

# Virtual Forum: Boy Scouts of America Unit & Membership Renewal

Thursday, March 21, 2024

# Welcome and Introduction

Chuck Fippen, Council Commissioner

# What's changing?

- **Criminal Background Check Waiting Period:** New adult volunteers must complete a criminal background check (CBC) and wait for approval before assuming a leadership role.
- **Simplified unit renewal:** The focus of unit renewal is now on renewing the unit's charter and ensuring all adult leaders have completed necessary training and background checks.
- **Individual Memberships:** Your BSA membership, whether youth or adult, lasts for 12 months from the day you register. Renewals are independent of your unit's renewal cycle.
- **Individual Fee Management:** Members (or families) now directly renew their BSA memberships and pay associated fees. Units may choose to pay and manage these fees on behalf of members.





# Benefits

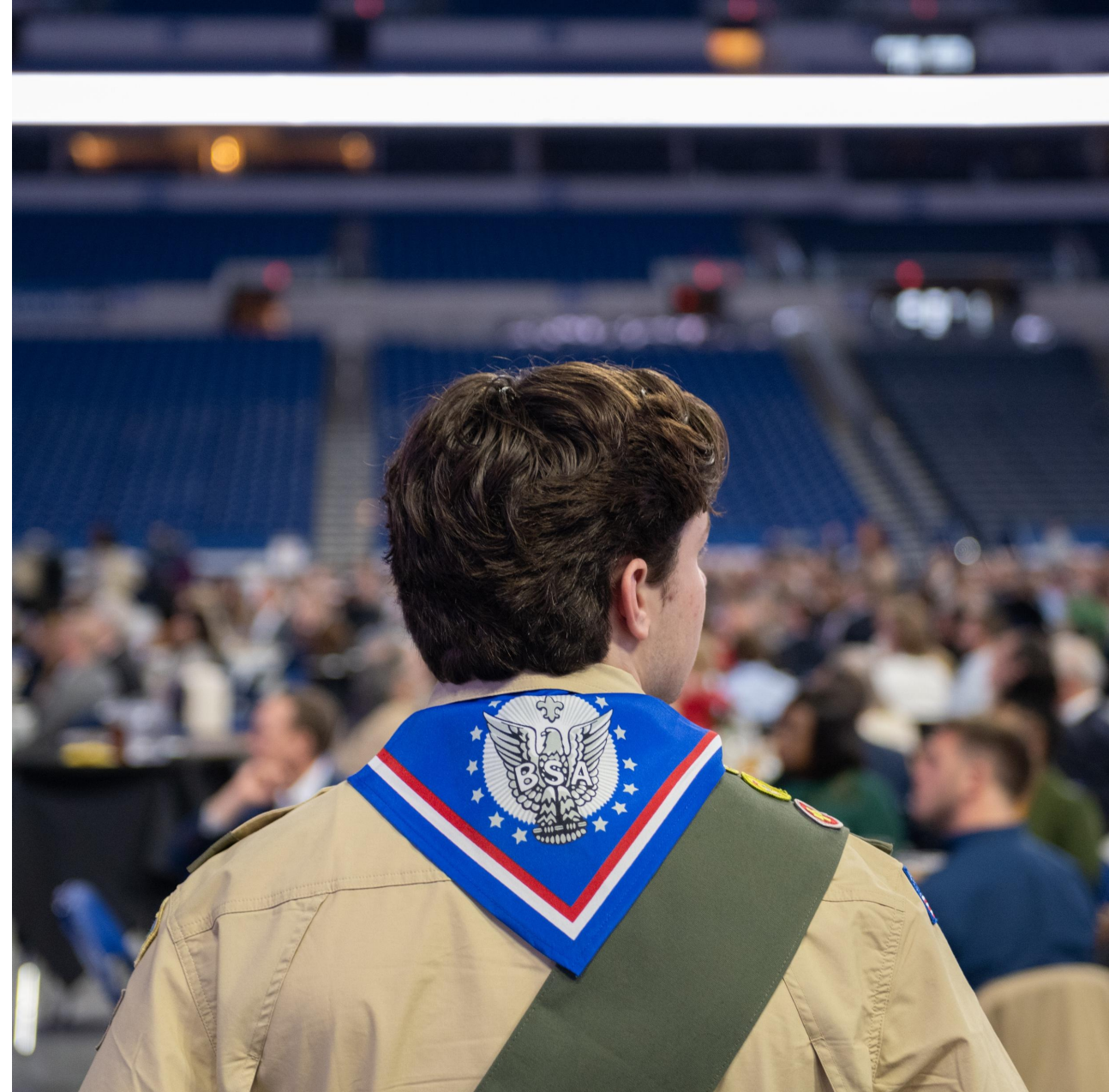
- **Safety First:** New adult volunteers need a completed and approved criminal background check (CBC) for youth protection. This ensures a safe Scouting experience for everyone.
- **Streamlined process:** Separating membership renewal simplifies the renewal process for both units and individual members.
- **Focus on unit operations:** The renewal process now focuses on ensuring the unit itself is prepared for the coming year.
- **Flexibility for membership:** Members have more control over their membership.





# Criminal Background Check

- **Updated Process**  
Criminal Background Check (CBC) must be received BEFORE a new adult volunteer can assume a leadership role.
- **Workflow Change**
  - Applicant and unit Key 3 are notified via email that application is pending.
  - During this review process, **adults are not eligible to meet with youth**
  - Once completed, applicant and unit Key 3 are notified when review is completed.
- **Major Impact**
  - 3-5 day delay for CBC processing and review
  - Rechartering Units
  - Camp Leaders
  - New Units



# Streamlined Renewal Process

Recharter is being replaced by:

**Membership Renewal:** To renew youth and adult members' 12-month registration with the BSA (regardless of when the unit renews).

## Auto-Renewal

Individual membership renewal and fees are paid automatically by the individual

## Manual Renewal

Individual membership renewal and fees are paid to the unit or local council office.

## Unit Paid Renewals

Individual membership renewal and fees are paid by the unit

**Unit Renewal** - To renew unit's charter with the BSA. Renewal date is based on unit's effective date.

Login at My.Scouting.org and go to Organization Manager  
*(Unit Leader, committee chair, chartered organization representative, or designee have access)*

Click on "Unit Renewal" on the menu.

Validate Information

Make changes to Leadership if needed in Position Manager – Have leaders take YPT if needed

E-Sign the Page

Pay and Submit

Submit Signed Annual Unit Charter Agreement

# Renewal Fees

## Unit Renewal

When: Annually on unit's effective date

Window: Opens 2 months prior  
Closes 1 month after

Term: 12 months

Amount: Unit Renewal Fee (\$100)

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## Unit Renewal Fee

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**\$100**/YR

For all new and  
existing units.



# Renewal Fees

## Membership Renewal

**When:** Individuals' joining anniversary date

**Window:** Opens 2 months prior  
Closes 1 month after

**Term:** 12 months

**Amount:** Youth Registration (\$85)  
Youth Local Council Fee (\$80)  
Scout Life Subscription (\$15)

OR

Adult Registration (\$65)  
Scout Life Subscription (\$15)

OR

Merit Badge Counselor  
Registration (\$25)

National \$85/YR

Council \$80/YR

Participants in kindergarten through age 20.



National \$50/YR

Council \$0/YR



For all Exploring youth and adults.

National \$65/YR

Council \$0/YR



All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position).

National \$25/YR

Council \$0/YR



This fee is for  
Merit Badge Counselors **who are not  
already registered volunteers.**





Merit badge counselors who are not also registered in a unit position are not allowed to attend overnight Scouting activities/events.



# Reminder: National Membership Fee Change

- Effective April 1, 2024
- For all new and existing members
- Youth Members
  - New member joining fee eliminated
  - Annual registration increases by \$5
- Adult Volunteers
  - Annual registration increases by \$5

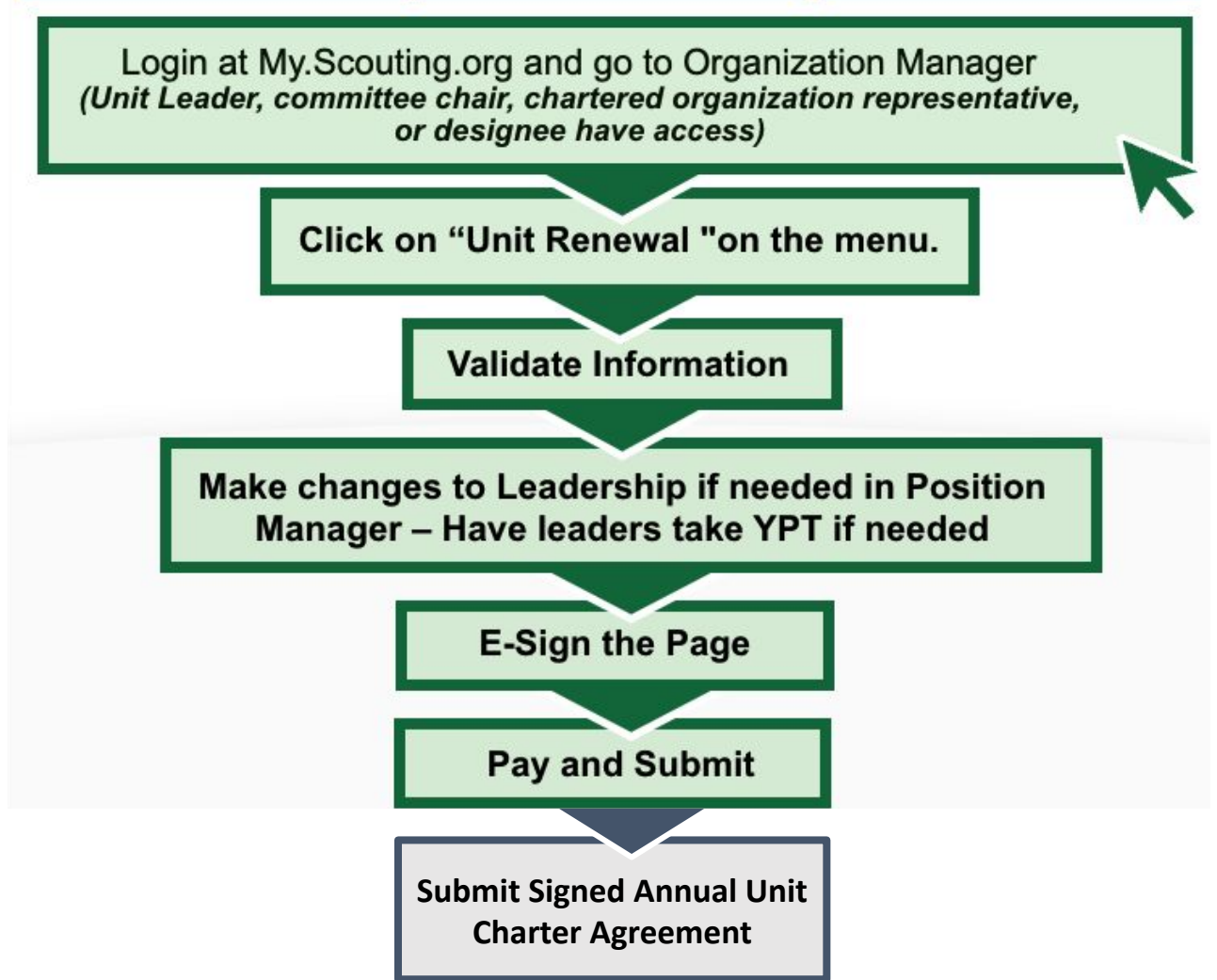
More Info: <https://cacin.us/24-membershipfee>

<p>National <b>\$85</b>/YR</p> <p>Council <b>\$80</b>/YR</p>	<p>Participants in kindergarten through age 20.</p>
	
<p>National <b>\$50</b>/YR</p> <p>Council <b>\$0</b>/YR</p>	 <p>For all Exploring youth and adults.</p>
<p>National <b>\$65</b>/YR</p> <p>Council <b>\$0</b>/YR</p>	 <p>All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position).</p>
<p>National <b>\$25</b>/YR</p> <p>Council <b>\$0</b>/YR</p>	 <p>This fee is for Merit Badge Counselors <b>who are not already registered volunteers.</b></p> <p><small>Merit badge counselors who are not also registered in a unit position are not allowed to attend overnight Scouting activities/events.</small></p>

# Unit Renewal

Occurs annually on unit's effective date.


- January 1 for majority of current Units.





# Unit Renewal

## Sample Workflow



**Troop 0301**

Organization Manager

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

1 Unit Validation
2 Payment
3 Confirmation

### Unit Leadership

Chartered Organization Rep. <a href="#">Randy [redacted]</a>	Committee Chair <a href="#">Mary [redacted]</a>
Scoutmaster <a href="#">Jeffrey [redacted]</a>	Committee Member <a href="#">Charles [redacted]</a>
Executive Officer <a href="#">Randy [redacted]</a>	Assistant Scoutmaster <a href="#">Bryan [redacted]</a>
New Member Coordinator <a href="#">Amanda [redacted]</a>	

### Chartered Organizaton

<b>Organization Name</b> John R. Bentley Youth Fund INC	<b>Executive Officer</b> Randy [redacted]
<b>Unit Term</b> Apr 1, 2023 - Mar 31, 2024	<b>Unit Address</b> 1214 Trogdon St North Wilkesboro, NC 28659

### Youth Membership

6

Youth Members

1

Multiple Members

### Validation

▼ Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

**Members Effected:**

- Bryan [redacted]
- Randy [redacted]
- Charles [redacted]
- Amanda [redacted]

### Unit Renewal and Leadership Approval

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

# Unit Renewal

## Sample Workflow

Troop 0301 John R. Bentley Youth Fund INC **B**

Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

 Unit Validation

 2 Payment

 3 Confirmation

### Unit Renewal Fees

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

### Billing Information

 Credit Card

 Bank Account

#### CARD INFORMATION

\* First Name:

Mary

\* Last Name:

Person

\* Card Number:



\* Expiration Date:

12/27



# Unit Renewal

## Sample Workflow



Troop 0301

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

\* Card Number:

\* Expiration Date:

\* CVV:

\* Email Address:

### BILLING ADDRESS

\* Country:

\* Address Line 1:

Address Line 2:

\* City:

\* State/Region:

\* ZIP Code:

Save this card for future payments:


# Unit Renewal

## Sample Workflow

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC **B**


1 Unit Validation      2 Payment      3 Confirmation



Troop 0301

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.

**i** Renewal Order Status

**Status:** Submitted  
**Is paid:** Yes  
**Created By:** Mary [redacted]



# Unit Renewal

## Sample Workflow

### Payment confirmation



Chase Integrated Payments <chase-support@wepay.com>

To [Redacted]

Retention Policy 3 Year Delete (3 years)

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Expires 2/7/2027

**Annual Unit Charter Agreement is required and must be signed by the Chartered Organization Head, Chartered Organization Representative, and Unit Committee Chair.**



#### THE ANNUAL UNIT CHARTER AGREEMENT AMONG:

[Redacted] (the "Organization"),  
Boy Scouts of America ("BSA"), the [Redacted] Council (the "Local Council"),  
BSA Pack No. [ ] Troop No. [ ] Crew No. [ ] Ship No. [ ] (the "Scouting Unit")  
(Please identify those units chartered by the Charter Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Charter Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Charter Organization succeed in its use of Scouting. This Annual Unit Charter Agreement is entered into as of [Redacted] (date) by and among the Charter Organization, BSA, Local Council and the Scouting Unit for a term of one year, beginning [Redacted], 202[Redacted], and ending [Redacted], 202[Redacted].

#### I. The Local Council agrees to:

##### A. Scouting Resources

1. Provide commercial general liability insurance, described on page 3, to cover the Charter Organization, its board, officers, Charter Organization Representative (COR), employees, and adult volunteers for authorized Scouting activities.
2. Provide program training, program resources, recruitment strategies, resources, and materials to help the Unit grow its membership and provide Scouting to the Unit's local community.
3. Provide camping opportunities, administrative support, and professional staff to assist the Unit in developing a

# CHASE

Integrated Payments

## Receipt

Billed to:

Visa xxxxxx4113  
Mary [Redacted]

Total:

USD \$100.00

Purchased from:

Boy Scout of America  
1325 W. Walnut Hill Lane,  
Irving, TX, 75038, US  
[Wepay\\_admin@scouting.org](mailto:Wepay_admin@scouting.org)

Type:

Sale

Date:

02/08/2024

If you have any questions about your receipt, contact [chase-support@wepay.com](mailto:chase-support@wepay.com).

# Membership Renewal

- Applies to all youth and adult members of the BSA.
- All registrations are for 12 months.
- Renew on the anniversary of the member's joining date.
- Membership renewal can be completed by either the individual / family or the unit.
  - **Auto-Renewal** - Individual membership renewal and fees are paid automatically by the individual after providing method of payment in My.Scouting. Must opt-out to prevent future payments.
  - **Manual Renewal** - Individual membership renewal and fees are paid to the unit or local council office. The unit or council receives the funds and then processes the renewal in My.Scouting.
  - **Unit Paid Renewals** - Individual membership renewal and fees are paid for by the unit using a method of payment provided by the unit. When unit opts-in to paying renewal for all members, the individual / family will not be able to pay for their own renewal.

Auto-Renewal	Manual Renewal	Unit Paid Renewals
Individual membership renewal and fees are paid automatically by the individual	Individual membership renewal and fees are paid to the unit or local council office.	Individual membership renewal and fees are paid by the unit

# Membership Renewal

## Family/Self Pay

- An email notification and a renewal link will be sent 60 days before membership expires.
- The link provided in the email will direct individuals to a renewal form on My.Scouting
- If registered in multiple positions, select the primary position. Renewing the primary position will automatically renew multiple positions.
- The individual pays with a credit card and submits the renewal.
- The unit will approve the membership renewal.

## Unit Pay

- In Organization Manager, the unit selects the Unit Pay option.
- Unit Key 3s are notified each month about which members are due to renew that month.
- Using the Roster tab, the unit selects which members they are renewing.
- The unit can choose not to renew a member (opt-out). The unit can also change the Scout's Life subscription settings for each person.
- The unit pays with a credit card or establishes a securely stored electronic fund transfer payment (ACH) and submits the renewal.



# Next Steps for Units

- **Decide:** Will your unit pay renewals for all members?
  - My.Scouting > Organization Manager > Settings
- **Inform:** Tell your parents about the changes and how this will affect them.
- **Update:** Ensure that parents' correct email addresses are entered in My.Scouting or Scoutbook.
- **Monitor:** Look for renewal notices in your inbox starting in June (for August renewals).





Troop 0001

Organization Manager

Settings

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

Adult Applications

Allow Adult Applications

Auto Approve Renewals

\* This option was set by the council. It may not be changed for this unit.

Allow auto approve renewals

Renewal Payment

Unit will pay for renewal applications

Email Settings

Fee Emails

Include Fees/Fee Explanations

Online Registration Emails

Welcome Emails

SAVE



# Additional Resources

National resources are available at:  
<https://cacin.us/24-unitrenewalsystem>





# Key Reminders

1

## Unit & Membership Renewal

The streamlined renewal process is now live! Units can renew charters and individuals can renew memberships. They are no longer linked.

2

## Criminal Background Checks

**Starting April 1**, the waiting period for background checks begins. Ensure timely completion for new adult volunteers to prevent program interruption.

3

## National Registration Fees

A friendly reminder that national registration fees will increase on **April 1**.

