



## I WANT TO START A NEW SCOUTS BSA TROOP!

Scouting units require adult leaders, youth, and a chartering organization. First the chartering organization agrees to adopt the Scouting program. Then you must recruit and train the leaders. Once you have your trained leaders, recruit the youth. From there you can plan your program year, complete the paperwork, and hold your first meeting.

### FOLLOW THESE STEPS:

**STEP 1: IDENTIFY A CHARTERING ORGANIZATION:** A chartering organization will own the Scouting unit. These are often churches and civic clubs. They'll provide a meeting space, help find and approve adult leaders, and appoint an individual as the Chartered Organization Representative. This representative works as a liaison between the organization and the troop. The chartered organization will pay an annual \$40 liability insurance fee. General liability insurance is provided by the Boy Scouts of America for our volunteer leaders and chartered organizations.

The Executive Officer of the chartering organization must meet with your District Executive and sign the Annual Charter Agreement prior to starting the unit. The Chartered Representative must also sign this. Contact information for our District Executive can be found on the Council Website.

**STEP 2: RECRUIT LEADERS:** Your new unit must have a few key leadership positions filled. These 6 adult leader positions are the minimum requirements to start a new unit. These adults can be multiple registered with the BSA and there is no requirement that any have their primary registration with the new unit. There must be a registered female adult leader over 21 in every unit serving females and a registered female adult leader 21 years of age or over must be present for any activity involving female youth. While troops have the option to be linked and can share their committee, the following items are still required for the new unit.

- The Executive officer of the Chartering Organization.
  - This person's information is collected via the New Unit Application. They do not pay dues.
- The Chartered Organization Representative.
  - This adult leader acts as the liaison between the troop and chartered organization and must approve all other adult leaders.
  - This person must fill out a BSA membership application, complete youth protection and if not already registered with the BSA pay the annual membership fee.
  - If the organization already sponsors a Scout unit, then this person must be the same for both units.
- Committee Chair.
  - This adult leader leads the behind the scenes administrative tasks of the troop
  - This person must fill out a BSA membership application, complete youth protection and if not already registered with the BSA pay the annual membership fee.
- Scoutmaster.
  - This adult leader supports and guides the youth leadership as they plan and lead the troop.
  - This person must fill out a BSA membership application, complete youth protection and if not already registered with the BSA pay the annual membership fee.
  - This person cannot be a Scoutmaster in another troop.
- Two Committee Members.
  - These adult leaders work with the committee chair to run the troop in roles like treasurer or secretary.
  - They must fill out a BSA membership application, complete youth protection and if not already registered with the BSA pay the annual membership fee.

*\*Not required but recommended: Assistant Scoutmaster(s), additional committee members*

**STEP 3: RECRUIT YOUTH:** Now that you have your chartered organization and your adult leaders you can start to recruit youth. All youth will need to fill out a BSA youth membership application and pay their annual membership dues. You will need a minimum of 5 youth and 2 of these youth must have their primary BSA registration in the new unit.

**STEP 4: COLLECT ALL PAPERWORK AND MONEY:** For a new unit, you'll need to turn in a new unit application, a signed charter organization agreement, and applications for every adult leader and youth member. Please remember that all adults must attach a copy of their youth protection training certificate to their application.

Paperwork review:

- Annual Charter Agreement: Signed by Executive Officer, Chartered Representative and District Executive  
- New Unit Application: Signed by Executive Officer and the District Executive.

- Executive Officer must initial - Use of Scouting Program #6 & #7 on pages 1 & 2 of application.
- Chartered Organization pays the \$40 Liability Insurance Fee.

- Adult Applications with youth protection certificates and membership dues

- Youth Applications with membership dues

*\*Use the Troop New Unit Helper to track all these items*

**STEP 5: SUBMIT ALL PAPERWORK AND MONEY TO THE COUNCIL SERVICE CENTER:**

- Once you have collected all the paperwork and money, you'll need to deliver the paperwork to our Council Service Center. Contact your District Executive who can review your paperwork and help deliver it.
- You will be able to select your unit number, but we can't guarantee that every number is available. Don't get your hopes up about being Troop 123 without first checking to see if that number is available. Contact the Council Registrar, who can help you select a unit number. This can also be completed when you turn in the paperwork.

HAVE QUESTIONS? Contact your District Executive, Unit Commissioner, or District Membership Team.

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WILLIAM D. BOYCE NEW UNIT ORGANIZER AWARD

To recognize volunteers who have dedicated their time and energy to expanding Scouting to new communities, we give out the William D. Boyce New Unit Organizer Award. William D. Boyce was the founder of Boy Scouts in America - he learned about Scouting in England and organized the first ever Scouting units here. Complete the steps outlined on the Award form and in his honor, you could receive a certificate and a knot to wear on your uniform.

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