

New-Unit Retention Guide

1

2

3

4



STARTING AND SUSTAINING
HIGH-PERFORMING
QUALITY UNITS

Membership Impact Department



BOY SCOUTS OF AMERICA®

New-Unit Retention Guide

Starting and Sustaining
High-Performing Quality Units

Membership Impact Department

Contents

Chapter 1.	Know Your Market	7
	Council Market Analysis Report: Planning for Success in Unit Development.....	7
	Membership Reports	9
	Step 1: Identify Chartered Organizations.....	11
	The Family of Scouting	13
	Unit Numbers.....	14
	New-Unit Commissioners.....	14
	Vision Statements	15
	How to Start a New Unit.....	16
Chapter 2.	Build Your Team	19
	Step 2: Know Our Partners.....	19
	Step 3: Structured Sales Calls.....	20
	Step 4: Chartered Organization Relationships	23
	Step 5: The Organizing Committee	25
	Step 6: Selecting Quality Leaders	26
	Step 7: Training Unit Leadership.....	27
	Step 8: Unit Program Planning	29
	Recognitions.....	31
	How to Start a New Unit.....	32
Chapter 3.	Make the Call	35
	Prepared. For Life.™ Strengthening Organizations Through Scouting	35
	The Building Blocks of Scouting.....	35
	Program Benefits	37
	Chartered Organization Relationships	38
	Chartered Organization Checklist.....	39
	Chartered Organization and Council Responsibilities	40
	Tools of the Trade	41
	How to Start a New Unit!	42
	Family of Scouting	42
	Selecting Quality Leaders.....	43
	Membership Resources.....	44
Chapter 4.	High-Performing Units	47
	Volunteer Driven; Professionally Guided.....	47
	New-Unit Service Plan.....	48

Step 9: Recruiting Youth Members.....	50
Step 10: Unit Reporting Tools.....	53
Step 11: Successful Unit Meetings.....	54
First Unit Meeting	54
Step 12: Charter Presentations	55
Journey to Excellence.....	56
Unit Visit Tracking System 2.0	57
Commissioner New-Unit Service Plan.....	58
New-Unit Service Plan.....	58
How to Start a New Unit.....	59

Appendixes

1. Council Market Analysis
2. Objectives Progress Reports
3. District Totals Report
4. Annual Charter Agreement
5. Guidelines for Unit Self-Assessment
6. Pack Unit Self-Assessment
7. Troop/Team Self-Assessment
8. Crew/Ship Self-Assessment
9. New-Unit Service Plan
10. New-Unit Application
11. Founder's Bar
12. William D. Boyce New-Unit Organizer Award
13. Commissioner Award of Excellence in Unit Service Progress Card
14. BeAScout
15. Twelve Steps of Organizing a New Unit
16. Unregistered Unit Report
17. Membership Inventory
18. What Makes a Trained Leader?
19. Charter Renewal Overflow Page
20. District New-Unit Chart
21. Transfer Form (Youth Member)
22. National Chartered Organizations List
23. Memorandum of Understanding

Know Your Market

1

2

3

4



Know Your Market

High-Performing Teams

Performance Process

Measures of Success

Organizing Committee

District Commissioner
District Membership Chair
District Executive

Know Your Market

- ☐ Council Market Analysis Report
- ☐ Membership Reports
- ☐ Identify Chartered Organizations (Step 1)
- ☐ Family of Scouting
- ☐ New-Unit Commissioners
- ☐ Vision Statements

Gold Standard

Market Share
14%

Unit Support Team

New-Unit Commissioner
New-Unit Organizer
Influential Scouter
District Training
District Executive

Build Your Team

- ☐ Know Our Partners (Step 2)
- ☐ Structured Sales Calls (Step 3)
- ☐ Chartered Organization Relationships (Step 4)
- ☐ The Organizing Committee (Step 5)
- ☐ Selecting Quality Leaders (Step 6)
- ☐ Training Unit Leadership (Step 7)
- ☐ Unit Program Planning (Step 8)
- ☐ Journey to Excellence
- ☐ Recognitions

Gold Standard

Commissioner Ratio
1:3

Chartered Organization

Institution Head
Chartered Organization
Representative
"Make the Call" Is a Chartered
Organization Resource.

Make the Call

- ☐ Building Blocks of Scouting
- ☐ Program Benefits
- ☐ Chartered Organization Relationships
- ☐ Chartered Organization Checklist
- ☐ Chartered Organization Representatives
- ☐ Tools of the Trade:
 - Online—Forms, Training, and Events
 - Unit Development and Youth Recruitment
 - Program—Ready to Use
 - Religious Emblems and Cultural Markets
 - Webelos to Scout

Gold Standard

Trained Leaders
40%

Unit Leaders

Unit Committee Chair*
Unit Leader*
Chartered Organization
Representative*
Unit Commissioner
Unit Committee
(Unit Key 3)*

High-Performing Units

- ☐ Recruiting Youth Members (Step 9)
- ☐ Unit Reporting Tools (Step 10)
- ☐ Successful Unit Meetings (Step 11)
- ☐ Charter Presentations (Step 12)
- ☐ Journey to Excellence
- ☐ UVTS 2.0
- ☐ Commissioner Annual Service Plans
- ☐ Unit Key 3 Begins Meeting.
- ☐ First Recharter
- ☐ Second Recharter
- ☐ Charter Presentation
- ☐ Unit/NUC Relationship Assessment

Gold Standard

Membership Growth
3%

Retention Rate
75%

Unit Visits Per Year
6

*These items originate from the 12-Step New-Unit Process with commissioner focus and new process terms.

Chapter 1.

Know Your Market

When you begin a journey, you must first plan the trip. It is the same when you're planning to start a new unit. First, you must decide where you are going, and then you do research to determine the best way to get to your final destination. The new-unit process takes important teamwork and planning. New-unit organization and development is a journey.

Experienced volunteers and professionals in the Boy Scouts of America have learned that one person can't effectively organize a new unit alone. Building and sustaining high-performing units takes a team of dedicated people working together throughout the entire process. You will find in this resource guide that every performance process listed has a specific team assigned with specific responsibilities, which is the key to proper new-unit development.

In this chapter, we identify key people responsible for knowing your market. This team consists of the district membership chairman, district commissioner, and district executive. They are responsible for all the research that will identify potential areas of growth for new units. So, let's move forward in our journey to establishing and sustaining high-performing, quality units.

Council Market Analysis Report: Planning for Success in Unit Development

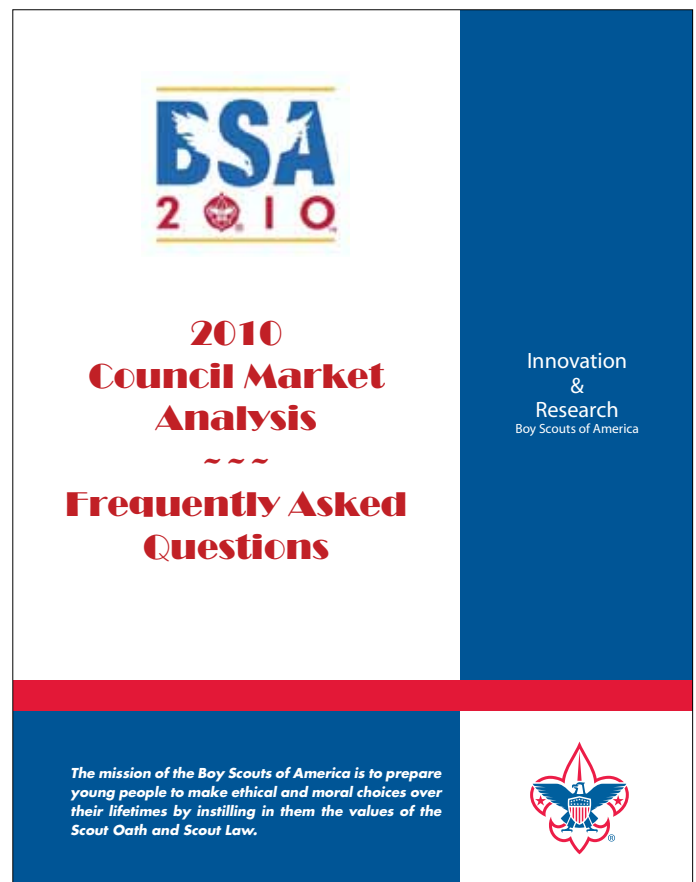
The Council Market Analysis Report (see Appendix 1) is updated annually and consists of the following:

- Community Tapestry Profile
- Program Density Analysis
- Gap Analysis

This customized analysis presents a snapshot of the zip codes that comprise your council area. It is a tool that is designed to help you better understand your market area and identify target ZIP codes for further development and expansion.

The market analysis contains information from a number of sources, including:

- Current-year demographic estimates
- Information on the actual year-end membership within your council
- An expected Scout members estimate



The Council Market Analysis Report consists of the following sections:

- Community Tapestry Summary by Cub Scouts
- Council Area Program Density Analysis and Cub Scout Gap Analysis
- Maps showing varying degrees of density for each program
- Tables for each program: Cub Scouts, Boy Scouts, and Venturers
- Analysis by ZIP code includes:
 - TAY
 - Membership
 - Density
 - Expected Cub Scouts
 - Cub Scout Gap
 - Dominant Tapestry
 - A map showing varying degrees of Cub Scout Gap

Maps included in this report will allow you to geographically relate the information provided in the tables to your council area. The maps can help you identify trends in specific geographic areas and identify areas for development of new chartered organizations.

METHODOLOGY

The report is based on BSA year-end membership and BSA total available youth data.

The physical address of council members is geocoded to the council area. Any members who live outside the council area, have a post office box rather than a physical address, or do not have a certified ZIP code are not included in the analysis.

COUNCIL APPLICATION

The Council Market Analysis can be used to target your council's marketing and recruiting efforts. You may consider the geographic and demographic characteristics when:

- Targeting potential chartered organizations
- Direct mailing
- Planning district and council outreach events
- Identifying locations for Scouting activities such as day camps or camporees

Professionals can access this information by logging on to their MyBSA account. Click the resource and then click on the "Council Market Analysis" tab. To access the tapestry Segmentation Reference Guide, go to www.esri.com/library/brochures/pdfs/tapestry-segmentation.pdf.

The Boy Scouts of America Environmental Service Research Institute (ESRI) Scan Report is an additional reference for reviewing market information; to access this reference guide, go to www.Scouting.org/FILESTORE/marketing/pdf/02-311.pdf.

Membership Reports

The two main district reports you need to familiarize yourself with are the district Objectives Progress Report and the District Totals Report. These reports are listed by unit number and give a monthly snapshot of the number of youth served in each program and in their sponsoring organization.

The district Objectives Progress Report (see Appendix 2) is a goal-oriented report that gives a summary of member and unit statistics by program and shows last year-end, last-year, and this-month totals. The report also shows current-month goals and year-end goals that have been entered by the local council. In addition, the report shows totals for Quality Unit, Total Unit Commissioners, Total District Committee Members, Top Leaders Trained, Rechartered Units Year to Date, and Total Youth Population, and Total Youth Density by program.

Report: 118 v6.07.2

Date: 03/17/2011

Time: 14:02:53

Objectives Progress Report

December 31, 2010 (03/17/2011)

Page 1 of 9

--- Selected Options ---

Organizations: All

Stop Level District

	Last	Youth					Units/Groups			Quality Units		
	Yr. End	Last Yr	Actual	Goal	Yr End Goal	Last Yr	Actual	Goal	Last Yr	YTD	Goal	
Boy Scouts of Amer.												
Tiger Cubs	659	659	749	0	0							
Cub Scouts	1409	1409	1845	0	0	87	86	0	66	70	0	
Webelos	1130	1130	1414	0	0							
Lone Cubs	0	0	0	0	0	0	0	0	0	0	0	
Total Cub Scouting	3198	3198	4008	0	0	87	86	0	66	70	0	
Boy Scouts	1406	1406	1410	0	0	73	72	0	59	65	0	
Lone Scouts	0	0	0	0	0	0	0	0	0	0	0	
Varsity Scouts	0	0	0	0	0	0	0	0	0	0	0	
Total Boy Scouting	1406	1406	1410	0	0	73	72	0	59	65	0	
Venturers	498	498	592	0	0	24	28	0	14	11	0	
Sea Scouts	2	2	2	0	0	1	1	0	1	1	0	
Total Venturing	500	500	594	0	0	25	29	0	15	12	0	
Total Traditional	5104	5104	6012	0	0	185	187	0	140	147	0	
Learning For Life												
LFL Elementary	801	801	698	0	0	4	5	0	2	5	0	
LFL Junior High	435	435	257	0	0	4	3	0	3	3	0	
LFL High School	224	224	521	0	0	2	2	0	1	2	0	
LFL Explorers	561	561	587	0	0	31	32	0	21	25	0	
LFL Special Needs	0	0	0	0	0	0	0	0	0	0	0	
Total LFL	2021	2021	2063	0	0	41	42	0	27	35	0	
TOTAL	7125	7125	8075	0	0	226	229	0	167	182	0	
Rechartered Units YTD		145	128	0		Total Unit Commissioners			81	80	0	
Groups/Posts Renewed YTD		26	22	0		Top Leaders Trained			84	75	0	
Total Youth Population		63317	63047			Youth Boys' Life Subs			1951	2116	0	
Total Youth Density		11.25	12.81			Quality Units % of Total			77.78	79.46		
Tot Dist Committee Mbrs		215	240	0		On-time Units/Groups YTD			120	121	0	
		TYP	Density						TYP	Density		
Total BSA Density		63047	9.54									
Tiger Cub Density		4581	16.35			Cub Scout Program Density			22896	17.51		
Cub Scout Density		9126	20.22			Boy Scout Density			13441	10.49		
Webelos Scout Density		9189	15.39			Venturing Density			26710	2.22		

SAMPLE COPY

SAMPLE COPY

The District Totals Report (see Appendix 3) gives membership statistics by program for last year, last month, and this month broken down by youth, adults, units, and *Boys' Life* subscriptions. In addition, the report shows current On-Time, Quality Unit, Top Leader Trained, 100% *Boys' Life*, Chartered Organization name, and Expire Date by unit sorted by district then program.

Report: 0119 v6.00
Date: 03/15/2011
Time: 12:34:10

District Totals Report
March 15, 2011 (03/15/2011)

Page 1 of 13

--- Selected Options ---

Organizations: All
Stop Level: District
Summary Only: No
Cub Scouts Only: No

1

	Youth			Adults			Boys' Life			On-Time		Qual Unit		100% BL		Ldr Trn		Units	
	Last Year	Last Mo.	This Mo.	Last Year	Last Mo.	This Mo.	Last Year	Last Mo.	This Mo.	Last Year	This Mo.	Last Year	This Mo.	Last Year	This Mo.	Last Year	This Mo.	Last Year	This Mo.
Boy Scouts of Amer.																			
Tiger Cubs	411	394	359	46	47	41	153	144	135										
Cub Scouts	847	871	715	485	483	413	272	318	268	47	48	51	1	18	16	30	30	65	59
Webelos	529	677	533	64	65	55	177	214	172										
Lone Cubs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cub Scouting	1787	1942	1607	595	595	509	602	676	575	47	48	51	1	18	16	30	30	65	59
Boy Scouts	1034	1047	962	831	809	749	493	499	482	57	63	58	2	31	25	35	30	75	71
Lone Scouts	3	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Varsity Scouts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Boy Scouting	1037	1047	962	832	809	749	495	499	482	57	63	58	2	31	25	35	30	75	71
Venturers	117	173	16	46	47	8	0	0	0	6	3	2	1	0	0	2	0	11	4
Sea Scouts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Venturing	117	173	16	46	47	8	0	0	0	6	3	2	1	0	0	2	0	11	4
Non-Units	0	0	0	84	65	69	4	2	2	0	0	0	0	0	0	0	0	0	0
Total Traditional	2941	3162	2585	1557	1516	1335	1101	1177	1059	110	114	111	4	49	41	67	60	151	134
Learning For Life																			
LFL Elementary	157	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
LFL Junior High	75	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
LFL High School	768	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
LFL Explorers	10	24	24	3	3	3	0	0	0	0	0	0	0	0	0	0	0	1	1
LFL Special Needs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total LFL	1010	24	24	16	3	3	0	0	0	0	0	0	0	0	0	0	0	9	1
TOTAL	3951	3186	2609	1573	1519	1338	1101	1177	1059	110	114	111	4	49	41	67	60	160	135

SAMPLE COPY

Step 1: Identify Chartered Organizations

Once youth markets have been identified through the use of TAY and surveying communities of youth in an area, it is critical to identify an appropriate chartered organization.

Local organizations are granted a charter by the Boy Scouts of America to operate one or more Scouting units (see “Family of Scouting”). The chartered organization agrees to:

- Conduct Scouting in accordance with its own policies and guidelines as well as those of the BSA.
- Include Scouting as part of its overall program for youth and families.
- Appoint a chartered organization representative who is a member of the sponsoring organization and an important member of the unit Key 3. He/she will represent their chartered organization as a member at large on the district and council, serving as a voting member.
- Select a unit committee of parents and members of the organization who will screen, do prospecting, and then select the best quality unit leaders who will meet the organization’s leadership standards as well as the BSA’s standards.
- Provide adequate and secure facilities for Scouting units to meet on a regular schedule with time and place reserved.
- Encourage the units to participate in outdoor experiences.

Approximately 120,000 Scouting units are owned and operated by chartered organizations. Of these:

A total of 66.9 percent of all units are chartered to faith-based organizations.

Largest Faith-Based Chartered Organizations	Total Units	Total Youth
The Church of Jesus Christ of Latter-day Saints	37,928	412,720
United Methodist Church	11,287	371,499
Catholic Church	8,795	286,733
Presbyterian Church	3,714	126,969
Lutheran Church	4,030	121,096

Some 24.4 percent of all units are chartered to civic organizations.

Largest Community Chartered Organizations	Total Units	Total Youth
Groups of citizens	3,782	110,248
Business/industry	3,129	69,867
American Legion and Auxiliary	2,659	69,490
Lions International	2,445	68,732
Rotary International	1,399	42,795

And 8.7 percent of all units are chartered to educational organizations.

Largest Educational Chartered Organizations	Total Units	Total Youth
Parent-teacher groups other than PTAs	4,039	160,007
Private schools	1,775	72,321
Parent Teacher Associations/Parent Teacher Organizations	1,920	74,678

DETERMINING THE YOUTH MARKET

A number of tools can be used to gauge the need for a new unit in a particular area. The district's boy-fact survey, high school survey, and other information from schools enables us to determine whether enough youths who may be interested in Scouting can be contacted about joining.

The new-unit organizer, with the district executive's help, surveys the youth market. This includes the use of total available youth, or TAY—the number of youths in an area who meet BSA membership requirements. They may also pinpoint the location of existing units on a map. They should find out the following:

- The location of underserved areas
- The location of public schools, charter schools, home-schooling associations, school expansions, or other after-school programs that could benefit from the organization of new units (**Note:** Public schools and government organizations do not serve as chartered organizations.)
- New religious institutions being organized that may want to use Scouting with their youth members
- Other community organizations in the district that serve youth (There may be service clubs, veterans groups, community centers, public housing, religious organizations, and others.)
- Current chartered organizations without the full family of Scouting

RESEARCHING POTENTIAL CHARTERED ORGANIZATIONS

After potential chartered organizations have been identified, find out everything possible about their purpose, structure, leadership, and history of youth and community involvement. Find out the following:

- What potential adult unit leaders does the organization have?
- How adequate are the organization's program resources?
- How compatible are the organization's values and goals with those of the BSA?
- What facilities can the organization provide for an adequate meeting space?

What are the costs associated with using the organization's facilities?

- What Scouts are already members of the organization?
- Do they currently have a youth program in their organization? If so, what ages do they serve?
- What other similar organizations already use the Scouting program?

PRIORITIZE THE ORGANIZATIONS

After potential organizations have been researched, list them in order from the most promising to the least promising for potentially working with Scouting. Visit www.scouting.org/membership to view the District New-Unit Chart (see Appendix 20).

The Family of Scouting

The Family of Scouting comprises a traditional Cub Scout pack, Boy Scout troop, and Venturing crew. Optionally, a Varsity team or Sea Scout ship may also be chartered. One of the best sources of unit and membership growth is to help an existing chartered organization in starting all three unit types in the full family of Scouting.

In particular, many faith-based organizations may operate only a pack or a troop. However, there is a likely market for the full family of Scouting within the congregation. By combining the Council Market Analysis Report and interest surveys with a map of chartered organizations without the full family of Scouting, a district membership committee can highlight opportunities for unit expansion.

It likely goes without saying, but it is important that the chartered organization's existing units are strong and that the chartered organization representative is engaged in the Scouting program. Commissioner services should be included at the very beginning of the new-unit organization process to help strengthen the unit and establish the important relationship prior to approaching the chartered organization regarding expansion.

Also look on the www.scouting.org/membership Web page to determine whether the chartered organization (religious, community, educational) has a Memorandum of Understanding (see Appendix 23) as a national affiliate with the BSA.

It is frequently easiest to move up the ladder in the family. From a strong Cub Scout pack, families with boys approaching Boy Scouting age may form the key members in a new Boy Scout troop, potentially drawing in youth not previously involved in Scouting. Similarly, families with boys or girls approaching Venturing age may form the beginning of a new Venturing crew. A particular opportunity exists for the older or younger sisters who have been on the fringes of their brothers' Scouting experiences. While it is less common, it is also possible to move down the ladder, forming a successful pack from the younger siblings of a well-established troop. In either case, a healthy charter relationship can motivate families already committed to Scouting, and can provide a source of new-unit growth in the district.

Varsity Scout teams are generally chartered to The Church of Jesus Christ of Latter-day Saints churches in the community. For the reasons mentioned above, a ward is an organizational component of the LDS church, and through its youth ministry may already have an existing Cub Scout pack and Boy Scout troop, and should be encouraged to start a Varsity team as well. Varsity teams are specifically tailored to the LDS church's program for serving older youth, and 14- to 17-year-old boys may help LDS wards retain their older boys in Scouting.

A Sea Scout ship is a special type of Venturing crew, with its own organization and advancement system oriented toward seamanship. A ship rather than a Venturing crew may be chartered to an organization if its members prefer the focus of the Sea Scouting program, or a chartered organization with a Venturing crew may also have a Sea Scout ship if there is sufficient interest.

Unit Numbers

If an organization sponsors a full family of Scouting, ideally the units should all have the same unit number (e.g., Pack 12, Troop 12, and Crew 12). Optionally, the organization may also sponsor Team 12 and Ship 12.

The annual Internet Rechartering process includes a “Promotion” function that allows unit renewal processors to graduate a Scout from one Scouting unit to the next. This feature is available online on www.scouting.org through MyScouting. For example, a Scout is “promoted” from Pack 12 to Troop 12. So by design, the units work together and support each other in promoting Scouts within the family of Scouting.

Statistically, 80 percent of all Boy Scouts were once Cub Scouts. Therefore it makes good sense that high-performing units have close relationships between the packs, troops, and crews within their family of Scouting.

New-Unit Commissioners

NEW-UNIT COMMISSIONER

The new-unit commissioner holds a special place in the formation of a new unit. **The new-unit commissioner’s role now begins in Steps 1 and 2 of the new-unit organization process by working closely with the district executive, supporting the new-unit organizer, becoming a familiar and consistent liaison between the chartered organization representative and the district.** The new-unit commissioner will need to put in place at the beginning of the organizational process a functional succession plan of leadership while providing support to the newly recruited key leaders. In many cases, the NUC will be the go-to person serving as a coach, mentor, and consultant by laying a strong foundation around which the new unit can form and, it is hoped, continue for a long time. As described in the Journey to Excellence recognition program, being a new-unit commissioner is a worthwhile long-term volunteer commitment that will generally last at least three years. The new-unit commissioner will need to serve longer than most other volunteer district leaders (with at least two years’ tenure). The reason is the new unit will need careful watching, support, guidance, mentoring, and assistance through several rechartering cycles to ensure unit sustainability.

While it is typical and acceptable for most unit commissioners to be assigned several units and have a longer tenure, the length and intensity of service given by the new-unit commissioner adds to the importance of this position. **They are also asked to be assigned to only one unit.** With this in mind, what motivates a volunteer to become a new-unit commissioner and serve only one unit for two or three full years? Because they truly believe that when a new unit is organized, the BSA made a promise to those families that their sons (or daughters in Venturing) would have a real Scouting experience. It is a promise that really needs to be kept.

Experienced unit commissioners often say it would be much more exciting to “raise a unit in the way it should go” than to monitor an existing unit.

New-unit commissioners may derive even greater satisfaction from their new role than other unit commissioners simply because they can take ownership in the creation process and watch the unit grow and be sustained over many years.

THE NEW-UNIT ORGANIZER AND NEW-UNIT COMMISSIONER WORK HAND IN HAND

During unit formation, the new-unit organizer (NUO) and the new-unit commissioner (NUC) work very closely together.

Market research and determining who to approach to become a chartered organization are membership decisions. The district executive and district commissioner will work with the membership committee as they go through this process. Once a decision is made to have a new unit, a new-unit commissioner is immediately assigned to that potential unit and begins to work closely with the new-unit organizer.

When calling on the prospective chartered organization, the NUC may go along on this call, but it is the NUO's meeting.

So, who would make a good new-unit commissioner?

- A knowledgeable Scouter
- A seasoned volunteer with the time available to invest in a new unit
- An enthusiastic mentor who can keep the new unit leaders energized about their role in the program
- A neighbor in the community who is accessible to the unit
- Order of the Arrow members 21 or older
- Eagle Scouts 21 or older
- Former camp staff members
- Educators
- Former Scouts/Venturers
- Parents of Scouts with Scouting backgrounds
- Service club members, e.g., Jaycees and Optimist Club members
- Retirees
- Retired professional Scouters
- Military personnel
- Coaches
- College alumni
- Others

Vision Statements

To ensure the future of Scouting, organizations, units, and leaders must understand what commitments and planning will be required to support their youth in both the short and long terms. They will need to properly communicate their vision of Scouting with others so more volunteers, parents, and youth will join the program. Understanding a shared vision is a critical leadership skill, and is a fundamental key to high-performing units. After reviewing market analysis data, the new-unit organizing committee might work together with chartered organizations and unit leadership about their vision statements.

Every organization should have a well-defined goal or vision of what a new Scouting unit will do for their organization. They might not realize how to measure its success—or lack of success—without a proper vision statement. Some examples are:

VISION STATEMENTS FOR NEW CHARTERED ORGANIZATIONS

1. In establishing Troop 308, FUMC hopes to provide a vehicle for reaching out to families by providing them with a vehicle that will be exciting for the boy and supportive of his parents, and will encourage his spiritual development based on our values and the values of Scouting.

2. The Waco Rotary Club seeks to establish a Boy Scout troop that will help a youth develop his leadership skills, encourage service to others, and instill in him the practice of making ethical decisions that will be in the best interests of all concerned based on the Scout Oath and Law.

UNIT VISION STATEMENTS

1. Troop 308 seeks to provide a Scout program based on the values of Scouting that will encourage a youth to develop his leadership and personal relationship skills, provide opportunities for the Scout to participate in the adventures Scouting offers, and allow him to advance at his own pace and reach his full potential.
2. Using the values of Scouting and the methods of Cub Scouting, Pack 308 hopes to establish a Cub Scout program that will support each individual Cub Scout's personal development and provide a vehicle for parents that helps them in raising their son as well as strengthening family relationships and preparing the Cub Scout for Boy Scouting.
3. Venturing Crew 308 will provide an exciting and relevant Scouting-based program that will attract and hold older teens—both young men and women—offering travel, leadership and personal development, skills development, and fun.

A vision has the following characteristics.

1. It presents a clear picture of success.
2. It inspires action.
3. It is realistic (achievable).
4. It creates and maintains momentum.
5. It is positive.
6. It is dynamic rather than static.

Organizing committees and unit support teams might brainstorm different types of visions that could be used during meetings with chartered organizations and potential unit leaders to help align the mission of both organizations.

A well-defined vision statement could be the motivational common bond that attracts new and young families to your organization.

How to Start a New Unit

Fill out three forms!

The image displays three application forms from the Boy Scouts of America, arranged side-by-side. Each form is a template for starting a new unit.

- NEW-UNIT APPLICATION:** This form is for new units and includes sections for "Purpose of the Boy Scouts of America," "Team," "Venturing Crew/Ship," and "Varsity." It features the BSA logo and the text "NEW-UNIT APPLICATION".
- BOY SCOUTS OF AMERICA ADULT APPLICATION:** This form is for adult leaders and includes sections for "The mission of the Boy Scouts of America," "Youth Protection Training," and "Criminal Background Check." It features the BSA logo and the text "BOY SCOUTS OF AMERICA ADULT APPLICATION".
- BOY SCOUTS OF AMERICA YOUTH APPLICATION:** This form is for youth leaders and includes sections for "Cub Scouting," "Scout Oath or Promise," "Cub Scout Promise," and "Venturing Oath." It features the BSA logo and the text "BOY SCOUTS OF AMERICA YOUTH APPLICATION".

Build Your Team

1

2

3

4



Build Your Team

High-Performing Teams

Performance Process

Measures of Success

Organizing Committee

District Commissioner
District Membership Chair
District Executive

Know Your Market

- ☐ Council Market Analysis Report
- ☐ Membership Reports
- ☐ Identify Chartered Organizations (Step 1)
- ☐ Family of Scouting
- ☐ New-Unit Commissioners
- ☐ Vision Statements

Gold Standard

Market Share
14%

Unit Support Team

New-Unit Commissioner
New-Unit Organizer
Influential Scouter
District Training
District Executive

Build Your Team

- ☐ Know Our Partners (Step 2)
- ☐ Structured Sales Calls (Step 3)
- ☐ Chartered Organization Relationships (Step 4)
- ☐ The Organizing Committee (Step 5)
- ☐ Selecting Quality Leaders (Step 6)
- ☐ Training Unit Leadership (Step 7)
- ☐ Unit Program Planning (Step 8)
- ☐ Journey to Excellence
- ☐ Recognitions

Gold Standard

Commissioner Ratio
1:3

Chartered Organization

Institution Head
Chartered Organization
Representative
“Make the Call” Is a Chartered
Organization Resource.

Make the Call

- ☐ Building Blocks of Scouting
- ☐ Program Benefits
- ☐ Chartered Organization Relationships
- ☐ Chartered Organization Checklist
- ☐ Chartered Organization Representatives
- ☐ Tools of the Trade:
 - Online—Forms, Training, and Events
 - Unit Development and Youth Recruitment
 - Program—Ready to Use
 - Religious Emblems and Cultural Markets
 - Webelos to Scout

Gold Standard

Trained Leaders
40%

Unit Leaders

Unit Committee Chair*
Unit Leader*
Chartered Organization
Representative*
Unit Commissioner
Unit Committee
(Unit Key 3)*

High-Performing Units

- ☐ Recruiting Youth Members (Step 9)
- ☐ Unit Reporting Tools (Step 10)
- ☐ Successful Unit Meetings (Step 11)
- ☐ Charter Presentations (Step 12)
- ☐ Journey to Excellence
- ☐ UVTS 2.0
- ☐ Commissioner Annual Service Plans
- ☐ Unit Key 3 Begins Meeting.
- ☐ First Recharter
- ☐ Second Recharter
- ☐ Charter Presentation
- ☐ Unit/NUC Relationship Assessment

Gold Standard

Membership Growth
3%

Retention Rate
75%

Unit Visits Per Year
6

*These items originate from the 12-Step New-Unit Process with commissioner focus and new process terms.

Chapter 2.

Build Your Team

Now that the organizing committee has completed its research and developed a promising list of new-unit prospects, it is time to start implementing the new-unit plan.

In this chapter, the focus is on building your team. The key volunteers needed to form your unit support team are the new-unit organizer, the new-unit commissioner, the district training team, and an influential Scouter.

In this chapter, we walk you through the second phase of new-unit organization. We will focus on the key components you need before, during, and after approaching a prospective chartered organization.

This is when important first impressions are made and the potential chartered organization is introduced to the programs of the Boy Scouts of America.

Step 2: Know Our Partners

1. APPROACH THE PROSPECT

With the newly assigned unit commissioner, district executive, and the membership committee chair, determine who should approach each organization to schedule an appointment. This could be a member of the district new-unit organization team, a Scouter who is a member of the organization, an influential community member who is a Scouter and who knows the head of the organization, and/or the district executive.

Initially, contact the head of the organization. If this person would like to have another key member of the organization or a member of the organization's board present, try to determine who that person will be before the initial meeting.

PLANNING THE APPROACH

When arranging to meet, this approach works best. Ask if you may come by to talk about something you feel is very important to the community and a way to help their organization's membership grow. If possible, don't go into more detail on the phone. If asked what this is about, simply state that it is related to the youth of the community and you would like to seek their ideas and share some of your own. Don't be evasive, but save the "sale" for the personal visit. Allow 30 minutes for the initial visit.

This is a two-step process: (1) fact, need, and information gathering, then (2) making the presentation.

FACT, NEED, AND INFORMATION GATHERING (MEETING THE NEEDS OF THE PROSPECTS)

You should visit with the head of the prospective organization to gather facts and information and to determine the organization's needs before you make the sales presentation mentioned in Step 3. This visit involves a lot of listening. Listen carefully. Find out about the organization's goals and dreams. What are the challenges? Then you will be able to determine how Scouting can help the organization meet its needs.

A typical conversation may lead to questions like:

- What is your organization doing in our community?
- What should you be doing?
- What roadblocks keep your organization from achieving those objectives?
- Who else from your organization should I talk to?

COMPLETING THE PROFILE

Following that initial visit and prior to the sales presentation, complete the background information about the organization and the community. Address details such as:

- Total available youth (TAY) in the organization's membership
- Total available youth in the surrounding community
- Members of the organization who are already Scouters
- Similar organizations that use the Scouting program
- The organization's community service efforts
- The organization's past affiliation with Scouting, if any

See the New-Unit Prospect Profile Worksheet online at www.scouting.org/filestore/pdf/nupp.pdf.

Step 3: Structured Sales Calls

MAKE THE CALL

Select two or three people to make the sales call. One is not enough, and more than three may be intimidating. Choose the presentation team from the following:

- New-unit organizer
- New-unit commissioner
- District executive
- Scouter who is a member of the prospective chartered organization
- Influential community leader who is a Scouter

Before the sales call, determine who will take the lead role and who will fill supporting roles.

If the head of the organization does not invite you to stay longer, the sales call should not last longer than 45 minutes. Try to stay on track, unless the person you are calling on decides to tell stories about their Scouting experiences.

THREE PARTS OF THE SALES PRESENTATION

Initiate the Opening

Establish a comfort level by getting everyone into a circle or around a large table. Try to get the head of the prospective organization out from behind a desk.

The opening should include introductions of the presenters and their roles in Scouting. Be sure to distinguish between professional Scouters' and volunteer Scouters' roles. Help put those from the prospective chartered organization at ease by asking about their hobbies and interests or community service efforts. Look for recognitions or plaques on the wall, desk, hallway, lobby, etc., that tell about the organization's support for the community.

Make the Sale

Be sure to address the goals, needs, and priorities of the organization uncovered through the initial visit (inquiry) and your research. Cover the following concerns and details:

- The organization's priorities, particularly its youth programs
- The organization's concerns about the youth in the community
- The needs of youth in the neighborhood (Present facts about the number of potential Scouts in the area.)
- The membership needs of the organization, as well as its goals and purposes
- The purposes of Scouting—character development, citizenship training, and fitness—and how these complement the goals and purposes of the organization
- The benefits of using Scouting as its youth program or as an addition to current youth programs
- The organization of the unit
- The program of Scouting—leadership, activities, meetings, planning, and resources
- Local council and district support—training, commissioner service, staff and volunteer assistance, literature, advancement program, camps, facilities, and activities
- General liability insurance provided by the Boy Scouts of America for volunteer leaders and chartered organizations
- The role of the chartered organization in Scouting
- The next steps—appointing an organizing committee, selecting and recruiting leaders, recruiting youth, and following the registration process

Establish deadlines. Use key upcoming events to establish deadlines. For example, you may encourage the starting of a Boy Scout troop in time for the spring camporee, or of a Cub Scout pack in time for the boys to attend day camp, or of a Venturing crew to participate in a high-adventure opportunity.

You might begin to use steps in closing the sale here as well. Try to establish when the organization might be able to hold an organizing committee meeting by asking about its upcoming schedule of meetings or events. Determine when selection of leadership could take place and/or when and where the unit might meet.

Be prepared to handle objections. In advance, develop your own list of potential questions and answers. Write out answers and, before the presentation, practice answering these questions.

Take time to answer any questions the head of the organization (or others) may have.

- “It costs too much.” Any worthwhile program will incur some costs. Consider the return on expenses in relation to the positive effect Scouting will have on the youth of the community.
- “We tried it once and it didn’t work.” That’s unfortunate. Tell me what went wrong. (Most likely the leadership was not in place or fully trained.) Offer a solution to prevent that from happening again.
- “Who will be the leader?” That will be the job of the organizing committee members. They should make a list of the best prospects for your approval, and then recruit these individuals.
- “We don’t have many Scout-age boys in our organization.” Scouting can serve the entire community. What better way to bring more youths into your organization than through Scouting? There may be other youth living in your area you may not be aware of who would be interested in being part of your organization’s (yet to be organized) Scouting youth ministry, outreach program, or young adult coed Venturing program. Our membership analysis has located prospective youth who can possibly be invited to attend a get-to-know Scouting orientation meeting at your organization.
- “What would be our liability exposure?” The Boy Scouts of America provides general liability insurance coverage to all chartered organizations for any liability that might stem from operating a Scouting unit.

Be sure to listen carefully for additional needs of the chartered organization. Make notes afterward to ensure a proper follow-up on answers to important questions.

Close the Sale

Use carefully worded questions to close the sale. Use questions to which the prospect will answer “yes.”

- Do you feel Scouting would be an answer to some of your goals or all of them?
- Would you lend your personal support to using Scouting as a part of your youth program, or want to include more people from your organization along with you?
- Would you be willing to ask three or four people to serve on an organizing committee that will explore the possibility of adopting Scouting to serve your youth members? We would be happy to go with you to meet with them.

Review responsibilities. Give the head of the organization a copy of “Prepared. For Life. Strengthening Your Organization Through Scouting” and briefly discuss it. Try to set a date to meet with the organizing committee. Leave with a specific plan of who does what and deadlines for each step of the plan.

End on time. Thank the head of the organization for the organization’s commitment to youth. It is important to conclude the presentation and leave in a timely manner. When the prospect has said yes and the next steps are established, say thank you and leave.

Follow up or service the sale. Send a thank-you note to those involved in the sales presentation. Use this opportunity to restate the next plan of action: “I appreciated the opportunity to talk with you this morning. Your organization’s youth program is a fine example of your commitment to young people. I will call you on Monday to confirm the three people to assist in organizing your new Scouting unit.”

Step 4: Chartered Organization Relationships

Begin with the end in mind, by getting to know the mission, goals, and vision of the chartered organizations, and the tools that are available to build successful relationships that serve BSA units.

The www.scouting.org/membership Web page has membership resources for chartered organization relationships, including:

- Memorandums of Understanding for community/civic, religious, and educational organizations
- Effective chartered organization relationships:
 - Training the Chartered Organization Representative
 - Annual Charter Agreement
 - Chartered Organizations and the Boy Scouts of America (Fact Sheet)
- Religious:
 - Scout Sabbath Services
 - Scout Sunday Observances
 - The Roles of the Troop Chaplain and the Chaplain Aide
 - Manual for Chaplain Aides and Chaplains
 - Religious Emblems Coordinator

ORGANIZATION ADOPTS THE PROGRAM

After meeting with the head of the organization and reviewing the organization's goals and how Scouting can help meet those goals, secure a commitment from the organization to sponsor a full family of Scouting units: pack, troop, and crew. This would be the best possible scenario.

APPOINTING THE ORGANIZING COMMITTEE

The organization head appoints a chartered organization representative (COR). This person will serve as a member of the unit Key 3 and will serve as a member of the organization's Scouting program. In addition, the organization will appoint a committee of three to five people who will plan the next few steps. The committee probably will include some parents of potential Scouts. The new-unit organizer and unit commissioner should schedule a meeting with the organizing committee as soon as possible. This organizing committee will work out details and plan the recruitment of unit leadership.

It is important that the head of the organization appoint the members of the organizing committee so committee members will know they have the chartered organization's support. Members of the organizing committee may become unit committee members.

ORGANIZING COMMITTEE MEETS

The new-unit organizer plays a key role in the success of the unit organization plan. The new-unit organizer helps guide the organizing committee throughout the process. A unit commissioner should already have been assigned, so ask him or her to help you with organization efforts.

Explain what is expected of the chartered organization and what is expected of the local council.

The chartered organization agrees to:

- Conduct the Scouting program according to its own policies and guidelines, as well as those of the Boy Scouts of America.
- Include Scouting as part of its overall program for youth and families.
- Appoint a chartered organization representative (COR). This person will serve as a member of the unit Key 3, will be a member of the organization, and will coordinate all Scout unit operations within it. He or she will serve as a representative on the district committee, and serve as a voting member of the local council.
- The chartered organization head or chartered organization representative must approve all leader applications to ensure the individuals meet the organization's standards as well as the standards of leadership of the Boy Scouts of America.
- Select an organizing committee (minimum of three) of parents and members of the chartered organization who will assist in the selection of leaders. Promote the use of ScoutParents to get new volunteer parents helping the unit in some role.
- Provide adequate facilities for the unit(s) to meet on a regular schedule with time and place reserved.
- Encourage the unit(s) to participate in outdoor activities and all programs of the council.

The council agrees to:

- Respect the aims and objectives of the organization and offer the resources of Scouting to help meet those objectives.
- Provide year-round training, service, and program resources to the organization and its unit(s).
- Assist the unit in conducting an annual program planning conference. Provide program planning support materials and tools
- Provide training and support for the chartered organization representative as the primary communication link between the organization and the BSA.
- Provide techniques and methods for selecting quality unit leaders and then share in the approval process of those leaders.
- Provide primary general liability insurance to cover the chartered organization, its board, officers, chartered organization representative, and employees against all personal liability judgments. This insurance includes attorneys' fees and court costs, as well as any judgment brought against the individual or organization. Unit leaders are covered in excess of any personal coverage they might have, or, if there is no personal coverage, the BSA insurance immediately picks them up on a primary basis. Vehicles owned by the chartered organization and loaned to the unit will be covered on an excess basis for the chartered organization's benefit.
- Provide camping facilities, a service center, and a full-time professional staff to assist the organization in every way possible.

Distribute copies of "Chartered Organization and Council Responsibilities." Walk everyone through this agreement.

Step 5: The Organizing Committee

PREPARING FOR UNIT ORGANIZATION

The most important task of the organizing committee is selecting unit leaders. Before the selection process begins, it is important that the committee learn about Scouting.

Committee members should:

- Understand the aims and methods of Scouting.
- Know the steps to unit organization.
- Be familiar with program planning and program planning tools and resources.
- Understand the process for selecting unit leaders.
- Develop a short- and long-term leader succession plan.
- Be aware of training opportunities.
- Be familiar with literature and support materials available for leaders.
- Be familiar with the Journey to Excellence program.

THE ORGANIZING COMMITTEE

The new-unit organizer works closely with the institutional head or executive officer of the chartered organization to put together an organizing committee.

The NUC supports that effort and strives to become a familiar face to that group, taking the lead in helping the committee complete some aspects of this committee's responsibilities.

Those areas are as follows:

- While organizing and running the recruitment effort is the membership committee's responsibility, the NUC will support the idea that at least 10 youth and five adults are recruited for membership in the unit.
- Encourage the new-unit leadership to take Youth Protection training, This Is Scouting, and position-specific training. The NUC may need to coordinate with someone from Training.
- Support a leadership succession plan to be in place prior to the first charter.
- Introduce the organizing committee to the Journey to Excellence and help them write a vision statement and set goals for the unit.
- Help them plan the details for their first meeting. (The NUO will introduce the committee to the national first month meeting plan.)
- Familiarize the unit with the district/council calendar. Encourage roundtable attendance.
- Coordinate with someone from the district familiar with annual program plans to come to the new unit to assist with that.
- With the new-unit organizer and new-unit commissioner, present the charter at a full meeting of the chartered organization.
- With the new-unit organizer, attend the first meeting. From this point on the new-unit commissioner takes the leading role in mentoring the unit for the next 36 months.

Step 6: Selecting Quality Leaders

Reference: The video Selecting Quality Leaders

MESSAGE TO CHARTERED ORGANIZATIONS

Your organization has joined with the Boy Scouts of America to deliver a program of citizenship training, character development, and personal fitness to the young men of your community. Critical to the success of your Scouting program is the selection of quality leaders who represent the values of the Boy Scouts of America and your organization. The chartered organization has the responsibility for the selection of these individuals.

THE PROCESS

Cubmasters, den leaders, Scoutmasters, Varsity Scout coaches, crew/ship Advisors, and their assistants must be identified and recruited by the chartered organization when a new unit is organized or when there is a leadership change in an existing unit. The chartered organization will need to have a succession plan in place to maintain proper key leadership. The organization may wish to seek advice from the BSA local council about the process.

SELECT AND RECRUIT KEY LEADERS

The first priority of the organizing committee is selecting unit leaders. Give everyone a copy of Cub Scouting's Selecting Cub Scout Leadership, No. 522-500; Boy Scouting's Selecting Quality Leaders, No. 522-981; or Venturing Fast Start, No. 25-878.

CHOOSING PROSPECTIVE UNIT LEADERS

Make a list of people who would make good leaders. Choose prospects who exemplify the values of the Boy Scouts of America. Don't make assumptions about whether a prospect will accept the job; it is important to give prospects a chance to make their own decision. You may be surprised how many times busy people will commit to volunteering for organizations that serve youth.

Present the list of candidates to the head of the organization for approval and ask for additional suggestions. Also, have the organization appoint someone—perhaps a member of the organizing committee—to be the chartered organization representative. Explain the basic responsibilities of this person. (See the job descriptions in *The Chartered Organization Representative*, No. 33118.) The chartered organization representative represents the organization at the district and council levels as a voting member.

APPOINTING OTHER VOLUNTEERS

The organizing committee must also recruit and appoint people to serve as the committee chair and committee members. These people may be members of the organizing committee. ScoutParents may also serve in these important volunteer roles.

With these people in place, and with members of the organizing committee also acting as members of the unit committee, you are ready to complete the process of selecting and recruiting leaders and youth.

POSITION DESCRIPTION

The Scoutmaster is responsible for training and guiding youth leaders in the operation of the troop, and for managing, training, and supporting his or her assistant Scoutmasters in their role.

The Cubmaster is responsible for coordinating the efforts of the den leaders to make sure the pack has a cohesive program, and for managing, training, and supporting them in their role.

The crew Advisor is responsible for training and guiding youth leaders in the operation of the crew, and for managing, training, and supporting his or her associate Advisors in their role.

CHARACTERISTICS OF SUCCESSFUL UNIT LEADERS

- Commitment to the ideals of Scouting
- High moral standards
- Ability to relate to youth
- Ability to keep a cool head under pressure
- Good organizational skills
- Ability to relate to and interact with adults
- Flexibility and the ability to compromise
- Good planning ability
- High energy level
- Good attention to detail

Step 7: Training Unit Leadership

YOUTH PROTECTION TRAINING

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. Youth safety is of paramount importance to Scouting. For that reason, the BSA continues to create barriers to abuse beyond what have previously existed in Scouting.

The Boy Scouts of America places the greatest importance on providing the most secure environment possible for its youth members. To maintain such an environment, the BSA has developed numerous procedural and leadership selection policies, and provides parents and leaders with numerous online and print resources for the Cub Scout, Boy Scout, and Venturing programs.

Effective June 1, 2010, the BSA implemented mandatory Youth Protection training for all registered volunteers.

New leaders are required to take Youth Protection training before submitting an application for registration. The certificate of completion for this training should be submitted at the time the application is made and before volunteer service with youth begins.

Youth Protection training must be taken every two years. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of recharter, the volunteer will not be reregistered.

We encourage all adults to take the BSA's Youth Protection training.

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the *Parent's Guide* in any of the Cub Scouting or Boy Scouting handbooks, or go to <http://www.scouting.org/Training/YouthProtection>.

FAST START

As soon as possible after a person has agreed to be a leader, they should be given a copy of the appropriate Fast Start video and Viewer Guide. After viewing the video and reading the Viewer Guide, the new leader will have a better perspective of their role and responsibilities. Fast Start is also on most council websites.

A district trainer may want to have several copies of the video available to the new unit so each new leader can complete this important step in the training process as soon as possible.

THIS IS SCOUTING AND POSITION-SPECIFIC TRAINING

This Is Scouting is the newest online interactive learning experience for new adult leaders. This Is Scouting picks up where Fast Start left off. The course can be found at the Online Learning Center at olc.scouting.org or on DVD, No. 36118. It takes approximately one hour to complete.

Leaders should be encouraged to attend basic leader training as soon as possible. The new-unit organizer may be able to get district trainers to conduct training especially for the new unit. If a special training session is not possible, be sure to inform the new volunteers when and where the next district or council basic leader training session will be held. Arrange for carpools and child care so every leader who needs to can attend. By going together, they will have an opportunity to provide support for each other in this new situation.

ROUNDTABLE

A roundtable is a monthly presentation of unit program ideas, inspiration, and additional training for all leaders. The new-unit organizer or the unit commissioner should provide a district calendar of events to leaders so they know when and where the roundtable is held. They should also give them an idea of what happens at a roundtable and the resources available. They should convey the many practical ideas for leaders to use.

SUPPLEMENTAL TRAINING

The Boy Scouts of America offers many supplemental training opportunities on a district, council, and national basis. (See Appendix 18, "What Makes a Trained Leader?")

Step 8: Unit Program Planning

The following resources will assist you in planning and organizing your unit program.

CUB SCOUTING

- *Cub Scout Leader Book*, No. 33221, pages 85–93 “Program Planning”
- The Pack’s First Three Months, No. 13-010, available online at www.scouting.org/scoutsource/media/relationships/thenew-unitprocess.aspx:
 - English {PDF—7.1 MB}
 - Español (PDF—3.9 MB)
- *Webelos Leader Guide*, No. 33853


BOY SCOUTING

- *Scoutmaster Handbook*, No. 33009, pages 80–84, “Troop Program Planning”
- *Troop Committee Guidebook*, No. 34505, page 12, “Annual Program Planning Conference”
- *Troop Program Features*, Volume I, No. 33110; II, No. 33111; and III, No. 33112

VENTURING

- *Venturing Fast Start*, No. 25-878
- Crew Officers Orientation Online Planning Tool, www.scouting.org/training/youth/venturingorientation.aspx
- *How to Organize a Sea Scout Ship*, No. 25-352
- *Venturing Leader Manual*, No. 34655

PROGRAM PLANS




The Pack's First Three Months

A Cub Scout Leader's Guide for Starting a New Pack

Contents

- Volume to Cub Scouts! 2
- Let's Get Started! 2
- The Essentials 2
- Program Planning 3
- Meet About One Meeting 3
- Cub Scouts All: First Month's Pack Meeting 6
- Cub Scouts All: Tiger Cub Den Meetings 6
- Cub Scouts All: Wolf Cub Scout Den Meetings 10
- Cub Scouts All: Bear Cub Scout Den Meetings 12
- Communicator Activity Badge: Wolf Den Meeting Plan 14
- Exploring Your Neighborhood: Second Monthly Pack Meeting 16
- Explore Your Neighborhood: Tiger Cub Den Meetings 18
- Explore Your Neighborhood: Wolf Cub Scout Den Meetings 20
- Explore Your Neighborhood: Bear Cub Scout Den Meetings 22
- Citizen Activity Badge (1): Wolf Den Meeting Plan 24
- Cub Scout Circle: Third Monthly Pack Meeting 26
- Cub Scout Circle: Tiger Cub Den Meetings 28
- Cub Scout Circle: Wolf Cub Scout Den Meetings 30
- Cub Scout Circle: Bear Cub Scout Den Meetings 32
- Citizen Activity Badge (2): Wolf Den Meeting Plan 34
- Supplemental Materials 36



BOY SCOUTS OF AMERICA

PACK MEETING PLANNING SHEET

Pack Meeting Date: _____

Webelos Activity Badges: _____

Before the Meeting

- Room arrangement
- Materials and equipment

Person in Charge

During the Meeting

After the Meeting

TROOP PLANNING CHART

MONTH	PROGRAM FEATURES				TROOP OFFICERS/ADVISOR	PROPERTY COUNCIL REVIEW	COUNCIL-REQUIRED REPORTS/ADVISOR REPORTS	SPECIAL EVENTS/PROJECTS	JULY TRUMP TIME	NUMBER OF CUBS IN TROOP	LEADERS' MEETINGS			
	TRADITIONAL MEETING	EXPERIENTIAL MEETING	TECHNIQUE MEETING	TECHNIQUE MEETING							PACK LEADERS' COUNCIL	PACK COMMITTEE	PROPERTY COUNCIL	PROPERTY COUNCIL
JAN														
FEB														
MAR														
APR														
MAY														
JUN														
JUL														
AUG														
SEP														
OCT														
NOV														
DEC														

THE NEW TROOP'S FIRST MEETING

TROOP MEETING PLAN

MEETING	DESCRIPTION	DATE	TIME
Planning	1. The first meeting is a "dry run" to make sure you know what you are doing. It is a good idea to have a "dry run" meeting before the first official meeting. This meeting should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting.		
Opening Ceremony	1. The first meeting is a "dry run" to make sure you know what you are doing. It is a good idea to have a "dry run" meeting before the first official meeting. This meeting should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting.		
Webelos Activities	1. The first meeting is a "dry run" to make sure you know what you are doing. It is a good idea to have a "dry run" meeting before the first official meeting. This meeting should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting.		
Pack Meeting	1. The first meeting is a "dry run" to make sure you know what you are doing. It is a good idea to have a "dry run" meeting before the first official meeting. This meeting should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting.		
Individual Activity	1. The first meeting is a "dry run" to make sure you know what you are doing. It is a good idea to have a "dry run" meeting before the first official meeting. This meeting should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting.		
Closing	1. The first meeting is a "dry run" to make sure you know what you are doing. It is a good idea to have a "dry run" meeting before the first official meeting. This meeting should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting.		
After the Meeting	1. The first meeting is a "dry run" to make sure you know what you are doing. It is a good idea to have a "dry run" meeting before the first official meeting. This meeting should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting. It should be held at the same time and place as the first official meeting.		

Annual Program Flow

August	September	October	November
<ul style="list-style-type: none"> Open house planning meeting (No. 1) Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 2) Scouting Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 3) Scouting Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 4) Scouting Scouting unit visit Scouting
<ul style="list-style-type: none"> Open house planning meeting (No. 5) Scouting Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 6) Scouting Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 7) Scouting Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 8) Scouting Scouting unit visit Scouting
<ul style="list-style-type: none"> Open house planning meeting (No. 9) Scouting Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 10) Scouting Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 11) Scouting Scouting unit visit Scouting 	<ul style="list-style-type: none"> Open house planning meeting (No. 12) Scouting Scouting unit visit Scouting

SAMPLE REGULAR DEN MEETING AGENDA

Item	Description	Time
1. Welcome	1. Welcome	7:00-7:15
2. Roll Call	2. Roll Call	7:15-7:30
3. Scoutmaster's Message	3. Scoutmaster's Message	7:30-7:45
4. Scoutmaster's Message	4. Scoutmaster's Message	7:45-8:00
5. Scoutmaster's Message	5. Scoutmaster's Message	8:00-8:15
6. Scoutmaster's Message	6. Scoutmaster's Message	8:15-8:30
7. Scoutmaster's Message	7. Scoutmaster's Message	8:30-8:45
8. Scoutmaster's Message	8. Scoutmaster's Message	8:45-9:00
9. Scoutmaster's Message	9. Scoutmaster's Message	9:00-9:15
10. Scoutmaster's Message	10. Scoutmaster's Message	9:15-9:30
11. Scoutmaster's Message	11. Scoutmaster	

JOURNEY TO EXCELLENCE

Journey to Excellence, the new performance recognition program, changes the basic way we measure and recognize success in the Boy Scouts of America by moving away from measuring process and moving to measuring performance. Below is specific information to help you understand the criteria and exactly what data will be used to determine the three levels of performance. In planning your strategy, once the new unit has renewed its charter for one year, use those numbers to guide your performance-improvement goal planning. In each area, the pack/troop/crew may qualify by meeting a specific standard or by showing measured improvement.

The Journey to Excellence looks at up to 13 different areas—depending on the type of unit—to measure the success of the unit.

Same for All Units	Unique to Packs	Unique to Troops	Unique to Crews
Advancement	Day camp	Day camp	Superactivities
Retention	Resident camp	Long-term camping	Youth leadership
Membership	Pack meetings	Patrol method	Building Venturing
Trained leadership	Den meetings	Youth leadership	Activities
Leadership planning	Webelos-to-Scout transition	Courts of honor	
Outdoor activities	Building Cub Scouting	Webelos-to-Scout transition	
Parent meetings		Building Scouting	
Service projects			
Budget			
Re-register on time			
Annual assessment			

Scouting's Journey to Excellence 2017 Unit Performance Recognition Program									
Area	Objective	Measure	Target	Actual	Score	Weight	Points	Notes	Comments
1	Advancement: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		
2	Membership: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		
3	Building Cub Scouting: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
4	Trained leadership: Have a trained and engaged leadership team.	Percentage of leaders who are trained and engaged.	75%		100	100	100		
5	Leadership planning: Have a trained and engaged leadership team.	Percentage of leaders who are trained and engaged.	75%		100	100	100		
6	Outdoor activities: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
7	Parent meetings: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
8	Service projects: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
9	Budget: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
10	Re-register on time: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
11	Annual assessment: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		

Scouting's Journey to Excellence 2017 Unit Performance Recognition Program									
Area	Objective	Measure	Target	Actual	Score	Weight	Points	Notes	Comments
1	Advancement: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		
2	Membership: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		
3	Building Cub Scouting: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
4	Trained leadership: Have a trained and engaged leadership team.	Percentage of leaders who are trained and engaged.	75%		100	100	100		
5	Leadership planning: Have a trained and engaged leadership team.	Percentage of leaders who are trained and engaged.	75%		100	100	100		
6	Outdoor activities: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
7	Parent meetings: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
8	Service projects: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
9	Budget: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
10	Re-register on time: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
11	Annual assessment: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		

Scouting's Journey to Excellence 2017 Unit Performance Recognition Program									
Area	Objective	Measure	Target	Actual	Score	Weight	Points	Notes	Comments
1	Advancement: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		
2	Membership: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		
3	Building Cub Scouting: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
4	Trained leadership: Have a trained and engaged leadership team.	Percentage of leaders who are trained and engaged.	75%		100	100	100		
5	Leadership planning: Have a trained and engaged leadership team.	Percentage of leaders who are trained and engaged.	75%		100	100	100		
6	Outdoor activities: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
7	Parent meetings: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
8	Service projects: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
9	Budget: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
10	Re-register on time: Have an increase in membership of at least 10% from the previous year.	Membership growth percentage.	75%		100	100	100		
11	Annual assessment: Complete the percentage of all new Scouts who are registered and have a current membership card.	Percentage of new Scouts who are registered and have a current membership card.	75%		100	100	100		

Recognitions

FOUNDER'S BAR



The Founder's Bar (see Appendix 11) may be worn above the unit numerals as soon as the completed charter and money are officially received by the Scout office. The bar may be worn for as long as the unit numbers are worn. It may not be worn with any other unit numerals or by anyone whose name was not affiliated with the first unit charter.

This recognition will emphasize both the importance and the pride of forming and nurturing a new Scout unit. While it does not guarantee the unit will become a bronze, silver, or gold Journey to Excellence unit, it does encourage multiple-year rechartering so one may continue wearing the bar. The bar will stimulate conversation and emulation by others. For more information, visit www.scouting.org/membership. You will find the Founder's Bar under the Recognitions tab.

WILLIAM D. BOYCE NEW-UNIT ORGANIZER AWARD



The William D. Boyce New-Unit Organizer Award (see Appendix 12) is presented to recognize volunteers who organize one or more traditional Scouting units. The award may be worn on the adult uniform. The award is a square knot placed over the three colors representing the three phases of our program—Cub Scouting, Boy Scouting, and Venturing.

The William D. Boyce pamphlet, No. 04-515, is one of the most complete references available to membership teams. The pamphlet is available at www.scouting.org/membership. Click on the Recognitions tab.

COMMISSIONER AWARD OF EXCELLENCE IN UNIT SERVICE



Besides the William D. Boyce New-Unit Organizer Award for volunteers organizing new Units, a new award is being introduced for volunteer unit commissioners that focuses on **unit retention**. It is called the Commissioner Service Award of Excellence (see Appendix 13).

Any registered commissioner who is providing direct unit service is eligible to earn the Commissioner Award of Excellence in Unit Service through unit service and a project that result in improved retention of members and on-time unit recharter over the course of two consecutive years. Criteria for earning the knot is on the progress chart in Appendix 13.

The award is based upon the requirements for commissioners listed in the Journey to Excellence performance program, which includes Adding Unit Visits in the UVTs 2.0 tracking system online. More information is available at www.scouting.org/membership. Click on the Recognitions tab.

Fill out three forms!

BOY SCOUTS OF AMERICA YOUTH APPLICATION


Boy Scouting
Scout Oath or Promise

On my honor I will do my best
to do my duty to God and my country
and to obey the Scout Law;
to help other people at all times;
to keep myself physically strong,
mentally awake, and morally straight.


Venturing USA
Venturer/Sea Scout

Venturing Oath

As a Venturer, I promise to do my duty to
God and help strengthen America, to help
others, and to seek truth, fairness, and
adventure in our world.


Cub Scouting
Webelos Scout

Cub Scout Promise

I, (person), promise to do my best
to do my duty to God and my country,
To help other people and
To obey the Law of the Pack.


Varsity Scouting


BOY SCOUTS OF AMERICA

BSA 1000

Make The Call

1

2

3

4



Make the Call

High-Performing Teams

Performance Process

Measures of Success

Organizing Committee

District Commissioner
District Membership Chair
District Executive

Know Your Market

- ☐ Council Market Analysis Report
- ☐ Membership Reports
- ☐ Identify Chartered Organizations (Step 1)
- ☐ Family of Scouting
- ☐ New-Unit Commissioners
- ☐ Vision Statements

Gold Standard

Market Share
14%

Unit Support Team

New-Unit Commissioner
New-Unit Organizer
Influential Scouter
District Training
District Executive

Build Your Team

- ☐ Know Our Partners (Step 2)
- ☐ Structured Sales Calls (Step 3)
- ☐ Chartered Organization Relationships (Step 4)
- ☐ The Organizing Committee (Step 5)
- ☐ Selecting Quality Leaders (Step 6)
- ☐ Training Unit Leadership (Step 7)
- ☐ Unit Program Planning (Step 8)
- ☐ Journey to Excellence
- ☐ Recognitions

Gold Standard

Commissioner Ratio
1:3

Chartered Organization

Institution Head
Chartered Organization
Representative
“Make the Call” Is a Chartered
Organization Resource.

Make the Call

- ☐ Building Blocks of Scouting
- ☐ Program Benefits
- ☐ Chartered Organization Relationships
- ☐ Chartered Organization Checklist
- ☐ Chartered Organization Representatives
- ☐ Tools of the Trade:
 - Online—Forms, Training, and Events
 - Unit Development and Youth Recruitment
 - Program—Ready to Use
 - Religious Emblems and Cultural Markets
 - Webelos to Scout

Gold Standard

Trained Leaders
40%

Unit Leaders

Unit Committee Chair*
Unit Leader*
Chartered Organization
Representative*
Unit Commissioner
Unit Committee
(Unit Key 3)*

High-Performing Units

- ☐ Recruiting Youth Members (Step 9)
- ☐ Unit Reporting Tools (Step 10)
- ☐ Successful Unit Meetings (Step 11)
- ☐ Charter Presentations (Step 12)
- ☐ Journey to Excellence
- ☐ UVTS 2.0
- ☐ Commissioner Annual Service Plans
- ☐ Unit Key 3 Begins Meeting.
- ☐ First Recharter
- ☐ Second Recharter
- ☐ Charter Presentation
- ☐ Unit/NUC Relationship Assessment

Gold Standard

Membership Growth
3%

Retention Rate
75%

Unit Visits Per Year
6

*These items originate from the 12-Step New-Unit Process with commissioner focus and new process terms.

Chapter 3

Make the Call

Prepared. For Life.™

Strengthening Organizations Through Scouting

This chapter was added for the benefit of volunteers and professionals to focus on the key elements a potential chartered organization head or executive officer would need to know about our programs.

What we are asking of them is to “make the call” to serve more youth in their community, and what we are providing them is the use of the Boy Scouts of America programs.

The building blocks of Scouting, its aims and methods, and the program benefits are key to fulfilling the needs of their organizations. We need to make sure this message is conveyed in our conversation.

The Building Blocks of Scouting

Scouting is a values-based program with its own code of conduct. The Scout Oath and Law help instill the values of good conduct, respect for others, and honesty. Scouts learn skills that will last a lifetime, including basic outdoor skills, first aid, citizenship skills, leadership skills, and how to get along with others. For a full century now, Scouting has instilled in youth the values and knowledge they will need to become leaders in their communities and country.

AIMS

Scout-age youth experience dramatic physical and emotional growth. Scouting offers them a wide range of opportunities to channel much of that change into productive endeavors and to find the answers to many of their questions. Through service projects and Good Turns, Scouts can give back directly to their community. Many Scouting activities allow youth to associate with others from different backgrounds. The religious emblems program offers pathways for Scouts to more deeply understand their duty to God. The unit provides each Scout with an arena in which to explore, to try out new ideas, and to embark on adventures that sometimes have no design other than to have a good time with good people.

FOUNDATION: COMMUNITY ORGANIZATIONS AND SCOUT COUNCILS

Scouting teaches skills that can help youth develop into our future community leaders. Organizations that are interested in nurturing youth for the betterment of the community will find Scouting to be a positive form of community outreach.

The Boy Scouts of America grants charters to organizations such as churches, service clubs, and other community groups to operate Scouting groups. These organizations use the Scouting program for community outreach and to help them serve the needs of local youth. Scouting’s time-tested, high-quality youth development program affords organizations higher visibility in the community and increased service to youth.

Chartered organizations work with local Scout councils to provide the support necessary for unit operations. When an organization adopts Scouting as part of its youth and community outreach program, a committee is formed and leadership is selected to organize and operate the unit in conjunction with the organization's special needs and desires. Councils provide program materials and literature, outdoor camping facilities, leadership training and field support, assistance in recruiting members, liability insurance, record keeping, and supplies such as uniforms, insignia, and awards.

More than ever, young people need the guidance and mentoring that Scouting provides. Scouting's constructive educational program is a healthy alternative to the negative influences youth face in society across the country and worldwide.

LEADERSHIP

Boy Scouting and Venturing are youth-led, youth-run organizations, but the youth must be trained to serve as leaders. One of the Scoutmaster/crew Advisor's most important responsibilities is to provide the direction, coaching, and training that empowers the youth with the skills they need to lead their unit.

Scouting's value to young people is clear, but the advantages of Scouting are not limited to youth. Adults also develop leadership and physical skills with every training experience.

Adult training begins with the Fast Start Orientation program, followed by Introduction to Outdoor Leader Skills and Leader Specific Training. Further training can include Wood Badge for the 21st Century, which has evolved into the BSA's core leadership skills training course. It focuses on a person's ability to work with and lead groups of youth and adults.

METHODS

The Den/Patrol Method

Dens and/or patrols are the building blocks of a Scout unit. A den/patrol is a small group of youth who are similar in age, development, and interests. Working together as a team, den/patrol members equally share the responsibility for the den/patrol's success. They gain confidence by serving in positions of den/patrol leadership. All den/patrol members enjoy the friendship, sense of belonging, and achievements of the den/patrol and of each of its members.

The Outdoors

Scouting provides many opportunities for youth to help plan and participate in rugged outdoor adventures. From day hikes to aquatics activities, fall camporees, and weeklong summer camp, the unit plans activities that match the interests and abilities of the Scouts. Older Scouts may participate in high-adventure programs such as rock climbing, rappelling, and whitewater rafting. Younger Scouts may attend summer camp and learn teamwork within their patrol and troop. Summer camp blends fun program with advancement requirements to reinforce skills learned throughout the year. In Scouting, fitness is fun with a purpose.

Advancement

The Boy Scouts of America provides recognition for Scout achievements. The advancement program allows Scouts to progress from rank to rank. A fundamental purpose of advancement is the self-confidence a youth acquires from his/her participation in a unit.

Requirements serve as the basis for a Scout's rank advancement. The four steps to advancement are learning, testing, reviewing, and recognition.

Many Scouts have been introduced to a lifelong hobby or rewarding career through the merit badge program. Merit badges help Scouts develop physical skills, social skills, and self-reliance. There are over 120 different merit badges that teach important life skills to Scouts.

Program Benefits

FOR THE ORGANIZATION

- Scouting is a proven program with a reputable worldwide brand and has been in existence for more than 100 years.
- You get lots of help.
- Loads of resources are available.
- Wearing the uniform supports diversity and equality among others
- You become a part of a large, friendly family.
- Scouting is an opportunity to prepare our next generation of leaders.
- It helps with team-building attitudes within the organization.
- It is an exciting opportunity to give back to the community and nation through service projects.
- Local, regional, and national events are options to supplement your program.
- Extensive literature, training materials, and other resources are available.
- The BSA offers outstanding adult and youth leader training courses, including leadership development.
- Youth protection training materials and videos are available for both adults and youth.
- Professional and volunteer assistance is available from your local BSA council.

FOR ADULT VOLUNTEERS

- It's fun!
- Complete program resources help adults work effectively with youth.
- Scouting is an opportunity to work safely with young people.
- Adults get to participate in a values-based program.
- It offers the satisfaction of seeing young people grow through mentoring and teaching others.
- Adults are recognized for their commitment and involvement in serving youth.
- Parents can serve as volunteer leaders and share common experiences alongside their sons (and daughters in Venturing).

FOR YOUTH

- Scouting is an exciting, challenging program young people can do with their friends.
- The setting lets youth participate in making choices.
- Young people have a chance to have a sense of acceptance and belonging to the "right" group.
- Boy Scouts and Venturers can experience the adventure of adult-like activities in a supervised environment.

- Scouting develops interpersonal skills that will equip its members for a lifetime.
- There are real opportunities to try leadership roles and develop leadership skills.
- It is a positive environment for the transition of youth from dependence to interdependence.

Chartered Organization Relationships

Local organizations are granted a charter by the Boy Scouts of America to operate one or more Scouting units (see “Family of Scouting”). The chartered organization agrees to:

- Conduct Scouting in accordance with its own policies and guidelines as well as those of the BSA.
- Include Scouting as part of its overall program for youth and families.
- Appoint a chartered organization representative (COR). This person will serve as a member of the unit Key 3, will be a member of the organization, and will coordinate all Scout unit operations within it.
- Select a unit committee of parents and members of the organization who will screen and select unit leaders who meet the organization’s leadership standards as well as the BSA’s standards.
- Provide adequate and secure facilities for Scouting units to meet on a regular schedule with time and place reserved.
- Encourage the units to participate in outdoor experiences.

Approximately 120,000 Scouting units are owned and operated by chartered organizations (see Appendix 22). Of these:

A total of 66.9 percent of all units are chartered to faith-based organizations.

Largest Faith-Based Chartered Organizations	Total Units	Total Youth
The Church of Jesus Christ of Latter-day Saints	37,928	412,720
United Methodist Church	11,287	371,499
Catholic Church	8,795	286,733
Presbyterian Church	3,714	126,969
Lutheran Church	4,030	121,096

Some 24.4 percent of all units are chartered to civic organizations.

Largest Community Chartered Organizations	Total Units	Total Youth
Groups of citizens	3,782	110,248
Business/industry	3,129	69,867
American Legion and Auxiliary	2,659	69,490
Lions International	2,445	68,732
Rotary International	1,399	42,795

And 8.7 percent of all units are chartered to educational organizations.

Largest Educational Chartered Organizations	Total Units	Total Youth
Parent-teacher groups other than PTAs	4,039	160,007
Private schools	1,775	72,321
Parent Teacher Associations/Parent Teacher Organizations	1,920	74,678

For the most recent figures about the BSA's chartered organizations, go to www.scouting.org/About/FactSheets/operating_orgs.

Chartered Organization Checklist

INSTITUTIONAL HEAD CHECKLIST

- ☐ Meet with representatives of the Boy Scouts of America.
- ☐ Agree to have a new Scout program by signing a new-unit application.
- ☐ Identify a representative from the institution who will be the liaison with the Boy Scouts.
- ☐ The liaison will work with a Boy Scout representative to identify leaders.
- ☐ All leaders are approved by the head of the institution.
- ☐ Training on Scouting and Youth Protection is conducted with new leaders.
- ☐ A Boy Scout representative gives guidance and support to the new unit on planning at least three months of program.
- ☐ A Boy Scout representative will promote a Scouting program sign-up date to the community.
- ☐ The sign-up date arrives for parents who will be additional leaders and for new youth.
- ☐ Applications for youth are approved by the leader, and adult applications are approved by the chartered organization representative.
- ☐ First unit meeting, the new Scouting unit conducts the first program meeting of its members.
- ☐ A Scout representative will present the official charter to the chartered organization.

COST

The cost of starting up a Cub Scout pack, Boy Scout troop, or Venturing crew is minimal to the chartered organization. The fee is \$20, which covers liability insurance for the chartered organization and administrative support from the local council.

MISSION STATEMENT OF THE BOY SCOUTS OF AMERICA

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Chartered Organization and Council Responsibilities

The **chartered organization** agrees (see Appendix 4) to:

- Conduct the Scouting program according to its own policies and guidelines, as well as those of the Boy Scouts of America.
- Include Scouting as part of its overall program for youth and families.
- Appoint a chartered organization representative (COR). This person will serve as a member of the unit Key 3, will be a member of the organization, and will coordinate all Scout unit operations within it. The chartered organization head or chartered organization representative must approve all leader applications to ensure that the individuals meet the organization's standards as well as the standards of leadership of the Boy Scouts of America.
- Select an organizing committee (minimum of three) of parents and members of the chartered organization who will assist in the selection of leaders.
- Provide adequate facilities for the unit(s) to meet on a regular schedule with time and place reserved.
- Encourage the unit(s) to participate in outdoor activities and all programs of the council.

The **council** agrees to:

- Respect the aims and objectives of the organization and offer the resources of Scouting to help meet those objectives.
- Provide year-round training, service, and program resources to the organization and its unit(s).
- Provide training and support for the chartered organization representative as the primary communication link between the organization and the BSA.
- Provide techniques and methods for selecting quality unit leaders and then share in the approval process of those leaders.
- Provide primary general liability insurance to cover the chartered organization, its board, officers, chartered organization representative, and employees against all personal liability judgments. This insurance includes attorneys' fees and court costs, as well as any judgment brought against the individual or organization. Unit leaders are covered in excess of any personal coverage they might have, or, if there is no personal coverage, the BSA insurance immediately picks them up on a primary basis. Vehicles owned by the chartered organization and loaned to the unit will be covered on an excess basis for the chartered organization's benefit.
- Provide camping facilities, a service center, and a full-time professional staff to assist the organization in every way possible.

For information about training the chartered organization representative, go to www.scouting.org/scoutsource/Media/Relationships/TrainingtheCOR.

Tools of the Trade



ONLINE—FORMS, TRAINING, AND EVENTS

- Starting a New Unit:
 - New-Unit Application
 - Adult Application
 - Youth Application
- Online Training
- Online Tour Permits
- Online Annual Charter
- Online Advancements
- Journey to Excellence
- Event Registration

UNIT DEVELOPMENT AND YOUTH RECRUITMENT

Visit our website at www.scouting.org/membership.

Program—Ready to Use

- One-Year Programs
- Meeting One Programs
- Program Concepts
 - Cub Scout Delivery System
- Webelos-to-Scout Transition

RELIGIOUS EMBLEMS AND CULTURAL MARKETS

Visit our website at www.scouting.org/membership and click on the Recognitions tab.

- Duty to God pamphlet, No. 512-879

Fill out three forms!

BOY SCOUTS OF AMERICA YOUTH APPLICATION



Cub Scouting

For ages 7 to 10

Tiger Cub **Wolf Cub**
Webelos Scout



Boy Scouting

Scout or Scoutmaster

For ages 11 to 17

Scout **Scoutmaster**

On our honor I will do my best
to do my duty to God and my country
and to obey the Scout Law
and to keep myself physically strong,
mentally alert, and morally straight.



VENTURING BSA

Venturer Scout

For ages 16 to 20

Cub Scout Promise

I promise, promise to do my best
to do my duty to God and my country
to help other people and
to obey the Law of the Pack.



Varsity Scouting

For ages 18 to 21

Venturing BSA

Venturer Scout

As a Venturer, I promise to do my duty to
God and my fellow Venturers, to help
others, and to seek truth, fairness,
and adventure in our world.

[illegible]

The family of Scouting comprises a traditional Cub Scout pack, Boy Scout troop, and Venturing crew. Optionally, a Varsity team or Sea Scout ship may also be chartered. One of the best sources of unit and membership growth is to help an existing chartered organization in starting all three unit types in the full family of Scouting.

In particular, many faith-based organizations may operate only a pack or a troop. However, there is probably a market for the full family of Scouting within the congregation. By combining the Council Market Analysis Report and interest surveys with a map of chartered organizations without the full family of Scouting, a district committee can highlight opportunities for unit expansion.

It likely goes without saying, but it is important that the chartered organization's existing units are strong and that the chartered organization representative is engaged in the Scouting program. Commissioner services should be included to strengthen the unit and the relationship prior to approaching the chartered organization regarding expansion.

It is frequently easiest to move “up the ladder” in the family. From a strong pack, families with boys approaching Boy Scouting age may form the nucleus of a new Boy Scout troop, potentially drawing in youth not previously involved in Scouting. Similarly, families with boys

or girls approaching Venturing age may form the beginning of a new Venturing crew. A particular opportunity exists for the female siblings, older or younger, who have been on the fringes of their brothers' Scouting experiences. While it is less common, it is also possible to move down the ladder, forming a successful pack from the younger siblings of a well-established troop. In either case, a healthy charter relationship and the catalyst of families already committed to Scouting can provide a source of unit growth in the district.

Varsity Scout teams are generally chartered to The Church of Jesus Christ of Latter-day Saints churches in the community. For the reasons mentioned above, a ward is an organizational component of the LDS church, and through its youth ministry may already have an existing Cub Scout pack and Boy Scout troop, and should be encouraged to start a Varsity team as well. Varsity teams are specifically tailored to the LDS church's program for serving older youth, and 14- to 17-year-old boys may help LDS wards retain their older boys in Scouting.

A Sea Scout ship is a special type of Venturing crew, with its own organization and advancement system oriented toward seamanship. A ship rather than a Venturing crew may be chartered to a chartered organization if its members prefer the focus of the Sea Scouting program, or a chartered organization with a Venturing crew may also start a Sea Scout ship if there is sufficient interest.

Selecting Quality Leaders

Reference: The video *Selecting Quality Leaders*

MESSAGE TO CHARTERED ORGANIZATIONS

Your organization has joined with the Boy Scouts of America to deliver a program of citizenship training, character development, and personal fitness to the young men of your community. Critical to the success of your Scouting program is the selection of quality leaders who represent the values of the Boy Scouts of America and your organization. The chartered organization is responsible for the selection of these individuals.

THE PROCESS

The unit leaders must be identified and recruited by the chartered organization when a new unit is organized or when there is a leadership change in an existing unit. The chartered organization may seek advice from the BSA local council about the process.

SELECT AND RECRUIT KEY LEADERS

The first priority of the organizing committee is selecting unit leaders. Give everyone a copy of Cub Scouting's *Selecting Cub Scout Leadership*, No. 522-500; Boy Scouting's *Selecting Quality Leaders*, No. 522-981; or *Venturing Fast Start*, No. 25-878.

CHOOSING PROSPECTIVE UNIT LEADERS

Make a list of people who would make good leaders. Choose prospects who exemplify the values of the Boy Scouts of America. Don't make assumptions about whether a prospect will accept the job; give prospects the opportunity to make their own decisions.

Present the list of candidates to the head of the organization for approval and ask for additional suggestions. Also, have the organization appoint someone—perhaps a member of the organizing committee—to be the chartered organization representative. Explain the basic responsibilities of this person. (See the job descriptions in *The Chartered Organization*

Representative, No. 33118.) The chartered organization representative represents the organization at the district and council levels as a voting member.

APPOINTING OTHER VOLUNTEERS

The organizing committee must also recruit and appoint people to serve as the committee chair and committee members. These people may be members of the organizing committee.

With these people in place, and with members of the organizing committee also acting as members of the unit committee, you are ready to complete the process of selecting and recruiting leaders and youth.

POSITION DESCRIPTION

The Scoutmaster is responsible for training and guiding youth leaders in the operation of the troop, and for managing, training, and supporting his or her assistant Scoutmasters in their role.

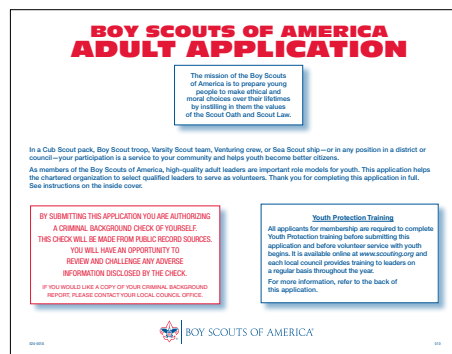
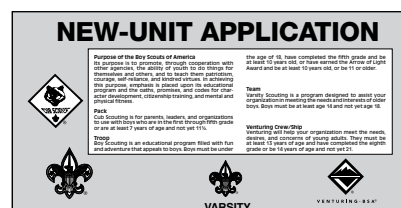
The Cubmaster is responsible for coordinating the efforts of the den leaders to make sure the pack has a cohesive program, and for managing, training, and supporting them in their role.

The crew Advisor is responsible for training and guiding youth leaders in the operation of the crew, and for managing, training, and supporting his or her associate Advisors in their role.

CHARACTERISTICS OF SUCCESSFUL UNIT LEADERS

- Commitment to the ideals of Scouting
- High moral standards
- Ability to relate to boys
- Ability to keep a cool head under pressure
- Good organizational skills
- Ability to relate to and interact with adults
- Flexibility and the ability to compromise
- Good planning ability
- High energy level
- Good attention to detail

Membership Resources



High-Performing Units

1

2

3

4



High-Performing Units

High-Performing Teams

Organizing Committee

District Commissioner
District Membership Chair
District Executive

Performance Process

Know Your Market

- ☐ Council Market Analysis Report
- ☐ Membership Reports
- ☐ Identify Chartered Organizations (Step 1)
- ☐ Family of Scouting
- ☐ New-Unit Commissioners
- ☐ Vision Statements

Measures of Success

Gold Standard

Market Share
14%

Unit Support Team

New-Unit Commissioner
New-Unit Organizer
Influential Scouter
District Training
District Executive

Build Your Team

- ☐ Know Our Partners (Step 2)
- ☐ Structured Sales Calls (Step 3)
- ☐ Chartered Organization Relationships (Step 4)
- ☐ The Organizing Committee (Step 5)
- ☐ Selecting Quality Leaders (Step 6)
- ☐ Training Unit Leadership (Step 7)
- ☐ Unit Program Planning (Step 8)
- ☐ Journey to Excellence
- ☐ Recognitions

Gold Standard

Commissioner Ratio
1:3

Chartered Organization

Institution Head
Chartered Organization
Representative
“Make the Call” Is a Chartered
Organization Resource.

Make the Call

- ☐ Building Blocks of Scouting
- ☐ Program Benefits
- ☐ Chartered Organization Relationships
- ☐ Chartered Organization Checklist
- ☐ Chartered Organization Representatives
- ☐ Tools of the Trade:
 - Online—Forms, Training, and Events
 - Unit Development and Youth Recruitment
 - Program—Ready to Use
 - Religious Emblems and Cultural Markets
 - Webelos to Scout

Gold Standard

Trained Leaders
40%

Unit Leaders

Unit Committee Chair*
Unit Leader*
Chartered Organization
Representative*
Unit Commissioner
Unit Committee
(Unit Key 3)*

High-Performing Units

- ☐ Recruiting Youth Members (Step 9)
- ☐ Unit Reporting Tools (Step 10)
- ☐ Successful Unit Meetings (Step 11)
- ☐ Charter Presentations (Step 12)
- ☐ Journey to Excellence
- ☐ UVTS 2.0
- ☐ Commissioner Annual Service Plans
- ☐ Unit Key 3 Begins Meeting.
- ☐ First Recharter
- ☐ Second Recharter
- ☐ Charter Presentation
- ☐ Unit/NUC Relationship Assessment

Gold Standard

Membership Growth
3%

Retention Rate
75%

Unit Visits Per Year
6

*These items originate from the 12-Step New-Unit Process with commissioner focus and new process terms.

Chapter 4.

High-Performing Units

When a new unit is started, we make a commitment to family members, parents, and their sons (and daughters in Venturing) that they would receive a yearlong Scouting program. To fulfill that commitment, it becomes equally important for the new unit to be sustained for a long time. This involves focusing on important elements the unit must possess in order to stay in operation. Elements like a unit leader succession plan with capable adult volunteers and a Fast Start training for new leaders are important for a great start. Other elements like monthly advancement and outdoor programs like day camp and summer camp would add to the sustainability of the new unit.

In the chapters leading up to this point, we focused on the processes of new-unit development. We know that when new units follow the elements we mentioned above with proper unit program, youth tend to stay in the program longer, which ultimately results in stronger units. So the question is, how do new units become high-performing units?

This chapter explains how to recruit youth members, the procedures for filling out the paperwork, the first unit meeting, and the charter presentation process. It also focuses on the commissioner's annual service plan, unit assessments, and Journey to Excellence.

The key volunteers guiding the unit are the unit Key 3—the unit chairperson, unit leader, and the chartered organization representative—with assistance from the unit committee and the new-unit commissioner.

Volunteer Driven; Professionally Guided

To ensure the success of a newly organized unit, many capable volunteers need to be selected and recruited who will work closely together with their professional Scouter. The district executive cannot do it alone.

Assign a new-unit commissioner to the potential new unit. The concept of a new-unit commissioner is being introduced in Steps 1 and 2 of Organizing a New Unit. A new-unit commissioner is an experienced commissioner who specializes in new-unit service and has had some specialized training. Ideally, this commissioner will have a reduced unit workload—no more than two units—and is committed to serving this unit for the full three years the unit will be considered “new.” The role the new-unit commissioner plays is much like that of troop guide—not a member of the unit but a mentor who helps the unit leadership become a high-performing team. Once the unit becomes independent, the new-unit commissioner should be replaced with a traditional unit commissioner, freeing the new-unit commissioner to begin again with another unit. The new-unit commissioner will need to give this unit extra service in addition to the annual service plan. That service is described in “New-Unit Service Plan.” (See Appendix 9.)

New-Unit Service Plan

PRE-CHARTER UNIT ORGANIZATION

Assist the new-unit organizer in the unit organization process. Focus on things that will ensure long-term success for the unit: recruiting enough youth (at least 10) and adults (at least five), Youth Protection training and appropriate leader training, a leadership succession plan, familiarity with Journey to Excellence, and an annual program plan. Help unit leaders set a vision for unit success, goal planning, and program planning consistent with the Journey to Excellence requirements. Encourage the key leadership to visit a well-run unit to capture the vision of success. (See Appendix 9.)

With the new-unit organizer, present the charter at a meeting of the chartered organization.

THE ROLE OF THE UNIT KEY 3

The unit Key 3 consists of the unit committee chair, the unit leader, and the chartered organization representative. The new-unit commissioner serves as an adviser to the unit Key 3. This group meets once a month to discuss the unit, its challenges, coming events, and progress toward Journey to Excellence goals, just like any other Scouting Key 3. It is a time for the unit Key 3 to learn how to spot early warning signs and work together toward continued unit success. The new-unit commissioner meets with them to support their efforts, to help with problem solving, and to keep the unit moving in sync with the district and council calendars.

The unit Key 3 (committee chair, unit leader, chartered organization representative, plus the new-unit commissioner as adviser) meets once a month. The unit Key 3 meeting counts as one visit. **Visit at least one other time a month.**

Ensure that a monthly program and unit budget plan are in place and on track. These items are critical for unit success. Encourage long-range planning for a positive experience for all. This may need to involve the district finance committee.

Support systems that will ensure a well-organized unit are the monthly unit Key 3 meeting, monthly committee and leader's meetings, and regular parent meetings.

Encourage a unitwide communication system. Communication takes many forms: newsletter, phone tree, email, website, Yahoo group. Whatever fits the unit.

Encourage unit Key 3 training. Encourage them to take This Is Scouting and Leader Specific Training for their position prior to their first meeting. Be sure the unit Key 3 is aware of training opportunities. Through the district commissioner, enlist the help of the training team to bring training to the unit if necessary.

Help unit leaders get additional training as needed. Through the district commissioner, request topical training as needed. Topics might include recruiting youth members, information on Friends of Scouting, advancement, etc. While it is the responsibility of the district committee, it may be necessary to conduct sections of this training yourself at a unit committee meeting.

Encourage participation in district activities. Encourage attendance at roundtable, district activities, and camping opportunities. Keep the district/council calendar in mind when helping the unit Key 3 schedule unit meetings and events.

NEW-UNIT ASSESSMENT

As the unit nears 36 months of tenure, the unit will be maturing and able to be more independent. When the last unit self-assessment (see Appendixes 5, 6, 7, and 8) is completed, it will be clear to both the unit and the NUC that the unit is ready for a unit commissioner who has experience with veteran units—those independent units with more than 36 months of tenure. That being the case, the NUC is free to accept another assignment with another new unit. The unit will be assigned a unit commissioner from the district commissioner's staff. This commissioner will have experience with several units and bring new insights to the unit:

- Supplemental training opportunities
- University of Scouting
- Pow wow
- Supplemental training on the BSA website
- Cub Scout podcasts
- *Scouting* magazine

Note: A unit self-assessment is required to be conducted twice a year by the district executive and unit commissioner.

NEW-UNIT COMMISSIONERS

New-unit commissioners are unit commissioners who specialize in new units. His/her relationship to the unit is much like that of troop guide to a patrol. While not a member of the unit, the NUC will serve as a mentor and guide the unit leadership to becoming a high-performing unit. A commissioner who wants to take on this role will need some additional training as listed below. This is a long-term commitment (two to three years) and begins with the formation process of a new unit. Because of the extra attention a new unit requires, the NUC has a reduced workload (no more than two units). He/she combines the traditional annual service plan with the new-unit service plan, which can be found in Appendix 9.

During formation of a new unit, the new-unit commissioner's role is to support the new-unit organizer, become a familiar and consistent link between the chartered organization and the district, and to provide support to the new key leaders. In many cases, the NUC will be the face of consistency and the strong foundation around which the new unit can form. New-unit commissioners likely derive even greater satisfaction from their role than other unit commissioners because they can take ownership in the creation process.

Who makes a good new-unit commissioner? Anyone with a desire to see a unit well-established and committed to the extra time and effort that will require.

Additional Training for New-Unit Commissioners

Skills/characteristics:

- Already has the Arrowhead Honor
- Should be given a reduced workload (no more than two units)
- Time and energy for this long-term commitment

Additional training:

- Required training
- New-unit focus orientation and training session
- Review the visioning section from the Council Commissioner's Manual
- Review the annual service plan and the new-unit service plan with an eye to combining them to provide optimal service to the new unit.

Encouraged training:

- Participate in 21st Century Wood Badge or, if already completed Wood Badge, review sessions: Stages of Team Development, Leading EDGE/Teaching EDGE, Coaching and Mentoring.

Step 9: Recruiting Youth Members

RECRUIT YOUTH MEMBERS AND ORIENT PARENTS

It is finally time to invite prospective youth members and their parents to join Scouting. The first group of youths to be invited should include those who are members of the chartered organization. Youth from the community can sometimes be reached by announcements through area schools. Your local council and district executive can provide recruitment fliers and posters, and usually have contacts with school administrators. (See Appendix 14. You can also go to www.BeAScout.org.)

Number of New Youth to Organize a New Unit: Minimum of 10

At least two dens or two patrols of five youth each or a Venturing crew of 10 youth should be recruited to encourage unit sustainability. Recruit parents who will become additional leaders. A good ratio is one parent for every two boys. Orient all parents. The unit committee and new-unit organizer do this with the assistance of the NUC.

Rationale: There must be a critical mass so the youth feel this is the place to be. For competitions and youth interaction, there must be at least two small groups within the unit. There must be sufficient adults willing to help so no one is overwhelmed.

Number of New Adults to Organize a New Unit: At Least Five

It is highly recommend that more than the minimum of five adults are recruited as leaders in the new unit to ensure a proper leader succession plan and shared responsibilities. New parents can start as ScoutParents and work into registered positions. A ScoutParent is a parent or adult mentor of a Scout who enthusiastically participates with their Scout and also helps other volunteers to provide the best quality program experience to all youth in every unit. For more info, go to www.scouting.org/scoutparents.

Scheduling the Recruitment Date and Location

The most important keys to recruitment success are to select a date and location that will appeal to your audience. Parental attendance and engagement are essential, as the purpose of the event will be to recruit adult leaders as much as youth members. Location is particularly critical. If you will be drawing members from multiple communities (schools, for example), plan to conduct a recruitment night at each location, or conduct a sign-up where the unit meets. Prospective members are unlikely to travel outside their comfort zone unless they are already looking for the Scouting program. Selecting the right date is also important. Studies have shown that families are most receptive to starting Scouting at the beginning of a new school year. It is frequently a time when families reevaluate the activities in which their children are engaged and try new things. The other time that works well to recruit new members is during camp promotion season. Parents register their children for summer programs in January and February. Consider participating in camp fairs in your community.

Given potential members' age, troops and crews will frequently need an activity “hook” to bring youth and their parents to the meeting. Conduct the recruitment event in a nearby park with athletic fields and a picnic shelter or go to an indoor rock climbing venue. Choose an activity the unit might engage in so it will appeal to your target audience.

Preparing and Promoting the Sign-Up

Units should be using the free national BSA “Join Scouting” website to allow families a chance to join Scouting online: <https://beascout.scouting.org>.

Attendance at the sign-up meeting is very important. Youth and their parents will most likely sign up for Scouting when they attend this meeting. Prime the pump by having your established unit leaders or committed youth reach out to families in the community that have youth in the target audience. The personal connection and “ask” can do more to promote enrollment than a hundred fliers.

Some other ideas for promoting attendance include:

- Boy talks in the school on the day of the meeting
- Informational fliers
- Radio and TV PSAs
- Personal visits to prospects
- Bring a friend. A Scout stays in longer if his buddy is there.
- Personal visits to prospects
- Promotion at area churches, playgrounds, and parks
- School open houses
- Posters in schools
- Personalized invitations from the organizational head

Ask your membership committee to brainstorm other ideas.

Conducting the Sign-Up

Hold the sign-up where the unit will meet. Make it a brief, upbeat, and well-planned rally. Be sure to:

- Have an info sheet on the unit: leader's name, contact info, website, training, next meeting, planned activities, etc.
- Introduce the unit leadership.
- Present the unit program.
- Register new youth members.
- Select and recruit additional adults.
- Create an air of excitement of things to come.
- Provide information.
- Answer questions.
- Provide an information meeting with parents.
- Discuss health forms.
- Provide parent orientation on Youth Protection Training.
- Provide light refreshments.
- Announce the unit's next meeting date.
- In the case of Venturing-age youth:
 - Have each youth complete the Venturing Activity Interest Survey.
 - Brainstorm with youth their ideas that might not be on the survey.
 - Review the potential for crew program based on the Program Capability Inventory and the chartered organization.

Follow-Up With Unregistered Youth and Adults

Inevitably, some youth and adults will not register at the recruitment meeting. Be sure to follow up with a phone call and/or a postcard reminding them of upcoming events and opportunities to join. A commissioner staff and district executive can together set up a district membership inventory calling night to follow up on all youth dropped off of unit recharterers (see Appendix 17). Also, encourage newly recruited youth to reach out to other friends and conduct small mini-recruitment meetings to build upon your initial recruitment success. In particular, target dens or patrols with smaller than desired numbers. A healthy unit has a balanced enrollment at all levels of the program. To facilitate this, it is good to have a sign-in sheet at the meeting.

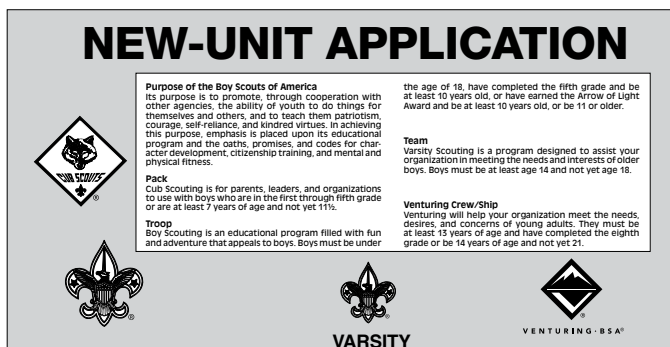
Step 10: Unit Reporting Tools

COMPLETE THE PAPERWORK

Complete the paperwork. This is a role of the unit committee and new-unit organizer.

NEW-UNIT CHARTER SEQUENCE

1. New-Unit Application (see Appendix 10) signed by the executive officer and district commissioner
2. Adult Applications and Youth Protection Training signed by the COR
3. Youth applications
4. Registration fees



NEW-UNIT APPLICATION

Purpose of the Boy Scouts of America
Its purpose is to promote, through cooperation with other agencies, the ability of youth to do things for themselves and others, and to teach them patriotism, courage, self-reliance, and kindred virtues, in achieving this purpose, emphasis is placed upon its educational program and the oaths, promises, and codes for character development, citizenship training, and mental and physical fitness.

Pack
Cub Scouting is for parents, leaders, and organizations to use with boys who are in the first through fifth grade or are at least 7 years of age and not yet 11½.

Troop
Boy Scouting is an educational program filled with fun and adventure that appeals to boys. Boys must be under the age of 18, have completed the fifth grade and be at least 10 years old, or have earned the Arrow of Light Award and be at least 10 years old, or be 11 or older.

Team
Varsity Scouting is a program designed to assist your organization in meeting the needs and interests of older boys. Boys must be at least age 14 and not yet age 18.

Venturing Crew/Ship
Venturing will help your organization meet the needs, desires, and concerns of young adults. They must be at least 15 years of age and have completed the eighth grade or be 14 years of age and not yet 21.

BSA
Varsity
Venturing-BSA

Although by this point much of the paperwork may already be done, the organizer or commissioner for the new unit may be involved now to ensure that all the paperwork has been correctly completed. The unit commissioner may also take the paperwork to the local council service center for processing.

Remember that:

- The New-Unit Application requires the signature of the executive officer who is the head of the chartered organization. **We are also encouraging a district commissioner to sign their name on the New-Unit Application so they can ensure a new-unit commissioner is assigned to the unit. (See Appendix 10.)**
- Every youth and adult leader must complete an application, and all adult leaders must have completed Youth Protection training.
- The registration fees must be collected and kept with the applications and then submitted to the local council service center in a timely manner.
- BSA health forms should be collected from all youth and adult leaders.

Youth Applications

When accepting youth applications, it's important to:

- Make sure all applications are completed in full, including the health history information on the back side.
- Collect the appropriate fees, including registration fees, charter fee, and *Boys' Life* subscription fees.
- Check applications for signatures of a parent and of the unit leader.

Adult Leader Applications

When accepting adult leader applications, it's important to:

- Make sure all applications are completed in full, including the names of references.
- Collect the appropriate fees.
- Make sure the Adult Applications are approved and signed by the committee chair and the chartered organization representative. The unit committee chair approves all applications except that of the chartered organization representative, which is approved by the head of the chartered organization.
- Include a copy of the Youth Protection Training Certificate.

Step 11: Successful Unit Meetings

HOLD THE FIRST UNIT MEETING

The unit committee, with the NUC serving as a mentor, helps plan and support the meeting. The presence of the NUC will provide support to the new leadership. The No. 2 reason boys leave Cub Scouting and Boy Scouting is unorganized leadership. NUC assistance with this meeting will help the unit committee make a good first impression. (See "Step 8: Unit Program Planning.")

First Unit Meeting

BEFORE THE FIRST UNIT MEETING

The new-unit organizer should assist the new leaders in planning the first month of meetings using the age-appropriate unit meeting planning materials. The plan should make clear the responsibilities of each member of the team. The plan should include setup of the meeting room, necessary supplies or equipment, and starting times of each activity.

Be sure to assign someone responsibility for meeting with new youth and adults who did not attend the recruitment meeting, and have the necessary applications and forms, calendars, etc.

Ideally, have a run-through of the meeting so the unit leaders can become comfortable and tweak the plan as necessary.

FIRST UNIT MEETING

The new unit conducts its first meeting as developed in the organization process.

The new-unit organizer and the new-unit commissioner should attend the first meeting to make sure the unit gets off to a good start.

Be sure the new leader is congratulated on the meeting and the next meeting is schedule and planned.

Conduct a debriefing session with the unit leaders at the conclusion of the first meeting to review what they have learned and celebrate their success.

Assign a member of the organizing committee or district committee who is trained and has expertise in the annual program planning process. This person should set a date and time to hold the unit's annual program planning conference. Have the assigned person facilitate the unit's first annual program planning conference. Use online or DVD-based pack, troop, or crew program planning conference guides. When complete, ensure the unit committee prints and shares the annual plan with all of the unit's families. The plan should include a budget and calendar of events. Having an annual program plan and budget is a common element of high-performing units.

Step 12: Charter Presentations

PRESENTING THE CHARTER

The new-unit organizer and new-unit commissioner should present the first charter at a full gathering of the chartered organization. For instance, in a church they should present the charter before the full congregation; a service club should present it at a meeting of all of its members. This way, everyone will know that Scouting is a part of the organization's youth program and can share in the pride of ownership.

Youth members and unit leaders should participate in the ceremony as the charter is presented to the head of the chartered organization. Unit leaders and the unit committee may also be installed during this ceremony.

The charter certificate should be framed and appropriately displayed after the ceremony.

ADDITIONAL FOLLOW-UP

Once the unit has been organized, it will need ongoing service from the district. At this point, the new-unit commissioner should step in to give the unit the support it needs to deliver a quality program to a growing membership. The new-unit organizer must be sure the new unit is solidly under the care of a new-unit commissioner before the organizer leaves the unit.

New-unit organizers may want to attend youth meetings or committee meetings periodically just to see how things are going and to enjoy seeing youth and leaders grow in Scouting because of their efforts.

The trainer who helped in the orientation meeting and/or basic leader training should follow up to ensure leaders have an opportunity to attend other supplemental training provided by the district.

Journey to Excellence

Journey to Excellence, the new performance recognition program, changes the basic way we measure and recognize success in the Boy Scouts of America by moving away from measuring process and moving to measuring performance. Below is specific information to help you understand the criteria and exactly what data will be used to determine the three levels of performance. In planning your strategy, once the new unit has renewed its character for one year, use those numbers to guide your performance-improvement goal planning. In each area, the pack, troop, or crew may qualify by meeting a specific standard or by showing measured improvement.

For more information on Journey to Excellence, go to www.scouting.org/volunteer. Look under QuickLinks.

The Journey to Excellence looks at up to 13 different areas—depending on the type of unit—to measure the success of the unit.

Same for All Units	Unique to Packs	Unique to Troops	Unique to Crews
Advancement	Day camp	Day camp	Superactivities
Retention	Resident camp	Long-term camping	Youth leadership
Membership	Pack meetings	Patrol method	Building Venturing
Trained leadership	Den meetings	Youth leadership	Activities
Leadership planning	Webelos-to-Scout transition	Courts of honor	
Outdoor activities	Building Cub Scouting	Webelos-to-Scout transition	
Parent meetings		Building Scouting	
Service projects			
Budget			
Re-register on time			
Annual assessment			

Scouting's Journey to Excellence 2017 Pack Performance Recognition Program											
Area	Objective	Measure	Standard	Target	Actual	Score	Weight	Points	Notes	Comments	Signature
1	Advancement: Increase the percentage of Cub Scouts earning rank advancements.	Rank Advancement Rate	75%	75%	75%	100	100	100			
2	Retention: Improve retention rate.	Retention Rate	75%	75%	75%	100	100	100			
3	Membership: Increase membership.	Membership Growth	75%	75%	75%	100	100	100			
4	Trained leadership: Increase the percentage of Cub Scouts earning leadership awards.	Leadership Award Rate	75%	75%	75%	100	100	100			
5	Leadership planning: Increase the percentage of Cub Scouts earning leadership awards.	Leadership Award Rate	75%	75%	75%	100	100	100			
6	Outdoor activities: Increase the percentage of Cub Scouts earning outdoor activity awards.	Outdoor Activity Award Rate	75%	75%	75%	100	100	100			
7	Parent meetings: Increase the percentage of Cub Scouts earning parent meeting awards.	Parent Meeting Award Rate	75%	75%	75%	100	100	100			
8	Service projects: Increase the percentage of Cub Scouts earning service project awards.	Service Project Award Rate	75%	75%	75%	100	100	100			
9	Budget: Increase the percentage of Cub Scouts earning budget awards.	Budget Award Rate	75%	75%	75%	100	100	100			
10	Re-register on time: Increase the percentage of Cub Scouts earning re-registration awards.	Re-registration Award Rate	75%	75%	75%	100	100	100			
11	Annual assessment: Complete the annual assessment.	Annual Assessment Completion	75%	75%	75%	100	100	100			

Scouting's Journey to Excellence 2017 Troop Performance Recognition Program											
Area	Objective	Measure	Standard	Target	Actual	Score	Weight	Points	Notes	Comments	Signature
1	Advancement: Increase the percentage of Scouts earning rank advancements.	Rank Advancement Rate	75%	75%	75%	100	100	100			
2	Retention: Improve retention rate.	Retention Rate	75%	75%	75%	100	100	100			
3	Membership: Increase membership.	Membership Growth	75%	75%	75%	100	100	100			
4	Trained leadership: Increase the percentage of Scouts earning leadership awards.	Leadership Award Rate	75%	75%	75%	100	100	100			
5	Leadership planning: Increase the percentage of Scouts earning leadership awards.	Leadership Award Rate	75%	75%	75%	100	100	100			
6	Outdoor activities: Increase the percentage of Scouts earning outdoor activity awards.	Outdoor Activity Award Rate	75%	75%	75%	100	100	100			
7	Parent meetings: Increase the percentage of Scouts earning parent meeting awards.	Parent Meeting Award Rate	75%	75%	75%	100	100	100			
8	Service projects: Increase the percentage of Scouts earning service project awards.	Service Project Award Rate	75%	75%	75%	100	100	100			
9	Budget: Increase the percentage of Scouts earning budget awards.	Budget Award Rate	75%	75%	75%	100	100	100			
10	Re-register on time: Increase the percentage of Scouts earning re-registration awards.	Re-registration Award Rate	75%	75%	75%	100	100	100			
11	Annual assessment: Complete the annual assessment.	Annual Assessment Completion	75%	75%	75%	100	100	100			

Scouting's Journey to Excellence 2017 Crew Performance Recognition Program											
Area	Objective	Measure	Standard	Target	Actual	Score	Weight	Points	Notes	Comments	Signature
1	Advancement: Increase the percentage of Scouts earning rank advancements.	Rank Advancement Rate	75%	75%	75%	100	100	100			
2	Retention: Improve retention rate.	Retention Rate	75%	75%	75%	100	100	100			
3	Membership: Increase membership.	Membership Growth	75%	75%	75%	100	100	100			
4	Trained leadership: Increase the percentage of Scouts earning leadership awards.	Leadership Award Rate	75%	75%	75%	100	100	100			
5	Leadership planning: Increase the percentage of Scouts earning leadership awards.	Leadership Award Rate	75%	75%	75%	100	100	100			
6	Outdoor activities: Increase the percentage of Scouts earning outdoor activity awards.	Outdoor Activity Award Rate	75%	75%	75%	100	100	100			
7	Parent meetings: Increase the percentage of Scouts earning parent meeting awards.	Parent Meeting Award Rate	75%	75%	75%	100	100	100			
8	Service projects: Increase the percentage of Scouts earning service project awards.	Service Project Award Rate	75%	75%	75%	100	100	100			
9	Budget: Increase the percentage of Scouts earning budget awards.	Budget Award Rate	75%	75%	75%	100	100	100			
10	Re-register on time: Increase the percentage of Scouts earning re-registration awards.	Re-registration Award Rate	75%	75%	75%	100	100	100			
11	Annual assessment: Complete the annual assessment.	Annual Assessment Completion	75%	75%	75%	100	100	100			

Unit Visit Tracking System 2.0

What is UVTS 2.0? It's an online method for commissioners to track information about contacts with units.

The Unit Visit Tracking System 2.0 had been enhanced for administrative commissioners to also be able to add unit visits.

How does UVTS 2.0 become available to commissioners? Anyone registered in PAS by the council in any commissioner position may use UVTS 2.0 from MyScouting. Commissioners must enter their member ID in My Profile for access to UVTS 2.0.

Does the council assign unit commissioners to units in ScoutNET? Effective with this new release, councils no longer assign unit commissioners to units in ScoutNET to provide UVTS 2.0 unit access. All that is required of the council is the registration of commissioners in approved positions.

What commissioners will have access to UVTS 2.0? Each commissioner is able to view unit visit reports entered for any unit in the organizational level of the commissioner's registration. For example, unit- and district-level commissioners may view the reports for units in their district. The council-level commissioners may view the reports for all units in every district.

What commissioners will be able to enter unit visit reports? Anyone in each council who holds a commissioner position will be able to enter a unit visit report for any unit within the organization level associated with the commissioner position. For example, unit- and district-level commissioners may enter reports for units in their district. The council-level commissioners may enter reports for all units in every district.

How do council staff members see the unit visit reports entered by commissioners? Access to Unit Visit Tracking 2.0 is available through MyScouting for council professionals and authorized staff members. For instructions, read *Unit Visit Tracking 2.0: Assigning Read-Only Access to Council Staff* on the ScoutNET Support site Internet Unit Services (IUS) page or on the MyTraining page in the MyBSA Knowledge Base.

Does UVTS 2.0 have other new features? Yes. The Export Visits Summary lists each active traditional unit in the council or district and reports the number of unit visit reports entered for each unit. Each report now has more fields of data. The updated filter function allows for new sorting of visit reports. Persons who serve as administrative commissioners may enter Administrative Comments for any existing unit visit report in the council or district.

When should councils announce this enhancement of UVTS 2.0? Immediately. The changes are user friendly and will be evident to commissioners when they click Unit Visit Tracking 2.0. New online help is provided. The video available on the home page describes entering a unit visit report.

Commissioner New-Unit Service Plan

The new unit needs extra attention in these first critical months. The annual service plan is geared to units of longer tenure.

The new-unit commissioner combines the annual service plan and the new-unit service plan when providing service to that unit.

The annual service plan can be found in the *Fieldbook for Unit Commissioners* and the *Council Commissioner's Manual*.

New-Unit Service Plan

Follow this new-unit service plan in addition to the annual service plan in the *Fieldbook for Unit Commissioners*.

Pre-charter unit organization. Help unit leaders set a vision for unit success, goal planning, and program planning consistent with the Journey to Excellence requirements. Encourage the key leadership to visit a well-run unit to capture the vision of success.

With the new-unit organizer, present the charter at a meeting of the chartered organization.

Attend Unit Key 3 meetings monthly (COR, CC, UL, plus NUC) **as an adviser.**

Visit unit more than once a month. A unit Key 3 meeting counts as one of the visits.

Encourage a unitwide communication system. Communication takes many forms: newsletter, phone tree, email, website, Yahoo group, etc.

Ensure that a monthly program, unit budget plan, and a leadership succession plan are in place and on track. These items are critical for unit success. Encourage long-range planning for a positive experience for all.

Support systems that will ensure a well-organized unit. Monthly unit Key 3 meetings, monthly committee and leader's meetings, regular parent's meetings, communication plan.

Encourage unit Key 3 training. Encourage them to take Scouting and Leader Specific Training for their position. Be sure the unit Key 3 is aware of training opportunities and encourage all other adults to get trained. Through the district commissioner, enlist the help of the training team to bring training to the unit if necessary.

Help unit leaders get additional training as needed. Through the district commissioner, request specialized training as needed. Topics might include recruiting youth members, information on Friends of Scouting, advancement, etc. While it is the responsibility of the district committee, it may be necessary to conduct sections of this yourself at a unit committee meeting.

Encourage participation in district activities. Encourage attendance at roundtable, district activities, and camping opportunities. Use the district/council calendar when helping the unit Key 3 schedule unit meetings and events.

Unit Key 3 begins meeting. The unit Key 3 (COR, unit leader, and committee chair) will meet on a monthly basis to ensure successful unit operation. The new-unit commissioner meets with them to advise and guide them on their way to becoming a high-performing unit. Review of the monthly program, budget, advancement, unit activities, training, leadership, Journey to Excellence progress, and rechartering are all possible topics for the meeting. It is a time for the unit Key 3 to learn how to spot early warning signs and work together toward continued unit success.

First recharter. The unit Key 3 and the NUC will work together through the recharter process. In accordance with Journey to Excellence, the unit self-assessment form will be completed and new goals set for the coming year. The NUC will present the charter at a meeting of the chartered organization. (See Appendixes 5, 6, 7, 8, 16, 17, 19, and 21.)

Second recharter. The NUC will guide the unit Key 3 through the recharter process, assisting where needed. In accordance with Journey to Excellence, the unit self-assessment form will be completed and new goals set for the coming year. The NUC will present the charter at a meeting of the chartered organization. (See Appendixes 5, 6, 7, 8, 16, 17, 19, and 21.)

Host a celebration. At this time, the unit is no longer considered “new.” There should be recognition of this accomplishment. Included in the celebration should be the new-unit organizer, the NUC, and all members of the unit.

At this point, the new-unit commissioner in conjunction with the unit Key 3 should assess where the unit is based on the initial goals for the unit and Journey to Excellence. If they agree that the unit is self-sustaining, the NUC is assigned to another new unit and is replaced with a UC specializing in tenured units. A unit commissioner specializing in tenured units will meet less often with the newly tenured unit and, because he/she is assigned to more than one unit at a time, will bring different perspectives to the unit.

How to Start a New Unit

Fill out three forms! (See Appendix 15.)

The image displays three application forms from the Boy Scouts of America, arranged horizontally. Each form is a template for starting a new unit.

- NEW-UNIT APPLICATION:** This form is for new units and includes sections for "Purpose of the Boy Scouts of America," "Team," "Varsity," and "Venturing Crew/Ship." It also features the BSA logo and the text "Varsity" and "Venturing BSA".
- BOY SCOUTS OF AMERICA ADULT APPLICATION:** This form is for adult leaders. It includes a mission statement, a section for "Youth Protection Training," and a "Scout Oath or Promise" section. It also features the BSA logo and the text "Boy Scouts of America".
- BOY SCOUTS OF AMERICA YOUTH APPLICATION:** This form is for youth members. It includes a "Scout Oath or Promise" section, a "Varsity Scouting" section, and a "Venturing Oath" section. It also features the BSA logo and the text "Boy Scouts of America".

Appendixes

1. Council Market Analysis
2. Objectives Progress Report
3. District Totals Report
4. Annual Charter Agreement
5. Guidelines for Unit Self-Assessment
6. Pack Unit Self-Assessment
7. Troop/Team Self-Assessment
8. Crew/Ship Self-Assessment
9. New-Unit Service Plan
10. New-Unit Application
11. Founder's Bar
12. William D. Boyce New-Unit Organizer Award
13. Commissioner Award of Excellence in Unit Service Progress Card
14. BeAScout
15. Twelve Steps of Organizing a New Unit
16. Unregistered Unit Report
17. Membership Inventory
18. What Makes a Trained Leader?
19. Charter Renewal Overflow Page
20. District New-Unit Chart
21. Transfer Form (Youth Member)
22. National Chartered Organizations List
23. Memorandum of Understanding



2010 Council Market Analysis

~ ~ ~

Frequently Asked Questions

Innovation
&
Research
Boy Scouts of America

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.



Appendix 2

Report: 118 v6.07.2

Date: 03/17/2011

Time: 14:02:53

Page 1 of 9

Objectives Progress Report December 31, 2010 (03/17/2011)

--- Selected Options ---

Organizations: All

Stop Level District

	Youth				Units/Groups				Quality Units		
	Last Yr. End	Last Yr	Actual	Goal	Yr End Goal	Last Yr	Actual	Goal	Last Yr	YTD	Goal
Boy Scouts of Amer.											
Tiger Cubs	659	659	749	0	0						
Cub Scouts	1409	1409	1845	0	0	87	86	0	66	70	0
Webelos	1130	1130	1414	0	0						
Lone Cubs	0	0	0	0	0	0	0	0	0	0	0
Total Cub Scouting	3198	3198	4008	0	0	87	86	0	66	70	0
Boy Scouts	1406	1406	1410	0	0	73	72	0	59	65	0
Lone Scouts	0	0	0	0	0	0	0	0	0	0	0
Varsity Scouts	0	0	0	0	0	0	0	0	0	0	0
Total Boy Scouting	1406	1406	1410	0	0	73	72	0	59	65	0
Venturers	498	498	592	0	0	24	28	0	14	11	0
Sea Scouts	2	2	2	0	0	1	1	0	1	1	0
Total Venturing	500	500	594	0	0	25	29	0	15	12	0
Total Traditional	5104	5104	6012	0	0	185	187	0	140	147	0
Learning For Life											
LFL Elementary	801	801	698	0	0	4	5	0	2	5	0
LFL Junior High	435	435	257	0	0	4	3	0	3	3	0
LFL High School	224	224	521	0	0	2	2	0	1	2	0
LFL Explorers	561	561	587	0	0	31	32	0	21	25	0
LFL Special Needs	0	0	0	0	0	0	0	0	0	0	0
Total LFL	2021	2021	2063	0	0	41	42	0	27	35	0
TOTAL	7125	7125	8075	0	0	226	229	0	167	182	0
Rechartered Units YTD		145	128	0		Total Unit Commissioners			81	80	0
Groups/Posts Renewed YTD		26	22	0		Top Leaders Trained			84	75	0
Total Youth Population		63317	63047			Youth Boys' Life Subs			1951	2116	0
Total Youth Density		11.25	12.81			Quality Units % of Total			77.78	79.46	
Tot Dist Committee Mbrs		215	240	0		On-time Units/Groups YTD			120	121	0
		TYP	Density						TYP	Density	
Total BSA Density		63047	9.54								
Tiger Cub Density		4581	16.35			Cub Scout Program Density			22896	17.51	
Cub Scout Density		9126	20.22			Boy Scout Density			13441	10.49	
Webelos Scout Density		9189	15.39			Venturing Density			26710	2.22	

SAMPLE COPY

Appendix 3

Report: 0119 v6.00
Date: 03/15/2011
Time: 12:34:10

District Totals Report
March 15, 2011 (03/15/2011)

Page 1 of 13

--- Selected Options ---

Organizations: All
Stop Level: District
Summary Only: No
Cub Scouts Only: No

1

	Youth			Adults			Boys' Life			On-Time		Qual Unit		100% BL		Ldr Trn		Units	
	Last Year	Last Mo.	This Mo.	Last Year	Last Mo.	This Mo.	Last Year	Last Mo.	This Mo.	Last Year	This Mo.	Last Year	This Mo.	Last Year	This Mo.	Last Year	This Mo.	Last Year	This Mo.
Boy Scouts of Amer.																			
Tiger Cubs	411	394	359	46	47	41	153	144	135										
Cub Scouts	847	871	715	485	483	413	272	318	268	47	48	51	1	18	16	30	30	65	59
Webelos	529	677	533	64	65	55	177	214	172										
Lone Cubs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Cub Scouting	1787	1942	1607	595	595	509	602	676	575	47	48	51	1	18	16	30	30	65	59
Boy Scouts	1034	1047	962	831	809	749	493	499	482	57	63	58	2	31	25	35	30	75	71
Lone Scouts	3	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Varsity Scouts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Boy Scouting	1037	1047	962	832	809	749	495	499	482	57	63	58	2	31	25	35	30	75	71
Venturers	117	173	16	46	47	8	0	0	0	6	3	2	1	0	0	2	0	11	4
Sea Scouts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Venturing	117	173	16	46	47	8	0	0	0	6	3	2	1	0	0	2	0	11	4
Non-Units	0	0	0	84	65	69	4	2	2	0	0	0	0	0	0	0	0	0	0
Total Traditional	2941	3162	2585	1557	1516	1335	1101	1177	1059	110	114	111	4	49	41	67	60	151	134
Learning For Life																			
LFL Elementary	157	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
LFL Junior High	75	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
LFL High School	768	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
LFL Explorers	10	24	24	3	3	3	0	0	0	0	0	0	0	0	0	0	0	1	1
LFL Special Needs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total LFL	1010	24	24	16	3	3	0	0	0	0	0	0	0	0	0	0	0	9	1
TOTAL	3951	3186	2609	1573	1519	1338	1101	1177	1059	110	114	111	4	49	41	67	60	160	135

SAMPLE COPY

THE ANNUAL CHARTER AGREEMENT BETWEEN:

_____ and the _____ Council, BSA
Name of organization

☐ Pack ☐ Troop ☐ Team ☐ Crew ☐ Ship No. _____

The Boy Scouts of America is an educational resource program. It charters community or religious organizations or groups to use Scouting as part of their service to their own members, as well as the community at large.

The BSA local council provides the support service necessary to help the chartered organization succeed in their use of the program. The responsibilities of both the BSA local council and the chartered group are described below.

The chartered organization agrees to

- Conduct the Scouting program according to its own policies and guidelines as well as those of the Boy Scouts of America.
- Include Scouting as part of its overall program for youth and families. Consider organizing a program to meet the developmental needs for every age level served.
- Appoint a chartered organization representative who is a member of the organization and will coordinate all unit operations within it. He or she will represent the organization to the Scouting district and serve as a voting member of the local council. **(The chartered organization head or chartered organization representative must approve all leader applications and verify that personal references and any previous experience working with youth in other organizations have been checked before submitting the application to the local council.)**
- Select a unit committee of parents and members of the chartered organization (minimum of three) who will screen and select unit leaders who meet the organization's standards as well as the leadership standards of the BSA. **(The committee chair must sign all leadership applications before submitting them to the chartered organization for approval.)**
- Provide adequate facilities for the Scouting unit(s) to meet on a regular schedule with time and place reserved.
- Encourage the unit to participate in outdoor experiences, which are vital elements of Scouting.

The council agrees to

- Respect the aims and objectives of the organization and offer the resources of Scouting to help in meeting those objectives.
- Make available year-round training, service, and program resources to the organization and its unit(s).
- Make available training and support for the chartered organization representative as the primary communication link between the organization and the BSA.
- Make available techniques and methods for selecting quality unit leaders.
- Provide primary general liability insurance to cover the chartered organization, its board, officers, chartered organization representative, employees and volunteers currently registered with Boy Scouts of America. Coverage is provided with respect to the claims arising out of an official Scouting activity with the exception that the coverage is excess over any insurance which may be available to the volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft. This insurance is only available while the vehicle or watercraft is in the actual use of a Scouting unit and being used for an official Scouting activity.
- The insurance provided unregistered Scouting volunteers through the BSA general liability insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowner's, personal liability, or auto liability insurance.
- Provide camping facilities, a service center, and a full-time professional staff to assist the organization in every way possible.

Signed _____
For the chartered organization

Signed _____
For the BSA local council

Date _____

See other side for discussion guide.

Goldenrod—Chartered organization; White—Council

120M1010



BOY SCOUTS OF AMERICA®

524-182
2010 Printing

Chartered Organization Discussion Between the Executive Officer and the Professional Scouter

The discussion between the professional Scouter and the executive officer of a chartered organization is an opportunity that should not be delegated to anyone else. This annual visit should be scheduled at least 90 days prior to the renewal date of the unit's charter. If problems in rechartering the unit are anticipated or there is significant corrective action to be taken, the discussion should be held early enough to allow time to take positive corrective action before the renewal deadline.

The meeting must be a face-to-face discussion, since the concept of working together is central to our mutual long-term success. Have a video player available to view the *Scouting: It Works for Your Youth* DVD, No. 522-915.

Agenda

1. **Review the brochure *Scouting: It Works for Your Youth*, No. 04-512A, together.**
Discuss how the chartered organization and the local council are working together.
2. **Review highlights or concerns.**
 - a. The chartered organization representative
 - Is the chartered organization representative carrying out his or her function well?
 - b. Quality unit leadership
 - What is the training status of the unit leaders?
 - Is two-deep leadership in place?
 - If there are vacancies, the head of the chartered organization will need to approve quality leadership to fill them, including the verification of references.
 - c. Unit committee
 - Is it meeting regularly?
 - Is the committee functioning well?
 - d. Unit program
 - Is the unit a Centennial Quality Unit?
 - Discuss advancement, membership, summer activities, and *Boys' Life* magazine subscriptions.
 - e. Chartered organization's mission
 - Does the unit support the aims and mission of the chartered organization?
 - Is there a need for an additional new unit in the chartered organization?
 - f. Charter review process
 - Review charter renewal meeting agenda and charter presentation ceremony and set tentative dates.

See other side for charter agreement.

Guidelines for Unit Self-Assessment and Action Planning Meeting

(To Be Conducted Semiannually)

Present at Meeting: Unit Key 3 (Unit Leader, Unit Committee Chair, Chartered Organization Representative), Unit Commissioner, and District Executive

Purpose of meeting (Use as the agenda for the meeting.):

- To evaluate the unit's progress toward achieving the Journey to Excellence Performance Recognition Award
- To review the unit's goals, successes, and vision for the coming year, including a succession plan for future unit leadership
- To identify any areas of improvement—leadership, program, membership, youth and unit retention
- To determine any specific actions needed to be taken to assist with unit improvements and determine who will follow up on those actions
- To schedule any necessary follow-up to monitor progress

When to conduct meeting (semiannually):

- After the unit commissioner has visited the unit for the first time and six months prior to the annual charter renewal
- To review strengths and areas of improvement to help provide direction for needed support
- As needed when a problem arises
- When unit leadership changes

How should the arrangements for this meeting be made?

- The unit commissioner speaks to the unit leader during the first unit visit to schedule the meeting date, time, and location.
- The dialog should include:
 - Approaching the unit leader after the meeting and requesting that a second meeting be set up with the unit leader, the unit committee chair, and the chartered organization representative
 - Setting the meeting, preferably at the leader's or the chair's home
 - Asking them to complete the unit self-assessment form prior to the meeting
 - Letting them know the visit will include a discussion of the self-assessment form and how the goals and vision of their unit's program can be supported

Why only the unit leader, unit chair, chartered organization representative, unit commissioner, and district executive?

- It provides a small group to openly analyze the program, their unit's needs, and steps to be taken to help resolve any issues.
- It helps open a dialog between the unit and the district. Once they meet and determine what needs to be done, others can be involved in helping determine in which direction to go and any potential improvements that can be identified.

What preparation should be made prior to the action planning meeting?

- Review the statistics of the unit available from the local council and the district team, especially looking at:
 - JTE Unit status: Bronze, Silver, Gold
 - Outdoor program participation
 - Advancement reports
 - Trained leadership status
 - Youth Protection training
 - Participation in district and council events
 - Roundtable attendance
- Complete the unit self-assessment form after the visit to analyze observations and review the statistics gathered from the council/district prior to the action planning meeting. (The self-assessment form is designed to take the place of the commissioner worksheet previously used by commissioners.)

Pack Unit Self-Assessment

Pack Number: _____ District: _____ Date Completed: _____

Completed by: _____ Date Review Meeting Held: _____

(Quality Criteria)

Doing a Great Job _____

Would Like Improvement _____

Needs Help _____

Comments and Needs _____

I. Pack Leadership

A. An active committee meets monthly. _____

B. Assistant leaders are in place for pack and dens. _____

C. Adult leaders are registered and Fast Start and Basic Training are completed.

D. All dens have active den chiefs. _____

E. An active pack trainer is on the pack committee. _____

F. At least one adult is trained in BALOO (Basic Adult Leader Outdoor Orientation).

G. All adults are trained in Youth Protection. _____

H. Webelos leaders have been trained in Outdoor Leader Skills for Webelos leaders.

II. Program

A. We develop an annual program calendar and share it with our families.

B. We operate under the annual budget plan. _____

C. We conduct monthly pack leader meetings to plan den and pack meetings.

D. Den and pack leaders attend roundtables. _____

E. We review our program routinely with our chartered organization representative.

F. We develop an active outdoor program to involve our families.

G. A good percentage of our youth earn advancement awards regularly.

H. We conduct a monthly summertime program.

I. Our unit is 100% *Boys' Life* with all families.

J. We conduct at least one service project annually.

III. **Membership/Attendance**

A. We have dens of all ages involved.

B. Our weekly den meetings are strongly attended by our members.

C. We have good participation from youth and parents at pack meetings.

D. Our youth and leaders wear their uniforms to den and pack meetings and on outings.

E. We have an annual plan to recruit new youth members.

IV. **Journey to Excellence Performance Recognition Standards**

A. We annually recharter on time.

B. We earned the Centennial Quality Unit Award (Journey to Excellence) last year.

C. We are on track to earn the Journey to Excellence award this year.

Troop/Team Self-Assessment

Troop/Team Number: _____ District: _____ Date Completed: _____

Completed by: _____ Date Review Meeting Held: _____

(Quality Criteria)

Doing a Great Job _____

Would Like Improvement _____

Needs Help _____

Comments and Needs _____

I. Troop/Team Leadership

A. An active adult committee meets monthly. _____

B. Assistant adult leaders are involved in the troop/team. _____

C. Adult leaders are registered and Fast Start and Basic Training are completed. _____

D. The unit provides a pack with active den chiefs. _____

E. An adult leader coordinates training for all adults. _____

F. An adult leader is trained in Safe Swim Defense and Safety Afloat. _____

G. An adult leader coordinates Youth Protection training. Everyone is trained. _____

H. Youth leaders are elected by youth twice per year and are provided training. _____

II. Program

A. We develop an annual program calendar and share it with our families. _____

B. We operate under the annual budget plan. _____

C. We conduct monthly troop/team youth leader meetings to plan unit meetings and outings. _____

D. We have adult leaders attend roundtables. _____

E. We review program routinely with our chartered organization representative. _____

- F. We have a strong outdoor program and go on at least one outdoor trip monthly/regularly. _____
- G. A good percentage of our youth earn advancement/recognition awards regularly. _____
- H. Our troop attends summer camp. _____ or
- I. Our troop/team plans a major activity annually. _____
- J. Our unit is 100% *Boys' Life* with all families. _____
- K. We conduct at least one service project annually. _____

III. Membership/Attendance

- A. We have youth of all ages involved. _____
- B. Our weekly unit meetings are strongly attended by our members. _____
- C. We have good participation from youth and parents at quarterly courts of honor/recognition meetings. _____
- D. Our youth and leaders wear their uniforms to unit meetings and on outings. _____
- E. We have an annual plan to recruit new youth members, including graduating Webelos Scouts. _____

IV. Journey to Excellence Performance Recognition Standards

- A. We annually recharter on time. _____
- B. We earned the Centennial Quality Unit Award (Journey to Excellence) last year. _____
- C. We are on track to earn the Journey to Excellence award this year. _____

Crew/Ship Self-Assessment

Crew/Ship Number: _____ District: _____ Date Completed: _____

Completed by: _____ Date Review Meeting Held: _____

(Quality Criteria)

Doing a Great Job _____

Would Like Improvement _____

Needs Help _____

Comments and Needs _____

I. Crew/Ship Leadership

A. An active committee with at least three members meets at least four times a year.

B. Assistant adult leaders are involved in the unit. The unit has coed leadership (if the crew is coed). _____

C. Adult leaders are registered and Fast Start and Basic Training are completed.

D. An adult leader coordinates training for all adults. _____

E. An adult leader is trained in Safe Swim Defense and Safety Afloat (if aquatic activities are planned). _____

F. An adult leader coordinates Youth Protection training. Everyone is trained.

G. Youth leaders are elected by youth annually and are trained at a crew officers' seminar. _____

H. Meetings and activities involve youth chairs and youth officers with adult guidance.

II. Program

A. We develop an annual program calendar and share it with our families.

B. We operate under the annual budget plan. _____

C. We conduct monthly unit officer/leader meetings to plan unit meetings and activities.

D. We have adult leaders attend roundtables and Teen Leaders' Council meetings (if held). _____

E. We review our program routinely with our chartered organization representative.

F. We have a strong program and go on at least one activity per month.

G. We use the advancement/recognition awards programs to encourage personal development. _____

H. We attend special council/district events. _____

I. We plan a major activity annually. _____

J. We conduct at least one service project annually. _____

K. We support a pack or troop annually. _____

L. We participate in a Venturing Leadership Skills Course annually.

M. We conduct a minimum of two meetings or activities each month.

III. Membership/Attendance

A. Our unit meetings are attended by at least 50 percent of our members regularly.

B. Our youth and leaders wear their uniforms to unit meetings and on outings (if applicable). _____

C. Our unit has an annual plan to recruit new youth members.

IV. Journey to Excellence Performance Recognition Standards

A. We annually recharter on time. _____

B. We earned the Centennial Quality Unit Award (Journey to Excellence) last year.

C. We are on track to earn the Journey to Excellence award this year.

New-Unit Service Plan

Follow this new-unit service plan in addition to the annual service plan in the *Fieldbook for Unit Commissioners*.

Pre-charter unit organization. Help unit leaders set a vision for unit success, goal planning, and program planning consistent with the Journey to Excellence requirements. Encourage the key leadership to visit a well-run unit to capture the vision of success.

With the new-unit organizer, present the charter at a meeting of the chartered organization.

Attend Unit Key 3 meetings monthly (COR, CC, UL) plus the NUC **as an adviser.**

Visit unit more than once a month. A unit Key 3 meeting counts as one of the visits.

Encourage a unitwide communication system. Communication takes many forms: newsletter, phone tree, email, website, Yahoo group, etc.

Ensure that a monthly program, unit budget plan, and a leadership succession plan are in place and on track. These items are critical for unit success. Encourage long-range planning for a positive experience for all.

Support systems that will ensure a well-organized unit. Monthly unit Key 3 meetings, monthly committee and leader's meetings, regular parent's meetings, communication plan.

Encourage unit Key 3 training. Encourage them to take Scouting and Leader Specific Training for their position. Be sure the unit Key 3 is aware of training opportunities and encourage all other adults to get trained. Through the district commissioner, enlist the help of the training team to bring training to the unit if necessary.

Help unit leaders get additional training as needed. Through the district commissioner, request specialized training as needed. Topics might include recruiting youth members, information on Friends of Scouting, advancement, etc. While it is the responsibility of the district committee, it may be necessary to conduct sections of this yourself at a unit committee meeting.

Encourage participation in district activities. Encourage attendance at roundtable, district activities, and camping opportunities. Use the district/council calendar when helping the unit Key 3 schedule unit meetings and events.

Unit Key 3 begins meeting. The unit Key 3 (COR, unit leader, and committee chair) will meet on a monthly basis to ensure successful unit operation. The new-unit commissioner meets with them to advise and guide them on their way to becoming a high-performing unit. Review of the monthly program, budget, advancement, unit activities, training, leadership, Journey to Excellence progress, and rechartering are all possible topics for the meeting. It is a time for the unit Key 3 to learn how to spot early warning signs and work together toward continued unit success.

First recharter. The unit Key 3 and the NUC will work together through the recharter process. In accordance with Journey to Excellence, the unit self-assessment form will be completed and new goals set for the coming year. The NUC will present the charter at a meeting of the chartered organization.

Second recharter. The NUC will guide the unit Key 3 through the recharter process, assisting where needed. In accordance with Journey to Excellence, the unit self-assessment form will be completed and new goals set for the coming year. The NUC will present the charter at a meeting of the chartered organization.

Host a celebration. At this time, the unit is no longer considered “new.” There should be recognition of this accomplishment. Included in the celebration should be the new-unit organizer, the NUC, and all members of the unit.

At this point, the new-unit commissioner in conjunction with the unit Key 3 should assess where the unit is based on the initial goals for the unit and Journey to Excellence. If they agree that the unit is self-sustaining, the NUC is assigned to another new unit and is replaced with a UC specializing in tenured units. A unit commissioner specializing in tenured units will meet less often with the newly tenured unit, and because he/she is assigned to more than one unit at a time, will bring different perspectives to the unit.

NEW-UNIT APPLICATION



Purpose of the Boy Scouts of America

Its purpose is to promote, through cooperation with other agencies, the ability of youth to do things for themselves and others, and to teach them patriotism, courage, self-reliance, and kindred virtues. In achieving this purpose, emphasis is placed upon its educational program and the oaths, promises, and codes for character development, citizenship training, and mental and physical fitness.

Pack

Cub Scouting is for parents, leaders, and organizations to use with boys who are in the first through fifth grade or are at least 7 years of age and not yet 11½.

Troop

Boy Scouting is an educational program filled with fun and adventure that appeals to boys. Boys must be under

the age of 18, have completed the fifth grade and be at least 10 years old, or have earned the Arrow of Light Award and be at least 10 years old, or be 11 or older.

Team

Varsity Scouting is a program designed to assist your organization in meeting the needs and interests of older boys. Boys must be at least age 14 and not yet age 18.

Venturing Crew/Ship

Venturing will help your organization meet the needs, desires, and concerns of young adults. They must be at least 13 years of age and have completed the eighth grade or be 14 years of age and not yet 21.



VARSITY



VENTURING • BSA®

A CHARTERED ORGANIZATION

The Chartered Organization selects one of its members to register as chartered organization representative who may also serve as chair or as unit committee member if needed. All units must have a unit leader and a minimum of five paid youth. There must be at least three committee members, with one named chair. Packs must have a den leader/Webelos den leader/Tiger Cub leader who should be registered as an adult in the pack. The chartered organization also provides meeting facilities for the unit. No one may register in more than one position in the same unit, except the chartered organization representative.

Unit Charter Fee. Units are required to pay an annual charter fee of \$20. This fee shall be submitted with the unit's charter application and will help defray the expenses for the general liability insurance program. These fees will raise approximately 25 percent of the funds required to maintain insurance coverage for all chartered organizations, leaders, and ScoutParent unit coordinators.

Chartered Organization Certification. The executive officer of the chartered organization, by signature, certifies that the organization approves the charter application. The executive officer also certifies that the organization has approved all registering unit adults. The responsibility for approval of unit adults can also be given to the chartered organization representative. The chartered organization certifies that all registered adults: agree to abide by the Scout Oath and the Scout Law, the Declaration of Religious Principle, the policy of nondiscrimination, and the *Charter and Bylaws* and the *Rules and Regulations of the Boy Scouts of America*; agree to respect and obey the laws of the United States of America, and to meet age requirements as follows:

- **Packs**—All leaders must be at least 21 years of age except assistants, who must be at least 18 years of age. Tiger Cub adult partners must be at least 18 years of age.
- **Troops**—Assistant Scoutmasters may be 18. All other adults in the troop must be at least 21.
- **Teams**—Varsity Scout Coaches must be at least 21 years old. Assistant Varsity Scout Coaches must be at least 18 years old.
- **Crews/Ships**—All leaders must be at least 21 years old.

YOUR LOCAL COUNCIL THROUGH THE BOY SCOUTS OF AMERICA:

1. Helps you organize your unit.
 - Provides unit committee with proven and accepted methods to recruit leadership.
 - Outlines suggested procedures to recruit youth.
 - Conducts organization meetings.
 - Shares in approval process for unit leaders.
2. Provides training opportunities for your Scouting leaders.
3. Provides year-round help.
 - Leader roundtables
 - Commissioner service
 - Concerned district personnel
 - Special activities and events
4. Maintains a council service center.
 - Program helps
 - Latest editions of literature
 - Professional staff assistance

INSTRUCTIONS

Program. Indicate program by placing an "X" in the appropriate box on the application.

Unit Leader Certification. The unit leader certifies on individual applications that each member meets the age and gender requirements as follows:

- **Packs**—The Cubmaster certifies that each boy is in the first through fifth grade, or is at least 7 years of age and not yet 11½, and that each boy has parental consent.
- **Troops**—The Scoutmaster certifies that each boy is under the age of 18, has completed the fifth grade and is at least 10 years old, or has earned the Arrow of Light Award and is at least 10 years old, or is 11 or older.
- **Teams**—The Coach certifies that each boy is at least age 14 and not yet age 18.
- **Crews/Ships**—The Advisor/Skipper certifies that each crew or ship youth member has completed the eighth grade and is at least 13 or 14 years of age and not yet 21. The youth in these units may be male or female.

For Units Serving People With Special Needs. Please use one of the following disability codes when registering a unit with a majority of members who have special needs.

Mentally Disabled

Physically Disabled

Special Interest

A special-interest code and description should be entered for units with a special interest. A list of codes and descriptions: traditional program, code 0413; Soccer and Scouting, code 0414; and Scoutreach, code 0418

Policy of Nondiscrimination. Membership in the Boy Scouts of America is open to all boys and young adults who meet the joining requirements. Membership in Scouting, advancement, and achievement of leadership in Scouting units are open to all youth without regard to race or ethnic background and are based entirely upon individual merit.

Council No.

--	--	--

Print one letter in each space—leave a space for blank.
Chrt. org. code Full name of chartered organization

District No.—Name		County		Special needs or special interest type	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Address of chartered organization					
<input type="text"/>					
City		State	Zip code		
<input type="text"/>		<input type="text"/>	<input type="text"/>		
Executive officer: First name		Middle name	Last name		Suffix
<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>
Sex	County	Date of birth (mm/dd/yyyy)			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Address					
<input type="text"/>					
City		State	Zip code	Phone No.	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pack (C) <input type="checkbox"/>	Team (V) <input type="checkbox"/>	Ship (P) <input type="checkbox"/>	No.		
			<input type="text"/>		
Troop (S) <input type="checkbox"/>	Crew (P) <input type="checkbox"/>	Effective date	Term (months)	Expire date (month and year)	Unit No.
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special-interest code—Description		100% Boys' Life unit	First issue	Last issue	Subscription term (months)
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>			
Signature of executive officer		Signature (for the council)			
<input type="text"/>		<input type="text"/>			

Youth registration fees	\$	<input type="text"/>
Leader registration fees	\$	<input type="text"/>
Boys' Life fees	\$	<input type="text"/>
Charter fees	\$	20.00
Total fees	\$	<input type="text"/>

LOCAL COUNCIL COPY

Retain on file for three years.

Council No.

--	--	--

Print one letter in each space—leave a space for blank.
Chrt. org. code Full name of chartered organization

<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
District No.—Name	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	County	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Address of chartered organization <div style="border: 1px solid black; width: 100px; height: 20px;"></div>			
City	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	State	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Executive officer: First name	Middle name	Last name	Suffix
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Sex	County	Date of birth (mm/dd/yyyy)	
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
Address <div style="border: 1px solid black; width: 100px; height: 20px;"></div>			
City	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	State	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Pack (C) <input type="checkbox"/>	Team (V) <input type="checkbox"/>	Ship (P) <input type="checkbox"/>	No.
Troop (S) <input type="checkbox"/>	Crew (P) <input type="checkbox"/>	Effective date	Term (months)
Special-interest code—Description	100% Boys' Life unit	First issue	Last issue
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>
Signature of executive officer		Signature (for the council)	
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	

UNIT COPY

Retain on file for three years.

Note: We are encouraging a district commissioner to sign their name on the New-Unit Application so they can ensure a new-unit commissioner is assigned to the unit.

FOUNDER *Recognition*

In celebration of the 100th Anniversary of the Boy Scouts of America, the New-Unit Task Force announces the new Founder's Bar recognition.

The Founder's Bar is worn by all youth and adults whose names are on a new-unit charter or who officially join the new unit before the unit recharter for the first time. Members of veteran units still in operation who were on the original charter may also wear the Founder's Bar with that unit's numerals.

This recognition will emphasize the importance and pride of forming and nurturing a new Scouting unit. While it does not guarantee the unit will become a Quality Unit, it does encourage multiple-year rechartering so members may continue to wear the bar.

Once the unit has completed its charter, members may begin wearing the Founder's Bar. The Founder's Bar is worn on the left shoulder below the unit numerals.

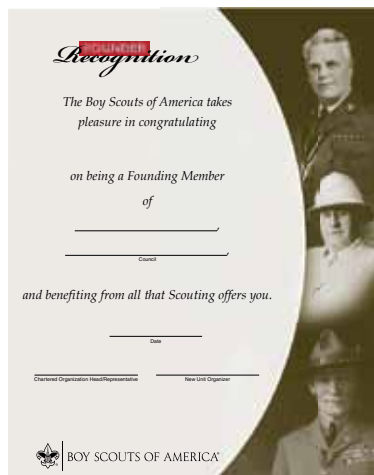
The Founder's Bar, certificate, and pocket certificate are available for distribution. Contact your local Scout shop for more information.



Founder's Bar, No. 610129



Founder's Bar
Pocket Certificate,
No. 34776



Founder's Bar Certificate, No. 34775



COMMUNITY ALLIANCES
BOY SCOUTS OF AMERICA®

522-011
2010 Printing

The William D. Boyce New Unit Organizer Award

Description

The William D. Boyce New Unit Organizer Award is presented to recognize volunteers who organize one or more traditional Scouting units.

The Award is a square knot to be worn on the adult uniform. The award is three colors representing the three phases of our program – Cub Scouts, Boy Scouts, Venturing



The knot is earned by organizing one traditional unit. A program device is earned for each additional unit organized allowing the award to recognize a volunteer for organizing up to four new units.

The award recognizes volunteers for organizing traditional units after but not before March 1, 2005.

The award is administered by the Relationships Division and presented by the local council.

Requirements:

1. With the approval of the district committee chair, serve as the organizer and complete the successful organization of one new traditional unit (Cub Scout pack, Boy Scout troop, Varsity team or Venturing crew).
2. Organize the unit by following all procedures as published in the “New Unit Organization Process” #34196, particularly insuring that new unit leadership is trained, program for the new unit is organized and has begun, the new unit committee is functioning, a unit commissioner is assigned all paperwork for the new unit is completed and processed, and the unit charter is presented to the chartered organization.
3. Sometimes several individuals help to organize a new unit. However, for this award only one volunteer can be recognized as the organizer for each new unit.
4. A program device can be earned and worn on the new unit organizer knot for each additional new traditional unit organized. The program device would represent the type of unit organized (a Cub Scout pack, Boy Scout troop, Varsity team, or Venturing crew.) The knot and up to three program devices may be worn, representing recognition for organizing the total of four new traditional units. Multiple program devices from the same program may be earned and worn.
5. The new unit organization award recognizes volunteers for organizing traditional units after and not before March 1, 2005.

Recognition Items:

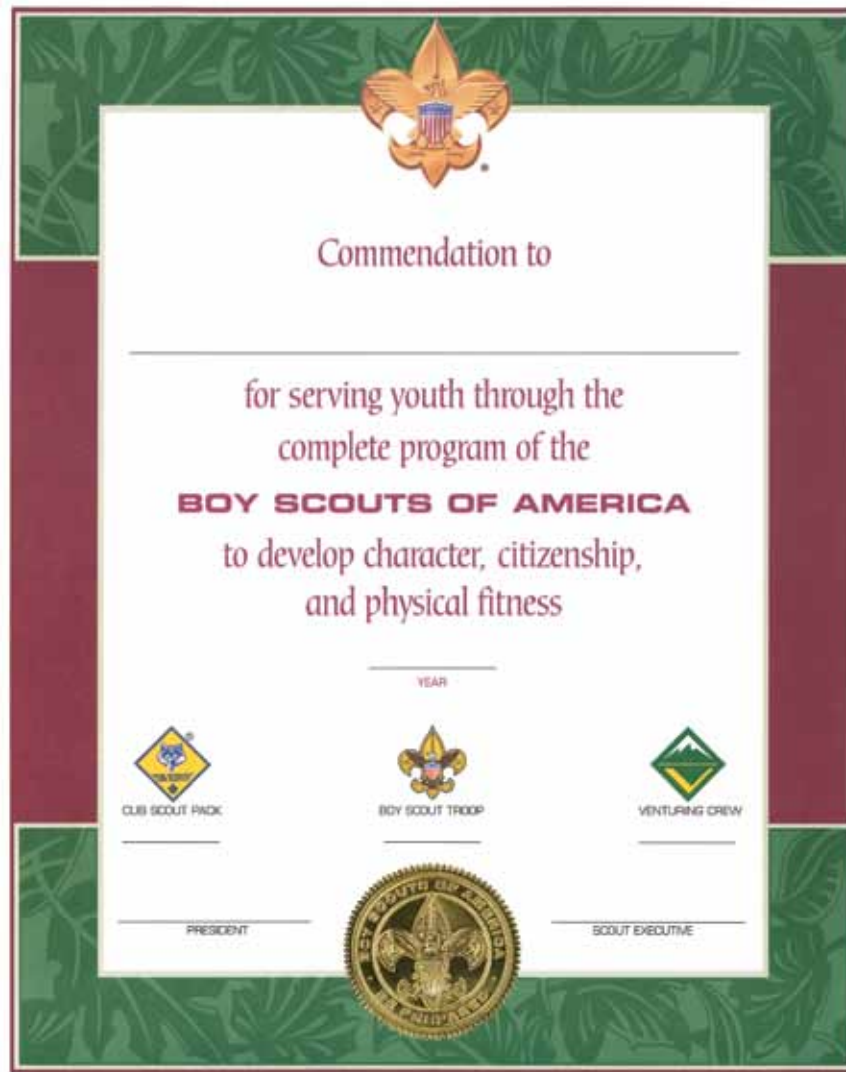
- New Unit Organizer Award Certificate
- New Unit Organizer Award Uniform Insignia Square Knot
- Program devices to recognize additional new units organized
- Organizer lapel pin for civilian wear

Full Scout Family Organization Award

Concept: Recognize volunteers who organize a full family of Scouting in their sponsoring organization or other group:

- A Cub Scout pack, a Scout troop, a Venturing crew
- The ideal would be to organize all three phases of Scouting in the same organization, but this would not be a requirement.

The Award: • A specially designed BSA certificate, suitable for framing is available through the National Council. Call 972-580-2000 and ask for Community Alliances.



Appendix 13

Requirements:

Any registered commissioner who is providing direct unit service is eligible to earn the **Commissioner Award of Excellence in Unit Service**, through unit service and a project that results in improved retention of members and on-time unit recharter, over the course of two consecutive years. If a commissioner who is not registered as a unit commissioner wishes to earn this award, they must work with the district commissioner where the unit(s) is/are registered.

Date started: _____

Unit type and number: _____

Youth retention at last recharter: _____ (%)
(See Journey to Excellence form.)

ADC/DC signature: _____

Technical Skills:

The commissioner shall consistently demonstrate the following:

1. The ability to use UVTS 2.0 to log unit visits
2. The ability to provide UVTS 2.0 visit reports to an ADC or DC

Signature of ADC/DC _____

Performance:

Complete each item below:

A. Performance Goal: Through utilization of the annual unit self-assessment tool, identify a specific goal in a specific unit that would result in higher quality unit performance. The goal should target improvement in at least one of the unit self-assessment target areas.

Signature of ADC/DC and the date _____

B. Action Plan: Provide a written plan to achieve the goal identified in item A above. Have the plan approved by the unit leader, with the unit leader's signature.

Signature of ADC/DC and the date _____

C. Results:

1. **Unit self-assessment** conducted twice a year for two years:

Dates: Year 1: _____ and _____
Year 2: _____ and _____

2. **Unit retention:** On-time rechartering for two consecutive years:

Dates: _____ and _____

3. **Youth retention:** Youth retention percentages must show improvement:

Year 1: _____% Year 2: _____%
(See the Journey to Excellence form.)

Signature of ADC/DC _____

Participation:

Complete each item below:

1. Be a participant or staff member in **ONE** continuing education event for commissioner service.¹ For example: district, council, area, regional, or national College of Commissioner Science, commissioner conference, Philmont, Sea Base, or Summit training.

Date: _____

2. The commissioner shall make at least six physical visits to each assigned unit per year. All visits must be logged with UVTS 2.0. Examples: unit meetings, unit activities, leader meetings, and summer camp visitations

3. The commissioner shall make at least six significant contacts (in addition to those made in item 2) for each unit served, by telephone, two-way electronic communication, or in person. These contacts must be logged in UVTS 2.0.

Signature of ADC/DC _____

Footnote 1: Participation or staffing in a continuing education event as noted above prior to the start date of this award shall not be applied. Participation or instructing during training sessions as part of regular staff meetings may not be applied.

A commissioner may earn this award up to three times while registered as a commissioner at any level. A square knot is available for uniform wear, with added devices awarded for the second and third achievements.



COMMITTEE ACTION

Upon completion, a commissioner shall provide a copy of this form to the district commissioner, who will then convey this document to the council for verification and final approval.

Council commissioner Date _____

Council Scout executive Date _____

Training and Experience:

Complete each item below:

1. Commissioner Basic Training
Date: _____

2. Provide rechartering service by holding membership inventories, training verification, and Journey to Excellence² progress review meetings. Perform charter presentations for the chartered organizations of the units you serve.

Unit Type and Number	Date of Recharter	Date Charter Presented
P999		
P999		
T999		
T999		
C999		
C999		

Footnote 2: Unit-specific requirements and performance criteria are founded on the BSA's Journey to Excellence guidelines. As changes are incorporated, the council commissioner must scope impacts and adjust expectations as required.

Commissioner Progress Record

FOR THE



Commissioner Award of Excellence in Unit Service

Name: _____

Address: _____

City: _____

Council: _____

District: _____

BOY SCOUTS OF AMERICA

The BSA is putting Scouting on the map!

That's right! The BSA is putting Scouting on the map all across the nation! In time for Join Scouting 2010, the Boy Scouts of America will have its own joining Web page with information on Scouting, plus an actual Google map application that will help potential Scouts and their parents find packs, troops, and crews in their communities. *It's real and it's coming!*

When?

On June 1, the National Council will stage a new national Web page address and roll out training on the new BeAScout Google map unit locator.

How will it work?

In a nutshell, unit leaders will be able to update their unit's Google "pin" – the bubble you see on Google maps – through MyScouting. They can add their unit meeting time, location, phone number, unit Web site address if they have one, as well as a contact name for the unit. *It's easy!*

Why is this important for the BSA?

- 1. Consistent marketing.** One national Web site (not 300) we can use in marketing materials, PSAs, etc., that directs potential Scouts to local units.
- 2. Find Scouting Near You!** It's a great way to find Scouting in your community.
- 3. "Join Now!"** An easier way to invite families to join.

BeAScout Launch: What Is BeAScout?

Updated 5-13-2010



BOY SCOUTS OF AMERICA

Coming soon...
BeAScout
Put Scouting on the map!

The Google Pin. The information in the “pins” will be tied to unit records in the BSA’s database. Unit leaders will have the ability to update this information to keep it accurate and up to date. They will be able to edit it as often as they like.

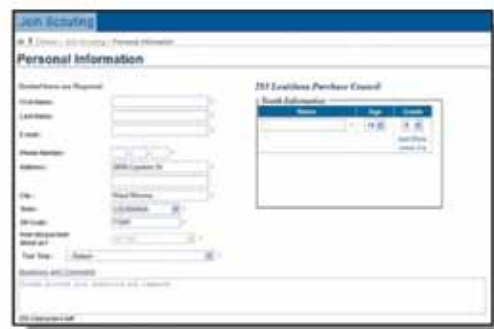
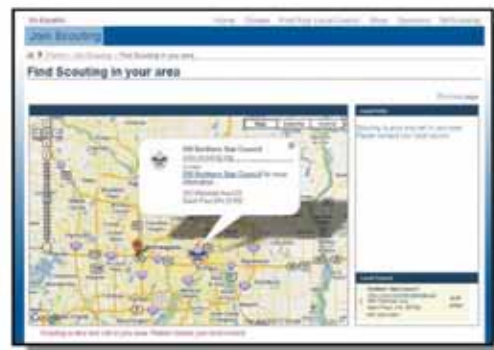
“Ask Us! We can help.” A new feature allows people interested in a particular unit to e-mail questions to the unit leaders. For instance, say a potential Scout parent wants to know, “What night does your den meet?”

The parent would click on the “For More Information” link. The site will open up a “blind” e-mail window (the sender never sees the actual e-mail address.) He or she types the question and presses Enter. The leader receives the question and can respond.

BeAScout keeps a record of the question and the person requesting the information and whether or not they receive a response. Plus, unit leaders, district personnel, council staff, area, region, and national-level staff can run reports to see the requests coming in and whether or not responses are being sent.

Find out more next issue.

BeAScout Launch: What Is BeAScout?



Updated 5-13-2010

TWELVE STEPS OF ORGANIZING A NEW UNIT

RESPONSIBILITY

Know Your Market

- ❑ Identify Chartered Organizations (Step 1)



District commissioner
District executive
District membership chairman

Build Your Team

- ❑ Know Our Partners (Step 2)
- ❑ Structured Sales Calls (Step 3)
- ❑ Chartered Organization Relationships (Step 4)
- ❑ The Organizing Committee (Step 5)
- ❑ Selecting Quality Leaders (Step 6)
- ❑ Training Unit Leadership (Step 7)
- ❑ Unit Program Planning (Step 8)



New-unit commissioner
New-unit organizer
District training chairman
District executive
Influential Scouter

Make the Call

Organizing Committee

- ❑ Recruiting Youth Members (Step 9)
- ❑ Unit Reporting Tools (Step 10)
- ❑ Successful Unit Meetings (Step 11)
- ❑ Charter Presentations (Step 12)



Unit Key 3 (unit committee chair, unit leader, and chartered organization representative)
Unit commissioner
Unit committee

No.28-403Q
1007

UNREREGISTERED UNIT REPORT BOY SCOUTS OF AMERICA

To:

Date:

The charter for the following unit will expire on the date indicated and soon will drop. If this unit is to renew its charter and keep the same unit number with a record of continuous service for the unit and its members, prompt registration is essential. We want to help you in any way possible. This report, when returned to the local council service center, will help us to do so.

Council	Name
Address	Position

Pack, Troop, Team, or Crew	No.	Address or district
Charter granted to	Name of organization or group	Expire date
Unit tenure	Number of members	
Leader	Chairman of unit committee	

REPORT OF CHARTERED ORGANIZATION

The above unit, for which we were granted a charter, will not reregister for the following reason.

☒ (Please check)

- ☐ We plan to reregister this unit by _____
- ☐ We believe a reorganization of this unit is necessary before it can be reregistered and request additional help from the district and council to this end.
- ☐ This unit will not reregister. The disposition of its funds and property is described on the reverse side.

Comments:

	Chairman of unit committee
Date	Chartered organization representative

IMPORTANT! Please return this report to your local council service center as soon as completed.

28-176T
40m1107



VARSITY



V E N T U R I N G • B S A®

MEMBERSHIP INVENTORY

(To be conducted sixty days prior to the charter renewal date
as well as during the month of December)

PURPOSE

1. Provides a roll call in which each unit member is contacted to determine quality of program received, to follow up on absent and inactive members, and to see if everyone is registered.
2. Invites each member to continue the program for another year and thus increases tenure of members.

The membership inventory is a part of the unit's charter renewal and will assist the unit in building strength with a quality program. It should be conducted sixty days prior to the unit's charter review meeting. Membership inventory is also held again in December to be sure all members are registered by year end.

INSTRUCTIONS

1. Select a unit adult to lead the inventory.
2. Invite your commissioner to assist.
3. Using the computer printout for charter renewal, the commissioner and unit adults conduct an inventory of youth and adults who are still active.
4. All inactive members are listed and assigned to various persons who will visit them or contact them to attempt to reactivate them. Be sure to brief the visitors/callers on what to say when they make their calls.
5. Agree on a plan to recruit new youth and adults so the unit can reregister with no loss in membership. One of the criteria for the Journey to Excellence Award is to renew the unit's charter on time.
6. Now make every effort to recruit additional youth and adults.
7. Also be sure to register any youth who are participating but are not yet registered.

WHAT MAKES A TRAINED LEADER?

Adult leaders are considered trained and eligible to wear the official *Trained* emblem recognition once they have completed the basic training requirements outlined below



BASIC TRAINING REQUIREMENTS FOR ADULTS

CUB SCOUT

- ☐ Fast Start (OLC)
- ☐ Youth Protection* (OLC)
- ☐ Leader Specific, by position (OLC)
- ☐ This Is Scouting (OLC)

BOY SCOUT/VARSITY SCOUT

- ☐ Fast Start (OLC)
- ☐ Youth Protection* (OLC)
- ☐ Leader Specific or Troop Committee Challenge (by position)
- ☐ This Is Scouting (OLC)
- ☐ Introduction to Outdoor Leader Skills***

VENTURING/SEA SCOUT

- ☐ Fast Start (OLC)
- ☐ Youth Protection* (OLC)
- ☐ Leader Specific (by position)
- ☐ This Is Scouting (OLC)
- ☐ Introduction to Outdoor Leader Skills**

SUPPLEMENTAL AND ADVANCED TRAINING FOR ADULTS

CUB SCOUT

- ☐ B.A.L.O.O.*
- ☐ Cub Casts (OLC)
- ☐ Hazardous Weather* (OLC)
- ☐ Outdoor Leader Skills for Webelos Leaders
- ☐ Philmont Leadership Challenge
- ☐ Philmont Training Center (various courses)
- ☐ Powder Horn
- ☐ Pow Wows/University of Scouting
- ☐ Roundtables
- ☐ Safe Swim Defense*
- ☐ Safety Afloat*
- ☐ ScoutParents Unit Coordinator (OLC)
- ☐ The Trainer's EDGE
- ☐ Wood Badge

BOY SCOUT/VARSITY SCOUT

- ☐ Hazardous Weather* (OLC)
- ☐ Philmont Leadership Challenge
- ☐ Philmont Training Center (various courses)
- ☐ Powder Horn
- ☐ Roundtables
- ☐ Safe Swim Defense*
- ☐ Safety Afloat*
- ☐ ScoutParents Unit Coordinator (OLC)
- ☐ Supplemental Training Modules
- ☐ The Trainer's EDGE
- ☐ Wood Badge

VENTURING/SEA SCOUT

- ☐ Hazardous Weather* (OLC)
- ☐ Philmont Leadership Challenge
- ☐ Philmont Training Center (various courses)
- ☐ Powder Horn
- ☐ Program Forums
- ☐ Roundtables
- ☐ Safe Swim Defense*
- ☐ Safety Afloat*
- ☐ ScoutParents Unit Coordinator (OLC)
- ☐ Seabadge
- ☐ Seabadge Underway
- ☐ The Trainer's EDGE
- ☐ Wood Badge

TRAINING OPPORTUNITIES FOR YOUTH

CUB SCOUT

- ☐ It Happened to Me

BOY SCOUT/VARSITY SCOUT

- ☐ Troop Leadership Training
- ☐ National Youth Leadership Training—NYLT
- ☐ Kodiak Challenge
- ☐ National Advanced Youth Leadership Experience—NAYLE
- ☐ Powder Horn
- ☐ The Trainer's EDGE
- ☐ Mentoring Tomorrow's Leaders
- ☐ Den Chief Training (OLC)
- ☐ A Time to Tell

VENTURING/SEA SCOUT

- ☐ Crew Officer Orientation (OLC)
- ☐ National Youth Leadership Training—NYLT
- ☐ Introduction to Leadership skills for Crews — ILSC
- ☐ Kodiak
- ☐ National Advanced Youth Leadership Experience—NAYLE
- ☐ Wood Badge (18 + years of age)
- ☐ Powder Horn
- ☐ The Trainer's EDGE
- ☐ Mentoring Tomorrow's Leaders
- ☐ Youth Protection (for Venturing) (OLC)
- ☐ SEAL (For Sea Scouts only)

Need Help?

Contact the National Council – Boy Scouts of America
Program Impact – Volunteer Development (Training) Team

Mark Griffin	mark.griffin@scouting.org	972-580-2211
Ron Timmons	ron.timmons@scouting.org	972-580-2459
Sara Lacobee	sara.lacobee@scouting.org	972-580-2588
Judy Maldonado	judy.maldonado@scouting.org	972-580-2449

(OLC) Online Learning Center at www.scouting.org/Training

* Required for Tour Plan approval

** Crews with outdoor programs only

*** Not required for committee positions



Prepared. For Life.™

CHARTER RENEWAL OVERFLOW PAGE

Council No.	Program	Unit No.	District Name/Number	Expire Date	Registration Team
-------------	---------	----------	----------------------	-------------	-------------------

Chartered organization _____

Youth roster ☐Adult roster ☐

Use separate pages for youth and adult members.

(Print First Name First)	Phone Number	Date of Birth	Grade	Sex	Boys' Life	Position
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						
Name _____ Address _____ City _____ State _____ Zip _____						

50M0810



BOY SCOUTS OF AMERICA®

524-421
2010 Printing

DISTRICT NEW-UNIT CHART

DISTRICT _____ COUNCIL _____ YEAR _____

MEMBERSHIP CHAIR _____ EXECUTIVE _____

QUARTERLY PROGRESS:	FIRST QUARTER	*SECOND QUARTER	*THIRD QUARTER	*FOURTH QUARTER
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65				
66				
67				
68				
69				
70				
71				
72				
73				
74				
75				
76				
77				
78				
79				
80				
81				
82				
83				
84				
85				
86				
87				
88				
89				
90				
91				
92				
93				
94				
95				
96				
97				
98				
99				
100				

NEW PACKS
NEW TROOPS
NEW TEAMS
NEW CREWS
NEW POSTS
TOTAL NEW UNITS

***QUARTERLY GOALS ARE CUMULATIVE**

[illegible]

NEW-UNIT ORGANIZATION PROCESS

1. **Identify the prospect.** District leaders identify a community organization prospect with the potential to operate a unit after researching the youth market and considering the most promising community organizations.
2. **Approach the prospect.** An influential Scouter or the district executive makes an appointment to meet with the head of the community organization or top leadership group in the organization after researching the organization and determining how Scouting can help meet its needs.
3. **Make the sales call.** The district executive and the unit organizer or other influential Scouter meet with the head or top leaders of the community organization to sell them on how Scouting can help meet the needs of the organization and to obtain the willingness of the organization's leaders to establish a unit.
4. **Organization adopts the program.** The organization formally adopts the Scouting program, confirms the appointment of a chartered organization representative, and appoints an organizing committee.
5. **Organizing committee meets.** The organizing committee and the new-unit organizer meet to plan the next steps for establishing the unit and complete the new-unit application. A commissioner is assigned by the district to assist the unit.
6. **Select and recruit key leaders.** Using BSA selection procedures, the organizing committee selects and recruits unit leaders and confirms unit committee members, and the community organization approves all unit adults. Ensure that Youth Protection Training has been completed.
7. **Train the leaders.** Unit leaders complete Fast Start training and are invited to the next basic leader training course and the next district roundtable.
8. **Plan and organize the program.** New unit leaders are trained in program planning, and the first month's program is developed.
9. **Recruit youth members and orient parents.** Recruit youth members, hold an orientation meeting for parents and youth, and recruit additional adults as needed.
10. **Complete the paperwork.** Complete all adult and youth applications, collect the necessary fees, and submit with the new-unit application to the council service center.
11. **Conduct first unit meeting.** Unit leaders begin youth meetings with the coaching of their unit commissioner.
12. **Follow up.** The unit is installed with a presentation of the charter to the chartered organization.

Note: Do not delete any steps, although some steps may be accomplished at the same time without regard to the suggested sequence.

TRANSFER FORM

(YOUTH MEMBER)

PROCEDURE FOR TRANSFER



1. Unit leader issues transfer form to each member transferring to another unit in the same or another council.
2. Unit leader approves transfer form and includes complete Scouting record.
3. Member presents transfer form to unit leader of unit being joined.
4. Leader of the new unit registers member on proper application.

INFORMATION FROM UNIT THAT MEMBER IS LEAVING

Please transfer _____

from _____ No. _____ of _____
Pack, Troop, Team, Crew, Ship City and State

This member is registered in this unit until _____ Boys' Life subscription expires _____
Expire date

Reason for transferring _____

REGISTRATION RECORD

Type of unit	Number	City and State	From	To

SCOUTING HISTORY

Cub Scout Record	Varsity Scout Record	Activity Badges and Merit Badges (Give award and date.)	Offices Held and other Honors Secured, Including Order of the Arrow
Bobcat _____	Letter _____		
Tiger Cub _____			
Wolf _____	Venturing Record		
Bear _____	Bronze _____		
Webeles _____	Gold _____		
Arrow of Light _____	Silver _____		
Boy Scout/Varsity Scout Record	Ranger _____		
	Sea Scout Ranks		
Boy Scout _____	Apprentice _____		
Tenderfoot _____	Ordinary _____		
Second Class _____	Able _____		
First Class _____	Quartermaster _____		
Star _____	Camping History		
Life _____	Number of days _____		
Eagle _____	Long-term _____		
Palms _____	Short-term _____		

I hereby certify to the correctness of the above record. _____
Unit leader Date

SEE OTHER SIDE FOR LEADERSHIP TRANSFER NOTICE



LEADERSHIP TRANSFER NOTICE

Mail this form directly to the individual's new council or if this is not known, mail the form to Registration Service, S218, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079.

Region

Council No.

CHECK

- ☐ This individual, registered in this council, has rendered valuable service and is now moving to your area. I would recommend a contact by a Scouter in your council to provide the opportunity to continue Scouting.

OR

- ☐ This individual, applying for registration, has indicated previous registration in your council. Please complete this form and return it to the address at the bottom of this page.

Name _____

New address _____

Former address _____

Occupation _____

Present Scouting position _____ Expire date _____

Highest youth rank achieved _____

Circle individual's strength(s).

Boy leadership, supervisory leadership, district commissioner, unit commissioner, administrative positions, training, finance, Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, camping, special events, unit organization, other (specify) _____

ADULT REGISTRATION RECORD

Position	Unit	Local Council	From	To

TRAINING COURSES COMPLETED AND SPECIAL AWARDS RECEIVED

Name of Training Course or Special Award	Date

Date _____ Signed _____

Scout Executive

New Council Name _____

Address _____ Zip Code _____

SEE OTHER SIDE FOR TRANSFER FORM (YOUTH MEMBER)

BOY SCOUTS OF AMERICA

NATIONAL CHARTERED ORGANIZATIONS USING THE TRADITIONAL SCOUTING PROGRAM

Name of Organization	December 2010								December 2009		December 2008	
	Packs	Cub Youth	Troops	Scout Youth	Crews	Venturing Youth	Total Units	Total Youth	Total Units	Total Youth	Total Units	Total Youth
Civic Organization												
American Legion and Auxiliary	1,155	42,566	1,184	22,920	320	4,004	2,659	69,490	2,713	71,081	2,753	71,698
Amvets	20	865	22	379	6	81	48	1,325	49	1,279	54	1,334
Athletic Booster Clubs	238	5,567	107	2,670	171	3,193	516	11,430	615	14,766	593	15,108
Boys' and Girls' Clubs	391	13,678	218	7,130	86	2,121	695	22,929	777	27,674	819	27,357
Business/Industry	1,279	38,631	851	15,668	999	15,568	3,129	69,867	3,289	71,583	3,439	76,010
Chambers of Commerce, Business Assn.	254	7,453	180	3,910	76	2,061	510	13,424	534	13,905	508	14,076
Civil Air Patrol	1	43	6	69	33	454	40	566	55	903	60	989
Civitan International	15	681	28	547	7	50	50	1,278	50	1,447	51	1,543
Community Center, Settlement Houses	562	12,838	372	6,900	170	3,571	1,104	23,309	1,270	28,254	1,451	32,263
Conservation Clubs/Izaak Walton League	83	3,362	124	2,447	128	2,147	335	7,956	355	8,205	379	8,095
Councils/Districts of BSA	25	1,169	14	410	174	2,420	213	3,999	258	4,342	286	4,695
DAV (Disabled American Veterans)	7	227	8	144	2	41	17	412	19	457	20	516
Elks Lodges, (BPOE)	342	14,076	365	8,088	110	859	817	23,023	840	23,107	843	23,090
Exchange Club, National	26	1,049	19	572	2	13	47	1,634	47	1,603	52	1,641
Farm Bureau, Farm Cooperatives	6	136	7	103	11	161	24	400	35	665	34	648
Fire Departments	568	20,588	545	11,241	190	1,597	1,303	33,426	1,348	34,062	1,396	34,565
Fraternal Order of Eagles (FOE)	30	1,254	19	367	2	17	51	1,638	52	1,683	53	1,728
Grange, National	55	1,765	60	1,310	13	178	128	3,253	134	3,376	139	3,368
Groups of Citizens	1,905	71,171	1,051	21,212	826	17,865	3,782	110,248	4,323	122,840	4,653	131,126
Homeowners Associations	163	6,427	131	3,342	24	342	318	10,111	362	11,177	400	12,209
Hospitals	36	1,150	27	522	45	1,151	108	2,823	132	3,548	144	3,630
Indian Tribal Council	33	1,133	13	197	7	247	53	1,577	58	1,510	61	1,539
Jaycees--Junior Chamber of Commerce	24	993	7	126	1	14	32	1,133	38	1,346	42	1,411
Kiwanis International	499	20,638	396	9,343	91	1,172	986	31,153	1,025	32,250	1,085	33,948
Knights of Pythias	5	114	3	35	1	2	9	151	11	154	16	261
Labor Organizations	92	4,524	23	652	6	63	121	5,239	131	5,200	134	4,884
Law Enforcement Agencies	28	1,250	31	615	15	319	74	2,184	84	2,519	89	2,763
Lions International	1,165	44,590	1,100	22,371	180	1,771	2,445	68,732	2,521	70,028	2,624	71,774
Loyal Order of Moose	125	4,892	134	2,576	38	316	297	7,784	309	8,205	317	8,353
Masons--Eastern Star	164	4,748	130	2,252	43	740	337	7,740	335	7,890	359	8,147
Men's Clubs	47	1,948	38	1,067	24	223	109	3,238	117	3,166	111	3,079
Military Order of World Wars	5	117	5	108	4	45	14	270	10	201	8	60
National Guard	0	0	0	0	0	0	0	0	0	0	1	65
Non-profit Agencies	265	8,193	147	2,977	132	3,175	544	14,345	589	15,909	641	16,081
Odd Fellows (IOOF) Lodge	16	578	13	241	3	39	32	858	31	944	38	952
Optimist International	151	6,667	100	2,612	23	230	274	9,509	283	9,450	271	9,423
Other Community Organizations	778	24,982	548	11,903	605	14,302	1,931	51,187	2,114	54,502	2,267	60,064
Playgrounds, Recreation Centers	177	6,149	117	2,965	185	2,837	479	11,951	537	13,845	583	15,122
Professional and Scientific Societies	33	1,565	23	468	28	645	84	2,678	87	2,601	110	2,797
Rotary International	634	25,495	602	14,762	163	2,538	1,399	42,795	1,456	44,545	1,481	45,382
Ruritan Club	105	4,026	115	2,246	20	128	240	6,400	251	6,528	259	6,700
Sertoma International	17	586	6	217	1	3	24	806	26	858	28	897
United States Power Squadrons	0	0	1	14	5	77	6	91	8	276	9	277
VFW, Auxiliary, Cootie	499	19,947	463	9,698	156	1,938	1,118	31,583	1,126	31,816	1,156	32,458
Women's Clubs	17	644	8	111	4	37	29	792	33	820	40	886
YWCA, YMCA	261	6,876	98	1,825	42	1,019	401	9,720	428	10,318	461	10,835
Civic Organization Total	12,301	435,351	9,459	199,332	5,172	89,774	26,932	724,457	28,865	770,838	30,318	803,847
Percent to Total	25.94%	27.18%	19.43%	22.19%	27.37%	37.59%	23.42%	26.45%	24.40%	27.63%	25.21%	28.38%

BOY SCOUTS OF AMERICA

NATIONAL CHARTERED ORGANIZATIONS USING THE TRADITIONAL SCOUTING PROGRAM

Name of Organization	December 2010								December 2009		December 2008	
	Packs	Cub Youth	Troops	Scout Youth	Crews	Venturing Youth	Total Units	Total Youth	Total Units	Total Youth	Total Units	Total Youth
Religious Organization												
African Methodist Episcopal	85	1,647	71	789	7	96	163	2,532	199	2,950	207	3,107
African Methodist Episcopal Zion	27	647	21	240	3	87	51	974	59	1,042	66	1,084
Armenian Church of America	25	333	30	518	36	423	91	1,274	93	1,306	97	1,468
Assemblies of God	40	1,312	41	947	15	168	96	2,427	95	2,386	76	2,076
Baptist Churches	2,045	71,324	1,900	34,062	337	3,049	4,282	108,435	4,342	106,632	4,361	105,862
Buddhist Churches of America	27	767	28	803	8	46	63	1,616	61	1,615	55	1,481
Catholic Church	4,292	180,286	3,684	97,625	819	8,822	8,795	286,733	9,012	286,756	9,253	291,077
Christian Church (Disciples of Christ)	562	22,015	548	11,456	121	981	1,231	34,452	1,263	34,264	1,283	34,510
Christian Methodist Episcopal Church	42	948	33	550	7	67	82	1,565	87	1,498	82	1,393
Church of Christ	253	10,364	245	5,138	68	598	566	16,100	583	15,746	580	15,211
Church of God	124	4,041	109	1,800	27	193	260	6,034	263	5,988	267	5,941
Church of the Brethren	52	1,864	50	852	7	35	109	2,751	116	2,911	129	3,263
Church of the Nazarene	82	2,759	69	1,243	18	127	169	4,129	168	4,186	160	4,197
Community Churches	512	18,735	447	10,433	122	1,172	1,081	30,340	1,116	31,103	1,113	31,058
Community of Christ	26	870	29	607	7	266	62	1,743	61	1,720	68	1,700
Episcopal Church	490	22,098	591	17,345	162	1,918	1,243	41,361	1,258	41,471	1,264	41,892
Evangelical/Independent Churches	143	4,462	118	2,671	37	287	298	7,420	306	7,051	314	7,390
Friends, Society of (Quakers)	16	643	16	498	4	30	36	1,171	36	1,077	38	1,069
Islam, Muslim, Masjid	41	1,140	32	747	6	89	79	1,976	91	1,814	100	1,910
Jewish Synagogues and Centers	74	2,156	82	1,734	18	170	174	4,060	190	4,228	203	4,309
Lutheran Church	1,778	70,349	1,823	47,109	429	3,638	4,030	121,096	4,129	121,057	4,191	121,724
Moravian Church in America	17	688	17	355	5	42	39	1,085	37	918	38	1,055
Orthodox Churches, (Greek, Russian, etc)	23	497	27	442	5	46	55	985	51	954	55	995
Other Churches	419	13,957	432	9,661	111	1,047	962	24,665	985	24,286	992	24,978
Pentecostal Churches	57	1,162	55	598	13	94	125	1,854	143	2,197	137	1,914
Presbyterian Church	1,467	69,903	1,817	53,783	430	3,283	3,714	126,969	3,778	126,060	3,795	124,725
Reformed Church in America	52	2,203	69	1,912	12	60	133	4,175	134	4,064	129	3,908
The Church of Jesus Christ of Latter-day Saints	10,345	142,085	19,285	205,990	8,298	64,645	37,928	412,720	37,684	405,703	37,153	402,146
The Salvation Army	89	1,673	54	764	15	164	158	2,601	185	3,436	225	4,856
United Church of Christ, Congregational Church	520	22,568	607	15,655	139	1,011	1,266	39,234	1,292	39,076	1,313	40,036
United Methodist Church	5,136	235,672	5,005	127,419	1,146	8,408	11,287	371,499	11,422	370,694	11,515	367,579
Religious Organization Total	28,861	909,168	37,335	653,746	12,432	101,062	78,628	1,663,976	79,239	1,654,189	79,259	1,653,914
Percent to Total	60.87%	56.75%	76.70%	72.79%	65.78%	42.31%	68.38%	60.75%	66.99%	59.29%	65.91%	58.40%
Educational Organization												
Business-to-School Support Agencies	27	701	14	195	8	397	49	1,293	59	1,403	57	1,536
Correctional Institutions	20	364	47	992	90	2,599	157	3,955	199	5,015	249	5,784
Foreign Schools and Agencies	57	4,406	64	3,973	2	18	123	8,397	138	7,497	138	7,346
Handicapped Resources	74	2,394	110	1,747	126	2,435	310	6,576	329	6,746	327	6,647
Parent - Teacher Groups other than PTA	3,070	134,180	700	17,685	269	8,142	4,039	160,007	4,353	168,350	4,763	180,032
Parent Teacher Associations	1,471	65,720	267	5,626	37	975	1,775	72,321	1,931	75,199	2,014	76,193
Private Schools	1,533	49,577	679	14,874	763	33,418	2,975	97,869	3,161	100,286	3,119	95,819
Public Schools	2	120	1	16	1	26	4	162	10	396	18	874
Educational Organization Total	6,254	257,462	1,882	45,108	1,296	48,010	9,432	350,580	10,180	364,892	10,685	374,231
Percent to Total	13.19%	16.07%	3.87%	5.02%	6.86%	20.10%	8.20%	12.80%	8.61%	13.08%	8.88%	13.21%
Grand Total:	47,416	1,601,981	48,676	898,186	18,900	238,846	114,992	2,739,013	118,284	2,789,919	120,262	2,831,992

(SAMPLE DRAFT)**MEMORANDUM OF UNDERSTANDING**

Between

(ORGANIZATION'S LOGO)

(Name of Organization)
And
Boy Scouts of America



WHEREAS *(Name of Organization)* and Boy Scouts of America (BSA) would like to establish a valuable and productive relationship on behalf of boys, young adults and their families for many years to come; we now enter into this Agreement for the purpose of confirming a framework for a cooperative relationship under which *(Name of Organization)* and BSA will assist one another in areas of mutual interest.

WHEREAS, *(Name of Organization)* is a leader in these areas:

_____, and provides
 needed skills through development of standards and training materials; and

WHEREAS, *(Name of Organization's)* programs and BSA allow interested persons the opportunity to develop leadership skills and responsibility, experience teamwork and gain an awareness of _____; and

WHEREAS, it is the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath, Scout Law and Venturing Oath; and

WHEREAS Boy Scouts of America is desirous of lending its aid and support to the citizenship training, character development and personal fitness of boys and young men and women through community-based organizations;

BE IT RESOLVED that *(Name of Organization)* and BSA will work cooperatively with each other, within the policies, procedures, safety guidelines and regulations of each organization, to establish and nurture Cub Scout Packs, Boy Scout Troops and Venturing Crews, so that boys and young men and women may grow in character, citizenship responsibility, and with the personal fitness necessary to achieve their greatest potential;

All public communications and/or announcements about this initiative, including websites of (name of organization) and their respective affiliates, licensees, vendors and (name of organization) will be mutually approved by both Boy Scouts of America and (name of organization) before they are issued.

(Name)

(Title)

(Name of Organization)

Date_____
Robert J. Mazzuca

Chief Scout Executive

Boy Scouts of America



Prepared. For Life.™



BOY SCOUTS OF AMERICA
1325 West Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015-2079
<http://www.scouting.org>

SKU 522025

