



How to run a report of dropped members from your Unit

Summary: my.scouting.org has the function for Key 3 leaders to run a report and download a spreadsheet with information about Scouts who were dropped from the Unit. There are two useful reports: the Non Renewed Membership report and the Record of Changes report. These reports give names, membership IDs, and contact information about Scouts who have been dropped from the Unit at recharter time

How is this helpful?

Every Unit has had Scouts leave due to reasons beyond aging out. Some Scouts leave due to scheduling with other activities, lack of interest, or other complications. It is worth the effort to reach out to them and ask if they are interested in returning to have fun with Scouting. If their scheduling has changed, they may want to come back immediately, or they might just be happy to know that the local Scout Unit is thinking about them and that they can rejoin when they are ready. These reports are to help you find Scouts that might be interested in coming back to Scouting.



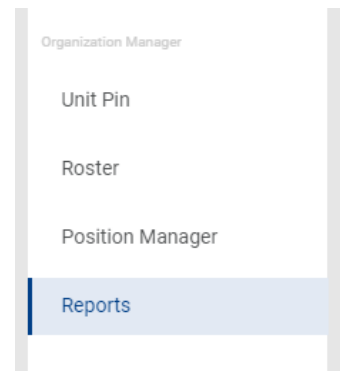
Step 1: Log into your my.scouting.org account and **select the Menu** in the top left corner

- Application Manager
- Commissioner Tools
- Council Membership Tools
- District JTE Data
- District Total Available Youth
- Invitation Manager
- Organization Manager**
- Roster
- Training Manager

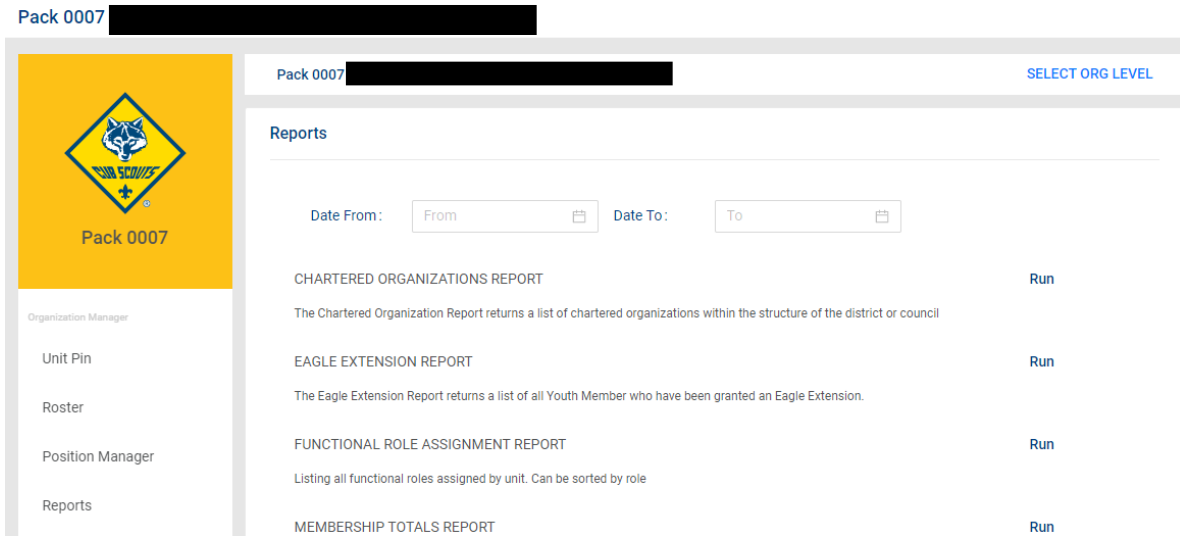
Step 2: If you are a Unit or District leader, you will see several options. **Select Organization Manager**

Note: Some shown here might not be there for you.

Step 3: Select Reports
on the left hand side



Step 4: You should see a screen that looks like this:



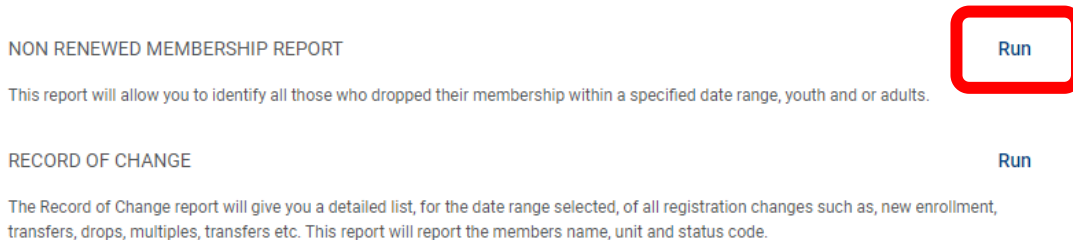
Note: the black bars will be your Chartering Organization's name

Step 4.5: If your Screen does not look like the above:



Council or District volunteers may need to change what Unit they are viewing. Near the top of the page you will see what Unit you are viewing and can change that by **selecting "Select Org Level"**, then choosing the Unit you would like to view and selecting the blue **"Navigate" button** at the bottom.

Step 5: Finally, **scroll** to find the report you want and **select "Run"** on the right-hand side. A new tab will open with the report.



NON RENEWED MEMBERSHIP REPORT

This report will allow you to identify all those who dropped their membership within a specified date range, youth and or adults.

RECORD OF CHANGE

The Record of Change report will give you a detailed list, for the date range selected, of all registration changes such as, new enrollment, transfers, drops, multiples, transfers etc. This report will report the members name, unit, and status code.

What to do with these reports:

Export to CSV

Export to PDF

These reports can be exported/downloaded as Spreadsheets or PDFs. **Share these with your New Member Coordinators and develop a plan to reengage separated members.** Personal outreach to these families goes a long way!

Navigate through the report:

⏪ ⏩ Page 1 of 5 GO

Records: 88

District	Organization	First Name	Last Name	Address	Phone	Email	Position Name	Position Type	Expired
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If you do not download the report, you can check through each page and find the information you are looking for. The data includes:

- First and Last Names
- Membership ID's
- Joining Dates and Dropped Dates
- Addresses
- Phone Numbers
- Email addresses
- Positions Name (on the Non Renewed Membership report)

Watch a Step-by-Step Video of how to generate reports on the BSA's website here: <https://www.scouting.org/resources/online-registration/>