



Scouting America™

Orange County Council 2024-2025 Unit Renewal Guide

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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
- BeAScout.org unit pins must be reset after renewal posts for the 2025 year.

Thank you, in advance, for helping us make the most effective use of our resources while we assist you in providing the best possible Scouting program for the youth in Orange County!

Accessing Unit Renewal

All unit renewals will be submitted through my.scouting.org using your username and password. Details on how to navigate the online unit renewal system and ensure a successful posting are included in this guide. Additional information including videos, job aids by position, and national FAQ's may be found at: <https://www.scouting.org/resources/unit-and-membership-renewal/>

NO ACCESS CODE needed. You must be registered in a Key 3-unit position (CR, CC, CM, SM, VA, NL and SK) or assigned in a Key 3 or COR delegate functional position. These roles can be assigned to any registered adult leader by a Key 3 member using the **Position Manager** function on my.scouting.org. You can do it from home or the office, anytime that is convenient for you.

Unit Renewal Timing



Set a deadline for all new members (youth and adults) to complete their online application(s) and pay their fees for inclusion with the unit renewal process. Additional members can be added after the unit renewal is submitted online. In addition, all adults **must** have:

- **Annual Youth Protection Training**
(completed during the calendar of 2024 and show an expiry date of 1/1/2026 or later),
- Any **Position Specific Training** for their intended 2025-unit position,
- **AB-506 California Mandated Reporter Training & Live Scan**
Visit: californiascouting.org/oc/ to learn how to complete this required training.

Some leaders in each unit may need to hold additional training certifications like Hazardous Weather, BALOO, IOLS, etc. in order to go on some outings planned during their annual program.

Failing to complete these actions could delay the unit renewal from being completed on time.

REMINDER: Units only have a thirty-day lapse period after the unit expires to renew or the unit drops.

How Do We Renew Our Unit?

Unit Renewal is found in Organization Manager and available to Unit Key-3 members and delegates.

As you prepare to renew your unit(s) keep these things in mind:

1. This process only renews the unit, not any of the members, which is a different process now based on the joining date (new members) or their last renewal (existing members) date.
2. It is recommended you pre-check if there are any validation issues. The most common is Youth Protection training (YPT) dates for adult leaders.

Validation Codes typically found during Unit Renewal:

(Errors will not let you proceed. Warnings will allow you to proceed)

- a) *Unit does not have required number of leadership positions – Error*
- b) *Leaders do not have current Youth Protection Training – Error*
- c) *Leaders do not have completed CBC Authorizations – Warning*
- d) *Leaders are less than 18 years old – Error*
- e) *Youth do not meet the age/grade requirement for the program – Error*
- f) *Adults do not have SSN – Warning*

3. Check your leadership positions and make sure you have current names in the correct positions, if not the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.
4. Have a credit card or ACH information handy to pay the Unit Renewal Fee (\$100.00).

Tips For Success

1. **The same IH and CR are required for each unit under the same chartered partner.** For example, a Pack, Troop and Crew, Ship chartered by the same organization must have the same IH and CR registered.
2. If you are missing a person, they need to apply through the online system. You can send the URL to them for the same purpose. Or check the opt out button.
3. All adults must have current **Annual Youth Protection Training**, taken during the calendar year of 2024 and show an expiry date of 1/1/2026 or later.
4. Please make sure that when unselecting/deleting, you opt out the correct person. If opted out by accident, recheck name from drop list on charter screen and continue. Do Not Re-enter online.
5. There are NO transfers at renewal time.
6. **There must be at least 5 paying youth for a Unit to Renew.**
7. Check and confirm all multiple registrations. (See section on “Multiple Registrations”)
8. If a Scout or adult leader wants *Scouts’ Life*, please be sure to mark it and include fees in final payment.

Note: Please make sure that all youth and adults that should be registered are registered. Unregistered leaders and youth are not covered by insurance and the youth may not qualify for advancement. Be sure to quickly approve the online applications anytime during the year.

Unit Renewal Checklist

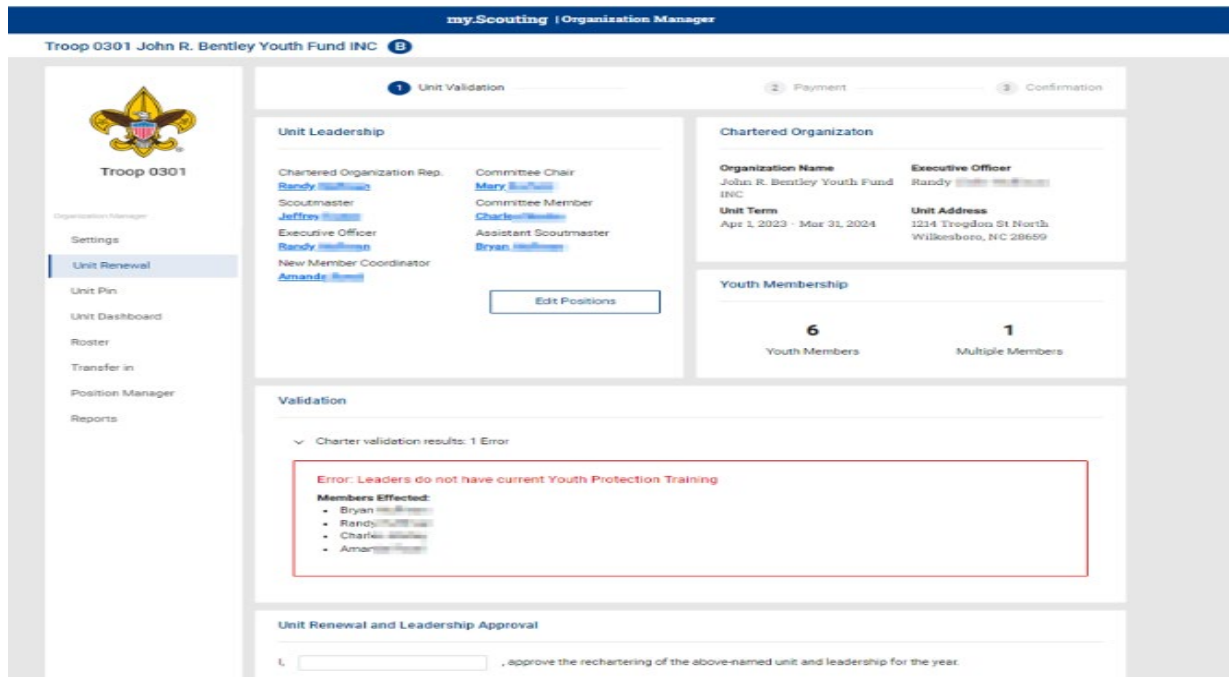
Gather appropriate information:

- a. Current Unit Roster online at my.scouting.org
 - b. List of youth and adults to remain on roster.
 - c. List of youth and adults to be removed from roster.
 - d. List of youth and adults who want *Scouts’ Life* magazine.
 - e. **New** youth and adults would submit an online application.
 - f. Verify that all adults have completed their required training.
- Minimum 5 paid registered youth.**
 - No Transfers**
 - Membership fees**
 - \$100 Unit Renewal fee
 - National registration fees youth \$85.00 plus Council fees \$75.00
 - National registration fees adult \$65.00 plus Council fees \$21.00
 - \$15 per *Scouts’ Life* subscription (available for any registered youth or adult)

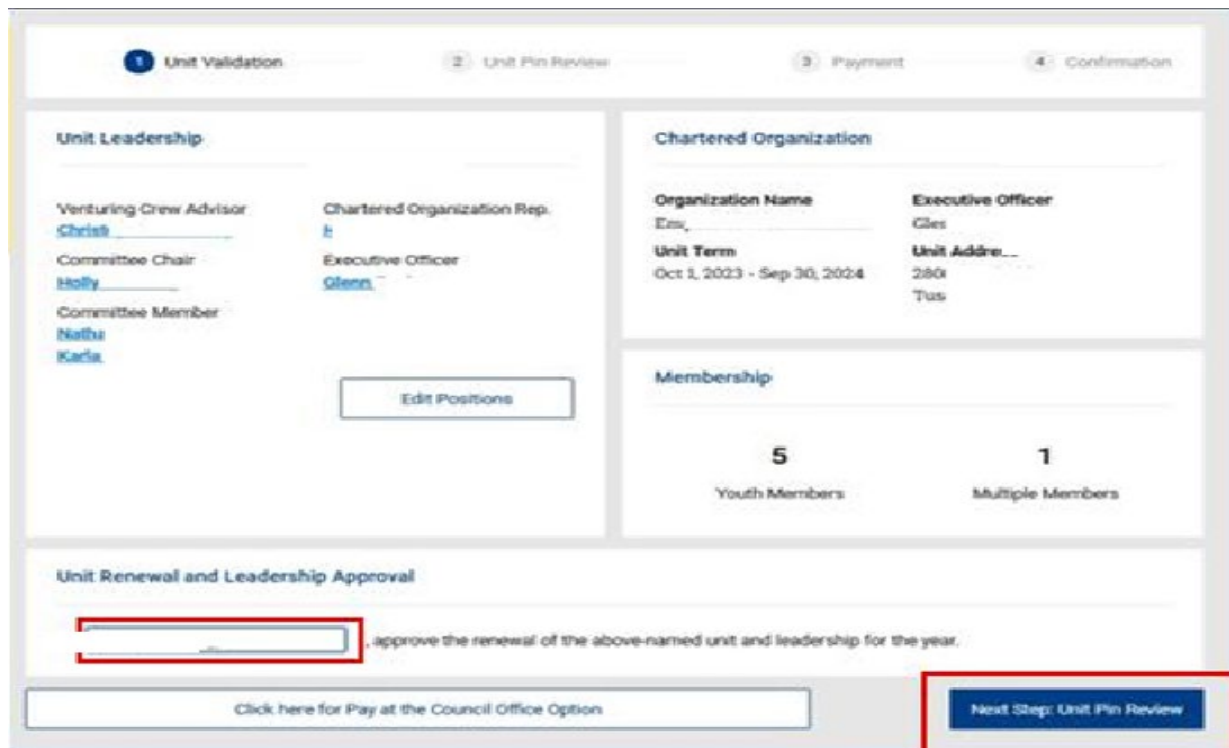
The unit is considered *100% Scouts’ Life* if at least one person from each family receives the magazine.
 - A Signed Disclosure Form** including Scouts who turned 18 this year plus, collecting adult applications for those who are continuing as Venturing Participant’s with a Crew.

Steps To Unit Renewal

In Organization Manager, a Unit renewal tab will be displayed. When selected, the validation process runs and will show any errors.



Each time you open the Unit Renewal tab, a validation check occurs. Once there are no more validation errors, sign by entering your name approving the leadership for renewal and then click the “Payment” button.



Make any necessary changes to your Unit Pin setup. Then select “Continue to Unit Renewal”.

The screenshot shows the 'Unit Pin Review' step of the unit renewal process. At the top, there are four steps: 1. Unit Validation (checked), 2. Unit Pin Review (current step), 3. Payment, and 4. Confirmation. The 'Continue to Unit Renewal' button is highlighted with a red box. The left panel, 'Unit Information', includes options for 'Appear on BeAScout' (toggled off) and 'Allow People to apply Online' (toggled on). It also displays contact information for Christopher Holloway, including phone and email, and a 'Special Interest Type' dropdown set to 'HIGH ADVENTURE'. The right panel, 'Unit Pin Preview', shows a warning that the unit will not appear on BeAScout, along with unit details for Crew 6089 Impact of West Alabama. Below this is a 'Fields to Display on Unit Pin' section with toggle switches for various fields: 'Unit Meeting Address' (checked), 'Contact Person's Name' (checked), 'Phone Number' (unchecked), 'Contact Email' (checked), 'Unit Website' (unchecked), and 'Additional Unit Information' (unchecked).

Select “Credit Card” or “Bank Account” (ACH). Enter the credit card or bank account (ACH) information. The ACH Payment admin. fee is \$1.00; the credit card admin fee is 3%.

The screenshot shows the 'Payment' step of the unit renewal process. At the top, the 'Payment' step is highlighted with a red box. Below this is a 'Unit Renewal Fees' section with a table:

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

Below the fees is the 'Billing Information' section. The 'Credit Card' option is highlighted with a red box. Underneath, there is a 'CARD INFORMATION' section with the following fields:

- First Name: Mary
- Last Name: Person
- Card Number: 8 0000 0000 0000 0000 0000 0000 0000 13
- Expiration Date: 12/27

As a unit, you will also have the option to store the credit card information for next year if desired. Select “Submit payment” to process your unit renewal.

The screenshot shows the Troop 0301 portal interface. On the left is a sidebar with navigation options: Organization Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster, Transfer in, Position Manager, and Reports. The main content area is titled "BILLING ADDRESS" and contains the following fields: Card Number (4812 3456 7890 4113), Expiration Date (12/27), CVV (411), Email Address (example@scouting.org), Country (USA), Address Line 1 (1325 W Walnut Hill Ln), Address Line 2 (Address Line 2), City (Irving), State/Region (TX), and ZIP Code (75038-3008). A checkbox labeled "Save this card for future payments:" is checked. A blue "Submit Payment" button is located at the bottom right.

You have the option to use ACH instead of a credit card. You can access that form by clicking the ACH tab at the top of the billing information section. All payment types provide the option to securely save the payment information to use again next year. Click on “Pay With bank Account” to renew.

The screenshot shows the "Billing Information" section with two tabs: "Credit Card" and "ACH Payment". The "ACH Payment" tab is selected and highlighted in yellow. Below the tabs are the following fields: First Name, Last Name, Email Address, Phone Number, Address Line 1, City, State/Region (Choose State/Region), and ZIP Code. A checkbox labeled "Save account information for future payments:" is present at the bottom left. A blue "Pay With Bank Account" button is located at the bottom right.

You will next see a recap of the fees. Select “Go to Confirmation”.

The screenshot shows a web interface for a renewal order. At the top, there is a progress bar with three steps: 1. Unit Validation (active), 2. Payment, and 3. Confirmation. Below the progress bar, the 'Renewal Order Status' section displays: Status: Submitted, Is paid: Yes, and Created By: Mary Stafford. A table titled 'Unit Renewal Fees' lists the following items:

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

At the bottom right of the page, there is a blue button labeled 'Go To Confirmation' which is highlighted with a red rectangular border.

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section

The screenshot shows the payment processing page. The progress bar at the top indicates that step 2, 'Payment', is the current active step. The main content area features a large yellow dollar sign icon inside a circle. Below the icon, the text reads: 'Your payment is being processed. Please check back later for the status of your renewal order.' At the bottom of the page, there is a box containing the 'Renewal Order Status' information: Status: Submitted, Is paid: Yes, and Created By: Mary Stafford.

Your unit is now submitted for renewal and will be posted overnight.

