



STEPS TO CREATE A NEW UNIT:

STEP 1: CHARTERED ORGANIZATION AGREEMENT

Every potential chartered organization must complete this agreement which outlines the responsibilities of the new chartered organization as well as the local council.

STEP 2: NEW UNIT APPLICATION

The new unit application collects the key information about the new chartered partner including the executive officer and location of the unit.

STEP 3: ADULT LEADERSHIP IDENTIFIED, RECRUITED, AND TRAINED

All new adults must complete a Scouting America Adult Application. They must also complete the Pennsylvania required background checks. Before an adult can be registered they also must complete Youth Protection Training.

A troop requires the following leaders who must complete the following training:

- Chartered Organization Representative – Must complete Youth Protection Training. Recommend completing Chartered Organization Representative Training
- Committee Chair – Must complete Youth Protection Training and Committee Training (available online at my.scouting.org)
- Committee Member (need 2) – Must complete Youth Protection Training. Recommend completing Committee Training (available online at my.scouting.org)
- Scoutmaster – Must complete Youth Protection Training, Scoutmaster/Assistant Scoutmaster Specific Training (available online at my.scouting.org), and Introduction to Outdoor Skills (available in person only). Recommend completing Hazardous Weather Training (available online at my.scouting.org)

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- Assistant Scoutmaster (recommended) – Must complete Youth Protection Training. Recommend completing Scoutmaster/Assistant Scoutmaster Specific Training and Hazardous Weather Training (available online at my.scouting.org), and Introduction to Outdoor Skills (available in person only)

STEP 4: PROGRAM PLANNING

One of the key elements of all successful troops would be the troop's annual program plan and planning conference. There are a number of great resources available to help with Program Planning. Here is a link to some of the best resources.

- [Unit Program Planning Tools](#)

STEP 5: RECRUIT YOUTH MEMBERS AND ORIENT PARENTS

All new youth need to complete a Scouting America Youth Application. Assigning a Committee Member to be a New Member Coordinator is a great way to help get youth and parents acclimated to the unit and Scouting.

STEP 6: TURN ALL OF THE PAPERWORK IN AND GET SCOUTING!

Completed Paperwork includes:

- Signed Chartered Organization Agreement
- New Unit Application
- Adult Applications, training, and background checks
- Youth Applications
- Appropriate Fees
- Insurance fee
- Registration fee per individual