

Renewal 2026 Unit Leader Checklist

- ☐ Online renewal opens November 1, 2025
 - The unit renewal deadline this year is December 31, 2025.
 - The lapse period is going away, non-renewed units may lose my.Scouting access.

- ☐ Unit Key 3 or Delegate (**Delegate a person before member renewal starts**)
 - **Log into** my.scouting.org
 - Open **Organization Manager > Unit Renewal**

- ☐ Validate (and correct leadership positions)
 - Verify correct Charter Org Rep (COR), Committee Chair, and Unit Leader
 - Verify all other listed unit leaders.
 - COR can make changes; open **Position Manager** and assign correct individuals.
 - **Change may take 24 hours to be realized.**
 - If the charter partner Executive Officer is incorrect, contact Jasmin (Chumash) or Jenna (Tierra Rejada) to make the change.

- ☐ Unit Key 3 + 2 Committee members must be:
 - POSSESS unexpired Safeguarding Youth Training Certificate
 - Be fully compliant with California's AB 506 youth protection program.
(both Mandated Reporter Training and Livescan background check)
 - Explorer Posts and Clubs only have Committee Chair and Unit Leader for this step.

- ☐ E-sign the renewal page

- ☐ Review "Unit Pin" information for correctness
 - If your unit will have closed membership for the following year, do not show pin on "BeAscout.org"

- ☐ Continue to unit renewal

- ☐ Select payment method and pay fee
 - If choosing "Pay in the office" ...
 - Print your "order" and bring it with you.
 - Bring 1 Check with payment for the total.

- ☐ Print the Unit Renewal Charter Document, sign and return to VCC Office

Resources: [VCC Unit Renewal Process](#)
[Scouting America Renewal Resources](#)
[AB 506 Process](#)

Have you had your 2026 Unit Planning Meeting?

Our unit's fall sign-ups for new members:

Troops, where did you go to summer camp in 2025? How many youth?

Troops, when are your WEBELOS nights? November – December)

Advancement Chair name & email

Training Chair name & email

New Member Coordinator name & email