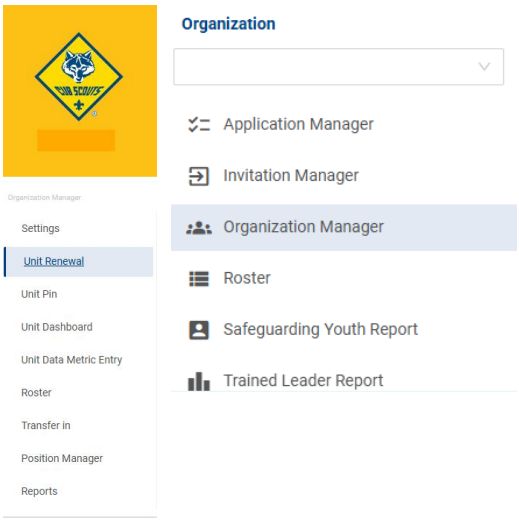
Unit Renewal Guide

Renewing your unit online, step by step

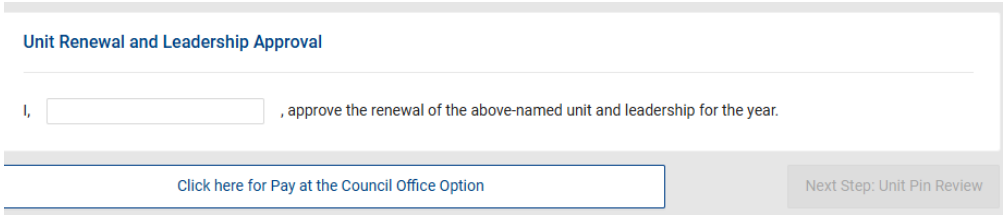
When renewing your unit, you can do it online by following these steps.

> **Who can renew:** Only Unit Key 3 Leaders can renew the unit (Charter Organization Representative, Committee Chair, or Unit Leader).

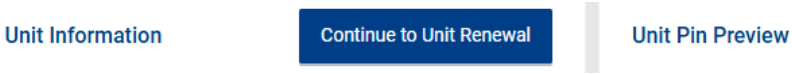
1. Log in to **my.scouting.org** and select **Organization Manager** from the left menu.



2. Select **Unit Renewal**.
3. Type your name in the blank space provided.
   a. If you are paying at the council, click **Pay at the Council Office** and print the PDF that pops up.
   b. Select **Next Step** when it turns blue.

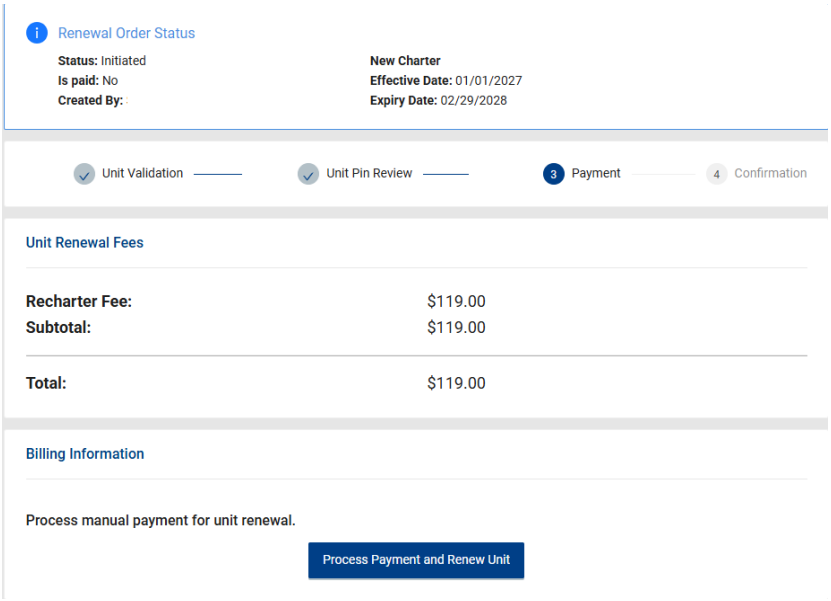


4. Confirm that all of the information in your unit pin is 100% accurate, then select **Continue to Unit Renewal**. **Do not pass this step.**



5. You will see **Process Payment and Renew Unit**. If you did not choose to pay at the council office, select it and process the payment.

> **Renewal period:** This year you will renew from **Jan. 1st, 2027 – Feb. 29th, 2028**.



Your Unit Renewal Is Almost Complete

Turn the following in to the council office:

- PDF from the renewal
- Annual Charter Agreement
- Money, if paying at the office

> **No unit will be approved until everything is turned in and signed.**

Unit Renewal Deadline: Nov. 30th, 2026

Why?

If your unit is not fully processed by Dec. 31st, 2026, it will expire. Grace/Lapse period ends January 1st, 2027. The deadline to have these turned in will give us time to work on anything that is holding up the renewal.