

# YEAR-ROUND RENEWAL PROCESS CHECKLIST

## IMPORTANT!

- NEW Safeguarding Youth Training is required for ALL adult members and must not expire before 3/31/2026
- Leaders' Position-Specific Training is required for renewal for Charter Representative, Committee Chair, and Unit Leader
- Cub Scout Packs must have one BALOO-trained adult at overnight activities. 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 Council Financial Assistance

Payments can ONLY be made through Council.

## 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

**NEW:** Growth Plan required for  
Packs/Troops with less than 10 youth or  
Crews/Ships/Posts with less than 5 youth

Confused? Scan  
the code to watch  
the walkthrough



**QUESTIONS? CONTACT YOUR UNIT COMMISSIONER OR DISTRICT EXECUTIVE**

Updated January 6, 2026