

# Membership Committee

District _____	Date _____
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**1. Committee Members and Attendance record.** List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
<input type="checkbox"/> Membership Chair	_____	_____	_____
<input type="checkbox"/> New Units Chair	_____	_____	_____
<input type="checkbox"/> Webelos-to-Scout Transition Chair	_____	_____	_____
<input type="checkbox"/> Fall Recruitment Chair	_____	_____	_____
<input type="checkbox"/> Spring Recruitment Chair	_____	_____	_____
<input type="checkbox"/> Venturing Chair	_____	_____	_____
<input type="checkbox"/> Exploring Chair (if needed)	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

**2. Progress towards annual goals.**

District Membership Goals:	District Goal	Actual as of
% gain in traditional membership including Exploring members OR <input type="checkbox"/> % increase market share		
Number of Packs per school		
% of youth retained		
% of youth (less Venturing) subscribing to <i>Boys' Life</i>		
% gain of total BSA units		
Organize _____ new units.		
Cub Scouts		
Boy Scout/Varsity Scouts		
Venturers/Sea Scouts		
Total Youth Population		

**3. Review work plan for assignments not completed since last meeting.** Jobs not completed are carried forward.

**4. New-unit organization / reorganization.** Discuss assignments of organizers, trainers, commissioners; identify potential new chartered organizations; address units that need to be reorganized.

Chartered Organization	Contact & Contact Info	Situation	Next Step	Assignment Accepted By

Review District New-Unit Chart, No. 14-116A, for each unit currently being organized.

The Steps	Who Is Responsible	The Steps	Who Is Responsible
1. Identify the Prospect	District membership committee	7. Train the Leaders	District training team
2. Approach the Prospect	Influential Scouter	8. Plan and Organize the Program	Unit committee and new-unit organizer
3. Make the Sales Call (Presentation)	Influential Scouter, new-unit organizer, and district executive	9. Recruit Youth Members	Unit committee and new-unit organizer and Orient Parents
4. Organization Adopts the Program	Chartered organization head	10. Complete the Paperwork	Unit committee and new-unit organizer
5. Organizing Committee Meets	Chartered organization representative and new-unit organizer	11. First Unit Meeting	Unit leadership
6. Select and Recruit Key Leaders	Organizing committee	12. Charter Presentation/Follow Up	New-unit organizer, unit commissioner, and COR

**5. Membership management.** Units who have not reported any new youth in the past six months.

Unit Number/Type	Leader / Contact Info	Notes	Assignment Accepted By

**6. Recruiting Planning.**

	Notes
Cub Fall/Spring Rally Nights (e.g., Promotion, Boy Talks, Rally Night Training, application turn-in night)	
Boy Scout Recruiting (e.g., Promotion, Boy Fact surveys)	
Venturing / Sea Scout Recruiting	
Webelos to Scout Transition	
New unit contact follow up (for one year)	

**7. Other business.**

Announce the next meeting: Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

**8. Adjournment.**