🔄 Member Renewals Handled by the Unit – Paid by Exploring Post

⚠️ Important Notes

- **Notify all families and leaders** in advance: They **should not pay** the renewal fee if the unit is handling renewal.
- Renewals can only occur **during each member's eligible renewal window**.
- Because your unit's memberships are paid via **the local town**, the **council will process the renewal**, but **your unit must initiate the steps below every month** when members need renewal.
- The unit will be billed for any renewals processed during each month.

📋 Step-by-Step Instructions

Step 1
Either the Exploring Advisor or Post Committee Chair should log into my.scouting.org.

Step 2
From the **MENU**, select your **unit**, then choose **Organization Manager**, and finally click on **Roster**.

Step 3
In the **Roster**, select the individuals eligible for renewal.

- Click **Print** and choose **UNIT PAYMENT OF MEMBERSHIP RENEWAL**.
- This generates a **report with names and total fees owed**.

Step 5
Email the completed report—including any changes—to membership@scoutingboston.org.

NOTE: If an Exploring Youth has turned 18 and is listed as a youth, they cannot be renewed until they complete the paperwork to register as an Exploring Participant.

If an Exploring Participant has turned 21, they cannot be renewed until the unit has moved them to an adult position (Assoc. Advisor, member of committee, etc.). This is done in my.scouting.org, roster, position manager.