



Scouting America™

Orange County Council

2024-2025

Individual Member Online Renewal Guide

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- | | | |
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Orange County Council
2 Irvine Park Rd., Orange, CA 92869
(714) 546-4990 Fax (714) 546-0415
www.ocbsa.org/recharter

Council Registrar
(714) 546-4990 x124
Email: recharter@ocbsa.org

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Annual Membership Fees
For any new and existing members

	<u>Youth*</u>	<u>Adult*</u>
National	\$85	\$65
OCBSA	\$75	\$21

Scouts' Life Magazine Subscription \$15
Unit Renewal Fee **\$100**

***All new youth & adults** who complete an online application will be paying the full annual membership fees listed above for 12 months, no longer any prorated membership.

Merit Badge Counselor Fee \$25
(for adults not registered in a unit position)

California Law AB-506

- Mandated Reporter Training Certificate
- CA Background Check Consent Form

Must be uploaded to:
<https://californiascouting.org/oc/>

- In addition, all registered adults need to get fingerprinted (**Live Scan**). This service is offered at no cost to our volunteers. Call (714) 546-4990 to schedule your appointment today.

Youth Protection Training (YPT) must be completed **annually*** for all adults and 18+ participants. *Orange County Council Policy

Position Specific training must be complete for each registered unit position.

Hazardous Weather training must be current.

- E-Signature now accepted for IH/COR
- E-Payment Options – Check or CC
- Verify Contacts on BEAScout.org Unit Pin are current and correct.

Online Membership Renewal

Starting this year, membership renewal will not be completed as part of the unit renewal process. Instead, membership renewal will happen year-round. Units will need to decide how they want their members to renew.

1. Have individual members renew their own memberships online.
2. Have the Unit manage the online renewal process completely for all members.
3. Choose a combination of managing specific renewals while having the remaining individuals renew their own memberships.

There is a 90-day lapse period, where the lapsed membership can be renewed online after expiration. The lapse period begins the day after the expiration date listed in the member's renewal email and in the Unit reports found in my.scouting.org's Organization Manager.

Individuals are not registered during the 90-day lapse period and may not participate in Scouting activities, including meetings and overnight trips, until their registration is renewed.

After 90 days, a new application must be submitted, using the same Member ID number. The purpose of the lapse period is to allow members to easily renew online instead of being required to submit a new application.

Membership Fees

All memberships are valid for 12 months, with no shorter periods or prorated fees available. Membership fees are non-refundable. See the updated [Membership Fee Chart](#) for the Orange County Council, effective April 1, 2024.

Renewal Emails

The series of emails will be sent 60, 45, 30, 7 and 1 day(s) before renewal and 7 days after renewal expiration. The current email subject line is *Your BSA Membership is up for renewal*. The current "From" name is Boy Scouts of America (boyscoutsofamerica@scouting.org).

The renewal emails will be sent to the primary email address listed in the adult leader's my.scouting.org profile or, in the case of youth members, to the primary email address listed in the parent's my.scouting.org profile. To update an email address, the adult member or parent should log in at my.scouting.org, click the My Profile button, scroll to the bottom of the page, enter the updated email address and click the toggle to mark it Primary.

Key 3 Members will receive digest emails with upcoming renewals for all of their units as well as an email that will now go to leaders on a daily basis alerting them to take action on a submitted renewal for their unit. Key 3 Members might want to set up email filters and specific renewal notice folders so that renewals go to one place in their inbox and aren't missed. Learn how to set up filters in [Gmail](#), [Yahoo](#), [iCloud](#), and [Outlook](#).

Sample Renewal Email



Your BSA Membership is up for renewal

Dear

90

This is a friendly reminder that your annual BSA membership will expire in ~~60~~ days on **06/30/2024**. Please **click here to renew** your membership(s) in the below organization(s). Renewals can also be processed by contacting your local council.

 **Click Here to Renew**

Member ID:

Organization Name:

Position:

New Registration Term:

All persons 18 and over registering with the Boy Scouts of America are required to complete Youth Protection training, which is available online at my.scouting.org. Youth Protection Training must be current to register.

Thank you for your participation in the Boy Scouts of America. If you have any questions regarding your registration, please contact your local council or unit leader.

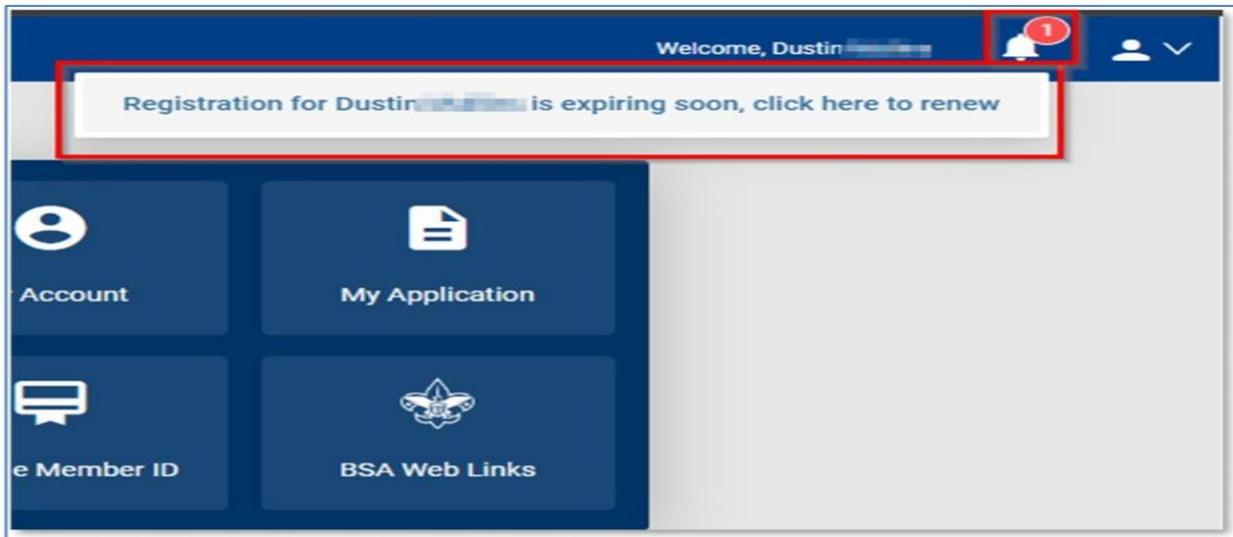
The renewal link also provides option to change your Scout's Life Subscription and/or opt out of the program.

Individual Registration Renewal

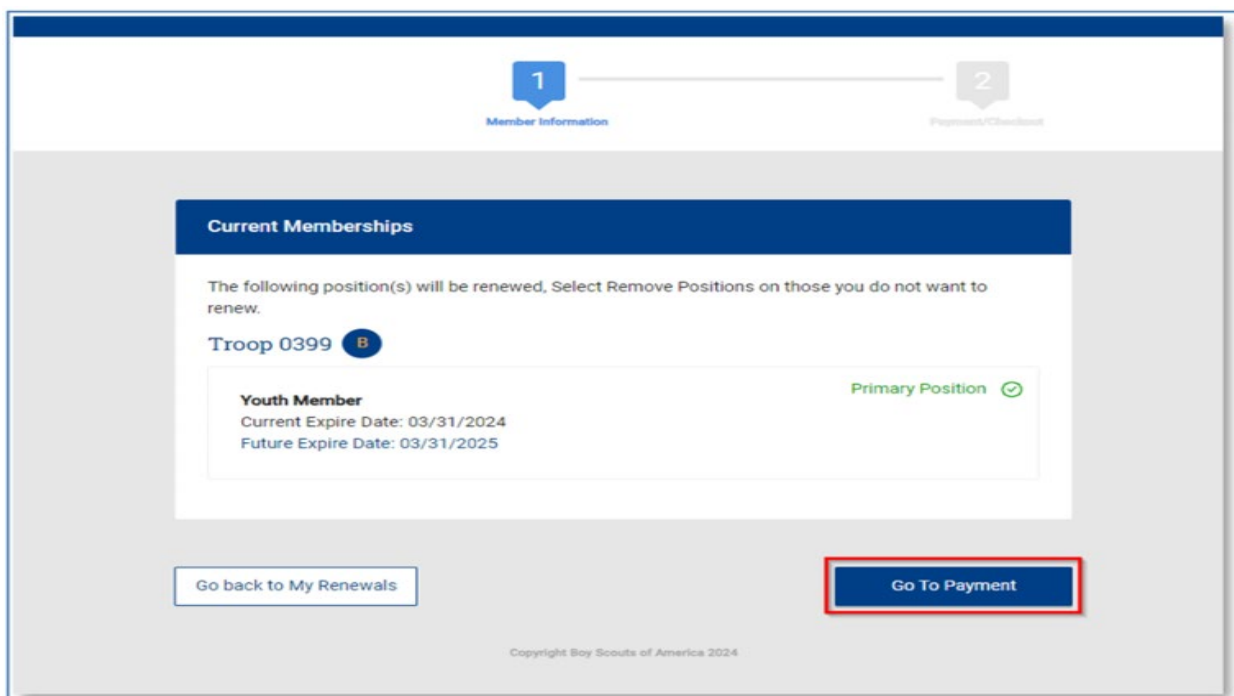
In August 2023, all BSA registrations changed to 12 months. Parents and leaders can renew their registration online two months before the membership expires.

My.scouting.org displays a reminder notice in the upper right upon login when your registration is due to be renewed within two months. A membership renewal notice is also sent via email with a link that can be used to renew the registration. The notice will be sent 60, 30, 15, 7 and 1 day(s) out, as well as 1 week after expiration until the registration is renewed.

In my.scouting.org, click on the Notice icon to open the renewal page.

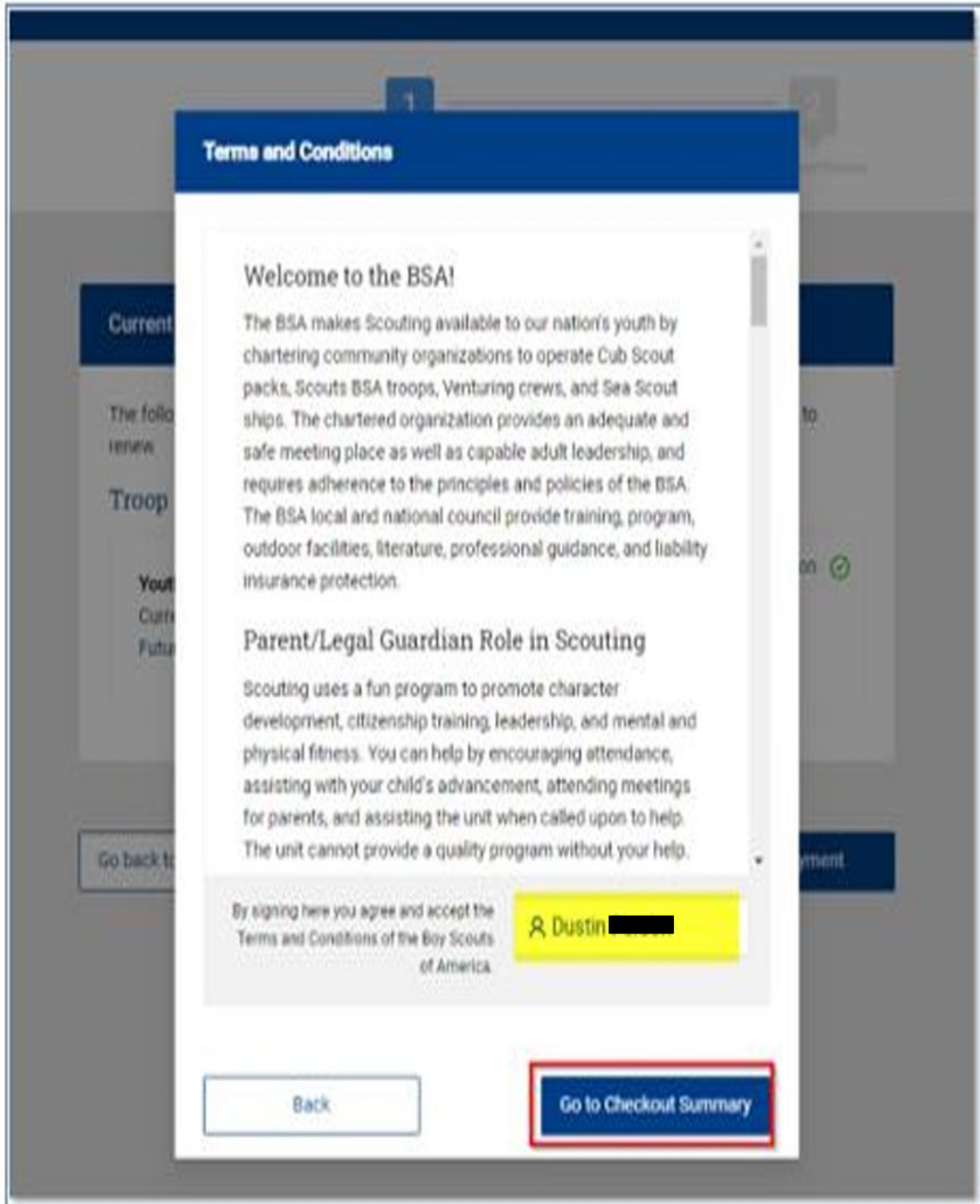


Review to ensure everything looks correct, then click on the “Go To Payment” button.



You will be prompted to sign and agree to the BSA Terms and Conditions, just like you did when you joined the BSA. (Please review before signing).

Click on “Go To Checkout Summary.”



The checkout page shows the fees to pay and allows you to adjust the Scout Life Magazine Subscription. NOTE: The default is to subscribe. **You will need to “uncheck” the box if you do not wish to subscribe.**

Proceed to enter your Credit Card information.

The screenshot shows a checkout summary page. At the top, there are two progress indicators: 'Member Information' with a checkmark and 'Payment/Checkout' with the number '2'. Below this is a 'Summary' section with a table of items:

Item	Amount
BSA Youth Registration (Trad.) <small>Dustin [redacted] Valid until February 2025.</small>	\$80.00
Administrative Fee OLR	\$2.85
Scout Life Magazine <small>Dustin [redacted] Valid until February 2025.</small>	\$15.00
TOTAL AMOUNT DUE	\$97.85

Below the summary is a 'Payment Details' section with a sub-section for 'CARD INFORMATION'. The 'Cardholder Name' field is filled with 'Sally Person'.

The payment process will default to the billing address record on file. Please check this. If the Credit Card has a different address, you can change it.

Click on “Place Order” and your membership is now renewed.

The screenshot shows the credit card payment and billing address form. At the top, there are two progress indicators: 'Member Information' with a checkmark and 'Payment/Checkout' with the number '2'. Below this are fields for 'Expiration Date' (12/27) and 'CVV' (411). A disclaimer is present: 'Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.' Below the disclaimer is the 'BILLING ADDRESS' section with a toggle switch for 'Same as saved address' which is currently turned on. The address fields are: Country (USA), Address Line 1 (1325 W Walnut Hill Ln.), Address Line 2 (empty), City (Washington), State/Region (DISTRICT OF COLUMBIA), and ZIP Code (20001). At the bottom left, there is a 'Place Order' button.

Once the Credit Card process is completed, your receipt will show. Click on the “Complete Registration” Tab at the bottom and you will be directed back to your applications in My.Scoutng.org.



Parent Renewal of a Youth

Parent must be linked to youth as their parent/guardian. *If you have any issues completing this task reach out to council for support. Email kimw@ocbsa.org.*

Log in to the parent’s my.scouting.org account.

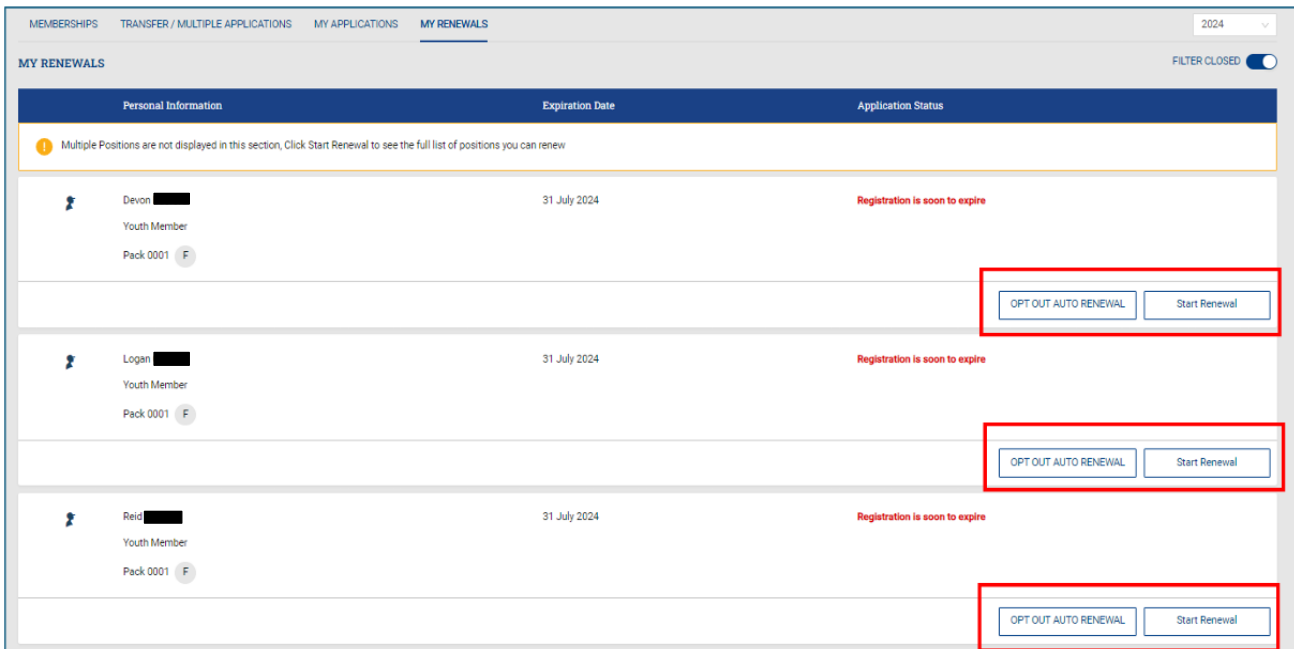
In the top right there will be a red “alert” symbol. When you hover over it, a message appears to renew registrations that are expiring soon. Click on that message.



All youth linked to the parent that have registrations expiring within the next 60 days will be listed, as well as any eligible registrations for the parent.

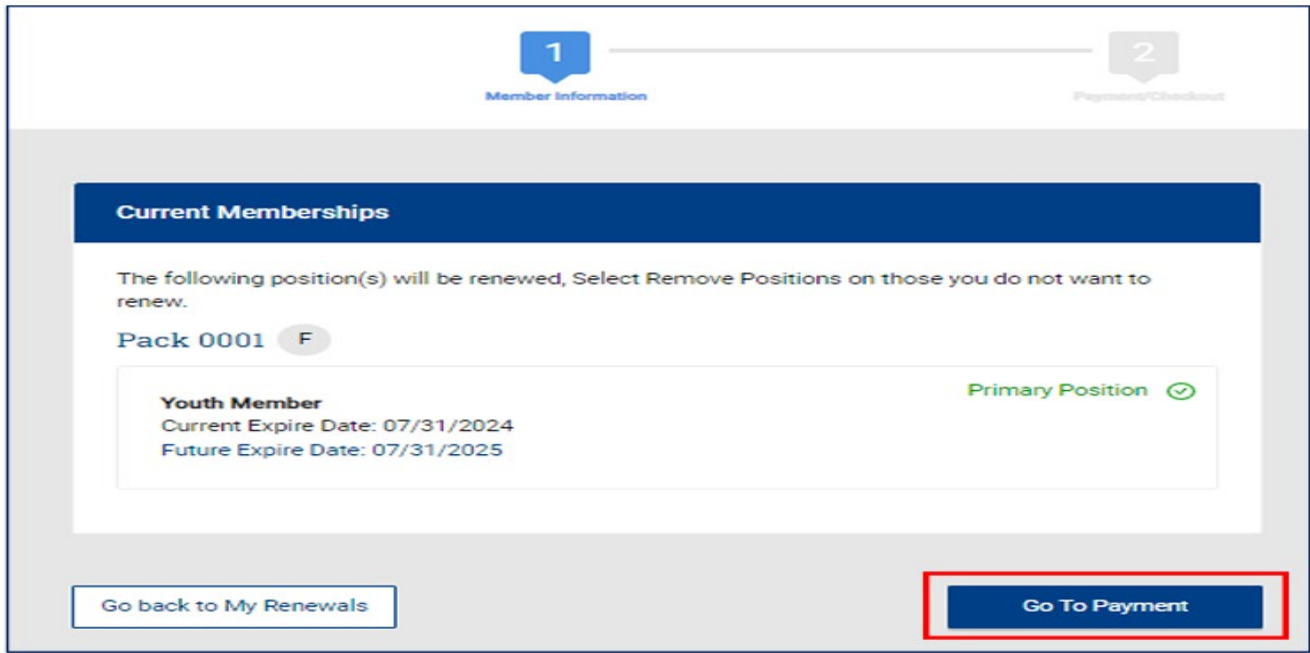
If the youth is not planning to continue on their Scouting journey, select “opt out of Auto Renewal.” This will stop any renewal reminder emails from going to the parent/guardian. You can choose to “opt back in” at a later date if needed.

Select “Start Renewal” to proceed with the renewal. Renewals will be completed one at a time if there are multiple youth to renew.



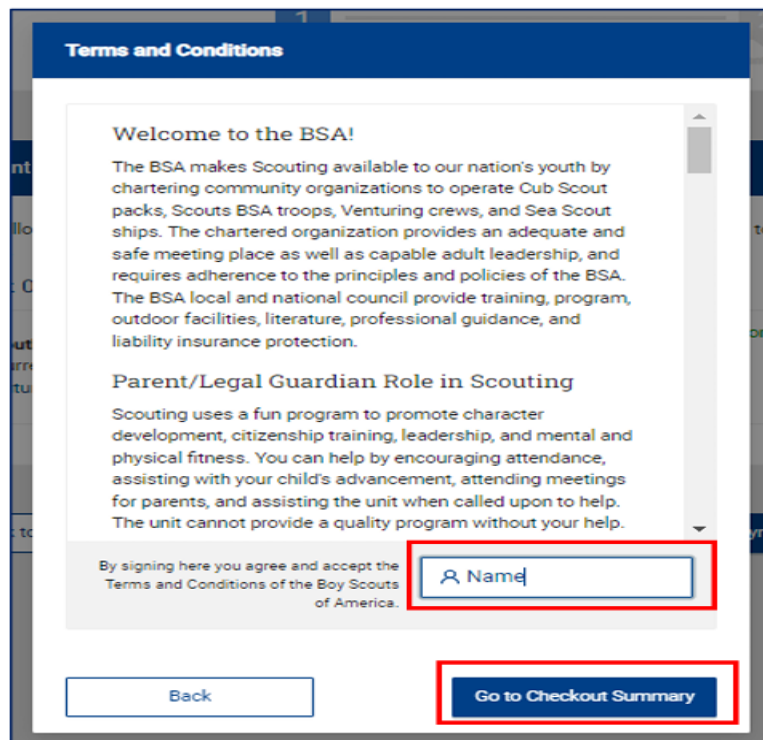
All positions that are “eligible” for renewal for that youth will be displayed on the screen.

Select “Go To Payment”






The Terms and Conditions will display. After reviewing them, the parent/guardian will enter their name “sign” the document.

Select “Go To Checkout Summary.”




Review the summary of charges. NOTE: Scout life is selected by default. If you do not want it, uncheck the box.



Summary


 BSA Youth Registration (Trad.) Devon Basford Valid until September 2025.	\$85.00
 Administrative Fee	\$3.00
<input checked="" type="checkbox"/> Scout Life Magazine  Devon Basford Valid until September 2025.	\$15.00
TOTAL AMOUNT DUE	\$103.00

Enter the payment details. You have the option to save your payment information securely to be used next year. After entering all the Payment details, select "Place Order. If the parent chooses to not pay online but to pay at the council, instead of selecting "Place Order", select "Click to print for manual pay". This will create a download of a fee summary pdf to be taken to the council.

Payment Details

Secure, 1-click checkout with Link 


Card number: 4112 3441 1234 4113  Expiration date: 01 / 25 Security code: 411 


Country: United States  Zip code: 72946

By providing your card information, you allow Boy Scouts of America to charge your card for future payments in accordance with their terms.


Save your info for secure 1-click checkout with Link Optional


Email:

 (800) 555-0175

 link • By providing your info, you agree to create an account subject to Link's [Terms](#) and [Privacy Policy](#). [Learn more](#)

BILLING ADDRESS


Same as saved address 

* Country: USA 

* Address Line 1:

Address Line 2:

* City:

* State/Region: TEXAS 

* ZIP Code: 55555

Unit Pay for Member Renewal

Unit Pay for member renewal is found in my.scouting.org > Organization Manager > Roster.

The “Renew” feature displays on the roster header bar. Units (Key 3) can renew their members if they choose. The system allows you to select all or specific individuals to renew. You can also do this multiple times during the month so if you leave someone off you can always renew their membership later.

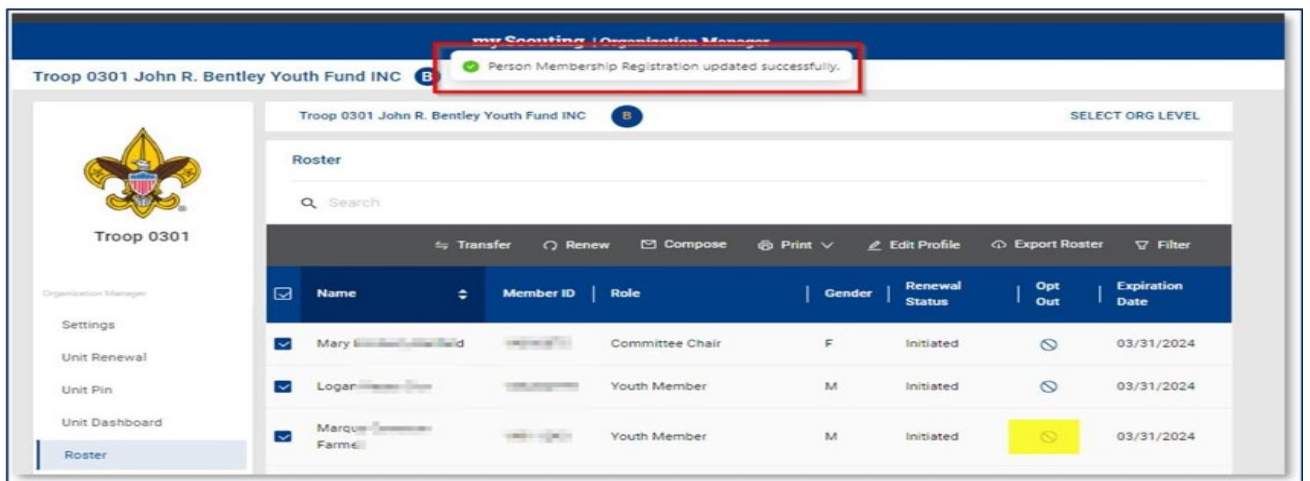
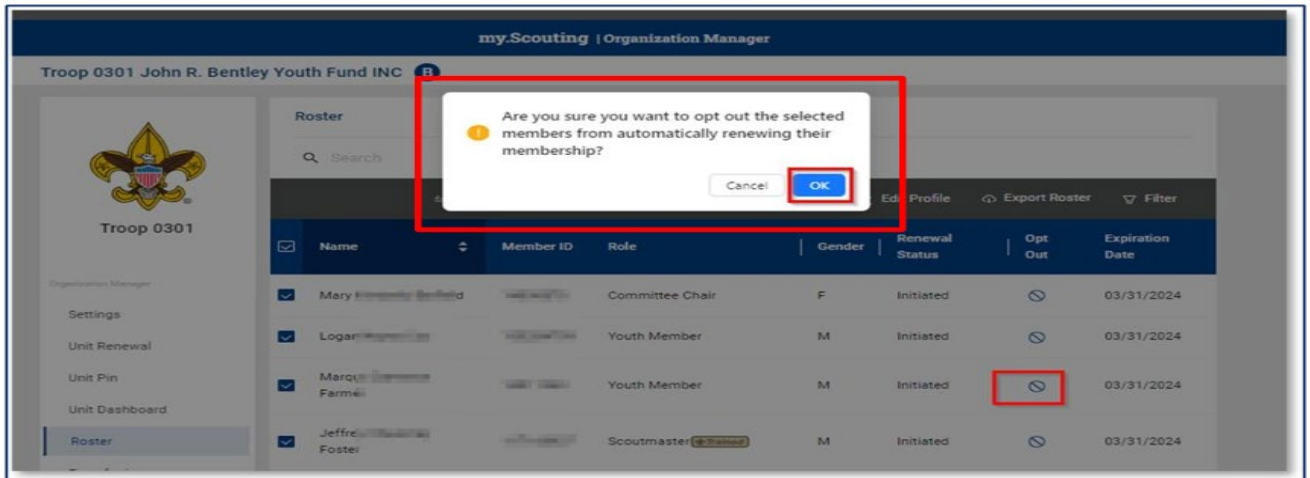
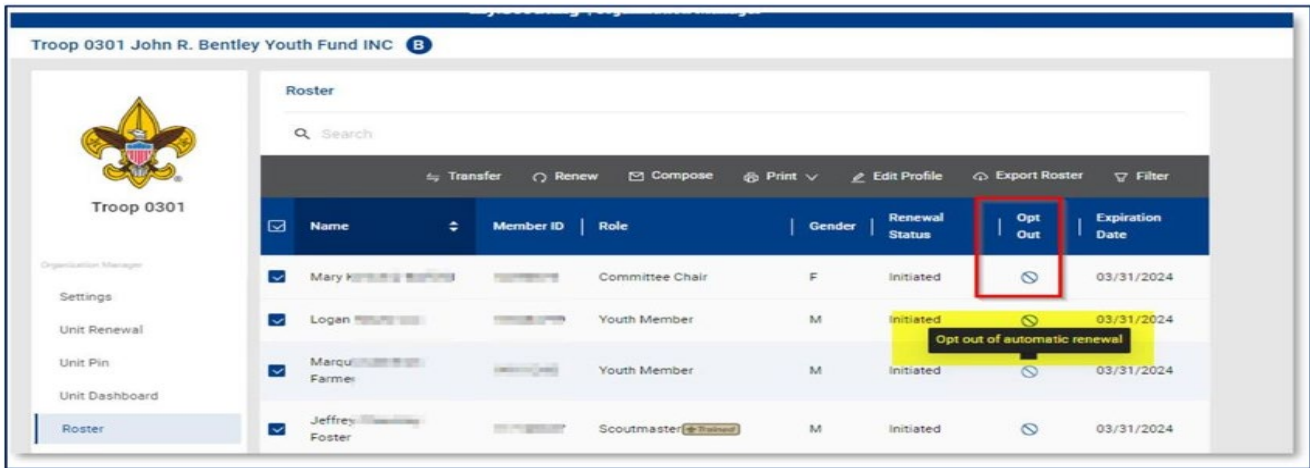
NOTE: The renewal period for membership begins two months before the expiration date and extends into a three-month “lapsed” period after the expiration date.

i.e. A term date of June 1, 2024 – May 31, 2025
Can renew as early as April 1, 2024, and as late as August 31, 2025.

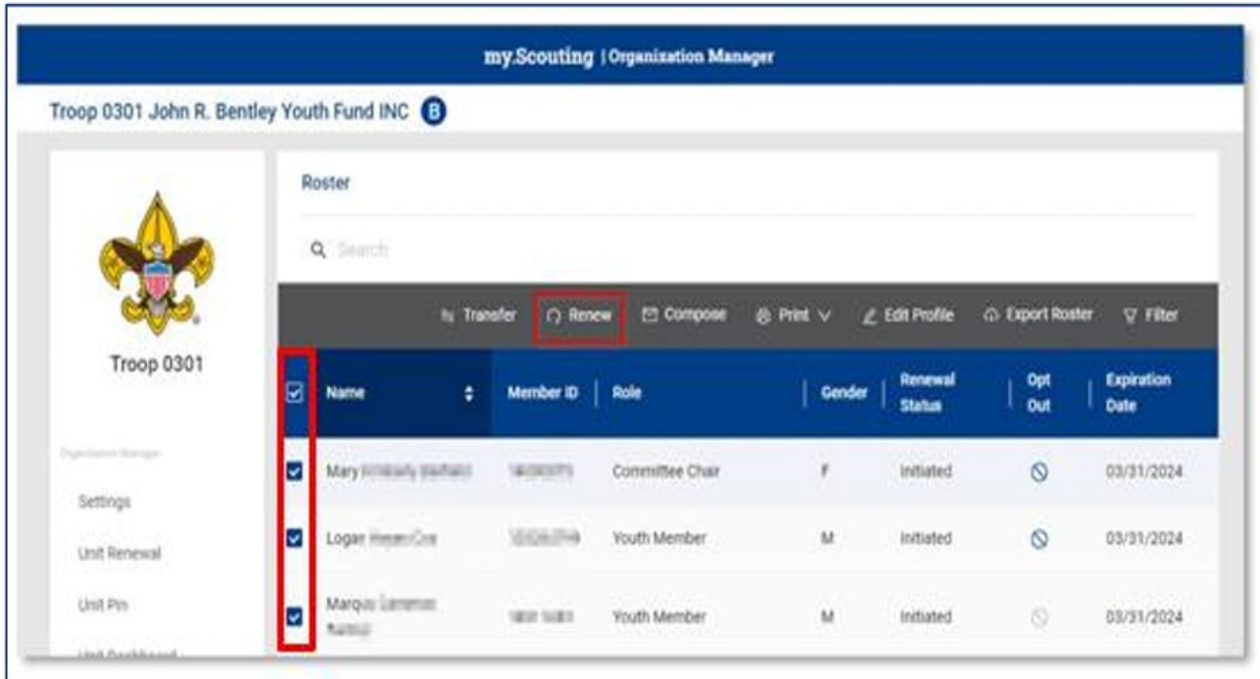
The screenshot shows the 'my.Scouting | Organization Manager' interface for Troop 0301 John R. Bentley Youth Fund INC. The 'Roster' page is active, displaying a list of members. The 'Renew' button in the top navigation bar is highlighted with a red box. The 'Opt Out' column in the roster table is also highlighted with a red box. The roster table includes the following data:

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Karpinski-Stenberg	14000375	Committee Chair	F	Initiated	<input type="checkbox"/>	03/31/2024
Logan Hiramson	13100000	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Marcus James Farmer	14001000	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Jeffrey Charles Foster	11000000	Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024
Bryan Scott Hargreaves	12000000	Assistant Scoutmaster	M	Initiated	<input type="checkbox"/>	03/31/2024
Randy Charles Bissell	85000000	Chartered Organization Rep. Executive Officer	M	Initiated	<input type="checkbox"/>	03/31/2024
Seth Bryan Hargreaves	13000000	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Charles Dale Hales	12000000	Committee Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Seth William Hales	12000000	Youth Member	M	Initiated	<input type="checkbox"/>	03/31/2024
Amanda Lynn Bissell	15000000	New Member Coordinator	F	Initiated	<input type="checkbox"/>	03/31/2024

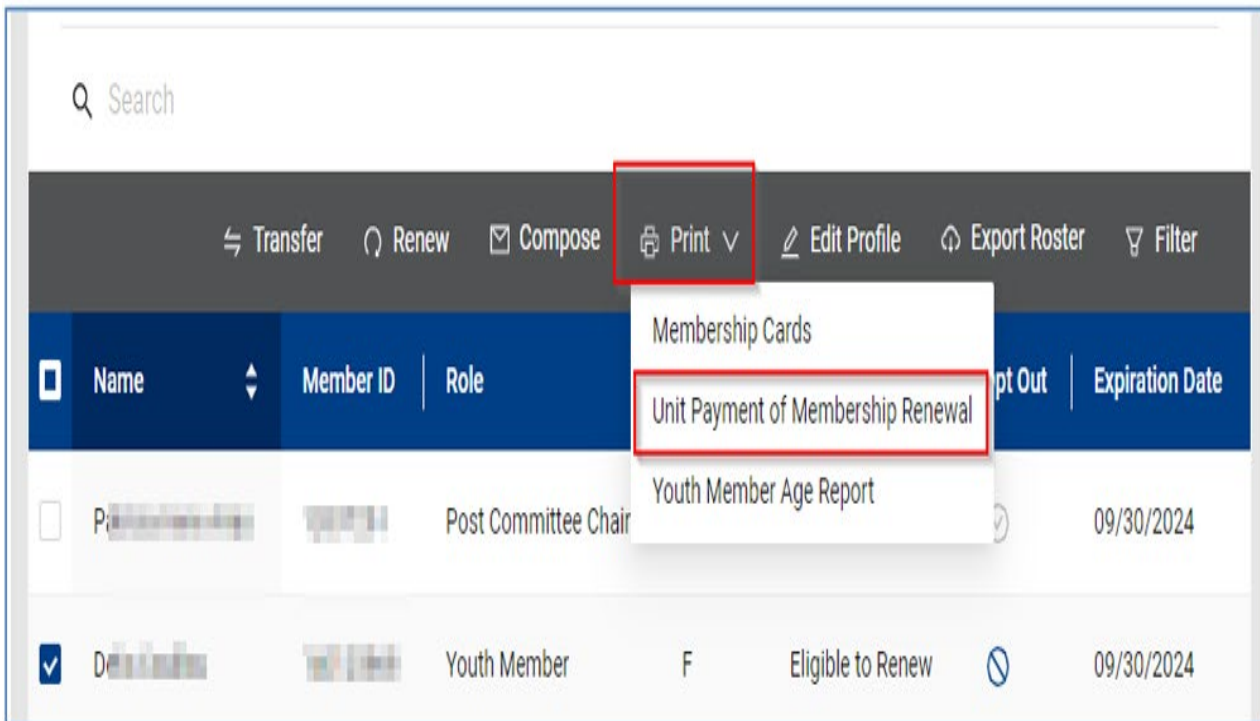
After accessing my.scouting.org > Organization Manager > Roster, you can Opt-Out a member from renewing if you know they have left the unit. Once Opt-Out is selected, it can only be “Opted In” by the local council. A pop up will appear asking you to confirm that you are opting out for the selected individual. After confirming, a success message will be displayed.



Select the member(s) you want to renew, then click on “Renew.”



To pay at the council, select “Print” and then “Unit Payment of Membership Renewal”. This will produce a pdf document to be taken to the local council to submit payment for the renewal. Remember SL magazine is optional.



A list of the members you have selected to renew will be displayed.

NOTE: Scout Life Subscription will be selected by default. If you have members who do not want to subscribe, you will need to uncheck the box.







You can see a person’s multiple registrations for this unit only by selecting “Show Multiple Registrations”. To go back for any reason, select “Back to roster”.

To continue with the renewal, select “Create Renewal Orders”.

The screenshot displays the 'Unit Paid Membership Renewal' interface. It lists two members: John and Cortney, both associated with Troop 0010. For John, the position is 'Committee Member (MC)' and for Cortney, it is 'New Member Coordinator (NM)'. Both have 'Primary Position' checked. Their 'Scout Life Subscription' status is checked. The 'Show Multiple Registrations' toggle is currently off for both members. At the bottom of the interface, there are two buttons: 'Back to roster' on the left and 'Create Renewal Orders' on the right. Red boxes highlight the 'Scout Life Subscription' checkbox for John, the 'Show Multiple Registrations' toggle for John, the 'Back to roster' button, and the 'Create Renewal Orders' button.

A Payment Summary page displays a recap of what will be paid. If this is the first time setting up your credit card or ACH Payment where your bank is on file, you will be presented with the option to set it up. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

Payment Summary ✕

	Traditional Adult Quantity: 4	\$240.00
	Scout Life Domestic Rates Quantity: 3	\$45.00
	Council Fee Quantity: 4	\$0.00
	Administrative Fee Credit Card Processing Fee (3%)	\$8.55
<hr/>		
	TOTAL AMOUNT DUE:	\$293.55
	AMOUNT PAID:	\$0.00

Credit Card ACH Payment

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

* Expiration Date:

* CVV:

* Email Address:

You can securely save the payment method for your unit to use for other members renewing during the year.

Renewals will be created and will be displayed under Membership Renewal Orders to be reviewed. If the renewals are still in an Initiated status, you are able to delete the record from this screen if needed. But if they are in a Submitted or Completed status, they cannot be deleted at this point.

Name	Order ID	Status	Updated	Position	YPT Expiration	Paid	Approved	Delete
Delia [redacted]	46532	Initiated	09/10/2024	Youth Member	N/A	No	Yes	[trash icon]
Kristi [redacted]	46533	Completed	09/10/2024	Executive Officer	N/A	N/A	Yes	
Diegd [redacted]	46534	Initiated	09/10/2024	Youth Member	N/A	No	Yes	[trash icon]
Raym [redacted]	46535	Initiated	09/10/2024	Exploring Participant	01/28/2025	No	Yes	[trash icon]
Danie [redacted]	46536	Initiated	09/10/2024	Youth Member	N/A	No	Yes	[trash icon]
Devir [redacted]	46537	Initiated	09/10/2024	Youth Member	N/A	No	Yes	[trash icon]

Review the Unit Orders / Unit Orders by Batch. Select “Go to Payment”.

Name	Status	Type	Paid	Approved
Mary Barfeld	Initiated	Traditional Adult	No	
Marque [redacted]	Initiated	Traditional Youth	No	
Logan [redacted]	Initiated	Traditional Youth	No	
Jeffre [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Bryan [redacted]	Initiated	Traditional Adult	No	
Seth [redacted]	Initiated	Traditional Youth	No	
Amanie [redacted]	Initiated	Traditional Adult	No	
Charles [redacted]	Initiated	Traditional Adult	No	
Randy [redacted]	Initiated	Traditional Adult	No	

Created By	Created On	Number of Orders	Paid	GO TO PAYMENT
Mary Barfeld	02/05/2024, 11:06:25 am	10	No	[GO TO PAYMENT]

Remember, **all renewals are for 12 months** and begin the day after the expiration date of the current registration term.

If your unit already has a credit card or ACH payment saved, you will be presented with a recap along with the last saved payment method used. Select “Pay with Saved Payment Method”.

As always you will have the opportunity to change the payment method by selecting “Pay with New Method”.

Payment Summary [X]

	Traditional Adult Quantity: 4	\$240.00
	Scout Life Domestic Rates Quantity: 4	\$60.00
	Council Fee Quantity: 4	\$8.16
	Administrative Fee Credit Card Processing Fee (3%)	\$9.24
<hr/>		
	TOTAL AMOUNT DUE:	\$317.40
	AMOUNT PAID:	\$0.00

▼ Pay With Saved Method

Master Card
xxxxxx5114
Name on Card: James Son
Updated On: 02/08/2024 16:41

[Pay With Saved Payment Method](#)

[> Pay With New Method](#)

After paying electronically, a payment summary will display. You can “Print Receipt” on the left and then “Complete Registration” on the right.

Contact information, a membership card, and additional details about Scouting.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

John Phillips
1325 W Walnut Hill Ln.
Houston, TEXAS, 77063
USA

District: Twin Bayou 51
Order ID: 46836

BSA Adult Registration (Trad.)	\$ 65.00
Council Fee	\$ 43.00
Scout Life Domestic Rates	\$ 15.00
Administrative Fee	\$ 3.69
Total Amount	\$126.69
Total Paid	\$126.69
Amount Due	\$0.00

YOUR PACK
Evan Tate

Print Receipt

YOUR COUNCIL
Sam Houston Area Council

Complete Registration

This is a sample of the pdf to take to the council if selected to pay at council.

BOY SCOUTS OF AMERICA®

Unit Renewal Paper

Greater Los Angeles Area 033
Exploring LFL 2-20
Post 0002

Create PDF

Service Territory
Council
District
Organization Name
Date Document Generated

Service Territory 03
Greater Los Angeles Area 033
Exploring LFL 2-20
Post 0002
09/10/2024

Unit Leadership

Explorer Post Advisor	Executive Officer
David [Redacted]	Kris [Redacted]
Post Committee Chair	Post Committee Member
Daniel [Redacted]	David [Redacted]
Post Committee Member	DALE [Redacted]
Patricia [Redacted]	

Participating Organization
Executive Officer
Special Interest
Expire Data

Los Angeles City Fire Dept Station 2
[Redacted]
FIRE/EMERGENCY SERVICE
09/30/2024

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

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

Sign here