

Steps for Organizing a New Unit in the United Methodist Church



Step

Date Completed

1. **The church adopts the Scouting program as a part of its youth ministry.** _____
2. **The new-unit steering committee is appointed.** The church appoints a committee of three to five people to organize the Scouting unit(s). _____
3. **The new-unit organizing committee meets.** They review the aims and methods of Scouting, and start the process for selecting leaders. _____
4. **Key leaders are selected.** The church appoints a member to be the chartered organization representative. This person will represent the church at the BSA district and council levels as a voting member. The organizing committee recruits and appoints people to serve as the unit committee chair and committee members. _____
5. **The unit leader and assistant(s) are selected.** The steering committee identifies the people who would make a good unit leader or assistant leader. _____
6. **The unit leader is recruited.** Members of the steering committee make appointments for personal visits to recruit the unit leader and assistant(s). _____
7. **Leaders are trained.** As soon as possible after a person has agreed to be a leader, the organizing committee gives him or her copy of the Fast Start video and guide. After viewing the video and reading the guide, the new leader will have a better understanding of the new role and responsibilities. The new leaders are scheduled for Basic Leader Training at the next available session. _____
8. **The new unit's program is planned.** Using resources available from the BSA local council, the new leaders plan the program for at least the first three months. _____
9. **Youth are recruited and parents are oriented.** Youth and their parents from the church and from the community are invited to join. _____
10. **The paperwork is completed.** All applications and other paperwork are correctly completed and submitted to the BSA local council service center for processing. _____
11. **The charter is presented.** The church is chartered by BSA to operate a Cub Scout pack, Boy Scout troop, and/or Venturing crew. _____
12. **There is follow up.** Once the unit has been organized, there will be ongoing service from the BSA district and the Scouting Ministries of the General Commission of United Methodist Men. _____