

YEAR-ROUND RENEWAL PROCESS CHECKLIST

IMPORTANT!

- Youth Protection Training is required for ALL adult members and must not expire before 4/1/2026
- Leaders' Position-Specific Training is required for renewal for Charter Representative, Committee Chair, and Unit Leader (Note: Scouts BSA Unit leaders must have completed or be registered for Introduction to Outdoor Leader Skills for renewal.)
- Do NOT use Scoutbook's Roster for this process as it may be inaccurate. Use ONLY the roster found in My.Scouting.org.
- Council financial assistance can ONLY be processed through the Council.

UNIT MEMBER RENEWAL

Choose how your unit members will renew:

☐ Members Self-Pay

Adults & youth renew @ My.Scouting.org

☐ Unit Pays All Dues

Payments can be made when due or in batches

☐ Unit Pays Some Dues

☐ Members Need Financial Assistance

Payments can be made when due or in batches

UNIT RENEWAL

☐ Complete Member Renewal Type chosen above through My.Scouting.org

☐ Confirm Charter Organization with the following:

☐ Complete Charter Partner Annual Agreement

Signatures required: ☐ Org. Exec. Officer (EO) ☐ Chartered Org. Rep. (COR) ☐ Unit Committee Chair ☐ Council Rep. (District Executive)

☐ Complete Unit Code of Conduct

Signatures required: ☐ Chartered Org. Rep. (COR) ☐ Unit Committee Chair ☐ Unit Leader ☐ Youth Leader (Optional)

☐ Complete Facility Use Agreement (if using non-Chartered Org. facilities)

Signatures required: ☐ Chartered Org. Rep. (COR) ☐ Facility Executive ☐ Unit Committee Chair ☐ Unit Leader



NOTE: Google Chrome
recommended for
My.Scouting.org

Confused? Scan
the code to watch
the walkthrough



QUESTIONS? CONTACT YOUR UNIT COMMISSIONER OR DISTRICT EXECUTIVE

Updated March 4, 2025