

# 2020-2021 Scouting Unit Renewal How-to

## Information and Steps to Complete Your Annual Unit Renewal (re-charter)

opens September 1<sup>st</sup>

### What to know

- Unit Renewal opens September 1<sup>st</sup>
- Unit Renewal paperwork needs to be received and in the council office by October 15<sup>th</sup>
- All Unit Renewal forms can also be found online at
  - Packs and Troops [www.scoutingevent.com/250-2020\\_2021MembershipFees](http://www.scoutingevent.com/250-2020_2021MembershipFees)
  - Crews/Ships [www.scoutingevent.com/250-2020\\_2021VenturingMembershipFees](http://www.scoutingevent.com/250-2020_2021VenturingMembershipFees)
- Each Cubmaster, Scoutmaster, Venturing Advisor, Skipper, and Committee Chair will receive 2 weekly reports
  - Friday Report – details on all youth and adults who paid online in the past week
  - Unit Membership Charter Report – basic information for all (non-defective) youth and adults who have paid online for the 2020-2021 Scouting/School year

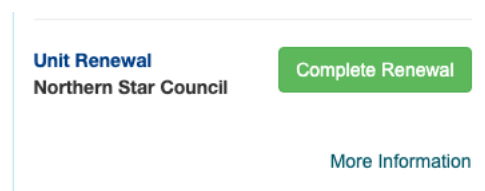
### Getting Started

- Share the enclosed Current Youth or Adult Walk-Through document with your unit
- Review the enclosed New Youth or Adult Walk-Through document to assist new members with questions
- Contact your DE, Unit Commissioner, or the Registration Office (612-261-2304) with questions

### Step One

#### Find Your Unit

- Packs and Troops go to:  
[www.scoutingevent.com/250-2020\\_2021MembershipFees](http://www.scoutingevent.com/250-2020_2021MembershipFees)
- Crews/Ships go to:  
[www.scoutingevent.com/250-2020\\_2021VenturingMembershipFees](http://www.scoutingevent.com/250-2020_2021VenturingMembershipFees)
- Select the option to Complete Renewal
- Continue as guest or login with a Scout Events username and password



#### Enter Your Unit's Information

- Your Annual Unit Renewal will automatically be included in your registration, with the \$75 renewal fee.
- You must sign (using your mouse or a mobile device) to indicate unit leader approval.
- Your unit may choose to pay the renewal fees for any current adults (this is optional).
  - Enter details for the (current) adults you are paying for
  - If you utilize the Roster feature in Scouting Events, you may fill adult information from your roster.

Change Information for Parent, Susan

First Name Susan	Nickname Nickname
Middle Name Middle Name	Last Name Parent
Email Address ? test@test.com	Birth Date mm-dd-yyyy
Address Address	Address Line 2 Address Line 2
City City	State MI - Michigan
Zip 555-555-5555	Cell Phone 999-999-9999
Day Phone 555-555-5555	Boy Life <input type="radio"/> Yes (\$8.00 for 12 months) <input checked="" type="radio"/> No (\$0.00)
Youth Protection Training (Date Taken) ? yyyy-mm-dd	

Please select the position that you are registering for in the 2020-2021 Scouting year. If you are changing positions, please select the position you will be holding starting 9/1/2020. Choose "Other" if you are unsure what position is, or if it has not been determined yet.

Leadership Position  
Leadership Position

## Pay Online

- Use a checking account or credit card to pay for your unit renewal fees
- The unit may also use their unit account at the Council to pay online (check with your Committee Chair).

Participant Summary	
Annual Unit Renewal	1
Renew Current Adult - Unit Paid	5
Renew Current Adult - Multiple	1

Financial Summary	
Regular Price:	\$285.00
Balance Due:	\$285.00

## Step Two

### Verify your Unit's Renewal Information on your weekly Unit Membership Charter Report

- Ensure that your unit has at least 5 primary/paid youth
- Ensure that your unit has
  - 1 Chartered Organization Representative (must be the same for ALL units under the Chartered Partner)
  - 1 Committee Chair
  - 1 Unit Leader (Cubmaster, Scoutmaster, Venturing Advisor, Exploring Advisor, Skipper)
  - At least 2 Committee Members
  - At least 1 Den Leader (Packs only)
- Verify positions listed for all adults
  - Adults are required to select their position when registering
- All adults and youth 18 years of age or older on your renewal must have current Youth Protection Training and Background Check Authorization forms.
- Verify that all of the youth and adults in your unit are listed on the report
  - If a youth or adult is not listed, they have not registered or renewed their membership yet.
- Print the Unit Membership Charter Report to share with your Institutional Head (IH) and Chartered Organization Representative (CR)

## Step Three

### Signatures of Approval

- Have your IH/CR complete the following:
  - Review your current Unit Membership Charter Report (printed from weekly email)
  - Sign the Chartered Organization Approval Form (blue form)
  - Sign the Charter Partner Agreement (gold form)

## **Step Four**

### **To Complete Your Unit Renewal:**

**Turn the following documents in to Northern Star Council by October 15<sup>th</sup>**

- Unit Renewal paperwork to be turned-in:
  - Current Unit Membership Charter Report
  - Signed Chartered Organization Approval Form (blue form)
  - Signed Charter Partner Agreement (gold form)
  - Youth Protection Training sheet (orange form)
  - Community Service Hours sheet (green form)
  - Any youth or adult applications and fees for those who did not register/renew online
  
- Unit Renewal paperwork may be dropped off at Northern Star Council or mailed to:
  - Northern Star Council
  - Registration Department
  - 6202 Bloomington Road,
  - Fort Snelling MN 55111

## **IMPORTANT**

- All Unit Renewal paperwork is to be in the Northern Star Council Office by October 15, 2020.
  
- If the Unit Leader cannot drop off or mail the Unit Renewal paperwork to the Northern Star Council office, they can make arrangements with their District Executive or Unit Commissioner to collect the Unit Renewal paperwork.
  
- For any questions please contact your District Executive, your Unit Commissioner, or the Northern Star Council Registration Department at 612-261-2304 or [registration@northernstar.org](mailto:registration@northernstar.org)

**Happy Scouting!**