



Scouting America™

Orange County Council 2025-2026 Unit Renewal Guide

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Annual Membership Fees

For any new and returning members

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

Scouts' Life Magazine Subscription **\$15**

Unit Renewal Fee **\$100**

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

**The IH role must be renewed
by the unit, it is not a multiple**

**Direct contact Leaders - Need
Hazardous Weather Training.
Position Specific** training must be
complete for each registered unit

**Safeguarding Youth Protection
Training (SYT)** must be completed **Annually***
for all adults and 18+ participants, National Policy
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 must have fingerprints (**Live Scan**). This service is offered at no cost to our current registered volunteers. Call (714) 546-4990 to schedule your appointment today.

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- E-Signature now accepted for IH/COR
 - E-Payment Options – Check or CC
 - BeAScout.org unit pins must be reviewed during unit renewal for the 2026 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 are accessed and 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/>

You must be registered in a Key 3-unit position (CR, CC, CM, SM, VA, NL and SK) or assigned in a 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**
- 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 must renew no later than 12-15-2025, key three roles must be in place also. Please make changes to leader roles if needed prior to renewing Unit.

How Do We Renew Our Unit?

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

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

1. This process only renews the unit. any of the members, adult & youth have a new 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 has been Safeguarding Youth Protection training (SYT) 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 Safeguarding 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 the leadership positions to make sure current names are 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. 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 COR 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 person for IH and COR 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 in Roster.
3. All adults must have current **Safeguarding Youth Protection Training, annually.**
4. Please make sure that when unselecting/deleting, you Opt Out the correct person. If opted out by accident send an email to recharter@ocbsa.org. 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. And the reverse removes the magazine if they no longer want or need it.

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.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

Unit Validation | Payment | Confirmation

Unit Leadership

Chartered Organization Rep. Randy Bentley	Committee Chair Mary Bentley
Scoutmaster Jeffrey Bentley	Committee Member Charles Bentley
Executive Officer Randy Bentley	Assistant Scoutmaster Bryan Bentley
New Member Coordinator Amanda Bentley	

[Edit Positions](#)

Chartered Organization

Organization Name John R. Bentley Youth Fund INC.	Executive Officer Randy Bentley
Unit Term Apr 1, 2023 - Mar 31, 2024	Unit Address 1234 Tredon St North, Wikesboro, NC 28659

Youth Membership

6 Youth Members	1 Multiple Members
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Validation

Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training

Members Affected:

- Bryan Bentley
- Randy Bentley
- Charles Bentley
- Amanda Bentley

Unit Renewal and Leadership Approval

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

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.

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

Unit Validation | Unit Pin Review | Payment | Confirmation

Unit Leadership

Venturing Crew Advisor Chris	Chartered Organization Rep. B
Committee Chair Holly	Executive Officer Glenn
Committee Member Nathaniel	
Committee Member Katie	

[Edit Positions](#)

Chartered Organization

Organization Name Enu	Executive Officer Glenn
Unit Term Oct 1, 2023 - Sep 30, 2024	Unit Address 280 Tus

Membership

5 Youth Members	1 Multiple Members
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Unit Renewal and Leadership Approval

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

[Click here for Pay at the Council Office Option](#)

[Next Step: Unit Pin Review](#)

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

Unit Validation
2 Unit Pin Review
3 Payment
4 Confirmation

Unit Information

Continue to Unit Renewal

Appear on BeAScout: ☐

Allow People to Apply Online: ☒

Contact Information

Contact Person: Christopher Holloway

Phone: (205) 792-3276

Email: cholloway9133@gmail.com

[Edit](#)

Special Interest Type:

HIGH ADVENTURE

Unit Web site:

www.scouting.org

Additional Unit Information:

Additional Unit Information

Unit Pin Preview

This Unit will not appear on BeAScout.

Crew 0089 Impact of West Alabama

Contact: Christopher Holloway

Email: cholloway9133@gmail.com

☒ Online Registration available for this Unit.

[Request More Information](#) [Apply Now](#)

Fields to Display on Unit Pin:

Unit Meeting Address: ☒

Contact Person's Name: ☒

Phone Number: ☐

Contact Email: ☒

Unit Website: ☐

Additional Unit Information: ☐

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%.

	Unit Validation	Payment	Confirmation
Unit Renewal Fees			
Recharter Fee:	\$100.00		
Subtotal:	\$100.00		
Admin Fee (Credit Card - 3%):	\$3.00		
Total:	\$103.00		
Billing Information			
<input checked="" type="radio"/> Credit Card <input type="radio"/> Bank Account			
CARD INFORMATION			
* First Name:	Mary		
* Last Name:	Person		
* Card Number:	XXXXXXXXXXXX 1234 5678 9010 11		
* 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 payment interface. On the left is a sidebar with the Troop 0301 logo and a menu: Organization Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster, Transfer in, Position Manager, and Reports. The main form area is titled 'BILLING ADDRESS' and contains the following fields: Card Number (4876 5678 9012 4113), Expiration Date (12/27), CVV (411), Email Address (member@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). Below these fields is a checkbox labeled 'Save this card for future payments:' which is checked. A red box highlights the 'Submit Payment' button at the bottom right.

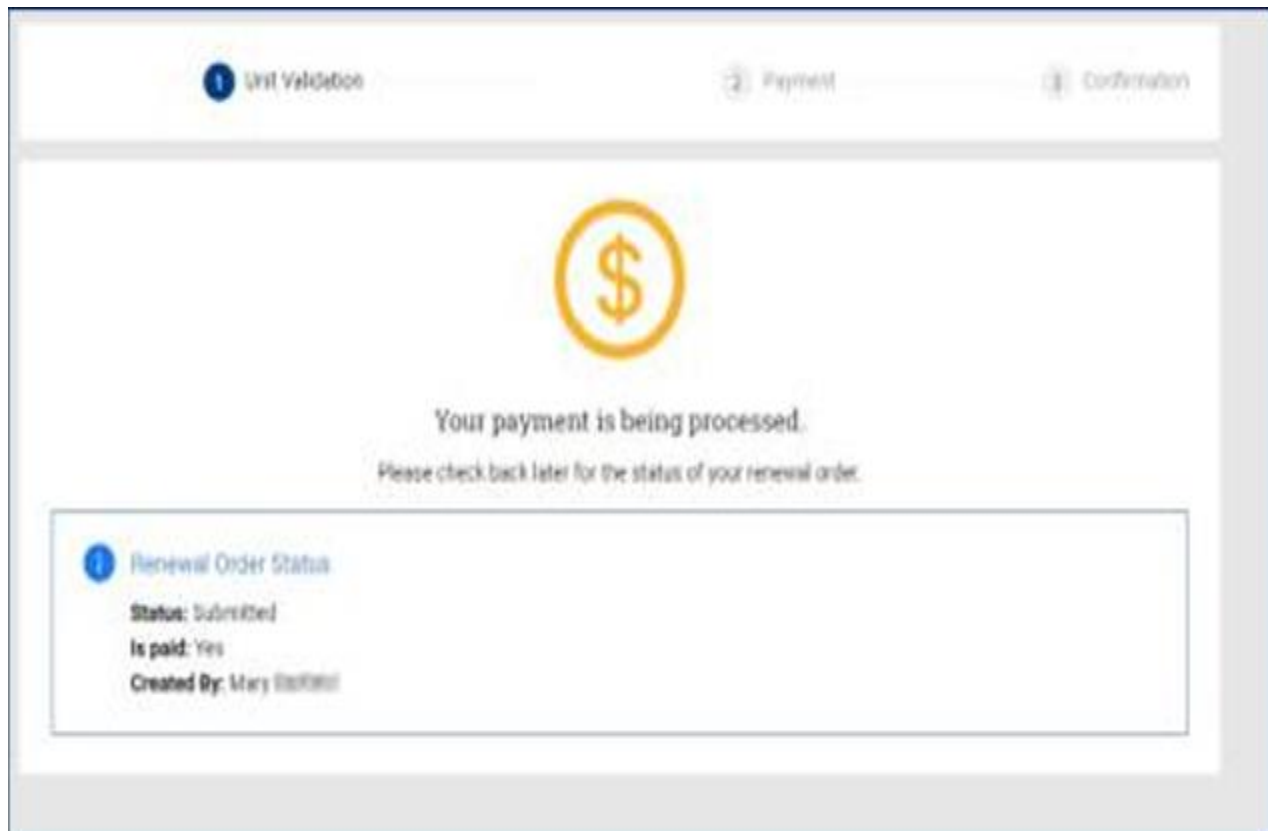
You have the option to use ACH instead of a credit card. You can access that form by clicking the ACH tab at the top of the billing information section. All payment types provide the option to securely save the payment information to use again next year. Click on “Pay With bank Account” to renew.

The screenshot shows the 'Billing Information' section with two tabs: 'Credit Card' and 'ACH Payment'. The 'ACH Payment' tab is selected and highlighted with a yellow background. 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. At the bottom left, there is a checkbox labeled 'Save account information for future payments:' which is unchecked. A red box highlights the 'Pay With Bank Account' button at the bottom right.

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

The screenshot shows the 'Renewal Order Status' summary. It includes the following information: Status: Submitted, Is paid: Yes, and Created By: Mary Hoffman.

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



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



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