Bishop’s Event to Grow Scouting
An Event for Organizing Scouting Ministry in Catholic Parishes, Schools, and Organizations

BOY SCOUTS OF AMERICA®
Bishop's Event to Grow Scouting
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Introduction

The BSA Council and the Catholic Diocese*

The National Catholic Committee on Scouting (NCCS) is a corporate entity committee affiliated with the United States Conference of Catholic Bishops (USCCB). The committee is a voluntary organization of clergy and lay persons formed in 1934, and is recognized as such by the USCCB and the Boy Scouts of America through a Plan of Organization and Cooperation ratified by both parties in 1934. The Plan of Organization and Cooperation was renewed in 1968 and codified in the NCCS Bylaws and Handbook of Operating Procedures in 1998. The Scouting program is recognized as an integral part of the total youth ministry at the diocesan level, and the committee is responsible for promoting and guiding cooperative contacts between the authorities of the Catholic Church in the United States and the Boy Scouts of America.

Scouting becomes part of parish children’s and youth ministries as units operated by the parishes, parent-teacher organizations, Holy Name Societies, and schools. The Knights of Columbus and other church-related organizations also operate units. The NCCS also promotes and coordinates Scouting in the Eastern Catholic churches, creating new programs or modifying current ones as needed. Each diocese, archdiocese, eparchy, and archeparchy is encouraged to have a Catholic committee on Scouting, and more than 300 BSA local councils have affiliated subcommittees.

Every two years, the National Catholic Committee on Scouting holds a national conference for all members of the diocesan and local Catholic committees. At this conference, new programs are introduced, planned, and developed, and training workshops are offered. Ultimate approval for new programs comes from the vote of the membership. Thus, ideas, comments, and experiences from every part of the country can be heard and shared.

The national committee also sponsors a weeklong training conference at BSA’s Philmont Training Center each year for those Scouters and diocesan personnel entrusted with the responsibilities of operating diocesan Scout committees.

Definitions

archbishop. The bishop of an archdiocese is a “leader among equals” with the bishops of the dioceses; usually within a state and forming an ecclesiastical province.

archdiocese. The diocese of an archbishop in the Roman Catholic Church.

archeparchy. The diocese of an archbishop in the Eastern Catholic churches.

bishop. A prelate who oversees a diocese or eparchy.

BSA local council. An incorporated entity chartered by the Boy Scouts of America National Council to promote and support the delivery of Scouting in a particular geographic area.

diocese.* An entity of the Roman Catholic Church established by the pope and incorporated according to the laws of the state in which it is located. It is under the jurisdiction of a bishop, whose purpose is to minister to the spiritual needs of the Catholic population through many parishes in a defined geographic area. See also “eparchy.” As used in this document, “diocese” may refer to the diocese, the archdiocese, the eparchy, or the archeparchy.

eparchy. An entity of an Eastern Catholic church incorporated according to the laws of the state in which it is located. It is under the jurisdiction of a bishop, whose purpose is to minister to the spiritual needs of the Eastern-rite Catholic population through many parishes in a defined geographic area. See also “diocese.”

parish. A definite and usually territorial division of the diocese that has been assigned its own church and its own pastor or administrator.

This chart compares the basic structures of the Catholic Church and Scouting in the United States:

<table>
<thead>
<tr>
<th>Catholic Church</th>
<th>BSA of America</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Conference of Catholic Bishops</td>
<td>National Council</td>
</tr>
<tr>
<td>Regions (14)</td>
<td>Regions (4)</td>
</tr>
<tr>
<td>Dioceses (207)</td>
<td>Local councils (308)</td>
</tr>
<tr>
<td>Parishes (19,496)</td>
<td>Districts/service areas (2,258)</td>
</tr>
</tbody>
</table>

*Note: The term diocese as used in this document includes the diocese, archdiocese, eparchy, and archeparchy.
Rarely do diocesan borders coincide with local council borders. Therefore it is incumbent upon the diocesan committee to communicate and work closely with all of the local councils that have territory with Catholic units and institutions within the diocese. This communication is necessary in order to ensure a good working relationship. Likewise, it is important for the council to maintain good rapport by including a representative of the diocesan committee on the council’s relationships committee and, if possible, appoint a staff person to serve as an adviser to the diocesan committee. There may be only one diocesan committee, or where a diocese area includes more than one local council, there may be a committee for each local council.

What Is the Catholic Committee?

Many people believe that the Catholic committee on Scouting is a committee of the Boy Scouts of America or of the BSA local council. The reality is that the Catholic committee, at both the national and local levels, is a committee of the Catholic Church. While committee members are all registered and dedicated Scouters; when functioning in their committee roles they represent and work for the Catholic Church. This distinction is important if we are to clearly understand roles and responsibilities as they relate to the Bishop’s Event to Grow Scouting.

The National Catholic Committee on Scouting is a church committee of concerned Catholic lay people and clergy who see as their mission the constructive use of the program of the Boy Scouts of America as a viable form of youth ministry with the Catholic youth of our nation. The committee, which is advisory to the Boy Scouts of America, seeks to sustain and strengthen the relationship between BSA and the Catholic Church in the United States.

Through interaction and dialogue with the Secretariat on the Laity and Family Life (the formal connection between youth ministry in the United States and the United States Conference of Catholic Bishops), NCCS works cooperatively with various other groups involved in youth ministry in the United States.

The Diocesan Committee

The diocesan committee generally consists of Catholic Scouters who are interested in serving youth through a Scouting ministry. The chairman and chaplain of the diocesan committee on Scouting are appointed by the local bishop. The mission of the committee is to support the delivery of Scouting as youth ministry to Cub Scout packs, Scout troops, and Venturing crews operated by Catholic parishes, schools, organizations, and other institutions. The committee's responsibilities also include, but are not limited to, promoting and organizing Scouting programs in all of the previously listed Catholic communities; recruiting and training religious emblems counselors; the promotion of Catholic religious emblems and other programs of the National Catholic Committee on Scouting; holding Scout retreats and religious emblem presentation ceremonies; and encouraging the inclusion of Scouting in the youth ministry program of the parish. The committee also works cooperatively with the BSA local council(s) within the territory of the diocese.

An important method for strengthening the relationship and improving communication would be to regularly co-sponsor with the diocesan committee a Bishop’s Event to Grow Scouting. The increased dialogue would underscore the benefits of Scouting as youth ministry and clearly demonstrate the strength of Catholic Scouting and its benefits to the community.
A Bishop's Event to Grow Scouting (Bishop's Event) is a systematic approach to organizing a large number of new units. This event brings together a number of carefully selected Catholic parishes and other diocesan groups that are prospective chartered organizations. During this meeting, the opportunities and responsibilities of a chartered organization are explained. Trained volunteers sit with each group to answer questions and encourage acceptance of the challenge to provide a Catholic Scouting ministry to boys and young adults. The program should include a talk on Scouting as youth ministry as well as the religious, vocational, and educational aspects of Scouting, followed by the bishop's endorsement of the program. When planning the event, consider whether you may want to serve a meal or light refreshments.

Conducting a successful Bishop's Event requires having carefully selected, trained volunteers. In a single meeting, these volunteers accomplish the work normally completed by many individuals conducting numerous unit organization meetings throughout a whole year. The Bishop's Event takes the uncertainty out of new-unit organization, and it establishes deadlines that must be met.

The Bishop's Event can be initiated by the diocesan Catholic committee on Scouting, a Scout executive, or an area director. In all cases, it is mandatory that the event program be developed through the diocesan Scout chaplain and lay chair, who will initiate communication with the bishop regarding his support of the project.

In planning for the event, determine whether the whole diocese or only a portion of the diocese should be involved, and how many BSA councils will be affected. The Bishop's Event can be an exciting and satisfying experience for all who participate in it. Frontline Scouters who give many hours to council and district efforts can get a real lift from seeing a whole year's new-unit organization efforts accomplished during one neat and concentrated event. People recruited for this event gain such personal satisfaction from seeing their new unit start and flourish that they may be receptive to becoming regular members of the organizing team.

Success depends primarily on three areas:

- The systematic recruiting of quality volunteers needed to make the plan work
- Schedules and action lists that are carefully prepared and faithfully followed
- Publicity throughout the diocese and council(s) to build team pride and spirit and create an awareness of the positive growth programs of the Boy Scouts of America

Quality Volunteers

A successful Bishop's Event must have the right volunteers. They may be experienced, or they may be new volunteers. They must be selected early and trained for their responsibilities. The essential positions include:

A Bishop's Event chair who supervises volunteer recruiting, training, and report meetings, and is ultimately responsible for the completion of all assignments. The event chair also secures an event sponsor, who will pay for the meal or light refreshments and related event expenses.

A commissioner (council or district) who works with the chair in reviewing schedules and volunteer needs, supports new-unit organizers, assists with the Bishop's Event, and recruits unit commissioners to help ensure the success of each new unit.

A physical arrangements coordinator who works to secure a top-notch location and provide support before and on the day of the event.

New-Unit organizers give leadership to the new-unit organizing teams. One new-unit team is assigned to each prospective chartered organization. They will work with the prospective chartered organization to establish the new pack, troop, or crew, and to be absolutely sure that the new unit is solidly under the care of a commissioner before the new-unit organizer leaves the unit. New-Unit organizers are recruited by the district or council membership committee.

The new-unit organizing team consists of the new-unit organizer (above), a trainer, a unit commissioner, and a district executive (or other professional staff adviser.)

The number of volunteers needed will be driven by the number of prospects invited to the Bishop's Event. There should be a new-unit organizer and a new-unit organizing team for each prospective chartered organization attending the meeting. Since the Bishop's
Event is a one-time attempt to secure new chartered organizations, careful planning and preparation are required. It will take at least five months to plan meetings and to recruit and train volunteers for a successful Bishop's Event.

**Schedules and Action Lists**

The Master Schedule and Assignments chart (See appendix A.) can be used as a guide in preparing for your event. The chart shows the minimum time required for each step in order to do a thorough job. Only scheduled checkpoints and deadlines are included in this chart; intermediate steps must be anticipated and carried out.

The action lists (See appendices B through H.) provide specific primary tasks to be accomplished for each of the volunteers serving in key positions.

**Publicity**

A Bishop's Event is newsworthy. It creates awareness of the positive program of the Boy Scouts of America and of widespread community support for the BSA. Therefore, your event should receive good publicity through local and diocesan newspapers, television, radio, and chartered-organization newsletters. Items with asterisks in the Master Planning Schedule should be publicized.
Plans of Action

Diocesan Committee Plan

1. Establish communication with all BSA local councils in the diocese. Ensure the participation of a local council committee for each of the local BSA local councils' events.

2. Arrange for the bishop and key diocesan personnel to meet with council volunteers and professionals.

3. Guide and direct this project. Arrange for and conduct the initial planning meeting. Secure a sponsor for the event(s). Arrange for location(s) and facilities. (See Appendix A, Master Schedule and Assignments, on pages 19-22.)

4. Ensure that the local council committee fully participates in the project for each local council.

5. Establish communication lines on the progress of the event through the diocesan chaplain and lay chair.

6. Order desired program(s) and promotional literature. (See the NCCS publication listing at http://www.nccs-bsa.org/business/nccsForms.php.)

7. Arrange for publicity; e.g., diocesan newspaper, church bulletins, Catholic organization newsletters, local media.

8. Prepare a reply card and letter to the prospect for the bishop's signature and a follow-up letter by the diocesan lay chair or Scout chaplain. (Samples are in the appendix.) See that all concerned meet their task deadlines.

9. Working with local council staff, develop a program for the event and arrange for speakers, photographers, etc.

10. Conduct the Bishop's Event.

11. Assist where needed in the individual units, organizing meetings to ensure their success.

12. Write appreciation letters.

13. Continue follow-up on new unit organization.

14. Evaluate the program and plan for the future.

Local Council Committee Plan

1. Participate in the diocesan planning session for the Bishop's Event.

2. With assistance from your local council professional staff, recruit new-unit organizers for the units to be organized within your council.

3. With assistance from the local council membership committee and professional staff, train the new-unit organizers.

4. Personally visit all pastors or organization heads who receive the bishop's letter to secure an attendance commitment and offer guidance on selection of adults for the organizing committee that will attend the event.

5. Follow up on visits to pastors and organization heads as necessary to ensure good attendance.

6. Participate in Bishop's Event.

7. Participate, as needed, in individual unit organizing meetings in accordance with the schedule presented at the Bishop's Event.

8. Provide follow-up service to newly organized units. (Too many new units fail to survive their first year of operation because of lack of attention paid to them.)

BSA Local Council Plan

1. Cooperate with the diocesan committee using the Master Planning Schedule (Appendix A, Master Schedule and Assignments, pages 19-22) to ensure success.

2. Participate in the meeting arranged by the diocesan committee to plan for the Bishop's Event.

3. Assist the local council Catholic committee in recruiting and training new-unit organizers for units to be organized.

4. As a follow-up to the bishop's letter, assist the local council Catholic committee in contacting each designated Catholic organization within the council.
5. Follow up on visits as necessary to ensure good attendance.


7. Provide professional staff assistance at the Bishop’s Event to oversee and guide the newly formed units. Consider all potential charter organizations assisting the potential chartered organizations.

8. Follow up and participate at individual unit organizing meetings in accordance with the schedule presented at the Bishop’s Event.

9. Provide follow-up service to newly organized units. (Too many new units fail to survive their first year of operation because of a lack of attention paid to them.)

Boy Scouts help with the BSA Scouting for Food National Good Turn that has helped collect more than 220 million cans of food.
Selecting Organizations

New-Unit Prospects

This example shows how to use the New-Unit Prospects chart, Appendix L.

<table>
<thead>
<tr>
<th>Community</th>
<th>Church or Organization</th>
<th>Available Youth</th>
<th>Now Operates</th>
<th>Good Prospect for (Kind of Unit)</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td>St. Charles</td>
<td>240</td>
<td>155</td>
<td>145</td>
<td>444</td>
</tr>
<tr>
<td>Alexandria</td>
<td>St. Luke</td>
<td>175</td>
<td>90</td>
<td>105</td>
<td>578</td>
</tr>
<tr>
<td>Alexandria</td>
<td>St. Michael</td>
<td>300</td>
<td>215</td>
<td>180</td>
<td>109</td>
</tr>
<tr>
<td>Alexandria</td>
<td>Our Lady of Lourdes</td>
<td>350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexandria</td>
<td>Our Lady of Lourdes</td>
<td>235</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexandria</td>
<td>Our Lady of Lourdes</td>
<td>220</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central City</td>
<td>St. Mary's Hospital</td>
<td>85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central City</td>
<td>Central Catholic</td>
<td>1,300</td>
<td></td>
<td></td>
<td>276</td>
</tr>
<tr>
<td>Central City</td>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central City</td>
<td>K of C Council 1234</td>
<td>110</td>
<td></td>
<td></td>
<td>75</td>
</tr>
<tr>
<td>Central City</td>
<td>K of C Council 1234</td>
<td></td>
<td></td>
<td></td>
<td>130</td>
</tr>
<tr>
<td>Central City</td>
<td>St. Mary's Serra Club</td>
<td></td>
<td></td>
<td></td>
<td>55</td>
</tr>
<tr>
<td>Green Lake</td>
<td>St. George Holy Name</td>
<td>49</td>
<td></td>
<td></td>
<td>123</td>
</tr>
<tr>
<td>Green Lake</td>
<td>St. George Holy Name</td>
<td>38</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. With data from the diocesan director and other sources, prepare a list showing all parishes and other Catholic organizations in the diocese that are within the council area. Enter whether or not there is an existing pack, troop, or crew. The result will show the opportunities for balanced growth.

In developing this list of potential chartered organizations, do not overlook:

- Knights of Columbus councils
- Parochial schools and Catholic high schools
- Catholic hospitals
- Catholic War Veterans
- Parish organizations (e.g., Holy Name Society, Altar and Rosary Society, Women’s Guild, etc.)

2. Using data from the quarterly computer statistical sheets and current information from local council personnel, record in the space provided the unit numbers of existing packs, troops, and crews.

3. Share the assembled information with BSA district executives and other key personnel in order to determine where the program is needed and can be supported. Use the two right-hand columns of this form to record the types of unit needed and order of priority for visitation, cultivation, and organization.

4. Use this chart as the basis for selecting parishes and other Catholic organizations to be invited to the Bishop’s Event.

Through Scouting, youth become aware of the dangers of drug abuse and other unacceptables of our society.)
# Training Meeting Agenda

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diocesan Catholic committee chair</td>
<td>Introduces Bishop's Event chair</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Bishop's Event chair</td>
<td>Welcome; ask for self-introduction of all present. Have each fill out roster card/form with name and contact information.</td>
<td>15 minutes</td>
</tr>
<tr>
<td>BSA Professional staff adviser</td>
<td>Talk about how Scouting is organized: Explain what the council and district do.</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>Display a large map showing the diocese and council boundaries.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discuss the opportunities for serving youth together: share boy-fact survey results or Total Available Youth (TAY) data.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Display a map showing locations of potential chartered organizations.</td>
<td></td>
</tr>
<tr>
<td>Diocesan chaplain</td>
<td>Introduce the Bishop’s Event program and explain how it works.</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Bishop’s Event chair</td>
<td>Discuss what must be done to secure attendance of prospective chartered organizations at the Bishop’s Event:</td>
<td>10 minutes</td>
</tr>
<tr>
<td></td>
<td>1. Visit the head of the prospective chartered organizations to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Market the Scouting program.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Discuss how Scouting can meet the youth-service needs of the prospective chartered organization.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Convince the head of the prospective chartered organization to accept the invitation to attend the Bishop's Event with three other members of the organization.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Answer questions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Leave a reply card to be mailed by (date).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. On the day of the Bishop’s Event, call the head of the prospective chartered organization and arrange to sit with his or her group at a reserved table at the event.</td>
<td></td>
</tr>
</tbody>
</table>
Person Responsible  | Activity                                                                                                                                                                                                 | Time
---               | ---                                                                                                                                                                                                 | ---
Trainer           | Explain the take-home materials for new-unit organizers and prospective chartered organizations.                                                                                                                                                        | 25 minutes
                  | Distribute this new-unit organizer’s kit, which includes:                                                                                                                                                                                              |     
                  | - The 12 Steps of Unit Organization                                                                                                                                                                                                                     |     
                  | - A sample invitation letter to be send to the head of a prospective chartered organization                                                                                                                                                              |     
                  | - A list of responsibilities of new-unit organizers                                                                                                                                                                                                     |     
                  | - Reply cards for prospective chartered organizations                                                                                                                                                                                                 |     
                  | - A new-unit organizer’s reply card                                                                                                                                                                                                                     |     
                  | - The Bishop’s Event to Grow Scouting agenda                                                                                                                                                                                                              |     
                  | - Four table discussion guides                                                                                                                                                                                                                         |     
                  | - Commitment cards                                                                                                                                                                                                                                        |     
                  | - Two New-Unit Applications, No. 28-402                                                                                                                                                                                                                  |     
                  | - 10 individual membership applications: Cub Scout, No. 28-102; Boy Scout, No. 28-209; or Venturer, No. 28-303                                                                                                                                           |     
                  | - Six adult membership applications, No. 28-501                                                                                                                                                                                                          |     
                  | - A sample follow-up letter to the chair of the unit organizing committee                                                                                                                                                                             |     
Bishop’s Event chair | Make closing announcements.                                                                                                                                                                                                                              | 15 minutes
                  | Distribute a roster of Bishop’s Event personnel.                                                                                                                                                                                                       |     
                  | Remind new-unit organizers to contact the chair when each prospective chartered organization commits to attend.                                                                                                                                       |     
                  | Ask for questions.                                                                                                                                                                                                                                       |     
                  | Announce the campaign report and event dates, times, and locations.                                                                                                                                                                                      |     
                  | Thank attendees.                                                                                                                                                                                                                                        |     

Organization
Visit Guide

The BSA local council and its Catholic committee have joint responsibility for contacting each designated Catholic organization within the council as a follow-up to the bishop's letter.

1. Organize a team for the visit consisting of:
   A. A member of the Catholic committee (the new-unit organizer) and a key Scouter (these could be the same person)
   B. A BSA district executive or designated district committee representative
   C. A Scout chaplain (in cases that would warrant his presence)

2. Make the appointment:
   A. Phone the pastor/organization head for a definite appointment.
   B. Explain your visit as a follow-up to the bishop's letter.
   C. Do not attempt to sell unit organization over the phone.

3. During the visit cover the following as needed:
   A. Amplify your explanation of the purpose of this visit. Be sure that the pastor or organization head understands that we are not asking him to personally organize Scouting units or even get involved with the "nuts and bolts" of the program but that we are just asking him for his full support and cooperation to get the program going and that we will be working with his own people, whom he designates or approves for participation.
   B. Explain the diocesan Scouting program.
   C. Discuss the necessity for the pastor's or organization head's support and cooperation to establish Scouting in the parish/organization.
   D. Discuss the function and purpose of an organizing committee.
   E. Ask the pastor or organization head to appoint a chartered organization representative and an organizing committee of from three to five people and agree on a date for the first meeting of this committee.
   F. Stress the importance of the pastor's organization head's attendance at this first meeting.
   G. Offer guidance in the selection of the committee members.
   H. Cover the duties of the chartered organization representative. (See the list below.)
   I. Clearly describe the support that the parish or organization will receive from BSA local council volunteers and staff.
   J. Explain that the church or organization will select and secure the leaders for the units, while BSA will train those leaders. Emphasize that the unit will be the church's or organization's unit.

Resources for the Visit

Be familiar with the following "door-opening" resources:
- Scouting in Catholic Parishes and Schools, No. 16-211
- Knights of Columbus—Providing Youth Ministry Through the Scouting Program, No.16-474
- Religious Emblems for Catholics, No. 16-436
- The Pope Paul VI National Unit Recognition Award Material, No. 16-169
- The Chartered Organization Representative (See Appendix S, Duties of the Chartered Organization Representative.)
- Light of Christ Activity Book, No. 33074A
- Parvuli Dei Activity Book, No. 33085A
- Ad Altare Dei Scout Manual, No. 33094
- Light is Life Record Book, No. 16-3011
- Pope Pius XII Record Book, No. 33076

- Scouting Forms Christian Leaders, No. 16-210
- Bishop’s Event to Grow Scouting, No. 16-134A

For information on BSA literature available in Spanish, please contact the Scoutreach Division at the Boy Scouts of America national office, 972-580-2449.

Catholic Mass is conducted at a national Boy Scout jamboree for more than 10,000 participants of the Catholic faith.
Sample Event Program

Call to Order...........................................Master of ceremonies

Invocation.............................................Scout chaplain

Opening Ceremony

Event (dinner)

Welcome

Introductions

Why We Are Here......................................Local council Catholic committee
   on Scouting chair

Audiovisual*

Remarks (such as “Scouting—A Youth Ministry”)

Address (endorsement)..............................Bishop of diocese

BSA Commitment to Service........................Professional Scouter

Group Discussions
(Secure commitments by chartered organizations)

“Thanks for your support”.................................Local council board member
   or professional Scouter

Benediction..............................................Scout chaplain

*A 7-to-12-minute video presentation is appropriate.
Appendix

These instruments are intended to help with all basic aspects of arranging for a Bishop's Event.

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# Master Schedule and Assignments

This work schedule can be used by the diocesan Catholic committee chair, steering committee, and Bishop's Event chair to plan and develop the event. Fill in completion dates for each step.

<table>
<thead>
<tr>
<th>+/- Days</th>
<th>Completion Date</th>
<th>Task</th>
<th>Diocesan Catholic Committee Chair and Steering Committee</th>
<th>Bishop's Event Chair</th>
<th>Council or District Commissioner</th>
<th>New-Unit Organizer</th>
<th>Physical Arrangements Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>-150 Days</td>
<td></td>
<td>The steering committee is appointed by the diocesan Catholic committee chair and meets to develop the Bishop's Event plan and identify and list all prospective Catholic chartered organizations in the diocese.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-140 Days</td>
<td></td>
<td>Share the plan for the Bishop's Event with the Scout executives of the councils within the diocese. With the support of local council staff and council/district commissioners, inventory current Catholic units, determine new-unit needs, identify prospective chartered organizations, and identify volunteer requirements for the event.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-130 Days</td>
<td></td>
<td>Meet with the bishop to discuss the plan, secure his cooperation and participation, and select the event date.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-120 Days*</td>
<td></td>
<td>1. Recruit Bishop's Event chair and share his name and the event date* with Scout executive(s) of councils within the diocese.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Complete boy-fact surveys and compilation of potential chartered organization data.</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*Bold type denotes dates, events and facts that should be publicized or that relate to the publicity campaign.
This work schedule can be used by the diocesan Catholic committee chair, steering committee, and Bishop's Event chair to plan and develop the event. Fill in completion dates for each step.

<table>
<thead>
<tr>
<th>+/- Days</th>
<th>Completion Date</th>
<th>Task</th>
<th>Diocesan Catholic Committee Chair and Steering Committee</th>
<th>Bishop's Event Chair</th>
<th>Council or District Commissioner</th>
<th>New-Unit Organizer</th>
<th>Physical Arrangements Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>-100 Days</td>
<td></td>
<td>1. Recruit event volunteers (new-unit organizers, trainers, and unit commissioners).</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Appoint physical arrangements coordinator.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-90 Days*</td>
<td></td>
<td>Conduct the planning meeting.* Attendees should include steering committee members, key members of the diocesan and/or local council Catholic committees, physical arrangements coordinator, area director, and Scout executive(s). Cover the following items:</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Potential organizations to be contacted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Estimated attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Location and facilities needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Suggested sponsor(s) for event</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Plan of action for Catholic committees and BSA councils involved</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Other items; e.g., order recognition items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Keynote speaker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-80 Days</td>
<td></td>
<td>Secure Bishop's Event sponsor(s).</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-75 Days*</td>
<td></td>
<td>Secure location for Bishop's Event.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-50 Days</td>
<td></td>
<td>Hold a second meeting with the bishop to brief him on progress to date and to submit a rough draft of the bishop's letter to prospective chartered organizations.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Bold type denotes dates, events and facts that should be publicized or that relate to the publicity campaign.
This work schedule can be used by the diocesan Catholic committee chair, steering committee, and Bishop's Event chair to plan and develop the event. Fill in completion dates for each step.

<table>
<thead>
<tr>
<th>+/- Days</th>
<th>Completion Date</th>
<th>Task</th>
<th>Diocesan Catholic Committee Chair and Steering Committee</th>
<th>Bishop's Event Chair</th>
<th>Council or District Commissioner</th>
<th>New-Unit Organizer</th>
<th>Physical Arrangements Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>-45 Days</td>
<td></td>
<td>1. Complete recruiting of new-unit organizers, trainers, and commissioners, and promote the training meeting.</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-40 Days*</td>
<td></td>
<td>2. Send invitations for the training meeting to new-unit organizers, trainers, and unit commissioners.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-35 Days</td>
<td></td>
<td>3. Mail the bishop’s letter of invitation to selected pastors, K of C Grand Knights, other Catholic organization heads, and BSA councils within the diocese.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-25 Days</td>
<td></td>
<td>4. Promote the training meeting.</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conduct the <strong>training meeting for new-unit organizers, trainers, and unit commissioners.</strong></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Using the Organization Visit Guide on page 13, new-unit organizers follow up with designated pastors and other organization heads to obtain commitment to attend the event. Also attempt to secure commitments for new units prior to the event.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Send Bishop's Event reminder letters to heads of prospective chartered organizations.</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| *Bold type denotes dates, events and facts that should be publicized or that relate to the publicity campaign.*
This work schedule can be used by the diocesan Catholic committee chair, steering committee, and Bishop's Event chair to plan and develop the event. Fill in completion dates for each step.

<table>
<thead>
<tr>
<th>+/- Days</th>
<th>Completion Date</th>
<th>Task</th>
<th>Diocesan Catholic Committee Chair and Steering Committee</th>
<th>Bishop's Event Chair</th>
<th>Council or District Commissioner</th>
<th>New-Unit Organizer</th>
<th>Physical Arrangements Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>-20 Days</td>
<td></td>
<td>Fill gaps in the volunteer roster.</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>-15 Days</td>
<td></td>
<td>Continue daily checks on Bishop's Event attendance.</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>-7 Days*</td>
<td></td>
<td>1. Check final event arrangements.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Conduct the saturation publicity campaign.*</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-2 Days</td>
<td></td>
<td>Make final attendance check.</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 Days*</td>
<td></td>
<td>Hold the Bishop's Event to Grow Scouting.*</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>+1 Days</td>
<td></td>
<td>Send thank-you notes to new-unit organizers and volunteers.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+2 Days</td>
<td></td>
<td>Send thank-you letters to event attendees.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+2 Days</td>
<td></td>
<td>Follow up on new-unit organizers' progress.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+25 Days</td>
<td></td>
<td>Promote first report meeting.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+30 Days*</td>
<td></td>
<td>Conduct first report meeting.*</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>+35 Days</td>
<td></td>
<td>Continue follow-up of new-unit organizers' progress.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+55 Days</td>
<td></td>
<td>Promote final report/victory celebration/recognition meeting.</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+60 Days*</td>
<td></td>
<td>Conduct final report/victory celebration/recognition meeting.</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>+61 Days</td>
<td></td>
<td>Send thank-you notes with report.</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*Bold type denotes dates, events and facts that should be publicized or that relate to the publicity campaign.
Appendix B

Diocesan/Local Council Catholic Committee Chair

Action List

Bishop’s Event to Grow Scouting

By inserting target dates for each task, you can create a combination job description and work schedule.

Target Date

1. Appoint the steering committee and meet with them to develop the Bishop’s Event plan.

2. Identify and list all prospective Catholic chartered organizations in the diocese.

3. Share the plan for the Bishop’s Event with the Scout executives of the councils within the diocese and secure their support.

4. With the support of local council staff and council or district commissioners, inventory current Catholic units, determine new-unit needs, identify prospective chartered organizations, and identify volunteer requirements for the event.

5. Meet with bishop to discuss the plan, secure his cooperation and participation, and select the event date.

6. Recruit the Bishop’s Event chair and share the event date with Scout executives of councils within the diocese.

7. Complete boy-fact surveys and gathering of potential chartered organization data.

8. Assist in recruiting of event volunteers (new-unit organizers, trainers, and unit commissioners).

9. Assist in appointing the physical arrangements coordinator.

10. Support the chair at the planning meeting.

11. Assist in securing the Bishop’s Event sponsors.

12. Have a second meeting with the bishop to brief him on progress to date and submit a rough draft of the bishop’s letter.

13. Support the chair at the training meeting for new-unit organizers, trainers, and unit commissioners.

14. Attend the Bishop’s Event*.

15. Assist in sending thank-you letters to event attendees.

16. Assist in following up on new-unit organizers’ progress.

17. Attend first report meeting.

18. Continue to assist in follow-up on new-unit organizers’ progress.

19. Promote the final report/victory celebration/recognition meeting.

20. Attend the final report/victory celebration/recognition meeting. Assist in presenting new-unit organizer pins (catalog No. 76).
Steering Committee

Action List

Bishop’s Event to Grow Scouting

By inserting target dates for each task, you can create a combination job description and work schedule.

Target Date

1. Develop a list of prospects for chair of the Bishop’s Event.

2. Develop and survey a list of potential parishes and other Catholic organizations which could or should be involved in Scouting.

3. Assist the chair in recruiting new-unit organizers.

4. Develop a list of potential Bishop’s Event locations.

5. Develop a list of potential Bishop’s Event sponsors.

6. Assist in planning meetings in support of the Bishop’s Event.

7. Assist the chair in following up with new-unit organizers.
**Event Chair**

**Action List**

**Bishop’s Event to Grow Scouting**

By inserting target dates for each task, you can create a combination job description and work schedule.

**Target Date**

1. Meet with Catholic Committee, staff adviser, and district or council commissioner to plan for the Bishop’s Event and review the prospects for staffing the event.

2. Give ongoing leadership to recruiting quality volunteer new-unit organizers and trainers and make staff assignments.

3. Appoint the physical arrangements coordinator.

4. Work with the physical arrangements coordinator to secure the event meeting place. Periodically check on progress.

5. Conduct the planning meeting, which should cover the following items:
   - Select potential organization to be contacted
   - Estimated attendance
   - Location and facilities needed
   - Suggested sponsor(s) for dinner
   - Plan of action for Catholic committees and councils involved
   - Other items, i.e., order recognition items.

6. Secure the Bishop’s Event sponsor(s) and keynote speaker.

7. Meet with the bishop to brief him on progress to date, submit a rough draft of the bishop’s letter, and ensure that invitations and follow-up letters are mailed.

8. Prepare the agenda for and promote the training meeting.

9. Conduct the training meeting for unit organizing teams (new-unit organizers, trainers, and unit commissioners).

10. Follow up with organizing team members not present at the training meeting.

11. Conduct daily checks on potential chartered organization responses to new-unit organizers’ visits.

12. Initiate event publicity.

13. Check with the physical arrangements coordinator to ensure that all preparations for the Bishop’s Event are complete.

14. Conduct a saturation publicity campaign.
Target Date

15. Make the final attendance check.
17. Send thank-you letters to event attendees.
18. Follow up on new-unit organizers' progress.
19. Prepare the agenda for and promote the first report meeting.
20. Conduct the first report meeting.
21. Continue follow-up on new-unit organizers' progress.
22. Prepare the agenda for and promote the final report/victory celebration/recognition meeting.
23. Conduct the final report/victory celebration/recognition meeting. Present new-unit organizer pins (catalog No. 76).
24. Send thank-you notes with the report.
Council or District Commissioner

Action List

Bishop’s Event to Grow Scouting

By inserting target dates for each task, you can create a combination job description and work schedule.

Target Date

1. Meet with the Bishop’s Event chair and staff adviser to review the schedule, new-unit needs and prospects, volunteer requirements, and selection of quality volunteers.

2. Assist the steering committee with securing and compiling a boy-fact survey and total available youth (TAY) data.

3. Recruit enough new-unit commissioners to adequately serve the anticipated number of new units.

4. Promote and assist with the training meeting, Bishop’s Event, follow-up meetings, and victory celebration.

5. Ensure that all new units have ongoing quality commissioner service. (Too many new units fail to survive their first year of operation from a lack of attention paid to them.)
New-Unit Organizer

Assignment Card

Bishop's Event to Grow Scouting

The new-unit organizer should receive this card at the time the parish/organization is assigned. Assignments should be made no later than the Bishop’s Event training meeting.

Parish/Organization Assignment

New-Unit organizer: ________________________________

Your prospective chartered organization: ________________________________

Head of prospective chartered organization: ________________________________

Address: _____________________________________________________________

_____________________________________________________________________

Telephone no.: __________________ Fax no.: __________________

E-Mail address: ________________________________________________________

Scouting data on this organization: ______________________________________

_____________________________________________________________________

_____________________________________________________________________

Type of unit to be organized: ____________________________________________
# New-Unit Organizer

## Action List

### Bishop's Event to Grow Scouting

When organizing multiple units within one chartered organization, bear in mind that an adequate number of trained adults should be a primary concern. It may also be important to consider organizing the units over a period of time as opposed to all at the same time. The new-unit organizer should follow 12 Steps to New Unit Organization as outlined in the BSA pamphlet of the same name and in the William D. Boyce New-Unit Organizer's Award material.

By inserting target dates for each task, you can create a combination job description and work schedule.

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Before the Bishop's Event</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Become familiar with all the literature in your new-unit organizer's kit and follow the 12 Steps of New Unit Organization.</td>
</tr>
<tr>
<td></td>
<td>2. The prospective chartered organization is assigned.</td>
</tr>
<tr>
<td></td>
<td>3. Attend the Bishop's Event training meeting conducted jointly by the local council and the Catholic committee.</td>
</tr>
<tr>
<td></td>
<td>4. Contact the potential chartered organization and make an appointment to meet.</td>
</tr>
<tr>
<td></td>
<td>5. With others, visit your assigned prospective chartered organization. If possible, go with a district executive to meet with the head of the organization and discuss concerns for children, youth, and families. Sell the opportunity of serving youth through a Scouting ministry. A letter from the bishop mentioning this subject will precede your visit. (See Appendix M.)</td>
</tr>
<tr>
<td></td>
<td>6. Secure a commitment from the pastor or organization head to attend the Bishop's Event and to bring three key leaders from the parish or organization. Attempt to secure commitments for new units prior to the event. (Though the head of the prospective chartered organization may not yet be convinced that the organization can operate a unit, persuade him to accept your invitation to attend the Bishop's Event with three other members of the organization. Ask the head of the chartered organization to contact the other representatives personally.) Leave a reply card (See Appendix O), to be mailed by the specified date.</td>
</tr>
<tr>
<td></td>
<td>8. Report on this visit to the Bishop's Event chair.</td>
</tr>
<tr>
<td></td>
<td>9. On the specified date, call the head of the prospective chartered organization to offer assistance and to make sure the reply card has been mailed.</td>
</tr>
<tr>
<td></td>
<td>10. On the day of the Bishop's Event, call the head of the prospective chartered organization and arrange to meet the group and sit with them at their reserved table.</td>
</tr>
</tbody>
</table>
Target Date  At the Bishop’s Event

11. Serve as host and new-unit organizer to your assigned pastor or organization head and his volunteers at the Bishop’s Event. Do the following:
   • Answer questions pertaining to chartering.
   • Explain in detail the purpose and function of the organizing committee.
   • Secure their commitment to organize a unit.
   • Guide them in filling out the commitment sheet.
   • Be their contact person until the unit is organized.
   • Present your group’s progress report at the end of the event.
   • Be sure the chartered organization’s organizing committee understands that the responsibility for organizing the unit is now theirs, but that you, as the new-unit organizer and BSA council representative, will assist them in organizing the unit, along with the assigned unit commissioner and trainer.

Target Date  After the Bishop’s Event

12. Follow the 12 Steps to New Unit Organization process, assisting the chartered organization’s organizing committee through the complete process until the unit is installed with a public charter presentation ceremony.

13. Work with the unit commissioner in establishing the new unit.

14. Report progress at the first report meeting and at the final report/victory celebration/ recognition meeting.

15. Make sure that the new unit is securely under the care of a commissioner before you leave the unit.

16. Be presented with the William D. Boyce New-Unit Organizer Award.
Physical Arrangements Coordinator

Action List

Bishop’s Event to Grow Scouting

By inserting target dates for each task, you can create a combination job description and work schedule.

Target Date

1. Meet with the steering committee and review the plan for the Bishop’s Event.
2. Recruit a committee to handle all physical arrangements for a successful Bishop’s Event.
3. Work with the committee to determine physical arrangement needs.
4. Secure the location for the Bishop’s Event and make sure adequate facilities are available to accommodate the guests and ensure a successful event.
5. Arrange for food service and choose the menu if the event includes a meal or refreshments.
6. Keep records of responses by parishes or organizations and delegations to determine final attendance.
7. Working with the district executive, arrange for all necessary support material.
8. Order all necessary supplies.
9. Re-confirm the event location and room layout.
10. Arrange for decoration of the meeting facilities to convey a Scouting atmosphere.
11. Make sure that all necessary support material is on site and that the layout is as planned.
12. Assist at the dinner and with the program to assure that the meeting runs smoothly. Attend to the convenience and comfort of guests, meal/refreshment service, and program needs (projector, videocassette recorder, lights, lectern, microphone, etc.).
Table Discussion Guide

The new-unit organizer presides, assisted by the unit commissioner.

1. Share materials/brochures with the group.
2. Discuss how Scouting is youth ministry and how it can strengthen the parish/organization.
3. If a commitment has not yet been made, ask for one.
4. If the group has not already selected their organizing chairman; have them select a chairman who would be willing to lead the organization project and be a potential unit committee chairman or chartered organization representative.
5. Discuss the New-Unit Organization Process, No. 34196C.
6. Complete as much of the unit “ownership” phase as possible tonight, using New-Unit Organization Process, No. 34196C, as a guide. (It is possible that some of the items have been completed prior to this meeting.)
7. Get the appropriate signatures on the new-unit application.
8. Fill out the Report on Table Discussion (Appendix K).
Commitment Form

Church or organization name: ________________________________

Address ___________________________________________________

City ___________________________________ State ________ Zip ________

Pastor or Organization Head: ________________________________

Telephone number: _________________________________________

(Check as many as apply):

We currently have a ☐ Cub Scout pack ☐ Boy Scout troop ☐ Venturing crew

We want to organize a ☐ Cub Scout pack ☐ Boy Scout troop ☐ Venturing crew

Our organizing committee will be:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We plan to hold our first organizational meeting on _____________ (day and date) at _______ (time).

Our meeting place will be: _______________________________________

Signature: ______________________________________________________

BSA representatives will be present throughout the 12-step organization process.

New-Unit organizer assigned: ________________________________

Commissioner assigned: _______________________________________

Trainer assigned: _____________________________________________

Note: Make two copies of this commitment sheet. Send one copy to the new-unit organizer. Retain one copy in the organization or parish office.
Report on Table Discussion

Listed below are the items we completed tonight and/or the dates on which we will complete the remaining items.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Planned Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OWNERSHIP**

Charter concept discussed.

Commitment secured from the head of prospective chartered organization, with signature on charter application.

The organization officially adopts the Scouting program and appoints a chartered organization representative.

An organizing committee is appointed; its first meeting is scheduled, and the procedure is explained to the new committee.

Type of unit to be organized is determined:

☐ Cub Scout pack  ☐ Boy Scout troop  ☐ Venturing crew

The new-unit committee is appointed.

**LEADERSHIP**

The unit leaders are selected, approved, and recruited by the organization.

The unit leadership is trained with Fast Start and New Leader Essentials.

The BSA district trainer has assisted the unit committee and unit leader in planning three to six months of programs.

The unit committee and unit leaders hold an organizational meeting for parents and youth; recruit and register parents, and collect applications and fees.

**MEMBERSHIP**

Boys are recruited and registered and fees are collected.

The new unit is organized and meets.

The charter application is completed.

The unit is installed and the charter presented.

Copies of this report are sent to the Bishop's Event chairman, new-unit organizer, and chairman of the organizing group.

**Notes**

If a pack is being organized, use the New-Pack Organization Kit, No. 13-055.

If a Boy Scout troop is being organized, use the New-Unit Organization Process, No. 34196C.
# New-Unit Prospects Chart

<table>
<thead>
<tr>
<th>Community</th>
<th>Church or Organization</th>
<th>Available Youth</th>
<th>Now Operates</th>
<th>Good Prospect for (Kind of Unit)</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cub Scout Age</td>
<td>Boy Scout Age</td>
<td>Ventura Age</td>
<td>Pack</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Troop</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Crew</td>
</tr>
</tbody>
</table>


Letter to New-Unit Organizers

Use the Bishop's Event chair's business or personal letterhead.

(Date)
(Name)
(Address)
(City/State/Zip)

Dear (Name):

You have been chosen for an important assignment!

We believe you can give significant leadership in helping to organize a Catholic Scouting unit. You were selected for this task by leaders in your community who know you.

We know that your time is valuable and we appreciate your willingness to give these few extra hours so that young people in your community may have the advantages that Scouting offers.

This is to remind you of our training date (meeting date), at the (location). Your efforts will be recognized at a gala Bishop's Event to Grow Scouting on (date), (time), at (location).

Thanks for your help.

Cordially yours,

Chair, Bishop's Event to Grow Scouting
Letter to Prospective Chartered Organizations

Use the Bishop's business or personal letterhead.

(Date)
(Name)
(Address)
(City/State/Zip)

Dear (Name):

I would like to share with you a way to enhance your youth ministry. The enclosed brochures, “Scouting Is Youth Ministry” and “Scouting in Your Parish,” describe the program of the Boy Scouts of America and the ways it addresses church concerns: family unity, parish participation, youth ministry, and lay leadership development.

I am interested in the Scouting program as a current, viable, and useful means of serving our youth, and thus I feel that I should rightly lend my assistance in its greater development within selected parishes and other organizations of our diocese.

The ideals and values stressed in Scouting are the Christian foundations desperately needed by modern youth—responsibility to God, to family, to neighbor, and to the civic community. Its religious, vocational, and educational aspects, along with a strong commitment to form a Christian conscience in youth, are important elements of the program. It is also an effective force in developing sound adult Christian leadership through the Scouter development program of the National Catholic Committee on Scouting. Too often we leave Scouting to a neighborhood secular organization or to another church. I urge you to establish Catholic Scouting. Our youth are too important to leave their spiritual development to others.

May I ask that you and a few of your key lay leaders carefully review this brochure and consider the feasibility of establishing Scouting in your parish? Lay members of the Catholic Committee on Scouting and a local Scout executive will contact you shortly regarding this matter and to discuss further aspects of the program for your consideration. Please give them your fullest cooperation.

On (date), I plan to host a Bishop’s Event to Grow Scouting at (location). I would like you and two or three of your key (parishioners/members) to attend this affair to learn more about this worthwhile program and how it can be used by our Catholic organizations to serve our youth more effectively. Your role following the event will be to appoint a committee of leading parishioners to guide the organizational process and selection of leadership.

Please take the time to fill out the enclosed self-addressed postcard indicating your intention and list the names of those who will be with you at this affair. The card should be returned to me no later than (date).

I look forward to supporting your efforts to bring Scouting to our youth.

Fraternally yours in Christ,

Bishop of (diocese)

Note: In addressing letters, use appropriate titles or descriptions for Catholic organizations other than parishes.
# Reply Postcard

This postcard is to be enclosed with the Bishop’s letter.

<table>
<thead>
<tr>
<th>Date</th>
</tr>
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<tbody>
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<td></td>
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</tbody>
</table>

Dear Bishop (Name):

I plan to attend the Bishop’s Event to Grow Scouting on (date) with the following leaders:

<table>
<thead>
<tr>
<th>Individual’s Name</th>
<th>Individual’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual’s Name</th>
<th>Pastor/Organization Head</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parish/Organization</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Reverse side to have the bishop’s return address.)
Follow-up Letter to Organizations

Note: Use appropriate titles or descriptions for Catholic organizations other than parishes.

Use the Bishop’s business or personal letterhead.

(Date)
(Name)
(Address)
(City/State/Zip)

Dear (Name):

This is just a reminder that the Bishop’s Event to Grow Scouting will be held at _______ (Location & Address) on ________ (Day – Date – Time).

If you have not already returned the self-addressed postcard enclosed with the bishop’s letter indicating your intentions, please do so at your earliest convenience.

We have an excellent program planned, and your presence will support and encourage those lay leaders who seek greater involvement in, and commitment to, the church’s mission to serve youth.

Members of the Catholic committee on Scouting and a local Scout executive will contact you shortly regarding this matter and to discuss further aspects of the program for your consideration. Please give them your fullest cooperation.

Sincerely yours in Christ,

Diocesan Scout Chaplain
Appendix Q

New-Unit Organizer Training Meeting

Checklist

Bishop’s Event to Grow Scouting

Display Items:

______ Diocesan map
______ Council or district map (whichever is appropriate) of existing chartered organizations
______ Suitable room decorations: pictures, charts, etc.
______ *Scouting: It Works for Your Youth* video, DVD No. 04-915

New-Unit Organizer’s Kit:

______ The 12 Steps of Unit Organization
______ A sample invitation letter to be sent to the head of a prospective chartered organization
______ A list of responsibilities of new-unit organizers
______ Reply cards for prospective chartered organizations
______ A new-unit organizer’s reply card
______ The Bishop’s Event to Grow Scouting agenda
______ Four table discussion guides
______ Commitment cards
______ Two New-Unit Applications, No. 28-402
______ 10 individual membership applications: Cub Scout, No. 28-102; Boy Scout, No. 28-209; or Venturer, No. 28-303, as needed
______ Six adult membership applications, No. 28-501
______ A sample follow-up letter to the chair of the unit organizing committee

Registration:

______ Roster list or cards
Appendix R

Checklist

Bishop’s Event to Grow Scouting

Display items:

- Diocesan map
- Council or district map (whichever is appropriate)
- Placard (and stand) with organization’s name, for each table
- Flags, posters, photos, Scouting exhibits to dress up the meeting

Demonstration items:

- Set of cards to outline unit organization
- Large district new-unit chart
- Scouting: It Works for Your Youth video, DVD No. 04-915
- VCR/DVD player and monitor (large screen if possible) or video projector
- Sound system

Literature for each potential chartered organization group discussion:

- Table Discussion Guide
- If a Cub Scout pack is being organized, three copies of the New-Pack Organization Kit, No. 13-055
- If a Boy Scout troop is being organized, three copies of the New-Unit Organization Process, No. 34196C
- If a Venturing crew is being organized, use: Venturing Resources for Religious Organizations, No. 25-250C

Supplies:

- Pens
- Name badges
Duties of the Chartered Organization Representative

- Help recruit the right unit leaders.
- Encourage unit leaders and committee members to take training.
- Promote a well-planned unit program.
- Serve as liaison between your units and your organization.
- Organize enough units.
- Promote the recruiting of new members and leaders.
- See that boys graduate from unit to unit (from a Cub Scout pack to a Boy Scout troop or to a Venturing crew).
- Assist with unit rechartering.
- Suggest Good Turns to your organization.
- Encourage unit committee meetings.
- Develop organizational leadership for Scouting.
- Encourage active outdoor unit programs.
- Emphasize unit advancement and recognition.
- Bring district help when needed and promote the use of district resources.
- Use approved unit finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support your organization's units.
- Represent the organization on the council and district committees.
- Support the policies of the Boy Scouts of America.
- Represent your organization on your local BSA council.
- Represent your organization at the monthly district committee meetings.
- Accept district committee assignments.
# William D. Boyce New-Unit Organizer Award Scorecard

## References:

- CD No. AV04-515
- 12 Steps to New-Unit Organization

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.</td>
<td>Be assigned a new-unit prospect. Determine if the organization's values are compatible with BSA values.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>Make an appointment with the head of the organization to talk about Scouting.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
<td>Promote the benefits of Scouting during a presentation to the head of the organization. This meeting should result in the organizational leader agreeing to operate a Scouting unit.</td>
</tr>
<tr>
<td></td>
<td>4.</td>
<td>The organization officially adopts the Scouting program and appoints a chartered organization representative.</td>
</tr>
<tr>
<td></td>
<td>5.</td>
<td>The organization representative appoints an organizing committee of three to five individuals. A BSA unit commissioner and district trainer are assigned to the committee.</td>
</tr>
<tr>
<td></td>
<td>6.</td>
<td>The unit leadership is selected, approved, and recruited by the organization.</td>
</tr>
<tr>
<td></td>
<td>7.</td>
<td>The unit leadership is trained with Fast Start and New Leader Essentials.</td>
</tr>
<tr>
<td></td>
<td>8.</td>
<td>The BSA district trainer helps the unit committee and unit leader plan three to six months of programs.</td>
</tr>
<tr>
<td></td>
<td>9.</td>
<td>The unit committee and unit leader hold an organizational meeting to collect applications and fees.</td>
</tr>
<tr>
<td></td>
<td>10.</td>
<td>The unit leader completes the paperwork and transmits the fees to the local council office.</td>
</tr>
<tr>
<td></td>
<td>11.</td>
<td>Youth members attend the new unit's first meeting.</td>
</tr>
<tr>
<td></td>
<td>12.</td>
<td>The BSA district trainer helps the unit commissioner conduct a charter presentation ceremony at a meeting of the organization.</td>
</tr>
</tbody>
</table>