



## OPTION 3: UNIT RENEWS INDIVIDUAL WHEN PAYING DIRECTLY TO THE HAWK MOUNTAIN COUNCIL

**Organization**

Troop 1927 (GT) ▼

- Application Manager
- Invitation Manager
- Organization Manager
- Roster
- Trained Leader Report
- Training Manager
- YPT Reports

**STEP 1:** Log in to  
my.scouting.org

**STEP 2:** Click on the  
Menu button and  
select **Organization  
Manager**



## OPTION 3: UNIT RENEWS INDIVIDUALS (continued) WHEN PAYING DIRECTLY TO THE HAWK MOUNTAIN COUNCIL

Troop 1927

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

**Roster**

Transfer in

Position Manag

Reports

Troop 1927 Lake Cable Recreation Association

my.Scouting | Organization Manager

SELECT ORG LEVEL

Roster

Search

Transfer Renew Compose Print Edit Profile Export Roster Filter

	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]		Assistant Scoutmaster Trained	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Scoutmaster	M	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Youth Member	F	Current	<input type="radio"/>	02/28/2025
<input type="checkbox"/>	Renewing Scout #1		Youth Member	F	Expired	<input type="radio"/>	07/31/2024
<input type="checkbox"/>	Renewing Scout #2		Youth Member	F	Expired	<input type="radio"/>	07/31/2024
<input type="checkbox"/>	[REDACTED]		Executive Officer	F	Current	<input type="radio"/>	02/28/2025

**STEP 3:**  
Click on  
**Roster**



## OPTION 3: UNIT RENEWS INDIVIDUALS (continued) WHEN PAYING DIRECTLY TO THE HAWK MOUNTAIN COUNCIL

Transfer
Renew
Compose
Print
Edit Profile
Export Roster
Filter

<input type="checkbox"/>	Name	Member ID	Role	Opt Out	Expiration Date
<input type="checkbox"/>	[REDACTED]		Assistant Scoutmaster <small>Trained</small>	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Scoutmaster	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Youth Member	<input type="checkbox"/>	02/28/2025
<input checked="" type="checkbox"/>	Renewing Scout #1		Youth Member	<input type="checkbox"/>	07/31/2024
<input checked="" type="checkbox"/>	Renewing Scout #2		Youth Member	<input type="checkbox"/>	07/31/2024
<input type="checkbox"/>	[REDACTED]		Executive Officer	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Member	<input type="checkbox"/>	02/28/2025
<input type="checkbox"/>	[REDACTED]		Committee Chair <small>Trained</small>	<input type="checkbox"/>	02/28/2025

Membership Cards
Eagle Extension Report
Unit Payment of Membership Renewal
Youth Member Age Report

STEP 5: Click Print then click Unit Payment of Membership Renewal

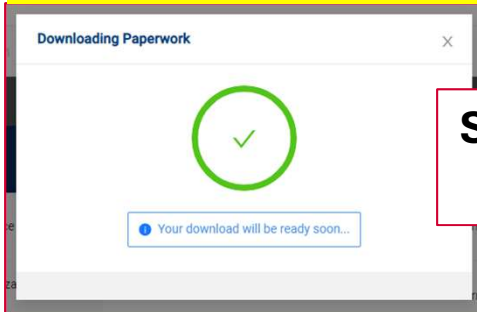
STEP 4: Select Scouts for renewal

1
2



## OPTION 3: UNIT RENEWS INDIVIDUALS (continued)

### WHEN PAYING DIRECTLY TO THE HAWK MOUNTAIN COUNCIL



**STEP 6:** A popup will display that the paperwork is downloading

**STEP 7:** Submit this paperwork and payment to the Hawk Mountain Council. See below for more details.



BOY SCOUTS OF AMERICA®

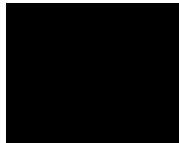
Unit Payment of  
Membership Renewal

Page 1 of 1

For use when your unit is paying for membership Renewal but you need to pay at the office.

Turn this paperwork along with payment to the council office by the 15th of the month.

Council  
District  
Unit Type  
Unit Number  
Date Printed



#### Members to be Renewed

First Name	Last Name	Position	Member ID	Scout's Life Subscription
[Redacted]				

Members to be renewed: 2

Fees Due	Total	Amount
BSA Youth Registration	[Redacted]	
BSA Adult Registration		
Council Program Fees		
Scout's Life Magazine Subscription		
<b>Total</b>		

Deliver payment via **check, cash, or credit card** along with this printout to the Hawk Mountain Council office at:

**Hawk Mountain Council | 5027 Pottsville Pike, Reading, PA 19605**