

Unit Management Tips

1. Update Unit Be a Scout Pin – in my.scouting/ your unit/ organization manager/ unit pin
2. Confirm Unit Key 3 positions are the correct person in my.scouting, and their email is the one they use for scouting communications. Update positions and email addresses as needed. Assign Unit Key 3 COR or Key 3 delegate in position manager, if needed.
3. Confirm Unit Key 3 Can Log into my.scouting
4. Check Application Manager Frequently
5. Check my.scouting Unit Roster Frequently
6. Confirm Unit Key 3 Can Log into Internet Advancement 2.0 And have access to Recharter (After Nov 1)
7. Run a unit adult leader trained report – all leaders who expire before April 30, 2023 should be asked to take YPT now.
8. Visit and Bookmark [“Charter Renewal Resources”](#) and [“https://quivira.org/recharter/”](https://quivira.org/recharter/)
9. Attend Recharter Training and my.scouting training on Saturday Nov. 19 at Training 101. Two sessions of each, am and pm. One will be Zoom available, recorded, and posted on council recharter webpage.
10. Confirm -- which members will be renewing membership for 2023 and collect membership fees; which members have KanCare insurance through United or Aetna; which members are registered in other units and which unit they will pay fees to.