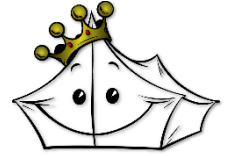




Samoset Scouting 2025 Unit Renewal A Guide for Unit Leaders



Thank you for the remarkable work you do throughout the year to make a positive impact in the lives of so many youth! We recognize how much Scouting depends on your dedicated service.

We hope you will find this guide helpful during your unit’s renewal process. There are several steps along the way to an “on-time and error-free” unit renewal for your unit. This guide will walk you through each of the steps and provides some helpful hints.

Thank you for your attention to this process. Please let us know how we can be of help to you. Let’s work together to complete this process quickly and move on to what we all enjoy best - delivering fun, exciting programs for our Scouts. Unit renewal opens on November 1, 2024 for most Scout units. A reminder that youth and adult members register in the month they joined Scouting.

Thank you for all you do for Scouting!

Contact Information for Assistance

Samoset Council staff and volunteers are standing by, ready to assist you in the unit renewal process if needed. Please reach out with any questions or technical assistance you may need.

Samoset Customer Support Team
715-355-1450
support@samoset.org

District / Units	District Executive	Volunteer
Ahdawagam - 100s	Sam Hanson 319-404-3790 Sam.Hanson@samoset.org	Danial Symmank rebel_hd@yahoo.com
Muskodany - 200s	Phoenix Bise 715-409-6487 Phoenix.Bise@samoset.org	Adam McChesney Adam.McChesney@outlook.com
Ojibwa - 300s	Phoenix Bise 715-409-6487 Phoenix.Bise@samoset.org	Tim Wooldridge Twooldridge216@outlook.com
Rib Mountain - 400s	Amy Wiernik 715-498-6289 Amy.Wiernik@samoset.org	Nick Bostwick njbostwick1@outlook.com
Northwoods - 500/600s	Kristin Tobin 715-574-2351 Kristin.Tobin@samoset.org	Cary Alft Cjalft1@hotmail.com

Unit Renewal - On Time & Error Free

1. Pre-Checks for Unit Renewal - important steps before logging in to avoid any validation issues.

Validation Codes in Unit Renewal:

Errors (red) will not let you proceed.

Warning (yellow) will all you to proceed.

- Unit does not have required number of leader positions – **Error**
 - A Unit Key 3 must validate they have correct leadership:
 - Chartered Organization Representative (1)
 - Cubmaster/Scoutmaster/Skipper or Advisor (1)
 - Committee Chair (1)
 - Committee Members (2)
 - Den Leader (1) - Cub Scouts only
- Leaders do not have current Youth projection Training – **Error**. (most common)
- Leaders do not have completed CBC Authorizations – **Warning**.
- Leaders are less than 18 years old – **Error**.
- Youth do not mee the age/grade requirement for the program - **Error**
- Adults do not have SSN – **Warning**.

2. Login at [My.Scouting](#) and go to Organization Manager (Unit Leader, committee chair, chartered organization representative, or designee have access). Review the Unit Renewal Guide at

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

- Click on “Unit Renewal” on the menu
- Make any change to adult leadership positions
- Validate Information for a 12-month term and/or make changes
- E-Sign the page
- Pay and Submit

3. Complete the Journey to Excellence Scorecard form for Your Unit.

Work with your unit leader and committee to complete the 2024 Journey to Excellence Scorecard for your unit. Your District Executive or Commissioner can help with this process. Scorecards are at

<https://www.scouting.org/awards/journey-to-excellence/>

4. Submit the Following Forms to the council office.

- Signed Chartered Partner Agreement Form
- Youth Level Youth Protection Training Record (for troops, crews, ships, posts)
- Journey to Excellence Scorecard form for your unit

These websites for unit renewal have very good resources; unit key 3 guides, FAQs, and a unit renewal orientation video. <https://www.scouting.org/resources/unit-and-membership-renewal/>

The 2025 Annual National Unit Renewal fee is \$100 per unit.

What is a Charter?

What is a charter?

In Scouting America, a charter authorizes an organization to operate Scouting units. It certifies the agreement between a chartered organization and the Scouting America.

Why is a charter (unit) renewed annually?

Charters are usually issued for a period of 1 year; hence, chartered organizations must submit an application to the council annually to renew its charter.

- Fosters a formal, timely plan for regular dialogue between charter organizations and Scouting
- Don't skip steps. The pre-charter renewal steps are vital to success!
- A chartering organization that charters more than one unit must have the same Executive Officer and Chartered Organization Representative on all units.
- Membership cards will not be sent out. These cards can be printed from *my.scouting* tools.

Youth Protection Training

All registered **adults** must take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at charter renewal the volunteer cannot be registered. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3s should regularly review their unit's YPT status.

Youth Protection Training Aging Report

1. Log into your My.scouting.org account and click on "MENU" at the top of the page on the left
2. Scroll down then click on the unit and select "YPT Reports"
3. Select "EXPORT to PDF or CSV" then click on "CONFIRM"
4. The exported roster will show up as a link to download or will open in a new window
5. Save the file
6. Review for any adults with YPT expiring before **March 1** (for December units) and contact them to retake YPT before submitting your final recharter paperwork

We are also asking each troop, crew, ship and post (Cub pack youth level youth protection is now required as part of the new Cub Scout Adventures) to conduct the age-appropriate **youth level** youth protection training during the unit renewal cycle. Upon completion of the youth training, submit the youth training record to support@Samoset.org by 12/31/24. This training record with a letter from our Council Youth Protection Chair at <https://www.samoset.org/tools/charter-renewal/59730> You will find youth protection resources at <https://www.scouting.org/training/youth-protection/>

Guide for Adult Leader Requirements

Cub Scouts Unit Requirements

Must have the following:

- 1 Chartered Organization Representative
 - must be the same person for the pack and troop if they share a Chartered Organization
 - only position that may have an additional position in the same unit
- 1 Committee Chair
- 1 Cubmaster
- 2 Committee Members
- 1 Den Leader
- A Lion Parent or Adult Partner for each Lion and Tiger registered

Scouts BSA Unit Requirements

Must have the following:

- 1 Chartered Organization Representative
 - must be the same person for the pack and troop if they share a Chartered Organization
 - only position that may have an additional position in the same unit
- 1 Committee Chair
- 1 Scoutmaster
- 2 Committee Members
- If the unit is a Scouts BSA Girls Troop, at least one registered adult must be a female over 21

Additional Information:

- Two registered leaders over the age of 21 must be present at all Scouting activities, including meetings.
- Adults ages 18-21 can register as a Unit Participant, College Scouter Reserve, Scouter Reserve, Assistant Cubmaster, or Assistant Scoutmaster. These positions do not count for 2-deep leadership.
- A Den Chief is a Scout or Venturer that assists the Cub Scout den. This position serves as a Scouting role model and assists the den leader with planning and conducting den meetings. Cubmasters request a Den Chief from Scoutmasters or Crew Advisors.