



Steps to Successfully Starting a New Unit for Scouting Ambassadors*

1. **With a Scouting professional, meet with organization's head:**
 - Discuss the priorities and concerns of the organization regarding youth
 - Discuss the purposes and benefits of adopting Scouting programs
 - Share and discuss Scouting materials (family Scouting, insurance, charter agreement, etc.)
2. **Organization adopts the Scouting program:**
 - Organization appoints a person to serve as the Chartered Organization Representative (COR)
 - Organization selects and approves 4-6 adults to serve in the organizing committee
3. **Organizing committee meets to:**
 - Further understand the aims and methods of Scouting
 - Determine which units to organize (pack, troop, crew)
 - Outline the mission and objectives of the Scout unit(s)
 - Identify and select unit's leadership:
 - Cub Scout Pack – Cubmaster, den leaders, committee chair, committee members
 - Scout Troop – Scoutmaster, assistant Scoutmasters, committee chair, committee members
 - Venturing Crew – Crew advisor, associate advisors, committee chair, committee members
4. **Organizing committee selects Scout leaders:**
 - Scout leaders are recruited, oriented, and mentored by the unit commissioner
 - Scout leaders take trainings on my.scouting.org, including Youth Protection and leader-specific trainings
5. **Unit committee plans and organizes the first three months:**
 - With the help of the unit commissioner, create a three-month activity plan that engages the youth
 - Use annual program calendaring helps:
 - Cub Scouts - <https://www.scouting.org/programs/cub-scouts/>
 - Scouts BSA - <https://www.scouting.org/programs/boy-scouts/>
 - Venturing - <https://www.scouting.org/programs/venturing/>
6. **Recruit a minimum of five youth and orient parents:**
 - Promote the new unit through advertising (peer-to-peer, social media, newsletters, etc.)
 - Plan and conduct a join meeting. Introduce Scout leaders and activity plan, provide information and answer questions
 - Recruit additional help from parents
 - Have youth and adults complete BSA membership applications and collect registration fees
7. **Complete the paperwork:**
 - Complete and submit BSA membership applications and collect registration fees
 - Submit the New Unit Application form with \$40 fee and BSA Annual Charter Agreement form
 - Sign up for Scoutbook (advancement tracking, leader-parent communication, calendaring help, etc.)
8. **Hold first unit meeting:**
 - Unit Scout leaders conduct the first meeting in accordance with developed three-month plan
 - See that future meetings are scheduled and parents are continually informed

**In accordance with the timeline provided on reverse*





Transition Timeline

September 2018 – May 2019

- This is largely a preparatory period to find Scouting Ambassadors and chartered partners to help us through the transition
- Collect contact information and commitments from individuals interested in volunteering in the future; hold fireside chats to educate them on our timeline and best practices
- Educate all community families that Scouting will continue to be a viable and helpful resource in every community through 2020 and beyond
- Begin immediately to find new chartered partners to complete the chartering process in July 2019
- Document new sponsors and leaders and prepare the new unit application

May 2019

- Find enough adults and youth to complete the registration process for each new unit:
 - Minimum of six leaders and five youth
- *Note: Youth and leaders in units sponsored by the Church should continue participating in their ward unit through 2019.

June – August 2019

- Continue to line up new chartered partners and unit volunteers
- Create new units, which will include registering leaders and youth in the system, though in most cases the units, leaders and Scouts will not start actively meeting until January 1, 2020. Each registered person will be informed that meetings will not begin until the future start date
- Participate in the Council-sponsored Friends of Scouting campaign

August – December 2019

- Conduct Council-sponsored Friends of Scouting campaign
- Communicate to youth and adults in The Church of Jesus Christ of Latter-day Saints which new/existing units will be available for them once their ward units dissolve

January 2020

- New packs, troops, and crews begin meeting and continue fundraising

Remember, your efforts will make a tremendous difference for our youth.

