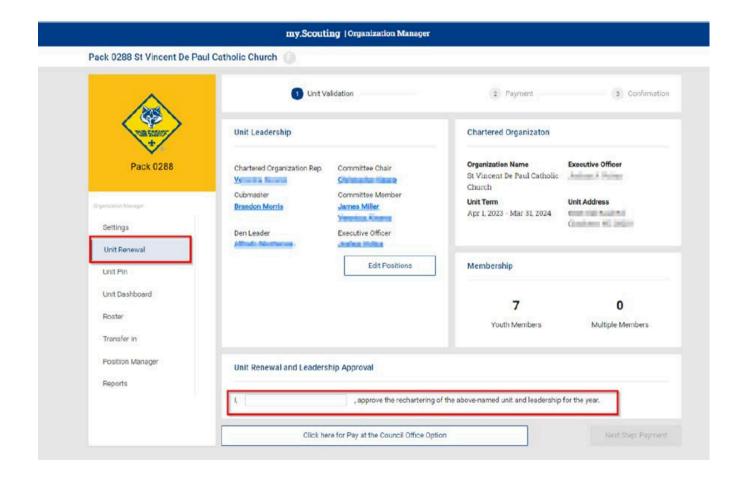
Unit Renewal



Black Swamp Area Council

The recharter process has been replaced and units will renew on an annual basis through my.scouting.org under Organization Manager.

The Unit Renewal option can be seen by the Unit Key 3 starting 2 months before the unit is due to expire. When a member of the Key 3 opens this tab, a validation process will run to ensure that unit leadership is correct and that all adults have current Youth Protection Training. It is important to remember that membership renewal is now a separate item and you are not renewing these adults, just verifying that leaders are trained and in the correct positions. All members are now renewing individually on a 12 month registration cycle.





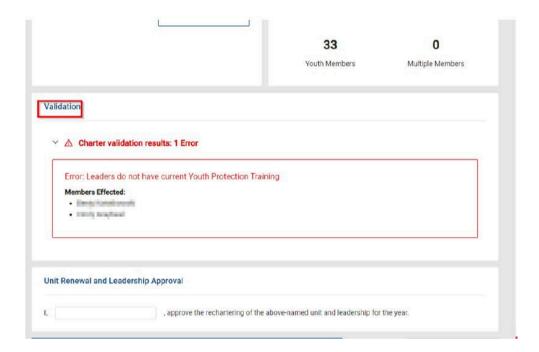


Black Swamp Area Council

Any validation issues will show and prevent the unit from proceeding with renewal.

The most common validation issue is with adults not having current

Youth Protection Training. In the example below 2 adults have Youth Protection Training that is expired or will expire before the unit renews. These adults will have to complete the training before the unit can continue with renewing.



Validation Requirements

- The unit must have required number of leaders
- Leaders must have current Youth Protection Training
- No leader can be under the age of 18
- All adult leaders must have completed Criminal Background check and current Criminal Background Check authorization form on file
- All adults must have a valid Social Security Number

Unit Renewal



Black Swamp Area Council

Once any errors have been fixed, the unit can log in and process the renewal. A member of the Key 3 will put their name in the leadership approval box to approve unit leadership and proceed.



The unit may choose to pay at council by printing the PDF as shown below, providing a wet signature, and submitting to the Findlay or Lima office with the \$100 renewal fee.

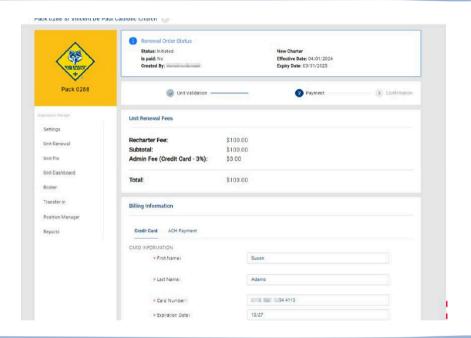


Unit Renewal

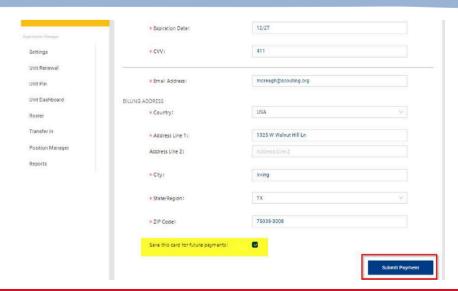


Black Swamp Area Council

The unit also has the option to pay online with a credit card or ACH payment. All credit card transactions (both online and in council) will incur a 3% fee. Online ACH payments will be charged a \$1 fee.



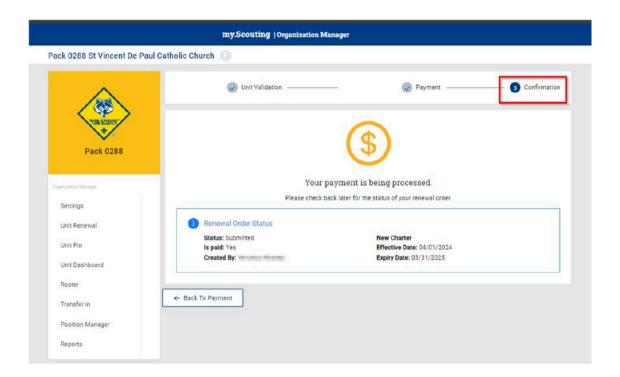
The unit may choose to save the payment method for next year if desired. Once all payment information is entered, click Submit Payment."







Black Swamp Area Council



Once payment has been made, a confirmation screen will show until it is time for the unit to renew again in 12 months.

