



**Pathway to Adventure Council**  
**2025-2026 Unit Renewal Process**

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# Unit and Membership Renewal Guide

- This guide will help you successfully renew your unit charter and memberships under Scouting America's latest process.
- What's New for 2025-2026
- Units can pay charter and member renewals online, in-person,—see “Payment Options” below
- **Unit renewal** (charter) and **membership renewal** (youth/adult) now operate separately. Each member's registration lasts 12 months from their join/renewal date—no longer tied to unit renewal.
- The **annual charter agreement** must be signed and filed at the council office; this is not part of the online renewal.



## Unit Charter Renewal Step-by-Step

1

**Sign in**  
to [My.Scouting.org](https://my.scouting.org). Use  
Organization Manager  
(Key 3: Unit Leader,  
Committee Chair, COR).

2

**Review Key 3 leadership  
roles.** Update roles and  
verify all are current;  
this prevents delays.

3

**Check Youth Protection  
Training.** All adults must  
have current training;  
renewal cannot be  
completed with expired  
SYT.

4

**Download and  
complete the Charter  
Agreement.** This signed  
document must be sent  
to the council office to  
finalize your charter.

# Annual Charter Agreement-DUE NOW

The Annual Charter Agreement is due before a unit starts their renewal or with-in 30 days after processing the renewal in My.Scouting. The unit will not be posted for the next year until the ACA is received in the office.

- [General Annual Charter Agreement](#)
- [Catholic Annual Charter Agreement](#)

# Executive Officer

Don't forget to renew your Executive Officers Membership (EO). (no cost to the unit)

To make updates if the EO is changed, a unit needs a new unit application.

[New Unit Application \(Link\)](#)

# E-checks (New):



Units may now pay via E-check. Select the US bank account option. Processing might take 7 days. E-checks avoid the challenges created by ACHs. \$1.00 processing fee. The Unit renewal fee is \$100.00



Avoid using a cell phone to do Unit and Member renewals.

# Important Renewal Timeline & Access Info

Unit renewal opens **two months prior to expiration**, and units have a **two-month grace (lapsed) period** after expiration to renew without losing access. Leaders should start early to avoid delays or “dropped” status.

Only the **Key 3 leaders** (Unit Leader, Committee Chair, Chartered Organization Rep) or their designee have access to the Unit Renewal tool in Organization Manager.

# Important Renewal Timeline & Access Info



Validation errors that block unit renewal include:

Insufficient required leadership roles

Expired Safeguarding Youth Training (SYT) for any leader

Leaders under 18 years old

Youth not meeting age or grade requirements

Leaders must resolve these errors before proceeding.



The **Position Manager tool** allows Chartered Organization Representatives to update leadership roles before renewal; however, changes can take up to 24 hours to sync before they appear for validation.



# Renewal Requirements-Errors

1. The renewal requirements for units have not changed.
2. Does a unit have the requisite number of leaders in the required positions.
  1. 5-6 for a traditional unit
3. Validation—“**errors**,” will prevent renewal, and others are “**warnings**,” which will flag the renewal but still permit it. Here are the main ones:
  1. Unit does not have the required number of leadership positions – **Error**.
  2. Leaders do not have current Safeguarding Youth Protection Training – **Error**.
  3. Leaders do not have completed CBC Authorizations – **Warning**.
  4. Leaders are less than 18 years old – **Error**.
  5. Adults do not have SSN – **Warning**.
  6. Number of youths has not changed – **Warning**.
  7. Youth who do not meet the age/grade requirement for the program-**Error**.

# Payment Options



**Online payments:** Units can pay directly by credit card in My.Scouting.org.



**Council office payment:** Bring your unit renewal report and payment (cash, check, or credit card) to the nearest PTAC Service Center by December 15<sup>th</sup>.

# Tips

Start renewal early to avoid validation issues or expiration.

Use Position Manager early to update leadership. Wait 24 hours before renewing the unit.

Confirm SYT certification does not expire before March 30, 2026.

Contact your District Commissioner/ District Executive for renewal assistance.

## Tips-60 days out



A Unit should not make any changes to adult leadership positions 60 days or less, prior to the adult's expiration. We saw issues last year with units paying on time, and then going in and making changes, and the changes are not being recorded. Renewals can be affected.

Once a unit has renewed, do not make any changes to the charter until the unit has reviewed that the registration dates for is current for the new year.

If unit is in the 60-day renewal window, the unit should wait until it's renewal has posted at the new year, and then make position changes.

# Tools & Resources

## Online Tools:

- [Scouting America's renewal](#) info.
- [Membership management system](#)

## Support:

- Local council representatives

## Troubleshooting & Support

For payment or registration support, contact your District Executive.

If leadership access issues or technical problems arise, contact your District or Unit Commissioner for help.

## Common Challenges & Solutions

**Challenge:** Incomplete leader training  
ie: Suspended leader for SYT expiration

- **Solution:** Take SYT or call your District Executive

**Challenge:** Payment delays

- **Solution:** Explore multiple payment options (online, in-person).

# Frequently Asked Questions

## 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 to confirm their desire to continue on the anniversary of their joining. When families use the self-pay option, no administrative requirements exist.

Units 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.





# Frequently Asked Questions



## Why 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. The Annual Charter Agreement form can be found at <https://www.scouting.org/forms> under the Unit Membership Resources. It is recommended you get the form signed before you start the actual renewal process.

# Frequently Asked Questions

Why is timely renewal important?



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



Q & A

Thank you for your time and participation

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