

UNIT & MEMBER RENEWAL GUIDEBOOK

2025-2026 RESOURCES

Unit Renewal and Membership Renewal are **separate** processes.

UNIT RENEWAL

OCCURS ANNUALLY



Unit Renewal is the process to renew or extend the agreement with the Chartering Organization to operate the unit for another year. Through this process, a member of the Key 3 logs into my.scouting.org to validate Youth Protection/ Safeguarding Youth Training for all adult leaders and then pays the annual renewal fee.

When the online process has concluded, the Hawkeye Area Council requires all parties to complete the [Annual Charter Agreement](#) form to fully complete the annual renewal process.

FEES

\$100 = Unit Renewal Fee

MEMBER RENEWAL

OCCURS MONTHLY



Beginning August 1, 2023, new members paid the full annual membership fee upon initial registration. Now all memberships are renewed every twelve months upon their initial registration anniversary.

This applies to all youth, adults, and merit badge counselors registered in Scouting.

FEES

- **\$110*** = Cub Scouts, Scouts BSA, Venturing participants
- **\$77**** = all adult volunteers
- **\$25** = all merit badge counselors
(fee only applies to merit badge counselors who are not already registered as leaders)

**fee includes the \$25 Hawkeye Area Council fee*

***fee includes the \$12 Hawkeye Council fee*

Need help with the renewal process?

For more information/guidance, please see these links:

- <https://www.scouting.org/resources/unit-and-membership-renewal/>
- <https://www.HawkeyeScouting.org/unit-and-membership-renewal/>

As always, feel free to reach out if you have any questions:

- Sarah Harris (SP) ScouterSarahH@gmail.com
- Dennis Walker (NL) djw1998v@gmail.com
- Tammy Erickson (HAC) tammy.erickson@scouting.org

UNIT RENEWAL



STEP 1: RECEIVE NOTIFICATION

The Unit Key 3 (Chartered Organization Representative, Unit Committee Chair, Unit Leader) and the CR Delegate will receive renewal notification from the system sixty days (two months) prior to the charter expiration date.

STEP 2: LOG ON

Access the online Unit Renewal system through my.scouting.org. A member of the unit Key 3 logs into my.scouting.org and clicks on **Organization Manager** then **Unit Renewal**. Only members of the Unit Key 3 can process the renewal, Key 3 Delegates do not have access to submit the renewal.

STEP 3: REVIEW ROSTER

1. This step triggers an automatic validation of the charter. To pass, you must have:

- **Correct adult leaders**
- **SYT/YPT for those adults**

NOTE: If a non-required position has lapsed SYT/YPT, email Tammy to temporarily suspend that person to complete the unit renewal.

2. Review the **Unit Leadership** section. To edit positions:

- The Key 3 (Charter Org Representative, Unit Leaders and Committee Chairs) can click Edit Positions to change positions during the Unit Renewal process.

Only CORs can approve new adult applications

3. Then the person completing the Unit Renewal process (e.g., Key 3 member or CR Delegate) must input their name in the Unit Renewal and Leadership Approval section and then click the Next Step button in the bottom right.

ADULT LEADER POSITION REQUIREMENTS:

- **Packs** = CR, Pack Committee Chair, Cubmaster, at least 2 Committee Members, and at least 1 Den Leader.
- **Troops, Crews** = CR, Unit Committee Chair, unit leader (SM or equivalent), and at least 2 Committee Members.
- Family Cub Scout Packs, female Scouts BSA Troops, and Venturing Crews, must have at least 1 registered female leader.
- **The CR can also serve as CC or MC**

STEP 4: PAY

• **To renew by credit card or ACH payment online:**

- There will be a summary page showing totals and directs the unit to pay. *Please note: there is an ACH Payment fee of \$1.00 or a Credit Card fee of 3%.*
- Review **Renewal Order Status** page and print a copy of this page if a receipt is needed.
- You will get a success message as well as a payment received message.

• **To renew and pay at the council office via check or cash only:**

- Click on **Click here for Pay at the Council Office Option** at the bottom of the page. Here you can download a report and submit payment at the Hawkeye Area Council office or via mail to 660 32nd Ave SW, Cedar Rapids, IA 52404.

STEP 5: COMPLETE ANNUAL CHARTER AGREEMENT*

1. Download, fill out, and print the **Annual Unit Charter Agreement**.

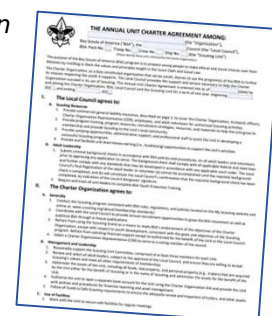
2. Review the Annual Unit Charter Agreement and have it signed by the following people:

- **Charter Organization (Executive Officer)** - The name of the Executive Officer can be found in *My.Scouting.org. Organization Manager > Position Manager > Registered Positions.*
- **Charter Organization Representative (CR)**
- **Unit Committee Chair**

3. Return to the Hawkeye Area Council for our signature, via:

1. Dropping off at the Hawkeye Area Council office
2. Mail to 660 32nd Ave SW, Cedar Rapids, IA 52404
3. Email to tammy.erickson@scouting.org

REQUIRED PROCESS FOR COMPLETION BY THE HAWKEYE AREA COUNCIL





UNIT RENEWAL

Menu my.Scouting | Organization Manager

Registration Expiration Date: 02/28/2025

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Click logo to take Youth Protection in English or Spanish

Organization

Troop 1927 (GT)

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

STEP1: Log in to
my.scouting.org

STEP 2: Click on the
Menu button and
select **Organization
Manager**



UNIT RENEWAL (continued)

my.Scouting | Registrar Tools

Welcome, John John

Circle Ten Council 1234

Unit Validation

Unit Leadership

Chartered Organization

Youth Membership

Unit Renewal and Leadership Approval

Unit Validation Progress: 100%

Unit Leadership:

- Chartered Organization Representative: Sam Smith
- Unit Chair: John Johnson
- Unit Leader: April Windstorm
- Member of Committee: Alfonso Cason
- Member of Committee: Gerard Miller

Chartered Organization:

- Organization Name: Acme Unit Church
- Institutional Head: Alice Smith
- Unit Term: Jan/01/2024 - Dec/31/2024
- Address: 123 Main St. Anytown, TX, 75075

Youth Membership:

- Unit Paid Membership: 25
- Unit Multiple Members: 0

Unit Renewal and Leadership Approval:

I, approve the rechartering and the leadership for the year.

Next Step: Payment

STEP 3: Click **Unit Renewal**

STEP 4: Validate. This triggers an automatic validation of the charter. To pass, you must have:

- Correct adult leaders
- YPT/SYT for those adults

Note: If a non-required position has lapsed SYT/YPT, please email Tammy to temporarily suspend that person to complete the unit renewal.



UNIT RENEWAL (continued)

myScouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

1 Unit Validation

2 Payment

3 Confirmation

Unit Leadership:

Chartered Organization Rep. Randy [Name]	Committee Chair Mary [Name]
Scoutmaster Jeffrey [Name]	Committee Member Charles [Name]
Executive Officer Randy [Name]	Assistant Scoutmaster Bryce [Name]
New Member Coordinator Amanda [Name]	

[Edit Positions](#)

Chartered Organization

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

Youth Membership

6 Youth Members

Validation

Charter validation results: 1 Error

Error: Leaders do not have current Youth Protection Training.

Members Affected:

- Bryce [Name]
- Randy [Name]
- Charles [Name]
- Amanda [Name]

Unit Renewal and Leadership Approval

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

If an error is detected during validation, you will be notified in the error box. Fix the errors and try again.

1 Unit Validation

2 Payment

3 Confirmation

Unit Leadership:

Chartered Organization Rep. Randy [Name]	Committee Chair Mary [Name]
Scoutmaster Jeffrey [Name]	Committee Member Charles [Name]
Executive Officer Randy [Name]	Assistant Scoutmaster Bryce [Name]
New Member Coordinator Amanda [Name]	

[Edit Positions](#)

Chartered Organization

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

Youth Membership

6 Youth Members

1 Multiple Members

Validation

>

Unit Renewal and Leadership Approval

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

[Next Step: Payment](#)

STEP 5: When there are no errors showing in the validation area:
Type your name to Approve the click **Continue** to **Payment** to pay.



UNIT RENEWAL (continued)

The screenshot shows the 'Payment' step of the unit renewal process for Troop 0301. The left sidebar contains a navigation menu with options: Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster, Transfer in, Position Manager, and Reports. The main content area is divided into two sections: 'Unit Renewal Fees' and 'Billing Information'. The 'Unit Renewal Fees' section displays a table with the following items:

Unit Renewal Fees	
Recharter Fee:	\$100.00
Subtotal:	\$100.00
Admin Fee (Credit Card - 3%):	\$3.00
Total:	\$103.00

The 'Billing Information' section has two tabs: 'Credit Card' (selected) and 'Bank Account'. Under the 'Credit Card' tab, there is a 'CARD INFORMATION' section with three input fields: 'First Name' (containing 'Mary'), 'Last Name' (containing 'Person'), and 'Card Number' (containing '4155 5421 1234 5678 9101 123').

Step 6: Enter payment information.

If you selected the Pay-at Council option, you will get a different screen with instructions.

Success!

The screenshot shows the 'Success' screen of the unit renewal process for Troop 0301. The left sidebar is the same as the previous screen, with the 'Unit Renewal' option highlighted with a red box. The main content area features a large orange dollar sign icon and the text: 'Your payment is being processed. Please check back later for the status of your renewal order.' Below this, there is a 'Renewal Order Status' section with the following information:

- Status:** Submitted
- Is paid:** Yes
- Created By:** Mary [initials]



FREQUENTLY ASKED QUESTIONS - UNIT RENEWAL

When can a unit begin the renewal process?

The recharter system opens for all units 60 days prior to the expiration date.

Who can submit the Unit Renewal?

The Charter Organization Rep, Committee Chairman, or Unit Leader are the only positions that can submit the Unit Renewal.

When are Unit Renewals due?

Unit Renewals are due by December Roundtable, **12/4/2025**

Are we required to pay online?

No, there is an option to pay at the council office. Units can pay for the recharter in several ways:

- **By credit card online:** units will have to pay 3% a processing fee.
- **By e-check online:** units will have to pay a \$1 processing fee.
- **Mailing a check** to Hawkeye Area Council at 660 32nd Ave SW, Cedar Rapids, IA 52404
- **Delivering a check** to the Hawkeye Area Council Service Center

Can we pay for unit renewals using a credit card at the council office?

We recommend paying with cash or check for all renewals to the Hawkeye Area Council. Any credit card transactions moving forward will be charged a 4% credit card processing fee at the Hawkeye Area Council.

Do we print out the charter paperwork and have the Chartered Organization Representative sign it?

No. With the new Unit Renewal process, there is no step to submit physical paperwork to the Chartered Organization to approve it. Units need to use the **Annual Charter Agreement** and meet with their chartering organization before submitting the Unit Renewal.

We need to change adult leadership positions within the unit, can this take place during the Unit Renewal process?

Only the Chartered Organization Representative (CR) can approve new adult applications.

However, changes to adult leadership positions **can be done by Unit Leaders and Committee Chairs** during the renewal process online.



There are two options for individuals to renew their Scouting America membership:

OPTION 1: INDIVIDUAL RENEW REGISTRATION

Beginning 60 days before their expiration date, individuals will receive text and email communication from the National Council that will prompt them to renew their registration. To renew this way, individuals can either renew online or manually with the Hawkeye Area Council. See below for instructions.

- **Renew online at my.scouting.org**
 - Click on the link in the email that will direct individuals to my.scouting.org to renew their registration. You can also go to my.scouting.org and click the red notification button in the top right-hand corner.
 - This will direct individuals to pay online and renew their registration in a few clicks.
- **Manually renew at the Hawkeye Area Council**
 - Print out the **Manual Payment form** generated from my.scouting.org and submit with payment to the Hawkeye Area Council in person or via mail: 660 32nd Ave SW, Cedar Rapids, IA 52404

Important Info:

- Parents will have to create a my.scouting.org account if they do not have one already.
- Parents with multiple Scouts will only need to create one account as my.scouting.org has already linked their Member ID with all of their children. If parents discover this has not happened, simply contact the Hawkeye Area Council at tammy.erickson@scouting.org.

OPTION 2: UNIT RENEWS INDIVIDUAL

Using this method, individuals can pay the unit, and the unit can renew registrations on their behalf. This is ideal for units that pay for renewals through funds from Scout accounts. To renew this way:

- A member of the unit Key 3 logs into my.scouting.org and clicks on **Organization Manager** then **Roster**.
- **To renew by credit card or ACH payment online:**
 - The unit leadership selects members who are eligible to renew and then simply clicks **Renew** in the header bar.
 - There will be a summary page showing totals and directing the unit to pay. *Please note: there is an ACH Payment fee of \$1.00 or a Credit Card fee of 3%.*
- **To renew and pay at the council office via check or cash:**
 - The unit leadership selects members who are eligible to renew and then simply clicks **Print** in the header bar and then clicks **Unit Payment of Membership Renewal**. Here you can download a report and submit payment at the Hawkeye Area Council office or via the mail: 660 32nd Ave SW, Cedar Rapids, IA 52404

Important Info:

- Units can only renew members beginning two months before their expiration date through the two-month "lapsed" period after their expiration date.
- Units can complete this process at any time and as many times as they want! This means that if units are waiting on payment from individuals, they can come back and renew them once payment is made to the unit.
- Units can also **Opt-Out** a member from renewing if they have left the unit.
- You can also see a person's multiple registrations by clicking **Show Multiple Registrations**. To continue with the renewal, click **Create Renewal Orders**.
- Remember, all renewals are for 12 months and begin the day after the expiration date of the current registration.
- **Members will need to log into their own my.scouting.org account and renew their Multiple (other non-paid) registrations in order to continue in those positions or have the other unit renew those Multiple positions**



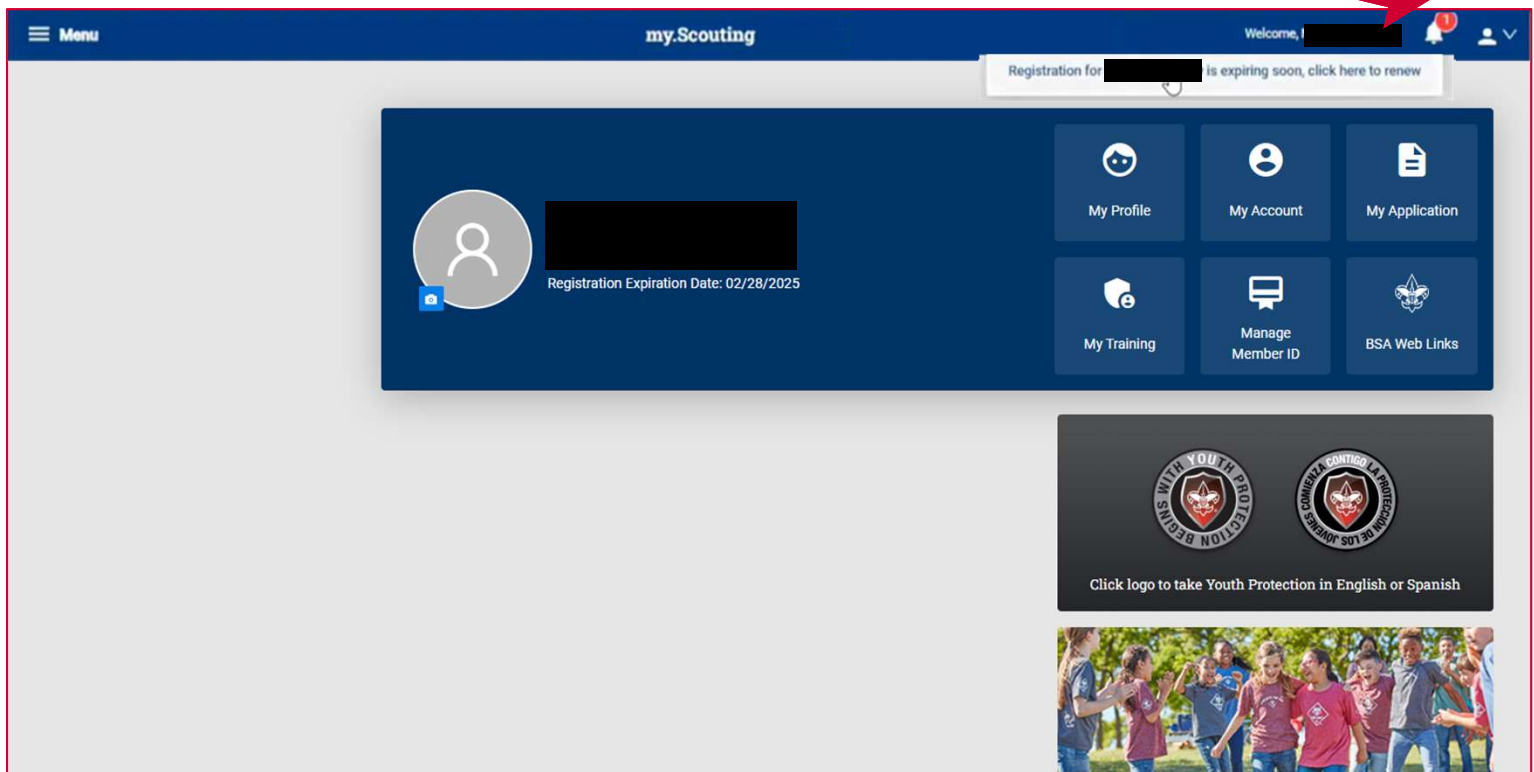
OPTION 1: INDIVIDUALS RENEW REGISTRATION

WHEN PAYING ONLINE WITH CREDIT CARD

Beginning 60 days before their expiration date, individuals will receive communications from the National Council that will prompt them to renew their registration. To renew this way, simply:

- Click on the link in the emails that will direct individuals to my.scouting.org to renew the registration. You can also go to my.scouting.org and click the red notification button in the top right-hand corner.
- This will direct individuals to pay online and renew their registration in a few clicks.

STEP1: Log in to my.scouting.org and click on the **red notification icon** in the top right corner.





OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD

STEP 2: A popup will display showing the registration(s) to renew. If adults are multiplied in other units, it will show here.

For adults: a popup will display that will require an acknowledgement that they agree with the Terms and Conditions.



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD

STEP 3: Proceed to check out.

Note: The default is to subscribe to Scout Life. You will need to “uncheck” the box if you do not wish to subscribe.

STEP 4: Proceed to pay. Individuals can pay online by selecting **Place Order**. Or select **Click to print for manual pay** to pay the council or to pay the unit.



OPTION 1: INDIVIDUALS RENEW REGISTRATION (continued)

WHEN PAYING ONLINE WITH CREDIT CARD

Your Receipt

Application ID: [REDACTED]
 Transaction Date: February 14, 2024
 Unit: Troop 0098 Saint Anthonys Catholic Church

Welcome to Boy Scouts of America!

We're excited you've decided to build a Scouting adventure with the organization listed above.

Once your registration has been processed, you will receive an email with contact information, a membership card, and additional details about Scouting.

Thank you again. You've made a great choice! Let the fun and adventure of Scouting begin!

SAINT ANTHONY'S CATHOLIC CHURCH 1325 W Walnut Hill Ln, Washington, DISTRICT OF COLUMBIA, 20001 USA		District: Washington DC 11 Order ID: 13643
BSA Youth Registration (Trad.)	\$ 80.00	
Council Fee	\$ 2.04	
Scout Life Domestic Rates	\$ 15.00	
Total Amount	\$97.04	
Total Paid	\$97.04	
Amount Due	\$0.00	

YOUR TROOP
Troop 0098 Saint Anthonys Catholic Church

YOUR COUNCIL
National Capital Area Council

[Print Receipt](#) [Complete Registration](#)

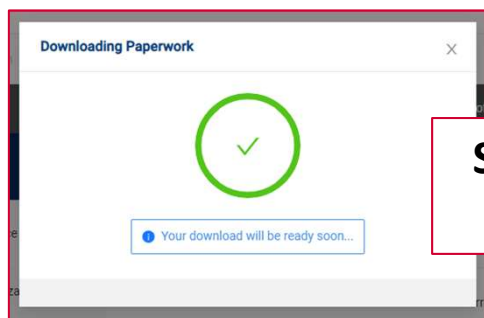
STEP 5: Once the Credit Card process is completed, your receipt will show. Click on the “Complete Registration” Tab at the bottom and you will be directed back to your applications in My.Scouting.



OPTION 1: INDIVIDUALS RENEW REGISTRATION

WHEN PAYING DIRECT TO THE HAWKEYE AREA COUNCIL

Follow **Steps 1-4** on pages 10-12



STEP 5: A popup will display that the paperwork is downloading

STEP 6: Submit this paperwork and payment to the Hawkeye Area Council. See below for more details.

Page 1 of 1

BOY SCOUTS OF AMERICA®

Individual Membership Renewal

For use when you need to pay at the Council office.

Return to the Council by the 15th of the month.

First Name	[REDACTED]
Last Name	[REDACTED]
Member ID	[REDACTED]
Unit Type	Pack
Unit Number	4420
Scout's Life Subscription	Yes

Make the check payable to your local council.

Registration Fee	\$ 65.00
Council Program Fee	\$ 0.00
Scout's Life Magazine	\$ 15.00
Total Due	\$ 80.00

Inland Northwest Council 611
411 W Boy Scout Way,
Spokane, WA 99201-2243
(509) 325-4562

Deliver **check** or **cash** (credit card with 4% fee) along with this printout directly to the Hawkeye Area Council Service Center, or mail to:

Hawkeye Area Council
660 32nd Ave SW, Cedar Rapids, IA 52404



OPTION 2: UNIT RENEWS INDIVIDUAL WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

my.Scouting | Organization Manager

Menu

Registration Expiration Date: 02/28/2025

My Profile My Account My Application

My Training Manage Member ID BSA Web Links

Click logo to take Youth Protection in English or Spanish

Organization

Troop 1927 (GT)

Application Manager

Invitation Manager

Organization Manager

Roster

Trained Leader Report

Training Manager

YPT Reports

STEP 1: Log in to
my.scouting.org

STEP 2: Click on the
Menu button and
select **Organization
Manager**



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

my.Scouting | Organization Manager

Troop 0301 John R. Bentley Youth Fund INC

STEP 3: Click on Roster

STEP 4: Select members to renew

STEP 5: Click renew to renew selected members

Name	Member ID	Role	Gender	Expiration Date
Mary Kennedy-Bell	14050875	Committee Chair	F	03/31/2024
Logan Hooten	13100000	Youth Member	M	03/31/2024
Marqus Farmer	14010000	Youth Member	M	03/31/2024
Jeffrey Foster		Scoutmaster	M	03/31/2024
Bryan Smith		Scoutmaster	M	03/31/2024
Randy C. [unclear]	80000000	Chartered Organization Rep. Executive Officer	M	03/31/2024

Troop 0301 John R. Bentley Youth Fund INC

STEP 6: You can also opt-out members who are no longer in Scouting

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Mary Kennedy-Bell	14050875	Committee Chair	F	Initiated	☐	03/31/2024
Logan Hooten	13100000	Youth Member	M	Initiated	☐	03/31/2024
Marqus Farmer	14010000	Youth Member	M	Initiated	☐	03/31/2024
Jeffrey Foster		Scoutmaster	M	Initiated	☐	03/31/2024

Opt out of automatic renewal



OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Unit Paid Membership Renewal

John [redacted] ☒ Scout Life Subscription

Troop 0010

Committee Member (MC) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

☒ Primary Position

☐ Show Multiple Registrations

Cortney [redacted] ☒ Scout Life Subscription

Troop 0010

New Member Coordinator (NM) Current Expiry Date: 12/31/2023
Future Expiry Date: 12/31/2024

☒ Primary Position

☐ Show Multiple Registrations

[← Back to roster](#) [Create Renewal Orders](#)

STEP 7: A list of the members you are renewing displays.

NOTE: Scout Life will be selected by default. If you have members who do not want to subscribe, uncheck the box.

You can also see a person's multiple registrations by clicking Show Multiple Registrations. To continue with the renewal, click Create Renewal Orders.

Payment Summary

	Traditional Adult Quantity: 4	\$240.00
	Scout Life Domestic Rates Quantity: 3	\$45.00
	Council Fee Quantity: 4	\$0.00
	Administrative Fee Credit Card Processing Fee (3%)	\$8.55
	TOTAL AMOUNT DUE:	\$293.55
	AMOUNT PAID:	\$0.00

[Credit Card](#) [ACH Payment](#)

CARD INFORMATION

* First Name:

* Last Name:

* Card Number:

* Expiration Date:

* CVV:

* Email Address:

STEP 8: Enter payment information. The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.



OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING ONLINE WITH CREDIT CARD OR ACH PAYMENT

Troop 0301

Unit Orders

Name	Status	Type	Paid	Approved
Mary [REDACTED]	Initiated	Traditional Adult	No	
Marque [REDACTED]	Initiated	Traditional Youth	No	
Logan [REDACTED]	Initiated	Traditional Youth	No	
Jeffre [REDACTED]	Initiated	Traditional Adult	No	
Seth [REDACTED]	Initiated	Traditional Youth	No	
Bryan [REDACTED]	Initiated	Traditional Adult	No	
Seth [REDACTED]	Initiated	Traditional Youth	No	
Amaris [REDACTED]	Initiated	Traditional Adult	No	
Charles [REDACTED]	Initiated	Traditional Adult	No	
Randy [REDACTED]	Initiated	Traditional Adult	No	

Unit Orders By Batch

Created By	Created On	Number of Orders	Paid
4 Mary Barfield	02/05/2024, 11:06:25 am	10	No

GO TO PAYMENT

STEP 9: Go back to Roster. Then select Unit Orders and/or Unit Orders by Batch. Then click **Go to Payment**.

Payment Summary

Traditional Adult Quantity: 4	\$240.00
Scout Life Domestic Rates Quantity: 4	\$60.00
Council Fee Quantity: 4	\$8.16
Administrative Fee Credit Card Processing Fee (3%)	\$9.24
TOTAL AMOUNT DUE:	\$317.40
AMOUNT PAID:	\$0.00

Pay With Saved Method

Master Card
xxxxxxx5114
Name on Card: James Son
Updated On: 02/08/2024 16:41

Pay With Saved Payment Method

Pay With New Method

STEP 10: Submit payment.



OPTION 2: UNIT RENEWS INDIVIDUAL (continued) WHEN PAYING DIRECT TO THE HAWKEYE AREA COUNCIL

Troop 1927

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster**
- Transfer in
- Position Manager
- Reports

Troop 1927 Lake Cable Recreation Association

my.Scouting | Organization Manager

SELECT ORG LEVEL

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
☐	[REDACTED]		Assistant Scoutmaster Trained	F	Current	☐	02/28/2025
☐	[REDACTED]		Committee Member	F	Current	☐	02/28/2025
☐	[REDACTED]		Committee Member	F	Current	☐	02/28/2025
☐	[REDACTED]		Scoutmaster	M	Current	☐	02/28/2025
☐	[REDACTED]		Youth Member	F	Current	☐	02/28/2025
☐	Renewing Scout #1		Youth Member	F	Expired	☐	07/31/2024
☐	Renewing Scout #2		Youth Member	F	Expired	☐	07/31/2024
☐	[REDACTED]		Executive Officer	F	Current	☐	02/28/2025

STEP 3:
Click on
Roster

18



OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING DIRECT TO THE HAWKEYE AREA COUNCIL

Transfer
Renew
Compose
Print
Edit Profile
Export Roster
Filter

☐	Name	Member ID	Role		Opt Out	Expiration Date
☐	[REDACTED]		Assistant Scoutmaster Trained		☐	02/28/2025
☐	[REDACTED]		Committee Member	F	Current	02/28/2025
☐	[REDACTED]		Committee Member	F	Current	
☐	[REDACTED]		Scoutmaster	M	Current	
☐	[REDACTED]		Youth Member	F	Current	
☒	Renewing Scout #1		Youth Member		Expired	07/31/2024
☒	Renewing Scout #2		Youth Member	F	Expired	07/31/2024
☐	[REDACTED]		Executive Officer	F	Current	02/28/2025
☐	[REDACTED]		Committee Member	F	Current	02/28/2025
☐	[REDACTED]		Committee Chair Trained	F	Current	02/28/2025

Membership Cards
Eagle Extension Report
Unit Payment of Membership Renewal
Youth Member Age Report

STEP 5: Click Print then click Unit Payment of Membership Renewal

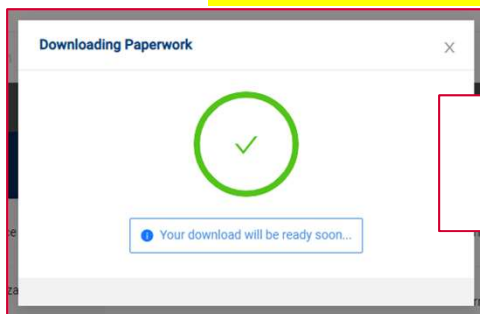
STEP 4: Select Scouts for renewal

1
2



OPTION 2: UNIT RENEWS INDIVIDUAL (continued)

WHEN PAYING DIRECT TO THE HAWKEYE AREA COUNCIL



STEP 6: A popup will display that the paperwork is downloading

STEP 7: Submit this paperwork and payment to the Hawkeye Area Council. See below for more details.



BOY SCOUTS OF AMERICA®

Unit Payment of
Membership Renewal

Page 1 of 1

For use when your unit is paying for membership Renewal but you need to pay at the office.

Turn this paperwork along with payment to the council office by the 15th of the month.

Council
District
Unit Type
Unit Number
Date Printed

Buckeye Council 436
Hetuck 11
Troop
1927
07/31/2024

Members to be Renewed

First Name	Last Name	Position	Member ID	Scout's Life Subscription
			140386596	Yes
			140386670	Yes

Members to be renewed: 2

Fees Due	Total	Amount
BSA Youth Registration	2 youth(s)	\$ 170.00
BSA Adult Registration	0 adult(s)	\$ 0.00
Council Program Fees	2 fee(s)	\$ 2.00
Scout's Life Magazine Subscription	2 subscription(s)	\$ 30.00
Total		\$ 202.00

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Hawkeye Area Council
660 32nd Ave SW, Cedar Rapids, IA 52404



FREQUENTLY ASKED QUESTIONS - MEMBER RENEWAL

What is the proper way to renew someone who is multiplied into another unit?

If the individual renews themselves, they can renew all positions at once. If the unit chooses to renew them, then each unit must renew the member. Individuals who are multiplied should tell all units which one they are paying with to be their “primary unit” to avoid overpaying.

What is the process to register two youth with the same adult partner if one is a Lion and another a Tiger?

The unit should have the ability to assign the parent to more than one youth who is a Tiger or Lion when submitting their renewal. Parents of twins is another such example.

We have a family needing registration assistance. How does that work?

The Hawkeye Area Council offers registration assistance for all families who express a need. The **Application for Assistance** located on the Hawkeye Area Council website should be filled out and submitted. We recommend turning in the Membership Assistance Form along with the Youth Application, then based on the amount approved, submitting the balance of the fees to the Hawkeye Area Council.

Will it be possible to align all members of a family to one renewal date?

No. Registration terms are a set 12-month term from the date of registration.

What if there is a Scout registered as a Crew member but also an adult leader in a Troop?

The youth position in the Crew should be the paid position, with the adult position in the Troop being a multiple position. This qualifies the members to attend any camps or events where youth registration is a requirement or allows them to work on any youth awards.

How do I renew individuals and use Scout account funds for their fees?

Scout account funds are held by the unit, therefore the unit should pay for the full registration and debit the Scout account.

Can we pay for member renewals using a credit card at the council office?

We recommend paying with cash or check for all renewals. Any credit card transactions will be charged a 4% credit card processing fee at the Hawkeye Area Council.