



Hawkeye Area Council

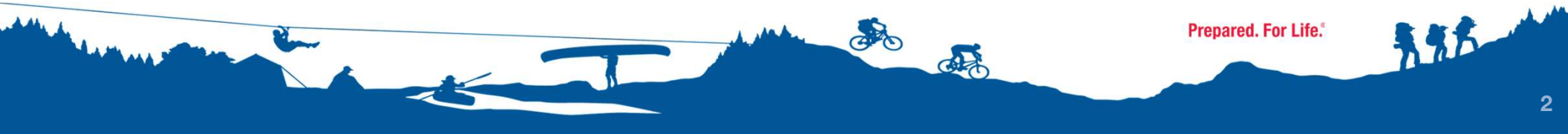
Membership Renewal and Unit Renewal Process



Individual Membership Renewal

- The individual and parent/guardian will receive email reminders for renewal 60 days prior to expiration. Click on the link or go to your my.scouting account and click on the red notification.
- Follow the prompts to pay online with a credit card.
- Scout Life is defaulted to **“YES”**. Please uncheck if necessary.
- If the member is in multiple units or positions, make sure the Primary unit is correct/updated. All adult positions should have the same expiration date.
- If you prefer to pay in the office, you can click to print for manual pay and submit it to the office.

(There is a 60-day grace period after the membership renewal date. If not renewed, then your membership is dropped and the individual would have to complete a new application.)



Individual Membership Renewal-by Unit

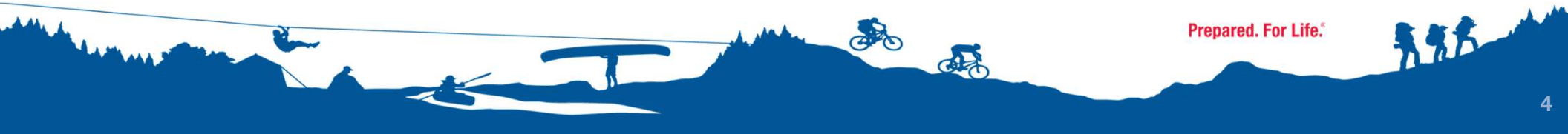
- The Key 3 will receive email reminders for renewal. Individuals can be renewed by the unit 90 days prior to expiring.
- Go to my.scouting account and go to Menu>Organization Manager>Roster.
- Any individuals shown as “Eligible to Renew” can be checked for renewal. Create Renewal Order to pay online or click on Print>Unit Payment of Membership Renewal to print.
- Scout Life is defaulted to **“YES”**. Please uncheck if necessary.
- If the member is in multiple units they will need to ensure that they are primary in only one position.

(There is a 60-day grace period after the membership renewal date. If not renewed, then your membership is dropped and the individual would have to complete a new application.)



Membership Renewal – Payment Methods

1. The individual or family pays National BSA online (credit card only with a 3% service fee).
2. The individual/family can pay the council (cash/check, check by mail, or credit card with a 4% service fee).
3. The unit pays for all members.
 - Payment can be made online with a credit card (3% fee) or ACH (\$1 fee).
 - Payment can be made to the office. Go to Print>Unit Payment of Membership Renewal and submit this to the office with payment.



Unit Renewal (Pack/Troop/Crew level)

- Unit Renewal is done on an annual basis and can be completed 60 days prior to the expiration date.
- Key-3 or Key-3 Delegate need to log onto [My.Scouting.org](https://my.scouting.org). The Key-3 is the Unit Leader, Committee Chair, and Charter Organization Representative (COR).
 - Go to Organization Manager/Unit Renewal
 - Ensure that the required number of adults are in leadership positions and all Youth Protection/Safeguarding Youth Training is current.
 - E-sign, mark payment method, and submit!

The COR can go to their my.scouting account and change positions with Position Manager.

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Questions?

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

