Steps for Organizing a New Unit in the United Methodist Church

**Step**

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.