

## Steps to Organizing a New Unit

### What is the procedure for starting a new unit?

There is a step by step process for starting a new Scouting unit:

1. Identify a Chartered Organization. A Chartered Organization has been identified and its leadership agrees to its responsibilities in organizing a new unit.
2. **The leadership of the Chartered Organization** agrees to conduct the scouting program according to policies and guidelines of the chartered organization and those of the Boy Scouts of America.
3. **The organization appoints a unit organizing committee** of at least three adults. This organizing committee will work out details and plan the recruiting of unit leaders.
4. **The unit organizing committee meets.** They review the aims and methods of scouting, and start the process for selecting unit leaders.
5. **The leadership of the organization appoints a member to be its representative** (Chartered Organization Representative or COR). This person will represent the organization at the district and council levels as a voting member.
6. **Train the leaders.** New leaders must take Leader Specific Training as soon as possible to have a better understanding of their roles and responsibilities. This is an on-line training one can do from home. More detailed and in-depth training can be obtained later. All registered adults must also complete Youth Protection Training which is valid for two years.
7. **Plan and organize the program.** Using available resources, the new leaders plan the unit's program for at least three months. Extensive guidance, including step-by-step instructions, is available for program planning. Contact the local Council Service Center.
8. **Recruit youth members and orient parents.** Boys, (and girls for Cub Scout Packs), and their parents from the chartered organization and the community are invited to join scouting.
9. **Complete the paperwork.** Check to ensure all applications and other paperwork have been correctly completed and submitted to the local council service center for processing.
10. **Hold the first unit meeting.** The new unit conducts the first program meeting of its membership.
11. **Follow up.** The chartered organization is presented a charter to use scouting as part of its service to its own members, as well as to the community at large.

The steps above will help to ensure strong unit organization and reinforce the unit's ability to build tenure and develop quality leaders. If you or someone you know is interested in starting a new unit, please contact the Council Service Center at 802-244-5189 or email at [info@scoutingvermont.org](mailto:info@scoutingvermont.org).

***These steps can and should be used with the Family Scouting units as well, specifically organizing an all-girl Cub Scout Pack or in 2019, an all-girl Scout troop.***