

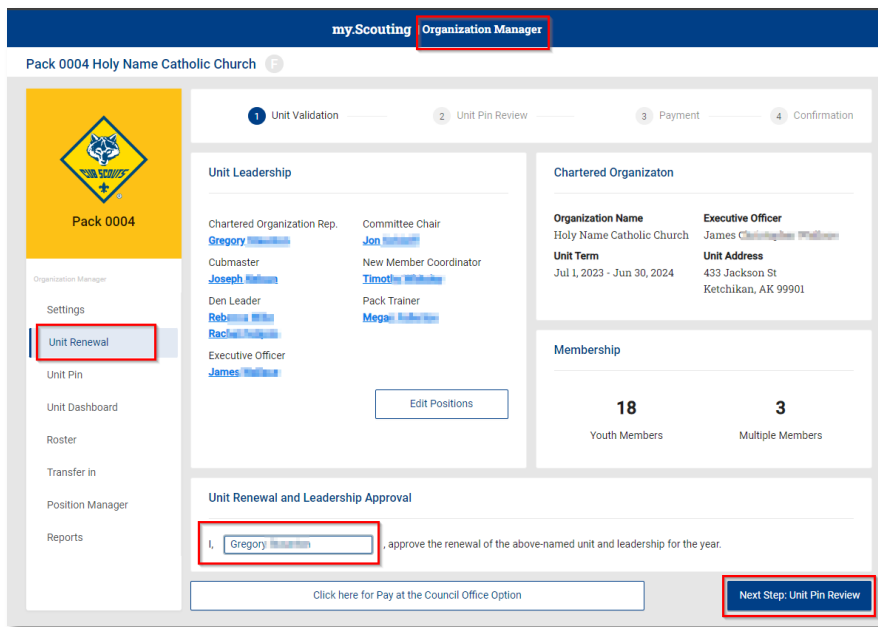
Unit and Member Renewal Approvals

June 2024

Renewals processed at the council, or anything processed through Additional Registration, does not require an approval.

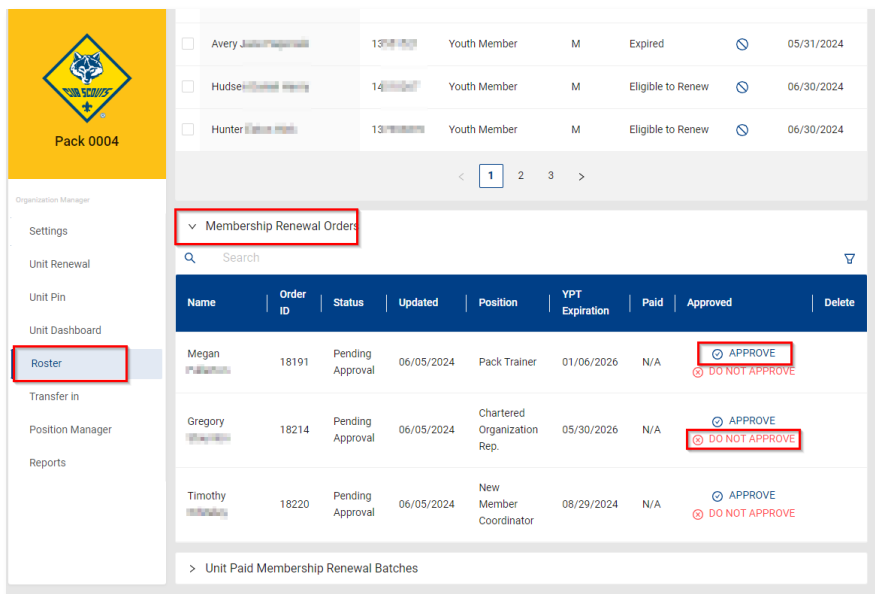
There are three scenarios where an approval is required.

1. A Key 3 member or their delegate approving a unit renewal.
Registrar Tools>Organization Manager>Unit Renewal



2. A Key 3 member or their delegate approving an individual (unit or non-unit) that renewed themselves, or were renewed by a parent/guardian, through auto renewal (My Applications).
Registrar Tools>Organization Manager>Roster>Membership Renewal Orders

NOTE: Do not approve will automatically issue a refund.



3. Registrar approving a unit renewal. This is completed by the registrar in Registrar Tools.

Registrar Tools>Unit Renewal

Select the unit in “Unit Renewal” and once validated, type in “on File” and then proceed to the next step

The screenshot shows the 'my.Scouting Registrar Tools' interface for Great Alaska Council 610. The main content area is for 'Pack 0004 Holy Name Catholic Church'. A progress bar at the top indicates four steps: 1. Unit Validation (active), 2. Unit Pin Review, 3. Payment, and 4. Confirmation. The interface is divided into several sections: 'Unit Leadership' with roles like Chartered Organization Rep., Committee Chair, Cubmaster, New Member Coordinator, Den Leader, Pack Trainer, and Executive Officer; 'Chartered Organization' with details for Holy Name Catholic Church; and 'Membership' showing 18 Youth Members and 3 Multiple Members. At the bottom, the 'Unit Renewal and Leadership Approval' section contains a dropdown menu with 'On File' selected, followed by the text 'I, [Name] approve the renewal of the above-named unit and leadership for the year.' Below this is a button for 'Click here for Pay at the Council Office Option' and a 'Next Step: Unit Pin Review' button.