

Certification of Completion

William D. Boyce New-Unit Organizer Award

Organizer's name _____
Address _____
City _____ State _____ Zip _____
Phone _____ E-mail _____
District _____
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 _____ Council, BSA
Date Council Name

Scout Executive's Designee District Chairman's signature

Date 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
Completed 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 a meeting of the organization. |