

How to get help with membership and unit renewal:

Please go to your Unit Commissioner (or, if you don't have a Unit Commissioner, Paul Lanzi, District Commissioner is the catch-all helper) FIRST for help. Commissioners have had the opportunity to receive training on this process and can answer many questions. There are almost 400 units and over 4,000 registered adult leaders in GGAC; we are trying to avoid sending questions to the Registrar (which is just one person: Nicole, in the Council office) unless the question truly needs her attention. Please contact your Unit Commissioner first!

The membership renewal process:

The membership renewal process is drastically changing this year. It's important for unit leadership, in particular the Chartered Organization Representative (COR), Unit Leader, and Committee Chair to understand the new process. Council fees will get paid directly through member fees. Unit fees on the other hand are determined by each Unit and payment is managed by each Unit.

Families will renew individual memberships through MyScouting.org. As a first step, and ideally before 10/31/24 when many families will receive renewal emails, make sure parents in your unit have their correct email addresses on file in their MyScouting.org.

SLIDE 4:Active Auto Renewal

*****Update***** - We've been told that auto renewal is either working or will be working very soon. This is an update since these notes were originally sent out.

SLIDE 5: After Expiration

On 10/31/24 anybody who registered before Aug 2023 will get their renewal email, as their expiration date will be 12/31/24 and 12/31 minus 60 days = 10/31. You can renew within the 60 days before your expiration date.

What happens if your expiration date passes? You will receive an email saying that your membership has expired and then it has instructions on how to renew. 60 days after expiration the scout/parent will be completely removed from the system. Note- more on this on slide 25.

SLIDE 8:Approving Renewals

Any member of the key 3 (Chartered Organization Representative (COR), Unit Leader, Committee Chair) can approve each member's renewal. They may give permission in the system to delegate another unit volunteer to do the approvals but the delegated person must already be in the system (also need to be YPT trained and AB506. This person would need to be added as a Key 3 Delegate (under Position Manager -> Functional Roles). Note that this person will then also have the other abilities of a Key 3 (approving advancement, scheduling meetings on the unit calendar on Scoutbook, etc.).

*****Note*** - At least one member of the Key 3 needs to review renewals pending their approval at least once a month moving forward as there will likely be members renewing each month.**

*****Update***** - We've been informed that the COR does not receive email updates that are listed in the paragraph below as originally believed to be the case.

Every month the Unit Leader and Committee Chair will receive an email letting them know who is eligible for renewal in a given month. The members up for renewal can renew 60 days prior to expiration date and 1 month after expiration date. You may want to use the report to send emails to each of the people on the list (unfortunately they do not include emails for the upcoming renewal folks) in the email they send.

SLIDE 11: Access Through My.Scouting

Go to My.Scouting.org and login

Then select the roster tool for the desired unit

Click the filter and check "Members Eligible to Renew"

This will show you who in the unit is eligible to renew.

SLIDES 12-19: Creating, Managing and Confirming 'Orders' For Renewals

If the Unit is paying for a member's renewal (best visualized on slide 12): If the unit is going to pay for renewals for some people, you can go into the upcoming renewal report, click next to their names and click renewal. You can do this for multiple people and then when you are ready to pay, you click 'go to payment'

There is a needing approval list that will appear (as seen on slide 15). If you don't approve the renewal within 30 days, it will show the person as rejected. If you submit but you don't pay it will show up as Not Approved. Or it could be Pending Approval. For Youth approval, any Key 3 person can approve. Only the Charter Org Rep can approve an adult membership. If your charter org rep doesn't want to be in there 1x per month, they can delegate somebody else to do it (add a COR Delegate under Position Manager -> Functional Roles. Only the COR can add this delegate). Best practice recommendation is that the Unit leader be listed as a COR Delegate.

SLIDE 20: Payment Options

- 3% markup when paying by credit card
- \$1 fee when paying by ACH but your charter has to approve setting this up

ACH- If you would like to pay by ACH that takes about a week to set up. When you click on the ACH payment link you will provide account info. Once that's done you will get an email from WePay and you'll confirm the amounts of small deposits that were deposited into the account

you provided info for. For instance, one might be 2 cents and one might be 3 cents and you'll put those into the WePay form to confirm that ACH is working.

SLIDE 23: Be Patient

If you go back to the roster after you or a member has paid, it will not show as paid until after midnight Central time so do not expect to see the roster immediately updated when one renews.

SLIDE 24: Renewal Status Phases

Renewal Statuses:

- Eligible to renew (60 days before expiration date)
- Initiated- means the person has started the renewal process
- Once the person hits submit it will say "Submitted"
- Once it's approved it will say "Approved"
- Expired (see notes below)

SLIDE 25: Expired

- When a scout is expired they cannot earn advancement, they can't attend campouts and progress towards time-in-service requirements (i.e. "hold a leadership position for 6 months") is disrupted
- When an Adult is expired - they cannot camp w/ ships or troops, they can go w/ packs if their child is registered and on the trip. They also have a disruption in time-in-service requirements (for the Unit Leader of Merit, for instance).
- One can only be expired for 60 days and if they go beyond that, the whole signup process has to start all over again.

Note- if somebody is leaving the unit and they expire, you just have to wait for them to fall off the list 60 days after expiration.

SLIDE 30: Unit Renewal

1. In My.Scouting.Org go to the Roster
2. Click on Unit Renewal. It will say that it's not ready and you will see this until 10/31.
3. You cannot start this process until 10/31. YOU MUST BE DONE BY 12/31 or your unit will be removed from National's systems. The unit will lose its status about how old the unit is, etc AND all adults and scouts would need to re-enroll in the unit... so complete by 12/31!
4. All mandatory adult key positions must be filled. This includes:
 - a. Unit Leader (Cubmaster, Scoutmaster, Skipper, etc.)
 - b. Chartered Org Rep

- c. Committee Chair
- d. Plus 2 committee members

Each of the 5 above adults must be registered, not Expired and must be different people (no one person can hold 2 of the above positions)

ALL Must have YPT/AB506 that expires after the renewal date.

- 5. All Key 3 will have to go into My.Scouting to approve the Unit Renewal

SLIDE 31: Charter Approval

- 6. The Charter Approval form does need a real signature. The executive officer of the Charter Org needs to sign this.

We do not yet have a procedure for where the signed Charter Approval form should be sent. Current best guess is that it needs to be scanned and emailed to the Registrar.