



Unit Renewal – Timeline

Be Prepared

Communication » Planning

- Determine a **Unit Renewal Champion** (should be one of the Key 3 or COR Delegate).
- Verify login for **My.Scouting.org**.
- Verify that the required positions are filled (Cubs=6; Others=5).
- Verify that listed leaders have completed background check (lead time is six weeks for new registrations) and have completed or renewed Youth Protection Training (YPT) to be valid through 11/30/2024.
- Leaders must have valid email addresses listed.
- Unit must have at least five registered Scouts.
- Print and review the **Unit Charter Agreement**.

Board of Review

Verification » Post

Do Your Best

Review » Submit

1. Unit Renewal Champion logs into My.Scouting.org and submits online **Unit Renewal** request. Print a copy for the unit’s records.
2. Unit submits payment (\$100) for the renewal.
3. Unit prints the **Unit Charter Agreement**, has it signed by the Unit Leader, COR, and Unit Commissioner, and then submits it to the Council.

9/01/2024
Unit Renewal Opens

1. Council Registrar verifies Unit Renewal request, payment, and signed Unit Charter Agreement; any missing items or other issues must be resolved.
2. Council Registrar approves the Unit Renewal request.

- Council Registrar updates the Unit Renewal tracking sheet for reporting purposes.

Finish Line

Crunch time » Hurry!

- Do not delay in getting the Unit Renewal submitted as there could be delays in processing.
- Submit the online renewal request regardless of the Unit Charter Agreement status.

9/30/2024
Renewal Items Due to Council

Court of Honor

Success » Celebrate!

Lapse

Expiration » Drop

- There is a 60 day (i.e., 2 month) lapse period; the unit is considered suspended during this time.
- Units with an incomplete Unit Renewal will drop from the Council roster on 1/01/2025.
- Members of dropped units become “Members without a unit” and will need to be assigned to a new unit.
- Individual membership is valid for twelve months from the month in which registration started.

10/31/2024
Unit Renewal Due

