



Renewal 2025 Unit Leader Checklist

Unit checklist:

- ☐ Online renewal opens November 1, 2025
 - The unit renewal deadline this year is 12/31!
 - The lapse period is going away, non-renewed units may lose my.scouting access.
- ☐ Unit Key3 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
 - Changes may take 24 hours to be realized
 - If the charter partner Executive Officer is incorrect, contact your DE to change
- ☐ Unit Key 3 + 2 Committee members must:
 - **Possess** current Safeguarding Youth Training Certificate
 - Be fully compliant with California's AB506 youth protection program (both Mandated Reporter Training and Livescan background check)
 - Explorer Posts and Clubs do not have a Charter Organization Representative
- ☐ 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 & pay fee
 - If choosing "Pay in the office"...
 - print your "order" and bring it with you
 - bring payment for the total
- ☐ Print the Unit Renewal Charter Document, sign, and return to GGAC Office

Resources:

- [Scouting America Renewal Resources](#)
- [GGAC Unit Renewal Process](#)
- [AB506 Unit Reports via Dropbox](#)