

# 2025 Membership Renewal Handbook



New Systems, New Horizons  
New Visions, New Beginnings



**SCOUTING AMERICA**  
National Capital Area Council

Ver 8 – 25 Aug 2024

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# TABLE OF CONTENTS

Council Commissioner’s Charge .....	5
Definitions and Abbreviations .....	6
Preface .....	7
Unit and Membership Renewal Overview.....	7
Important Information for Unit Leadership .....	7
Chapter One – Family/Self-Pay Renewals .....	8
Terms and Conditions .....	11
Payment Screen .....	12
Family/Self-Pay Membership Renewal Review .....	13
Setting Up Auto-Approval for Membership Renewal .....	14
Chapter Two – Unit-Paid Membership Renewals.....	15
Checking Membership Renewal Status .....	18
Chapter Three – Financial Assistance.....	19
Chapter Four – Opt-Out Function .....	20
Chapter Five .....	21
Scouts Who Turn 18 During the Charter Year .....	21
Special Scout Executive Approval Requirements .....	21
District Renewal POCs .....	22
Chapter Six .....	23
Commissioner Information.....	23
Recognition After Renewal Post.....	23
Chapter Seven – Online Explorer Renewal Overview.....	24
What Are The Benefits of Explorer Renewal.....	24
What are the steps in the Online Renewal process.....	24

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## COUNCIL COMMISSIONER'S CHARGE

### Why do we renew?

Scouting changes the lives of young people preparing them to be America's future leaders. For over a hundred years, Scouting impacted millions – youth and adults. Our Chief Scout Executive, Roger Krohn, notes that his job #1 is ensure that Scouting America continues that contribution to America for another hundred years. Roger's job #2 recognizes that we cannot have that impact on youth and change their lives if they are not part of the movement. His job #2 is to grow Scouting. Growing Scouting is job #1 for all of us. Our annual renewal is the retaining members is one part of sustain and growing the movement; the other part is inviting more to join us.

### Why is a renewal needed annually?

Individual members renew annually so they can continue to benefit from the promise of the Scouting program for another year. Scouting America simplified the renewal process to allow each family confirm their desire to continue on the anniversary of their joining. When families use the self-pay option, no administrative requirements exist. Unit renew annually to identify the leaders for the new Scouting year and to ensure a minimum number of youth are available for an effective program. What about the Annual Charter Agreement Annually chartered organizations reconfirm their relationship with the council and agree to use the Scouting program as a safe way to develop character, citizenship, and leadership in youth. The process to complete the agreement is separate from the renewal process.

### What will I find in this handbook?

This annual renewal handbook explains the timelines, key roles, major process steps, and common challenges. Use this handbook along with resources found on these pages as well as your district's commissioner staff to support your Membership Renewals.

### Who can I contact with specific questions?

Contact your unit commissioner (UC) or your district's charter renewal point of contact (POC) for help with membership renewal. A list of district POCs can be found on page 29.

### Why is timely renewal important?

We, as the adult volunteers and leaders for our Scouting units, owe each Scout who is on NCAC registration rolls the opportunity to learn, grow and advance in their Scouting experience with trained leaders in a valid Scouting unit. I urge every one of you who are involved in the 2025 membership renewal season to Give Your All and Do Your Best to complete your renewals in the timeframe outlined in the handbook.

Best wishes to all for a successful membership renewal season.

Jae Engelbrecht  
Council Commissioner

## DEFINITIONS AND ABBREVIATIONS

### Definitions

Dropped Member – A dropped member is an individual who no longer has a current registration

Dropped Unit – A dropped unit is a unit that is not currently registered and did not re-register within the two-month lapsed period after unit expiration.

Executive Officer – The executive officer is the head of the community-based organization and is sometimes referred to as the institutional head. The EO is the only person that can approve a CR application.

Lapsed Unit – A lapsed unit is a unit that has expired and not yet renewed but is still within the BSA's two-month grace period.

New Member – A new member is an individual who has never been registered.

New Unit – A new unit is a unit that has never been chartered before or has not been chartered in more than 12 months.

Official Membership Roster – This is the roster you will find in my.scouting.org. It is the official roster of all registered Scouts and Scouters in your unit. If you have someone in your unit Scoutbook or Unit Roster who is not on the my.scouting.org roster, they are not registered in your unit.

Scoutbook – This is an additional product used to assist units in record keeping but is not an official membership registration tool.

Multiple Registrations - An adult who pays a registration fee in one unit (or a district or a council position) does **not** pay a registration fee in any additional unit. Youth members paid in one unit are **not** required to pay more than once.

**(No cost multiple registrations do not exist between Exploring Units or STEM Labs and Traditional Scouting Units. An individual registering in both programs must pay a registration fee in both programs.)**

### Abbreviations

CC – Committee Chair

CR – Chartered Organization Representative

NLT – Not Later Than

RP – Renewal Processor (One of the unit Key 3 or Key 3 Delegate)

UL – Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper)

ACH payment – Automated Clearing House payment (paying by check)

## PREFACE

Membership renewal involves confidential and/or private information and requires accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside of the Boy Scouts of America. If you cannot accept this responsibility, you must notify your unit's Committee Chair and withdraw from viewing or working with these documents.

### Membership Renewal Overview

We renew units and confirm leaders in the required in the required positions once a year. Members are renewed separately on the anniversary of their joining and each 12 months later. In addition, once each year a Scouting professional meets with the Executive Officer of the Chartering organization and recommits to using the Scouting program to support the character, citizen, and leadership development for youth. Together, they sign an Annual Charter Agreement to record the relationship.

Note:

- Explorer Posts and Clubs do not have Charters or Chartered Organizations and do not have Chartered Organization Representatives. Instead, they have Memorandums of Agreement and Participating Organizations. However, the renewal process for these units is basically the same as for traditional Scouting units. Individuals involved with Explorer Posts or Clubs pay a separate fee.
- STEM Labs have a different renewal process and schedule, conducted by the NCAC Director of STEM and Exploring and are not included in this handbook.

**One important note: Everyone needs to add "@scouting.org" to their safe senders list**

### Important Information for Unit Leadership

A significant change this year has to do with approval authority for unit and membership renewals and the roles that members of the Key 3 play in these processes.

The COR or COR Delegate approves all adult applications, renewals, and position changes. The Committee Chair and Unit Leader approves the Youth applications and annual renewals. **Only the COR or COR Delegate can approve the unit renewal.**

**If you encounter an issue during the renewal process, contact your District Renewal Processor or District Commissioner for help. Include what the exact issue is, and if possible, a screen shot that shows the issue. Provide the unit number, the individual's name and BSA ID number in your inquiry. If they are unable to resolve the issue for you, they will forward the information to the [ncac.acc.team@ncacbsa.org](mailto:ncac.acc.team@ncacbsa.org) and the experts there will provide you with the information needed to resolve the issue. Do not call the Council Registrar as they are a small office with limited staffing and would be swamped if even half the units in our council were to call them for help.**

# CHAPTER ONE

## Family/Self-Pay Renewals

Units have a choice to make: Membership renewal can be completed either by the individual or the unit. Let's explore the Family/Self-Pay option.

An e-mail notification with a renewal link will be sent to parents and adults 60 days before membership expires. The link will direct individuals to a renewal form in my.scouting.org. Renewing in the primary position will automatically renew multiple positions. You may remove any multiple position you no longer hold or desire to hold. The individual enters their credit card information and renews all positions for another year. The unit will approve the Scouts renewal while the COR or COR Delegate approve the adult renewals.

The individual will also receive additional e-mail notifications at 45, 30, and 7-days from their expiration date if they have not already renewed their registrations. There is a 60-day grace period beyond the expiration date in which the individual can still register after which they will be dropped from Scouting America.

### Sample e-mail

## Your BSA Membership is up for renewal

Dear David Blythe,

This is a friendly reminder that your annual BSA membership will expire in **60 days on 06/30/2024**. Please **click here to renew** your membership(s) in the below organization(s). Renewals can also be processed by contacting your local council.

**Click Here to Renew** 

**Member ID:**

**Organization Name:** Pathfinder 09

**Position:** Asst. District Commissioner





**New Registration Term:** 07/01/2024 to 06/30/2025



my.Scouting | My Applications Welcome, David Blythe

MEMBERSHIPS TRANSFER / MULTIPLE APPLICATIONS MY APPLICATIONS MY RENEWALS 2024

**MY RENEWALS** FILTER CLOSED

Personal Information	Expiration Date	Application Status
 Multiple Positions are not displayed in this section, Click Start Renewal to see the full list of positions you can renew		
 David Blythe Asst. District Commissioner Pathfinder 09	30 June 2024	<p style="color: red; text-align: center;"><b>Registration is soon to expire</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <input type="button" value="OPT OUT AUTO RENEWAL"/> </div> <div style="text-align: center;">   <input type="button" value="Start Renewal"/> </div> </div>

- When you click the link, you are redirected to sign into My.Scouting.org; after signing in you will see this screen.
- **Parents that do not have a My.Scouting.org account will need to create one.**
- **Note the option to "Opt-Out Auto Renew", DO NOT click this link as it will drop you from Scouting. Click Start Renewal to continue.**

The following positions will be renewed, remove positions you do not want to renew.

**Pack 0001**

**Committee Member** Primary Position   
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

**Crew 0003**

**Venturing Crew Assoc. Advisor**  
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

Select as Primary Position  Remove Position

**Unit Advancement Chair**  
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

Select as Primary Position  Remove Position

**Youth Protection Champion**  
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

Select as Primary Position  Remove Position

**Key 3 Delegate**  
Current Expire Date: 12/31/2023  
Future Expire Date: 12/31/2024

Select as Primary Position  Remove Position

**Someone with multiple positions (typically an adult) will see a list of them like this.**

**If desired, you can click the link to change your primary position, or remove yourself from a position. Then click “proceed to payment”.**

**Functional positions, like Key-3 Delegate or Advancement Chair, will not appear here.**

## TERMS AND CONDITIONS

**Terms and Conditions**

**Annual Membership Registration:**

Boy Scouts of America is an annual registration program with automatic membership renewal each year on or about the annual anniversary of your sign-up date. Unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org at least 15 days in advance of your renewal date, you understand and expressly agree that your membership will automatically continue for another year, and you authorize BSA to collect and charge the then-applicable membership fee each year using the payment method BSA has on file for you. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too. Your renewal will be communicated back to your Scout unit upon completion.

The annual national registration fee is non-refundable.

**BSA Privacy Policy**

The BSA protects the confidentiality of the names and personal

By signing here you agree and accept the Terms and Conditions of the Boy Scouts of America.

E-Signature

Back

Go to Checkout Summary

1. Note that the system has the capability for auto renewal but it has been turned off for the 2024-2025 renewal cycle.
2. Type your name to agree to the Terms and Conditions.
3. Click "Go To Checkout Summary"

## PAYMENT SCREEN

The screenshot displays a payment screen with a progress bar at the top. The progress bar has two steps: 'Member Information' (completed, indicated by a checkmark) and 'Payment/Checkout' (current step, indicated by a '2' in a blue box). Below the progress bar is a 'Summary' section with a dark blue header. It lists four items:

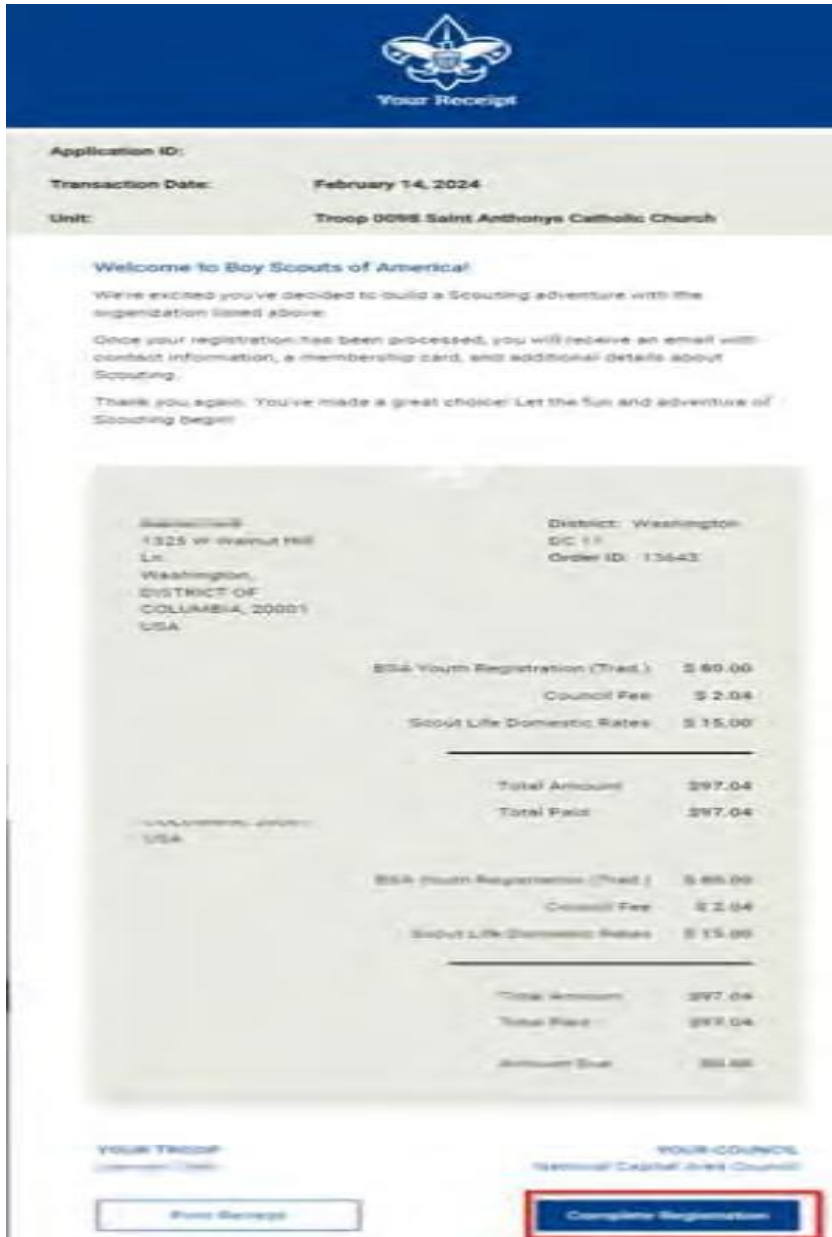
Item	Amount
BSA Non-Unit Adult Reg Jennifer Erwin Valid until November 2024.	\$60.00
Council Fee Jennifer Erwin Valid until November 2024.	\$10.00
Administrative Fee	\$2.55
<input checked="" type="checkbox"/> Scout Life Domestic Rates ⓘ Jennifer Erwin Valid until November 2024.	\$15.00
<b>TOTAL AMOUNT DJE</b>	<b>\$87.55</b>

A red arrow points to the 'Scout Life Domestic Rates' checkbox, which is currently checked. Below the summary is a 'Payment Details' section with a dark blue header. Underneath, there is a 'CARD INFORMATION' section with a 'Cardholder Name:' label and a text input field.

On the payment screen the system will default to include Scout's Life magazine! You can toggle this on or off.

Then enter your credit card information and click "Place Order."

\*There is no ACH option for individual self-pay.



When you are paying by credit card, a receipt will appear. Print this for your records, then click “Complete Transaction” to finish the renewal.

### FAMILY/SELF-PAY MEMBERSHIP RENEWAL REVIEW

The unit will be notified of the member’s renewal. A Key-3 member must sign in to My.Scouting.org, click on Roster in Organization Manager, and accept or deny the membership renewal. Units can opt-out of this step for youth by setting up “Auto-Approve” in Settings.

The Key-3 will get monthly reports on who is due to renew, who did renew and who has been dropped.

## SETTING UP AUTO-APPROVAL FOR MEMBERSHIP RENEWAL

**Pack 0289**

Administration Overview

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

Select who has the ability to accept (approve) applications for your unit. Note: this applies only to adult applications

- Chartered Org Representative Approval Required
- Committee Chair Recommendation and Chartered Org Representative Approval Required

Youth Applications

- Automatically Accept Youth Applications to this Unit.

Adult Applications

\* This option was set by the council. It may not be changed for this unit.

- Allow Adult Applications

Auto Approve Renewals

- Allow auto approve renewals

Renewal Payment

- Unit will pay for renewal applications

Types of Youth Applicants This Pack Accepts

- Girl Only
- Boys Only
- Both Boys and Girls

# CHAPTER TWO

## Unit-Paid Membership Renewals

Units have a choice to make: Membership renewal can be completed either by the individual or the unit. If the unit decides to select the Unit-Paid option, there are more things the unit needs to do to make this happen.

Using the My.Scouting.org/Roster tab, the unit will select which members they are renewing. The unit can choose not to renew a member. The unit pays with a credit card, or a securely stored electronic fund transfer payment (ACH) and submits the renewal.


Selecting the Unit-Paid option will NOT eliminate the reminder e-mails to each family. This could lead to confusion.

When you get an e-mail reminding you that someone's membership is due, ask them to renew with self-pay. If the unit wants to fund the renewal, provide the funds to the member before or after they charge their credit card. If the unit insists on renewing the member themselves, select the member(s) in Roster:

**\*Note that you will need to do this almost every month. \***

Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
Asher /		Youth Member	M	Current		10/31/2024
Ashton /		Youth Member	M	Current		12/31/2024
Harlow		Youth Member	F	Current		01/31/2025
Robin E		Youth Member	M	Current		09/30/2024
David A /		Chartered Organization Rep. Committee Chair	M	Renew mitted		06/30/2024
Finley (		Youth Member	M	Current		07/31/2024

Troop 0002 Richmond Police Athletic League **B**



**Troop 0002**

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

### Unit Paid Membership Renewal

**John Durden**  Scout Life Subscription

Troop 0002

Committee Member (MC) ✓ Primary Position	Current Expiry Date: 12/31/2023 Future Expiry Date: 12/31/2024
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Show Multiple Registrations

**Stephen Jay Jeung**  Scout Life Subscription

Troop 0002

Assistant Scoutmaster (SA) ✓ Primary Position	Current Expiry Date: 12/31/2023 Future Expiry Date: 12/31/2024
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Show Multiple Registrations

**Jorge Montano**  Scout Life Subscription

Troop 0002

Committee Member (MC) ✓ Primary Position	Current Expiry Date: 12/31/2023 Future Expiry Date: 12/31/2024
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Show Multiple Registrations

**Timothy Tim Eldon Pohl**  Scout Life Subscription

Troop 0022

Committee Chair (CC) ✓ Primary Position	Current Expiry Date: 12/31/2023 Future Expiry Date: 12/31/2024
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Show Multiple Registrations

Create Renewal Orders

Functional positions will not show up in the listing of multiple positions.

The payment screen defaults to the credit card option, but note the “ACH Payment” tab next to the Credit Card. At the bottom of the page, click to “Submit Payment”.

### Payment Summary

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

Credit Card   
  ACH Payment ←

CARD INFORMATION

- \* First Name:
- \* Last Name:
- \* Card Number:



The screenshot shows a web application interface for managing membership renewals. On the left is a sidebar with the following menu items: Settings, Unit Renewal, Unit Pin, Unit Dashboard, **Roster**, Transfer in, Position Manager, and Reports. The 'Roster' item is highlighted with a red arrow. The main content area displays a list of members with the following columns: Name, Status, Position, YPT Expiration, Paid, and Approved. The members listed are:

Name	Status	Position	YPT Expiration	Paid	Approved
Shirley [redacted]	1/1/2024	Committee Member	F	Eligible to Renew	03/31/2024
Matt [redacted]	1/1/2024	Chartered Organization Rep.	M	Eligible to Renew	03/31/2024
Sheri [redacted]	1/1/2024	Committee Chair	F	Eligible to Renew	03/31/2024
Karly [redacted]	1/1/2024	Youth Member	F	Eligible to Renew	03/31/2024
Daniel [redacted]	1/1/2024	Assistant Scoutmaster	F	Eligible to Renew	03/31/2024
Cora [redacted]	1/1/2024	Youth Member	F	Eligible to Renew	03/31/2024
Lucille [redacted]	1/1/2024	Youth Member	F	Eligible to Renew	03/31/2024

Below the member list is a section for 'Membership Renewal Orders'. A red box highlights this section, with a red arrow pointing to it. Below this is a search bar and a table with the following columns: Name, Status, Position, YPT Expiration, Paid, and Approved. The table contains one row for 'Heather [redacted]' with a status of 'Pending Approval' and a YPT Expiration of '01/05/2026'. The 'Approved' column for this row contains two buttons: 'APPROVE' (with a checkmark icon) and 'DO NOT APPROVE' (with an 'X' icon). A red box highlights these buttons, with a red arrow pointing to them. At the bottom of the page, there is a link '> Unit Paid Membership Renewal Batches'.

After a renewal batch is submitted the Key 3 will see members listed at the bottom for approval.

## Checking Membership Renewal Status

Note that the Key 3 can generate a report of upcoming expiration dates:

District	Organization	Member_ID	Expiry_Date	First_Name	Last_Name	Position
Aquia 17		140980748	7/31/2024	Benjamin		Committee Member
Aquia 17		140309260	7/31/2024	Penelope		Youth Member
Aquia 17		14368278	7/31/2024	Amber		Den Leader
Aquia 17		13804522	7/31/2024	Rory		Den Leader
Aquia 17		140323016	7/31/2024	Alexandra		Youth Member
Aquia 17		13418127	7/31/2024	Katie		Den Leader
Aquia 17		13418127	9/30/2024	Katie		Unit Scouter Reserve
Aquia 17		118355472	6/30/2024	Patrick		Executive Officer
Aquia 17		140308916	7/31/2024	Soren		Youth Member
Aquia 17		140308341	7/31/2024	Stark		Youth Member
Aquia 17		140369291	7/31/2024	Tyler		Tiger Den Leader
Aquia 17		140818291	7/31/2024	Sarah		Den Leader
Aquia 17		14687160	7/31/2024	John		New Member Coordinator
Aquia 17		140332789	7/31/2024	Wyatt		Youth Member
Aquia 17		140323788	7/31/2024	Carter		Youth Member
Aquia 17		13846651	7/31/2024	William		Den Leader
Aquia 17		140316204	7/31/2024	Antonio		Youth Member
Aquia 17		140320463	7/31/2024	Jacob		Youth Member
Aquia 17		140330228	7/31/2024	Connor		Youth Member
Aquia 17		140330222	7/31/2024	Nicholas		Youth Member

This report will also include the individual's Address, City, State, Zip code, Phone Number, and Email address.

## **CHAPTER THREE**

### **Financial Assistance**

Individuals or members of the unit Key-3 can submit the financial assistance form to Council requesting help with the National registration fees and/or the Council Participation Fee. Obtain approval for aid before renewing. This only applies to Youth members registered in our Council.

If support is coming from our Council, the membership must be renewed manually at the council.

Upon receiving approval for aid, the member completes the renewal up to the payment step. The member should print the renewal application and turn in the renewal and aid approval to council along with payment for fees not covered by the aid. The council registrar will process the renewal and pay National.

- Individuals can find the Financial Support Family form at the following link  
<https://247scouting.com/forms/082-FinancialSupport>
- Units can find the Financial Support Unit Leader Edition at the following link  
<https://247scouting.com/forms/082-FinancialSupportUnitLeader>

## CHAPTER FOUR

### Opt-Out Function

**The Opt-Out function serves to drop individuals from the Scouting program.**

If an individual accidentally opt outs, the member can still renew their membership during the lapse period. After the lapse period expires, the member would need to complete a new application to rejoin Scouting.

## CHAPTER FIVE

### Scouts Who Turn 18 During the Charter Year

When a Scout turns 18, they need to complete an adult paper application along with the Additional Disclosure Statement (CBC form) and take Youth Protection Training. To take the Youth Protection Training they will need to log in to my.scouting.org and create a profile for themselves. They should enter their current BSA ID number, if prompted. The Registrar will process these applications.

Scouts who turn 18 must make a choice about how they will register. If they transfer to a Venture Crew, they will pay the youth registration fee and the participation fee. They may then register with a Troop in an ASM position as a multiple. If they register with the Troop first as a multiple and then want to register in a Venture Crew or Sea Scout Ship, they will need to pay the youth fee and participation fee. Registration fees paid to the National office are not refundable. They will also not be able to add to the registration fee they already paid along with the participation fee to dual register.

Scouts who turn 18 and have completed all requirements for Eagle Scout, but have not completed the Eagle Board of Review, need not renew. They do not need to be currently registered to participate in an Eagle Board of Review.

### Special Scout Executive Approval Requirements

The NCAC Scout Executive must approve renewal applications for units with:

- a. 100 or more youth,
- b. units with a loss of 50% of youth from the previous year,
- c. units with no change in youth membership, and
- d. units with less than 5 paid youth

**If your unit is one of these types, your commissioner will coordinate with the DE to seek Scout Executive approval. Any unit that meets the above criteria requires an explanation. Providing an explanation to the District Commissioner and District Executive when the Charter Renewal Application is submitted will help reduce the amount of time needed to get the approval.**

## District Renewal POCs

Your Unit Commissioners is prepared to assist you. District renewal experts are also available. You may also email questions to Council coordinators at [ncac.acc.team@ncacbsa.org](mailto:ncac.acc.team@ncacbsa.org).

Svc Area	Old District	New District	Renewal POC	Email	Phone
Blue	Chain Bridge	4 Mile Run	Karl Gerdes	<a href="mailto:kermiskey@gmail.com">kermiskey@gmail.com</a>	703-489-6518
Blue	Patuxent	Prince George's	Amanda Housewright	<a href="mailto:Lucas.and.lisa.mom@gmail.com">Lucas.and.lisa.mom@gmail.com</a>	
Blue	Washington, DC	Washington, DC	Greg Fairbanks	<a href="mailto:greg.fairbanks@us.gt.com">greg.fairbanks@us.gt.com</a>	571-332-3626
Blue	Western Shore	Western Shore	Melanie Anthony	<a href="mailto:Melaroonie24@comcast.net">Melaroonie24@comcast.net</a>	757-739-6740
		Accotink Bay	Linda Hill	<a href="mailto:Lhill@diabetes.org">Lhill@diabetes.org</a>	571-239-1741
Green	Colonial	Accotink Bay	Damon Baldini	<a href="mailto:damonscouter@gmail.com">damonscouter@gmail.com</a>	571-722-7776
Green	George Mason	Wolf Trap	Rus Pittman	<a href="mailto:ruspittman@gmail.com">ruspittman@gmail.com</a>	571-643-4926
		Burke Lake	Lee Cass	<a href="mailto:scouting@lensmen.org">scouting@lensmen.org</a>	703-690-4528
Green	Patriot	Burke Lake	Ken Gaul	<a href="mailto:lgaulbsa@gmail.com">lgaulbsa@gmail.com</a>	703-732-1715
Green	Powhatan	Difficult Run	John Colwell	<a href="mailto:ScouterJohnPowhatan@gmail.com">ScouterJohnPowhatan@gmail.com</a>	703-395-4118
Green	Sully	Cub Run	Brian Martin	<a href="mailto:scouter.bdm@gmail.com">scouter.bdm@gmail.com</a>	
		Aquia	John Patrick	<a href="mailto:acc4recharter@gmail.com">acc4recharter@gmail.com</a>	540-809-8337
Red	Aquia	Aquia	Sharon Patrick	<a href="mailto:aquidistcmsr@cox.net">aquidistcmsr@cox.net</a>	540-809-8336
Red	Mattaponi	Mattaponi	Wendy Latella	<a href="mailto:wendylatella@yahoo.com">wendylatella@yahoo.com</a>	571-484-1917
		Piedmont	John McCann	<a href="mailto:m2ca2john@aol.com">m2ca2john@aol.com</a>	540-718-5159
Red	Piedmont	Piedmont	George Brown	<a href="mailto:graphicarts53@yahoo.com">graphicarts53@yahoo.com</a>	540-905-2553
		Prince William	Chuck Wilkinson	<a href="mailto:wilkinson2157@gmail.com">wilkinson2157@gmail.com</a>	703-677-7832
Red	Prince William	Prince William	James Chaplin	<a href="mailto:jhchaplin@comcast.net">jhchaplin@comcast.net</a>	703-380-9631
Yellow	Direct Service	Direct Service	Gary Garay	<a href="mailto:garayg@yahoo.com">garayg@yahoo.com</a>	540-318-7553
Yellow	FSK	Frederick	David Robertson	<a href="mailto:fskrechartering@gmail.com">fskrechartering@gmail.com</a>	301-865-6276
Yellow	Goose Creek	Loudoun	John Blackwell	<a href="mailto:john.blackwell@goosecreekdistrict.org">john.blackwell@goosecreekdistrict.org</a>	
Yellow	Potomac	Potomac	George Gadbois	<a href="mailto:gdbjsr@aol.com">gdbjsr@aol.com</a>	301-440-9248
				<a href="mailto:alt:dad@ryanflynn.com">alt: dad@ryanflynn.com</a>	301-332-4670
Yellow	Seneca	Seneca	Loland Alex Pranger	<a href="mailto:lap.bsa@lapranger.com">lap.bsa@lapranger.com</a>	-
Yellow	USVI/Direct Svc	US Virgin Island	Dylan Smith	<a href="mailto:dylansith12a@gmail.com">dylansith12a@gmail.com</a>	340-773-0422
		White Oak	Mary Abe	<a href="mailto:mc.abe@verizon.net">mc.abe@verizon.net</a>	301-754-2632
Yellow	White Oak	White Oak	Mike Holder	<a href="mailto:thedukeholder@verizon.net">thedukeholder@verizon.net</a>	301-367-3381

## CHAPTER SIX

### Commissioner Information

The new software is specific to the unit and the Key 3 for that unit or a Key 3 Delegate; however, you may still be able to assist the unit in getting through the Renewal process. Make sure your units know that if they are having an issue with a specific part of the program or just have a question in general, they can always reach out to you. **If your unit needs help with a warning or an error from the system or other general information, they should contact the Renewal Processor or District Commissioner for assistance.**

Remember that only a member of the Unit Key 3 or a Key 3 Delegate can input into the roster. There is no access code required. Only the Key 3 and the COR Delegate can approve changes to the leadership. The COR/COR Delegate are the only ones who can approve actions for adults and also approve the unit renewal.

Once the unit has completed their submission and it has been approved electronically by the appropriate member of the Key 3, it will be sent directly to the National Office.

For the **Annual Charter Agreement**, it is recommended that the District Professional get the form signed before they start the actual Renewal process. The Annual Charter Agreement form can be found at <https://www.scouting.org/forms> under the Unit Membership Resources.

### Recognition After Renewals Post

Ceremony is important to individual and unit identity. Plan a Renewal presentation to acknowledge the sponsor's and unit's commitment to a new year of Scouting. Ask your UC to officiate or participate in this presentation ceremony.

# CHAPTER SEVEN

## Online Explorer Renewal Overview

Exploring posts and clubs will use the Internet Recharter the same as traditional units. The unit type is identified by the system when the Key 3 logs in. The Advisors and Chairs of these units are considered Key roles and will have access. They will log in with the same Username and Password they use for their my.scouting.org and Scoutbook accounts.

## What are the benefits of Explorer Renewal

1. More accurate participant data.
2. Renewals are validated against Explorer membership rules before submission.

A post or club that enters data for renewal results in more accurate participant data (because a participant is entering the information) and ensures data integrity. The Learning for Life office will need to double-check and reconcile the submitted renewal data.

## What are the steps in the Online Renewal process

1. The Post Advisor or Chair or Club Sponsor are Key 3 roles and will be able to access the recharter system.
2. They will gather all the information and **signed** forms needed for renewal:
  - a. Applications for NEW youth and adults
  - b. Applications for adults changing positions
  - c. Form 28-573 (Criminal Background Check Waiver), if applicable
  - d. Exploring Annual Memorandum of Understanding
3. With the renewal information at hand, the RP goes to advancement.scouting.org and uses the same Username and Password they use for their my.scouting account to log in.
4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:
  - a. **Update the Roster:** Update organization information (if needed), select the current youth and adult participants to renew on next year's roster, add NEW youth and adult participants, update participant data, and update participant positions. ***Change the name of your Executive Officer, if applicable, during this step!***
  - b. **Check the Roster:** Validate that the data to be submitted conforms to LFL rules.
  - c. **Update the Participant Fees:** Update fees (e.g., assign multiple status, if applicable). *Multiple Status means a youth or adult is registered in more than one Post and/or Club, based on the next Post registration term.*
5. After double checking the information, the RP submits the file. The Post/Club may do Online Approval. Online payment is available, or Pay Direct to Council.

**NOTE:** Renewal packages for Law Enforcement units that are part of the Potomac Boundary Advisors Association (PBAA) are handled directly by the NCAC Director of STEM and Exploring. Questions? **Contact Jeff Schweiger, ACC for Exploring, [ScouterJeff@earthlink.net](mailto:ScouterJeff@earthlink.net)**





**NCAC Renewal Questions?**

**Contact your unit commissioner or district POC:**

see [Membership Renewal Help](#)

CC emails to [ncac.acc.team@ncacbsa.org](mailto:ncac.acc.team@ncacbsa.org)

[acc4recharter@gmail.com](mailto:acc4recharter@gmail.com)

**Direct Service Units, CC emails to [DirectService@ncacbsa.org](mailto:DirectService@ncacbsa.org)**

**National Capital Area Council**

**Boy Scouts of America**

9190 Rockville Pike | Bethesda, MD 20814

301-530-9360 | [www.BoyScouts-NCAC.org/Recharter](http://www.BoyScouts-NCAC.org/Recharter)

CFC #48974