



2026-2027 Unit Renewal Guide

Key Contacts: District Commissioners and Staff

Hunterdon Arrowhead

Hunterdon County

District Commissioner: Janell Bunger-Spiecha - scouterjanell@gmail.com

Asst. Scout Executive: Alex Fritz - Alex.Fritz@scouting.org

Mercer Area

Mercer County plus Plainsboro, Cranbury, Montgomery Townships and Rocky Hill Borough.

Asst. Scout Executive: Alex Fritz - Alex.Fritz@scouting.org

Tamanend

Lower Bucks County

District Commissioner: Joe Donahue - joe@donahuejg.com

District Executive: Greg House - Greg.House@scouting.org

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Central and Upper Bucks County

District Commissioner: Jill Wahl - jill.wahl@yahoo.com

District Executive: Vincent Fusciardi - vincent.fusciardi@scouting.org

**ALL UNITS HAVE A DECEMBER 10TH 2026
SUBMISSION DEADLINE!**

Washington Crossing Council
One Scout Way, Doylestown, PA 18901

www.wccscouting.org/renewalhelp
(215) 348-7205

Renewal At A Glance

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Changes for 2026-2027

- Unit and member renewals remain separate this season.
- Unit fees are \$8.50 per month for the transition term.
- October expirations have 2 months of lapse; November has 1. No lapse starts with December 2026.
- First common renewal: February 2028.

PA ACT 15

In the state of Pennsylvania, any volunteer or staff who wants to work with children must clear each of the following clearances. Do note, if you don't know how to fill one of the following reports, please reach out to your District Executive.

1. PA State History Clearance
2. PA State Child Abuse Clearance
3. Either:
 - a. PA Resident 10 Year Affidavit
 - b. FBI Fingerprint Clearance

PA clearances are valid for 5 years from date of report. If you are coming up on expiring, take care of it at least 2 months before your expiration date.

Annual Membership Fees

National Proposed Prorated Fees:

Youth - \$8 per month
Adult - \$6 per month
Scout Life: \$15 a year
Unit fee: \$8.50 per month

2026 Council Service Fees:

(Subject to Change)

Youth - \$75 a year
Adult - \$6 a year

Merit badge counselor fee: \$25

For adults without a paid unit registration.

Important Reminder

Check the Executive Officer and Charter Organization Representative records before renewal. Contact the council about role or registration questions.

Training

Safeguarding Youth Training (SYT)

Formerly Youth Protection Training (YPT)

Must be completed **annually** for all adults and 18+ participants, National Policy

Direct contact Leaders must complete Hazardous Weather Training

Complete the position-specific training required for your leadership position.

PA ACT 15 Instructions:



At the Beginning

This guide covers unit renewal for Cub Scout packs, Scouts BSA troops, Venturing crews, Sea Scout ships and Exploring posts. Unit renewal and individual membership renewal remain separate this season.

Complete both processes before their respective expiration dates.

Accessing Unit Renewal

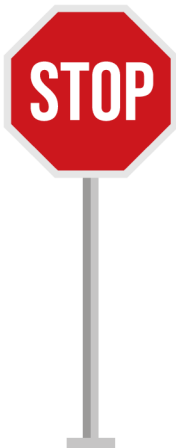
Log in to [my.Scouting.org](https://my.scouting.org) and select the correct unit in Organization Manager, then Unit Renewal. Unit Key 3 members and authorized delegates can access renewal.

Review the current national instructions and videos:

<https://www.scouting.org/resources/unit-and-membership-renewal/>

The COR or authorized delegate can use Position Manager to correct leadership assignments. Allow changes to post overnight before revalidating.

Unit Renewal Timing



Unit renewal opens two months before expiration. Example: a December 31 expiration opens November 1.

Units and the council can renew individual members two months before expiration. Parents and adults can renew online two months before expiration.

Check current SYT, applicable position training and PA clearances before submitting.

Renewal is moving to February.

Unit renewals are transitioning to February 2028.

New-member prorotation begins January 2027.

Renewing-member prorotation begins March 2027.

The Lapse Period is Going Away!

October 2026 expirations have a two-month lapse; November has one month. December 2026 onward has no lapse. Members/Units drop and lose tool access the day after expiration.

REMINDER: Complete renewal before your unit expires. Follow any earlier WCC submission deadline. Renew expired required leaders and allow overnight posting before renewing the unit.

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How Do We Renew Our Unit?

Unit Renewal is found in Organization Manager and available to Unit Key-3 members. As you prepare to renew your unit(s) keep these things in mind:

This process renews only the unit. Renew youth and adult memberships separately.

Pre-check leadership positions, registration status and validation results. Resolve red errors before proceeding. Yellow warnings allow the process to continue but do not waive training or other requirements.

Validation Codes typically found during Unit Renewal:

Errors will not let you proceed. Warnings will allow you to proceed.

Required leadership positions missing - Error

Leaders under age 18 - Error

Youth outside program age/grade requirements - Warning

Annual Safeguarding Youth Training not current - Warning

CBC authorizations incomplete - Error

Adult Social Security number missing - Error

Use Position Manager to correct leadership roles and allow overnight posting. An expired leader must renew and post overnight before their position can be edited.

Review the unit fee: \$8.50 per month for the applicable transition term. Use the current proration instructions and verify the total before paying.

Confirm all participating youth and adults are properly registered. Approve new applications promptly throughout the year. Unit renewal does not renew individual memberships.

Current annual SYT remains required even though the unit-renewal system displays missing SYT as a warning.

Tips For Success

Verify the Executive Officer and COR records for units sharing a chartered organization.

If a member is missing, check registration status and Opt Out before requesting another application.

Keep annual SYT current for all adults and 18+ participants.

Opt out only people who are not continuing. This stops reminders. Only the council can reverse an accidental opt-out.

Resolve transfers and youth-count exceptions with the council.

Confirm primary/multiple positions and existing renewal orders.

Review Scout Life. Parent/self checkout defaults to subscribing; uncheck it if unwanted.

Unit Renewal Checklist

Gather appropriate information:

Current roster and expiration dates in my.Scouting.org.

Youth and adults continuing or not continuing.

Renewal eligibility and any existing renewal orders.

Scout Life selections and new applications.

Current SYT and other applicable training/clearances.

☐ **Verify youth count and any council-approved exception.**

☐ **Resolve transfers with the council.**

☐ **Membership Fees**

Use the current WCC fee chart for youth, adult and Scout Life fees.

Confirm the term and all charges before payment.

☐ **Unit fee: \$8.50 per month for the transition term.**

☐ **A Signed Disclosure Form** for any new paper applications:

- All adults
- Venturing Participants age 18 or older with a Crew
- Exploring Participants age 18 or older with a Post

☐ **Signed Annual Charter Agreement**

Steps to Unit Renewal

1. Open the correct unit

Log in to my.Scouting.org. Go to Organization Manager > Unit Renewal. If you serve more than one unit, confirm that the correct unit is selected.

2. Review validation results

Opening Unit Renewal automatically runs validation. Resolve red errors before continuing. Yellow warnings permit progress but do not prevent completion of the renewal. Check required leadership positions and youth age/grade requirements. Too many people assigned to a particular role can also cause a leadership validation error.

3. Correct leadership records

Use Edit Positions to open Position Manager. The COR or authorized delegate can correct assignments. Allow changes to post overnight, then reopen renewal to validate again. Grey names indicate expired/lapsed leaders; blue names indicate current registration. Renew an expired leader in a required position and wait overnight before proceeding. Expired members must renew before their positions can be edited.

4. Sign the renewal

When validation errors are resolved, enter the name of the person processing the unit renewal. Then select Next Step Unit Pin Review.

5. Review the unit pin

Check contact information, meeting location and the information shown to prospective families. If Appear on BeAScout is selected, select fields to display. Missing display fields can prevent you from advancing. Save all pin changes. Complete the meeting information at the bottom of the screen and select Save Meeting Schedule. Then select Continue to Unit Renewal.

6. Review and pay

Verify the unit fee and transition term: \$8.50 per month under current national proration instructions. Individual membership fees are separate. Use the payment options offered at checkout, including credit card, bank account/ACH or Klarna where available. Review processing fees before paying. To pay at the council office, print and sign the renewal summary and bring it with payment to the council.

7. Submit council requirements and check status

Submit the Annual Charter Agreement directly to your District Executive. The electronic signature does not replace it. Follow WCC submission instructions. Payment submission does not mean renewal has posted. Unit payments may take up to four business days to be received; unit-submitted renewals require council approval. Check renewal status rather than relying only on a receipt or confirmation email. Need help? Contact the council with the unit number, member ID if applicable, order status and error message. See the contacts at the beginning of this guide.

Individual Membership Renewal

Parents and adults renewing online

Self/parent renewal opens two months before expiration. Use the link in a reminder email/text, or log in to my.Scouting.org and go to My Applications > My Renewals. Select Start Renewal.

If a youth does not appear, ask your District Executive to check the person record to verify the Scout is registered with your unit and the parent relationship is correct.

Review the positions to renew and the paid primary position. Review any additional multiple positions, including those in another council. Select Go To Payment, sign the terms and select Go To Checkout Summary.

Review fees and Scout Life. The subscription defaults to selected; uncheck it if unwanted. Confirm the billing address, select Place Order and then Complete Registration. Save the receipt.

For manual payment, print the fee summary and submit it with payment at the Council Service Center.

Units renewing members

Units can renew members two months before expiration. In Organization Manager > Roster, check Renewal Status and Renewal Order Status before selecting members.

Key 3 members/delegates can renew youth. The Charter Organization Representative or their delegate can renew adults and youth.

Select eligible members, choose Renew, review Scout Life and create the order. Continue through payment even if an early success message appears. Use print and pay at council if needed.

Check Membership Renewal Orders and Unit Paid Membership Renewal Batches. Initiated means the order has started; Submitted means payment has not been confirmed; Completed means payment has been received. An initiated batch can be deleted; contact the council for corrections after it advances.

Opt out only people who are not continuing. This stops reminders; only the council can reverse it. Unit renewal remains separate.

New Member Fee Proration

Proposed national rates by joining month

Joining month	Months	Cub Scouts / Scouts BSA / Venturing youth	Exploring youth	Adults
Jan 2027	14	\$112	\$70	\$84
Feb 2027	13	\$104	\$65	\$78
Mar 2027	12	\$96	\$60	\$72
Apr 2027	11	\$88	\$55	\$66
May 2027	10	\$80	\$50	\$60
Jun 2027	9	\$72	\$45	\$54
Jul 2027	8	\$64	\$40	\$48
Aug 2027	7	\$56	\$35	\$42
Sep 2027	6	\$48	\$30	\$36
Oct 2027	5	\$40	\$25	\$30
Nov 2027	4	\$32	\$20	\$24
Dec 2027	15	\$120	\$75	\$90
Jan 2028	14	\$112	\$70	\$84
Feb 2028	13	\$104	\$65	\$78

Monthly national rates

Traditional youth \$8 | Exploring \$5 | Adults \$6

Membership term

Jan-Nov 2027 registrations run through February 2028.

Dec 2027-Feb 2028 registrations run through February 2029.

National registration fees only. Council fees are additional.

Proposed rates are subject to national approval.