


The Member Renewal Process

(Unit renewal begins in November – information coming.)

Step 1: Boy Scouts of America sends the renewal emails.

- **Unit email – sent monthly to the Key 3, showing who is due to renew in the next 3 months, who has renewed, and who has opted out.**



Monthly Renewal Information

Dear Bradley Roberts,

Here is your Monthly registration update.

Organization Name: Pack 0501
Expiry Date: 12/31/2024

List of persons to be renewed (youth)

The following person(s) are eligible to renew in the next 3 months. The renewal period will open 2 months prior to their expiration. Please [click here](#) to view your current organization roster or renew members in your organization.

Member ID	First Name	Last Name	Position	Expiry Date
230140568	Captain	America	Youth Member	09/30/2024
230140580	Iron	Man	Youth Member	09/30/2024
Total: 2				

List of persons to be renewed (adults)

Total: 2

List of persons to be renewed (adults)
No records found.

List of renewed persons (youth)
No records found.


List of renewed persons (adults)
No records found.

List of opted out persons (youth)
No records found.

List of opted out persons (adults)
No records found.

For any renewal related questions, please contact your local council for assistance.
Council: Chief Seattle Council 609
Phone: (206) 725-5200

- **Family renewal email – sent starting 60 days before the expiration date.**
 - **There is not an option for a unit to turn off these emails.**



Your BSA Membership is up for renewal

Dear Robert Baden-Powell,

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: 230123456
Organization Name: Troop 244
Position: Scoutmaster
New Registration Term: 07/01/2024 to 06/30/2025

All persons 18 and over registering with the Boy Scouts of America are required to complete Youth Protection training, which is available online at my.scouting.org. Youth Protection Training must be current to register.

Thank you for your participation in the Boy Scouts of America. If you have any questions regarding your registration, please contact your local council or unit leader.

Step 2: Renewal options and process

The unit decides how they renew, and informs all families of the chosen method.

- Option 2A (page 2): Families renew
 - Required for any unit they do not pay in.

Chief Seattle Council recommends the best practice of Option 2A. This allows individuals to renew and pay, and the unit to separately collect dues. Easy, efficient, effective.

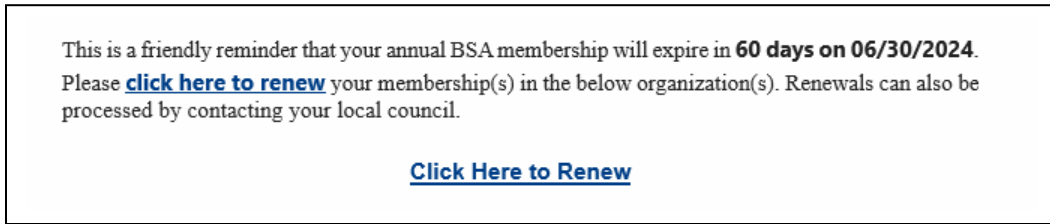
- Option 2B (page 6): The unit renews members online.
- Option 2C (page 8): The unit renews members through the council office
- A combination of the above options.
- When renewing, **you are automatically signed up for Scout Life**. If you do not want to receive it, you must deselect the option.

Option 2A: *Best Practice*: The family/individual renews (recommended unless requesting financial assistance or the unit is paying registration fees)

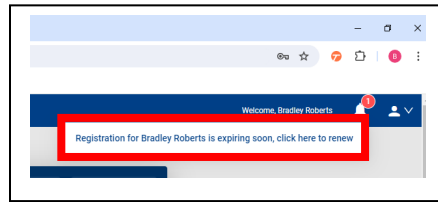
Easy. Efficient. Effective.

- Emails will go be sent to the listed primary email address:
 - Registered adults
 - Parent/guardian of registered youth

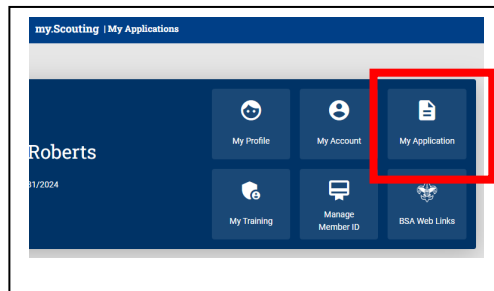
- The link to renew is in the email



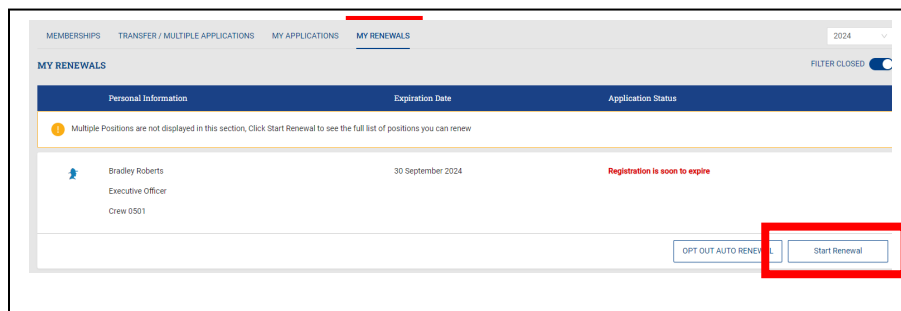
- In my.Scouting.org
 - From the alert when you log in



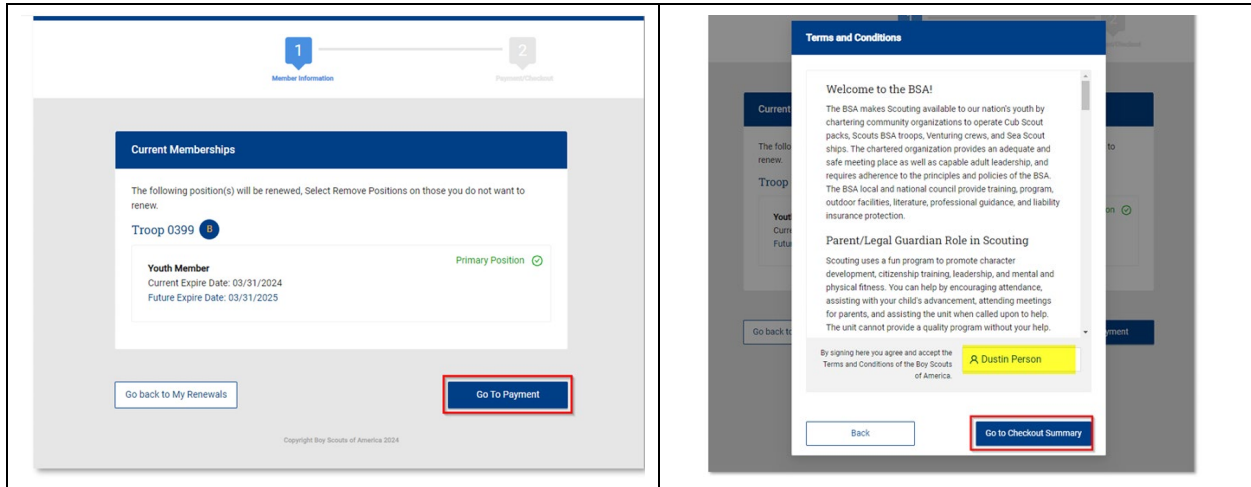
- From My Application (also available on the Menu)



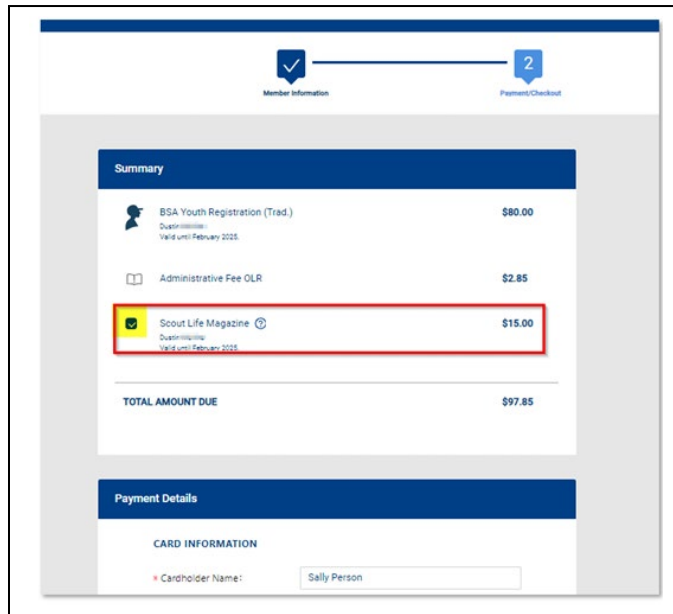
- You may need to select “My Renewals”



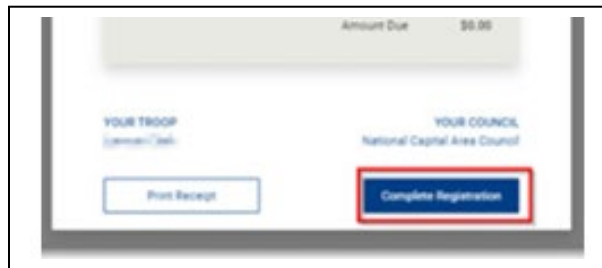
- Both links take you here:
 - If you have more than one position, all will be listed.



Scout Life is selected by default. The council fee will also show.



You will then be shown a receipt, with one final step to complete:



Payment goes directly to the National Council. It does not pass through Chief Seattle Council. The National Council charges 3% for credit/debit card transactions, or \$1.00 for ACH Payments (direct charge to your checking account).

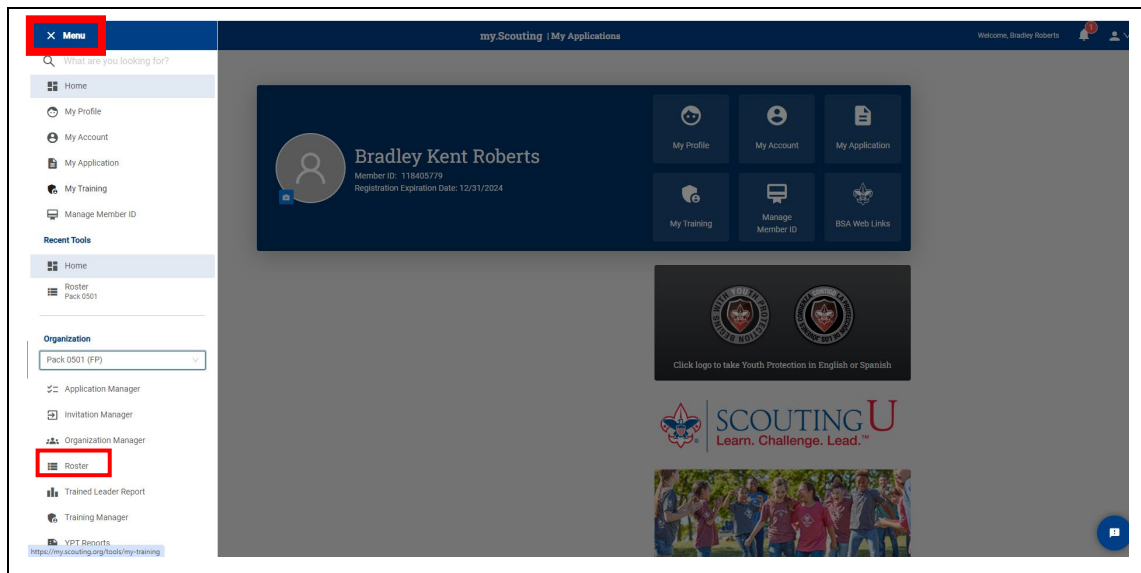
See **Step 3** (page 9) for approval.

Option 2B: The unit renews members online

- The renewal link is in the email:

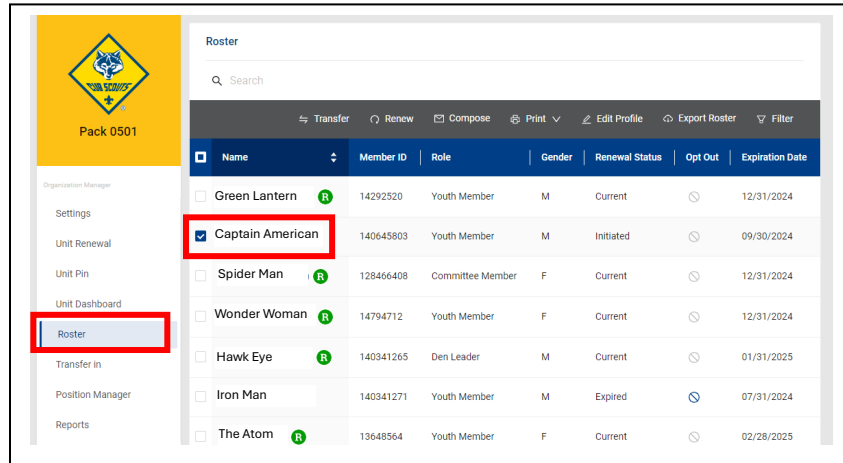
The following person(s) are eligible to renew in the next 3 months. The renewal period will open 2 months prior to their expiration. Please [click here](#) to view your current organization roster or renew members in your organization.

- From my.Scouting.org -> the unit you are want (if you have more than one) -> Roster
 - If you do not have access to Roster, contact your unit leadership to become a Key 3 Delegate.

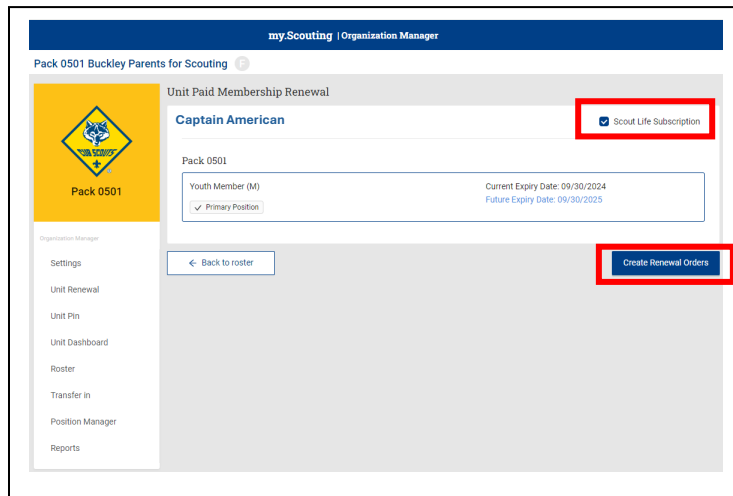


Select the youth OR adults who are renewing and click “Renew”. (You will not be able to combine youth and adults in one batch. There is no other difference in the process.)

- For members in more than one unit: the primary unit should renew them first. Once that is completed, the remaining unit(s) or family/volunteer (see Option 2A, page 3) should renew the remaining positions for no fee.



Confirm if they get Scout Life (selected by default) and create the renewal.



Select payment method to pay National directly.

The image displays two side-by-side screenshots of the 'Payment Summary' form in the my.Scouting | Organization Manager system. The left screenshot shows the 'Credit Card' payment method selected. It lists items: Traditional Youth (\$85.00), Council Fee (\$30.00), and Administrative Fee (\$3.45), with a total amount due of \$118.45. Below this, there are fields for card number, expiration date, security code, and full name. The right screenshot shows the 'ACH Payment' method selected. It lists the same items but with a total amount due of \$116.00. Below this, there are fields for email, full name, and bank account, along with a search for the bank and a list of bank logos including Bank of America, PNC, Wells Fargo, Chase, USAA, and Navy Federal Credit Union.

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See **Step 3** (page 9) for approval.

Option 2C: The unit renews members through the council office

- Send the list of who is renewing to membership@seattlebsa.org.
 - Your membership escrow account will be charged.
 - We cannot invoice renewals.
 - To deposit additional funds to your membership escrow account:
 - Call 206.725.5200, Tuesday through Friday, 10 am to 5 pm. Anyone who answers the phone can take payment (no service fee when called in).
 - Go online to <https://forms.tentaroo.com/view.php?id=7744471>
 - Mail a check to 3120 Rainier Ave S, Seattle WA 98144 (make sure to include your unit type and number, and that it is for registration).
- Mail the list and payment to 3120 Rainier Ave S, Seattle WA 98144.
- Deliver your list of who is renewing to the Seattle or Yakima office with payment
 - Seattle office: 3120 Rainier Ave S, Seattle WA 98144 (206.725.5200 to check hours)
 - Yakima office: 10 N Front St, Yakima WA 98901 (509.469.4584 to check hours)
- Please send only one renewal request per month.

Step 3: Approval

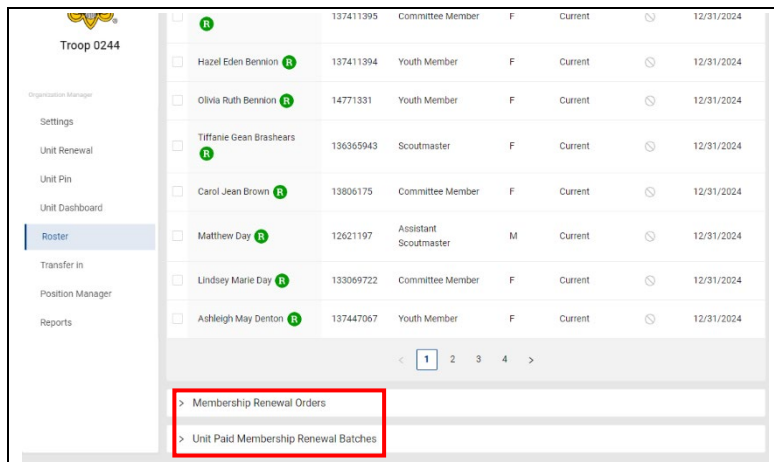
Only renewals submitted prior to 9/26/24 need to be approved – later renewals do not require approval.

The unit leader, committee chair, and chartered organization representative will get an email to approve renewals.

- Youth: any of them (or the COR Delegate) can approve. Approval is automatic if the unit initiates the renewal.
- Adults: only the chartered organization representative or COR Delegate can approve.



- Membership Renewal Orders are listed at the bottom of the Roster (click to view the orders):



- Once the renewal order is accepted, no further action is required.
 - Note that the expiration date may not reflect the renewal until after the expiration date.

Units will need to determine how to collect their dues.

What happens if renewal is not completed?

If renewal is not completed by the expiration date, they will expire. By 60 days after the expiration date, they will no longer show on rosters (my.Scouting.org, Scoutbook, or Internet Advancement/Scoutbook Plus) or have any access to unit tools. This will interfere with earning advancement.

What fees are charged?

	Annual Fee
Adult Registration	\$65.00
Youth Registration	\$85.00
Chief Seattle Council Fee	\$30.00
Scout Life Subscription	\$15.00

These fees are charged by Scouting America National Council to use online renewal:	
Credit/debit card	3% of total charges
ACH (your unit's bank account)	\$1.00