

# 2020-2021 Exploring Post Renewal How-to

## Information and Steps to Complete Your Annual Post Renewal

opens September 1<sup>st</sup>

### What to know

- Post Renewal opens September 1<sup>st</sup>
- Post Renewal paperwork needs to be received and in the council office by November 15<sup>th</sup>
  - All Post Renewal forms can also be found online at [www.scoutingevent.com/250-2020\\_2021ExploringMembershipFees](http://www.scoutingevent.com/250-2020_2021ExploringMembershipFees)
- Each Post Advisor and Committee Chair will receive 2 weekly reports
  - Friday Report – details on all youth and adults who paid online in the past week
  - Unit Membership Charter Report – basic information for all (non-defective) youth and adults who have paid online for the 2020-2021 Scouting/School year

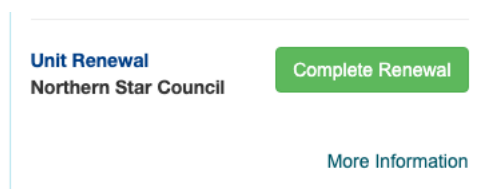
### Getting Started

- Share the enclosed Current Youth or Adult Walk-Through document with your Post
- Review the enclosed New Youth or Adult Walk-Through document to assist new members with questions
- Contact Brian Swerine at 612-261-2336 [bswerine@explorenow.org](mailto:bswerine@explorenow.org) with questions

### Step One

#### Find Your Post

- [www.scoutingevent.com/250-2020\\_2021ExploringMembershipFees](http://www.scoutingevent.com/250-2020_2021ExploringMembershipFees)
- Select the option to Complete Renewal
- Continue as guest or login with a Scout Events username and password



#### Enter Your Post's Information

- Your Annual Unit Renewal will automatically be included in your registration, with the \$75 renewal fee.
- You must sign (using your mouse or a mobile device) to indicate Post Advisor approval.
- Your Post may choose to pay the renewal fees for any current adults (this is optional).
  - Enter details for the (current) adults you are paying for
  - If you utilize the Roster feature in Scouting Events, you may fill adult information from your roster.

Change Information for Parent, Susan

First Name Susan	Nickname Nickname
Middle Name Middle Name	Last Name Parent
Email Address ? test@test.com	Birth Date mm-dd-yyyy
Address Address	Address Line 2 Address Line 2
City City	State MS - Mississippi
Zip Zip	Cell Phone 999-999-9999
Day Phone 555-555-5555	Boys Life <input type="radio"/> Yes (\$0.00 for 12 months) <input checked="" type="radio"/> No (\$0.00)
Youth Protection Training (Date Taken) ? yyyy-mm-dd	

Please select the position that you are registering for in the 2020-2021 Scouting year. If you are changing positions, please select the position you will be holding starting 9/1/2020. Choose "Other" if you are unsure what position is, or if it has not been determined yet.

Leadership Position  
Leadership Position

## Pay Online

- Use a checking account or credit card to pay for your Post renewal fees
- The Post may also use their unit account at the Council to pay online. Please call 612-261-2301 and speak to Customer Service to be set-up.

Participant Summary	
Annual Unit Renewal	1
Renew Current Adult - Unit Paid	5
Renew Current Adult - Multiple	1

Financial Summary	
Regular Price:	\$285.00
Balance Due:	\$285.00

## Step Two

### Verify your Post's Renewal Information on your weekly Unit Membership Charter Report

- Ensure that your Post has at least 5 primary/paid youth
- Ensure that your Post has
  - 1 Committee Chair
  - 1 Post Advisor
  - At least 2 Committee Members
- Verify positions listed for all adults
  - Adults are required to select their position when registering
- All adults and youth 18 years of age or older on your renewal must have current Youth Protection Training and a Background Check Authorization form or Criminal Background Check Exemption form.
- Verify that all of the youth and adults in your Post are listed on the report
  - If a youth or adult is not listed, they have not registered or renewed their membership yet.
- Print the Unit Membership Charter Report to share with your Organization Head

## Step Three

### Signatures of Approval

- Have your Organization Head complete the following:
  - Review your current Unit Membership Charter Report (printed from weekly email)
  - Sign the Chartered Organization Approval Form (blue form)
  - Sign the Annual Memorandum of Understanding (gold form)

## **Step Four**

### **To Complete Your Post Renewal:**

**Turn the following documents in to Northern Star Council by November 15<sup>th</sup>**

- Post Renewal paperwork to be turned-in:
  - Current Unit Membership Charter Report
  - Signed Chartered Organization Approval Form (blue form)
  - Signed Annual Memorandum of Understanding (gold form)
  - Any youth or adult applications and fees for those who did not register/renew online
- Post Renewal paperwork may be dropped off at Northern Star Council or mailed to:  
Northern Star Council  
Registration Department  
6202 Bloomington Road,  
Fort Snelling MN 55111

## **IMPORTANT**

- All Post Renewal paperwork is to be in the Northern Star Council Office by November 15, 2020.
- If the Post Advisor cannot drop off or mail the Post Renewal paperwork to the Northern Star Council office, they can make arrangements Brian Swerine to collect the Post Renewal paperwork.
- For any questions please contact Brian Swerine at 612-261-2336 or [bswerine@explorenow.org](mailto:bswerine@explorenow.org)

**Happy Exploring!**