Stanley Moore
	James [Redacted]
- 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:** A section for the signatory to approve the rechartering of the unit and leadership for the year.
- Signature Line:** A line for the signatory to write their name, with a "Sign here" label.
- Logo:** Boy Scouts of America logo in the bottom right corner.

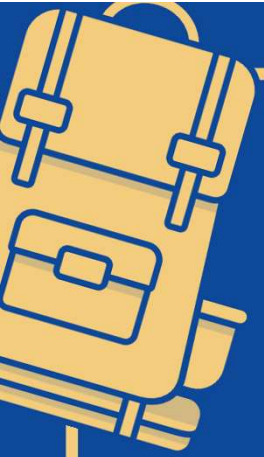
WHO SIGNS THIS AND WHAT DO I DO WITH IT?

- Signer: Executive Officer of the Charter Organization
 - Maybe the COR?
- Send it to the Council Office (process TBD but probably email to the Registrar)



QUESTIONS





BSA SOURCES



NATIONAL TOOLS

[BSA Unit Membership and Renewal](#)

