

DISTRICT NEW-UNIT CHART

DISTRICT _____ COUNCIL _____ YEAR _____

MEMBERSHIP CHAIR _____ EXECUTIVE _____

QUARTERLY PROGRESS: **FIRST QUARTER** ***SECOND QUARTER** ***THIRD QUARTER** ***FOURTH QUARTER**

	GOAL	ACTUAL	GOAL	ACTUAL	GOAL	ACTUAL	GOAL	ACTUAL
NEW PACKS	_____	_____	_____	_____	_____	_____	_____	_____
NEW TROOPS	_____	_____	_____	_____	_____	_____	_____	_____
NEW TEAMS	_____	_____	_____	_____	_____	_____	_____	_____
NEW CREWS	_____	_____	_____	_____	_____	_____	_____	_____
NEW POSTS	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL NEW UNITS	_____	_____	_____	_____	_____	_____	_____	_____

12 STEPS TO ORGANIZING UNITS—DATES COMPLETED

*QUARTERLY GOALS ARE CUMULATIVE

POTENTIAL CHARTERED ORGANIZATION OR PARTICIPATING ORGANIZATION	UNITS NOW REGISTERED (CHECK)					TYPE OF UNIT TO BE ORGANIZED	ORGANIZER ASSIGNED	TRAINER ASSIGNED	COMMISSIONER ASSIGNED	TARGET DATE TO COMPLETE ALL STEPS	1	2	3	4	5	6	7	8	9	10	11	12	
	PACK	TROOP	TEAM	CREW	POST						Identify the Prospect	Approach the Prospect	Make the Sales Call	Organization Adopts Program	Organizing Committee Meets	Select/Recruit Key Leaders	Train Leaders	Plan the Program	Recruit Youth/Orient Parents	Complete the Paperwork	Conduct First Unit Meeting	Follow Up	

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.