

# Steps for Organizing a Unit

As Scouting approaches its centennial celebration, and to support its effort to have Scouting in every community in America, the Boy Scouts of America proudly introduces the William D. Boyce New Unit Organizer Award. This award will be presented to volunteers who exemplify Boyce's organizing spirit. The award is earned by organizing one new traditional unit. The award consists of a square knot against a background of gold, green, and red, the three colors representing the three traditional programs of the Boy Scouts of America. A device for each type of traditional unit chartered can be worn with the square knot.

1. Identify the prospect.
2. Approach the prospect.
3. Make the sales call.
4. The organization adopts the program.
5. The organizing committee meets.
6. Help the organizing committee select and recruit unit leaders.
7. Help train the leaders.
8. Help the unit plan and organize programs.
9. Recruit youth members and provide parent orientation.
10. Complete the paperwork.
11. Attend the first meeting.
12. Present the charter.

## Requirements

1. With the approval of the district committee chair, the volunteer serves as the organizer and completes the successful organization of one new traditional unit (Cub Scout pack, Boy Scout troop, Varsity team or Venturing crew).
2. The volunteer organizes the unit by following all procedures as published in the "New Unit Organization process" (No. 34196), particularly ensuring that new unit leadership is trained, a program for the new unit is organized and in operation, the new unit committee is functioning, a unit commissioner is assigned, all paperwork for the new unit is completed and processed, and the unit charter is presented to the chartered organization.
3. The Boy Scouts of America realizes that quite often several individuals help to organize a new unit. However, for this award, only one volunteer can be recognized as the organizer for a new unit.

4. To further recognize the volunteer's effort for organizing additional new units, a program device can be earned and worn on the new-unit organizer knot. The program device represents the type of unit organized (a Cub Scout pack, Boy Scout troop, Varsity team, or Venturing crew.)

The knot and up to three program devices may be worn in recognition for organizing up to four new traditional units. Multiple program devices for organizing units in the same program may be earned and worn.

5. The new-unit organization award recognizes volunteers for organizing traditional units after March 1, 2005.

## Certification of Completion William D. Boyce New-Unit Organizer Award

Organizer's name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ District, Abraham Lincoln Council

Position \_\_\_\_\_

1. Complete this section before proceeding.

The \_\_\_\_\_

Organization name

Has been assigned to \_\_\_\_\_

Organizer name

To organize a \_\_\_\_\_

Pack, Troop/Team, Crew

\_\_\_\_\_ District Chairman's signature Date assigned

2. Complete this section when all steps are completed and the unit is organized and officially registered.

\_\_\_\_\_ was organized by \_\_\_\_\_

Unit type and number \_\_\_\_\_ Organizer's name

and a charter was presented to \_\_\_\_\_

Organization's name

on \_\_\_\_\_ by the Abraham Lincoln Council, BSA

Date

\_\_\_\_\_ Scout Executive's Designee Date

\_\_\_\_\_ District Chairman's signature Date

Council Record Certificate prepared by \_\_\_\_\_

Name

Knot Award presented by \_\_\_\_\_

Name

Device presented: \_\_\_ Cub Scout \_\_\_ Boy Scout \_\_\_ Varsity \_\_\_ Venturing

# Volunteer Scorecard

## William D. Boyce New-Unit Award

Complete these 12 steps.

Date	Step
_____	1. Be assigned a new-unit prospect. Determine if the organization's values are compatible with BSA values.
_____	2. Make an appointment with the head of the organization to talk about Scouting.
_____	3. Promote the benefits of Scouting during a presentation to the head of the organization. This meeting should result in the organizational leader agreeing to charter a Scouting unit.
_____	4. The organization officially adopts the Scouting program and appoints a chartered organization representative.
_____	5. The organization representative appoints an organizing committee of three to five individuals. A BSA unit commissioner and district trainer are assigned to the committee.
_____	6. The unit leadership is selected, approved, and recruited by the organization.
_____	7. The unit leadership is trained with fast start and new leader essentials.
_____	8. The BSA district trainer helps the unit committee and unit leader plan three to six months of programs.
_____	9. The unit committee and unit leader hold an organizational meeting(s) to collect applications and fees.
_____	10. The unit leader completes the paperwork and transmits the fees to the local council office.
_____	11. Boys attend the new unit's first meeting.
_____	12. The BSA district trainer helps the unit commissioner conduct a charter presentation ceremony at meeting of the organization.

## Recognition Items

- New-Unit Organizer Award certificate
- New-Unit Organizer Award Uniform Insignia Square Knot
- Program devices to recognize additional new units organized
- "Organizer" lapel pin for civilian wear

National web site: <http://www.scouting.org/filestore/pdf/04-515.pdf>

# William D. Boyce

## New-Unit Award

### Introduction

In a heavy London fog in 1909, American businessman William D. Boyce became lost. He was approached by a youth who took Mr. Boyce to his destination. When offered a tip by Boyce, this unknown Scout refused to accept it, saying that he could not accept money for a good turn. This "Good Turn" gave birth to the Scouting movement in America. William D. Boyce was one of those organizing individuals who could see thousands of American youth exhibiting similar values.

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### Description

The William D. Boyce New-Unit Organizer Award is presented to recognize volunteers who organize one or more traditional Scouting units. The award may be worn on the adult uniform. The award is a square knot placed over the three colors representing the three phases of our program—Cub Scouting, Boy Scouting, and Venturing. A volunteer can earn the knot by organizing one traditional unit, and a program device can be earned for up to three additional units organized.

The award recognizes volunteers for organizing traditional units after March 1, 2005. The award is administered by the Relationships Division and will be presented by the local council.