How to Start a New Catholic Scouting Unit

This step-by-step checklist provides the ideal roadmap for starting a successful unit.

CATHOLIC SCOUTING

Engage Leadership and Charter the Unit

☐ **Step 1: Meet with your Pastor/School Administrator**

Who: The youth minister/parent interested in starting the unit and the experienced Catholic Scouting leader

What/Why: To provide parish/school leader(s) with an understanding of the formational youth ministry role that the Catholic Scouting program can play in the parish/school and discuss unit start-up procedures. Information about chartering the unit and guidelines for membership, adult leadership and unit program content should be discussed. Identification of an **organizer** at the parish/school who has the confidence of pastoral leadership and the ability to lead the process of establishing the unit.

Desired Outcome: Pastoral intent to proceed with chartering the unit confirmed and an organizer identified.

Resources: Share why Catholic Scouting is a great opportunity for parish and Catholic school families https://catholicscouting.com/for-catholic-educators-leaders/

☐ **Step 2: Contact the chairperson for Catholic Scouting in your Arch/Diocese or Eparchy**

Who: The youth minister or parent interested in starting the unit

What/Why: The process to start a new unit is most easily guided by an **experienced Catholic Scouting leader**. When you contact your Arch/Diocesan or Eparchial chair, that person will connect you with an experienced Catholic Scouting leader in your area who can share information, help you overcome any challenges to setting up a unit and provide you with helpful advice to get you started. If you don't have an Arch/Diocesan or Eparchial chair, contact info@catholicscouting.com for assistance.

Desired Outcome: The appointment of an experienced Catholic Scouting leader to help you get started.

Resources: Find your Arch/Diocesan or Eparchial chair: https://www.nccs-bsa.org/index.php/contacts

☐ **Step 3: Connect with the local Scouting America Council representatives**

Who: The organizer and with support from the experienced Catholic Scouting leader

What/Why: The organizer contacts the local Scouting America Council to indicate they are beginning to organize a new unit and shares relevant details, contact info, etc. Council leadership will assign **Scouting America Council representatives** to be a resource to support the following steps. A **Scouting America Council training team** will also be identified.

Desired Outcome: The identification of local Scouting America Council representatives to help guide the establishment of the new unit and identification of members of the Scouting America Council training team.

Resources: Find your local Scouting America Council: https://www.scouting.org/about/local-council-locator/

Organize Your New Unit

☐ **Step 4: Establish an Organizing Committee**

Who: The organizer with support from the experienced Catholic Scouting leader and the local Scouting America Council representatives

What/Why: This small group drawn from your parish/school community will accomplish the important task of identifying **unit leaders** and obtaining parish/school leadership approval for them. The most critical leadership post to fill is that of the **parish/school representative to the local Scouting America Council**. This organizing committee will also recruit the **unit operating committee** members.

Desired Outcome: Identification and approval of all required unit leaders and parish/school unit operating committee members.

☐ **Step 5: Train the Catholic Scouting Unit Leaders**

Who: The Scouting America Council training team will conduct all necessary training for the selected unit leaders

What/Why: Trained leaders are better prepared to provide an outstanding Catholic Scouting experience.

Desired Outcome: All unit leaders and committee members are fully trained before the unit begins operations. The organizing committee ends its work and the unit operating committee continues with the organizational process.

☐ **Step 6: Plan a 12-Month Program**

Who: The unit operating committee and unit leaders assisted by the Scouting America Council representatives

What/Why: This 12-month program plan should include meeting dates, times, location, summer activities, recruiting plans, service opportunities, Scouting America Council activities and fundraising goals. This plan must also abide by any guidelines set by the parish/school or diocese/eparchy regarding youth activities.

Desired Outcome: A robust and realistic plan

Resources: There are many resources for Catholic Scouting leaders on the NCCS website https://nccs-bsa.org/, including https://nccs-bsa.org/emblems-activities/ and https://nccs-bsa.org/service/

Invite Families and Start Meeting

☐ **Step 7: Recruit Youth**

Who: Unit leaders

What/Why: Youth and their parents from the chartering parish or school and from the community are invited to join Catholic Scouting.

Desired Outcome: A group of excited youth and parents.

Resources: You can download flyers, access social media graphics and more at https://nccs-bsa.org/marketing-kit/

☐ **Step 8: Complete Necessary Paperwork**

Who: The organizer, the unit operating committee chair and the local Scouting America Council's representatives

What/Why: Review of required paperwork ensuring all applications and other paperwork have been correctly completed and submitted to the local Scouting America Council service center for processing completes the establishment of the unit.

Desired Outcome: Catholic Scouting unit establishment.

☐ **Step 9: Hold First Catholic Scouting Unit Meeting**

Who: All members of the new Catholic Scouting unit

What/Why: That is why we have done all the other steps.

Desired Outcome: Engaged Catholic Scouts and families!

Need help starting your New Catholic Scouting Unit?

Give us a call: (214) 714-6950

Send us an email: info@CatholicScouting.com

Catholic Scouting is brought to you by the National Catholic Committee on Scouting