New-Unit Charter Application

Questions?
Call 301-214-9187.

If you want to learn more about Scouting, visit www.scouting.org.

Use this form to register a new unit.

The National Capital Area Council is committed to starting and sustaining high-performing quality units.

1. New-Unit Information

Community and religious organizations, with the help of the BSA, organize Cub Scout packs, Boy Scout troops, Varsity Scout teams, Venturing crews, and Sea Scout ships for boys and young men and women. They manage these units and control the program of activities to support the goals and objectives of the chartered organizations.

Unit information

Unit No.	Unit's vision statement

Unit type

Scouting program *Check only one.*	**Special needs type** *Check only one.*
☐ Cub Scout Pack	☐ Majority of members mentally disabled
☐ Boy Scout Troop	☐ Majority of members physically disabled
☐ Varsity Team	**Special interest type** *Check only one.*
☐ Venturing Crew	☐ Traditional program
☐ Sea Scouts Ship	☐ Soccer and Scouting
	☐ Scoutreach

Charter term

Effective date *mm/dd/yyyy*	Expire date *mm/dd/yyyy*	Term *months*

2. Chartered Organization

Your organization is joining with the BSA to deliver a program of citizenship training, character development, and personal fitness to youth in your community.

Organization Name and Mailing Address

Full name of organization	
Street or P.O. box *Mailing address*	
City, state, zip	County

Physical address *Provide physical address if different from mailing address.*

Street or P.O. box *Physical address*	
City, state, zip	County

Executive Officer

Name *first, middle initial, last, suffix*		Gender ☐ Male ☐ Female
Birth date *mm/dd/yyyyy*	E-mail address	
Daytime phone *area code, number, extension*	Evening phone *area code, number, extension*	

3. Key District Leaders

Your new-unit is part of a Scouting district, which is a geographical area of the local BSA council. District leaders mobilize resources to ensure the growth and success of units within the district's territory. The following key individuals will help your new-unit succeed.

District

Name of district	District number

District Executive *The District Executive is the full-time professional in the district.*

District Executive's name	E-mail address
Daytime phone *area code, number, extension*	Evening phone *area code, number, extension*

District Chairman *The District Chairman is a volunteer who is responsible for the district's membership, program, and finance functions.*

District Chairman's name	E-mail address
Daytime phone *area code, number, extension*	Evening phone *area code, number, extension*

District Commissioner *The District Commissioner is a volunteer who recruits, trains, and leads a staff of volunteer commissioners who coach adult leaders of every unit to succeed.*

District Commissioner's name	E-mail address
Daytime phone *area code, number, extension*	Evening phone *area code, number, extension*

4. New-Unit Organization Process

The new-unit process takes important teamwork and planning. The New-Unit Organizer and the New-Unit Commissioner are essential in organizing and supporting new-units.

New-Unit Organizer *The New-Unit Organizer takes the lead in promoting the benefits of Scouting to the prospective Chartered Organization, and in following the new-unit organization process.*

New Unit Organizer's name	E-mail address
Daytime phone *area code, number, extension*	Evening phone *area code, number, extension*

New-Unit Commissioner *The New-Unit Commissioner works closely with the District Executive and New-Unit Organizer through the new-unit organization process, and continues to serve the new-unit after it has formed for 2-3 years as a mentor.*

New-Unit Commissioner's name	E-mail address
Daytime phone *area code, number, extension*	Evening phone *area code, number, extension*

New-Unit Organization Process *Provide the date each process step is completed (or planned).*

1.Identify prospect	*mm/dd/yyyyy*	7. Train the leaders	*mm/dd/yyyyy*
2. Approach the prospect	*mm/dd/yyyyy*	8. Plan and organize the program	*mm/dd/yyyyy*
3. Make the sales call	*mm/dd/yyyyy*	9. Recruit youth members	*mm/dd/yyyyy*
4. Organization adopts the program	*mm/dd/yyyyy*	10. Complete the paperwork	*mm/dd/yyyyy*
5. Organizing committee meets	*mm/dd/yyyyy*	11. First meeting (planned)	*mm/dd/yyyyy*
6. Select and recruit leaders	*mm/dd/yyyyy*	12. Charter presentation (planned)	*mm/dd/yyyyy*

5. Program Planning

Successful units hold regular meetings and conduct annual program planning.

Meeting information

Name of meeting place	Meeting schedule *e.g., Thursdays at 7:30 PM*
Street	City, state, zip

Annual program plan *The New-Unit Commissioner works with the new-unit (including youth officers for crews and ships) to develop the annual program plan. Check which of the following quality indicators the new-unit's program plan satisfies.*

☐ Covers at least 12 months	☐ Planned by youth officers for crews/ships
☐ Includes at least 2-4 service projects	☐ Includes outdoor activities
☐ Includes at least 2-4 recognition events (e.g., Court of Honor)	☐ Includes district/council activities
☐ Includes long-term camping or super-activity	☐ Includes parents' meetings

6. Leadership Training

New-units whose adult leaders are trained before the first meeting have a far higher chance of success.

Adult leader training

Youth Protection Training	**Leader-Specific Training** *continued*
☐ All Registered Adults	☐ Assistant Unit Leader(s)
Leader-Specific Training	☐ All Den Leaders *for Packs only*
☐ Chartered Organization Representative	**Introduction to Outdoor Leadership Skills** *completed or planned within 3 months*
☐ Unit Committee Chairperson	☐ Unit Leader *for Troops and Teams only*
☐ All Unit Committee Members	☐ Assistant Unit Leader(s) *for Troops and Teams only*
☐ Unit Leader	

The new-unit commissioner works with the chartered organization to develop a succession plan in place to maintain proper key leadership.

Succession Plan

☐ Written leadership succession plan developed

7. Charter Registration Fees

Units are required to pay an annual charter fee of $20. This fee shall be submitted with the unit's charter application and will help defray the expenses for the general liability insurance program. These fees will raise approximately 25 percent of the funds required to maintain insurance coverage for all chartered organizations, leaders, and ScoutParent unit coordinators. In addition units are required to pay BSA registration fees for all youth and adults. The National Capital Area Council adds a $1 per person insurance fee.

Boy's Life subscription

☐ 100% *Boy's Life* unit	First issue *mm*	Last issue *mm*	Subscription term *months*

Registration fees

Youth member registration fees	Number of youth	Fee per youth $16.00 / year	Total
Adult leader registration fees	Number of adults	Fee per youth $16.00 / year	
Boy's Life fees	Number of subscriptions	Fee per subscription $12.00 / year	
Charter fees		Fee per unit $20.00	
Grand total			

8. Certifications

Executive Officer *I hereby certify that the organization approves this charter application, and also that the organization has approved all registering unit adults.*

Signature	Date *mm/dd/yyyy*

District Executive *I hereby certify that I have worked closely with the district volunteers to create a new unit following the new-unit organization process in accordance with our council's growth strategy.*

Signature	Date *mm/dd/yyyy*

District Volunteers *We hereby certify that this unit enjoys support, has potential, and is prepared to grow and thrive.*

Signature *District Vice Chair for Membership*	Date *mm/dd/yyyy*
Signature *New-Unit Commissioner*	Date *mm/dd/yyyy*

INSTRUCTIONS

Purpose of Boy Scouts of America
Its purpose is to promote, through cooperation with other agencies, the ability of youth to do things for themselves and others, and to teach them patriotism, courage, self-reliance, and kindred virtues. In achieving this purpose, emphasis is placed upon its educational program and the oaths, promises, and codes for character development and citizenship training, and mental and physical fitness.

Your Local Council
Your local council through the Boy Scouts of America:

1. Helps you organize your unit
   - Outlines suggested procedures to recruit youth
   - Conducts organization meetings
   - Shares in approval process for unit leaders
   - Provides training opportunities for your Scouting leaders
2. Provides year-round help
   - Leader roundtables
   - Commissioner service
   - Concerned district personnel
3. Special activities and events
4. Maintains a council service center
   - Program helps
   - Latest editions of literature
   - Provides unit committee with proven and accepted methods to recruit leadership

Adult Leaders
Critical to the success of your Scouting program is the selection of quality leaders who represent the values of the Boy Scouts of America and your organization. The chartered organization has the responsibility for the selection of these individuals.

The Chartered Organization selects one of its members to register as a chartered organization representative who may also serve as chair or as unit committee member if needed. All units must have a unit leader, and at least three committee members with one named chair. Packs must have a den leader who must be registered as an adult in the pack. No one may register in more than one position in the same unit, except the chartered organization representative.

Unit Leader Requirements: The executive officer of the chartered organization, by signature on individual leader BSA applications, certifies that the organization has approved all registering adults. The responsibility for approval of unit adults can also be given to the chartered organization representative. The chartered organization certifies that all registered adults: agree to abide by the Scout Oath and the Scout Law; the Declaration of Religious Principle; the policy of nondiscrimination, and the *Charter and Bylaws* and *Rules and Regulations of the Boy Scouts of America*; agree to respect and obey the laws of the United States of America, and to meet age requirements as follows:

- Packs–All leaders must be at least 21 years of age except assistants, who must be at least 18 years of age. Tiger Cub adult partners must be at least 18 years of age.
- Troops–Assistant Scoutmasters may be 18. All other adults in the troop must be at least 21.
- Teams–Varsity Scout Coaches must be at least 21 years old. Assistant Varsity Scout Coaches must be at least 18 years old.
- Crews/Ships–All leaders must be at least 21 years old.

Training Standards: BSA requires all registered adults to take the Youth Protection Training before registering. Our council's standard is for registered adults in new-units to take their leader-specific training before the new-unit holds its first meeting and for unit leaders and assistant leaders for Teams and Troops to take the Introduction to Outdoor Leadership Skills course within three months.

Youth Members
The first group of youths to be invited should include those who are members of the chartered organization. Youth from the community can sometimes be reached by announcements through area schools. Your local council and district executive can provide recruitment fliers and posters, and usually have contacts with school administrators.

Membership Requirements: The unit leader certifies by signature on individual youth BSA applications that each member meets the age and gender requirements as follows:

- Packs–The Cubmaster certifies that each boy is in the first through fifth grade, or is at least 7 years of age and not yet 11½, and that each boy has parental consent.
- Troops–The Scoutmaster certifies that each boy is under the age of 18, has completed the fifth grade and is at least 10 years old, or has earned the Arrow of Light Award and is at least 10 years old, or is 11 or older.
- Teams–The Coach certifies that each boy is at least age 14 and not yet age 18.
- Crews/Ships–The Advisor/Skipper certifies that each crew or ship youth member is 14 years of age OR 13 years of age and have completed the eighth grade and under 21 years of age. The youth in these units may be male or female.

Policy of Nondiscrimination: Membership in the Boy Scouts of America is open to all boys and young adults who meet the joining requirements. Membership in Scouting, advancement, and achievement of leadership in Scouting units are open to all youth without regard to race or ethnic background and are based entirely on individual merit.

Size Standards: The BSA size standard is a minimum of five (5) youth to form a new-unit, with a recommendation to recruit at least ten youth. Our council's size standard for non-LDS Packs and Troops is a minimum of ten (10) youth to encourage unit sustainability. For all other units, our council's size standard is a minimum of five (5) youth. The District Vice Chair for Membership and the New-Unit Commissioner together can grant an exemption to the new-unit size standard for new-units which have sufficient support, potential, and preparation.