

New Unit Worksheet

Unit Type and # -

Community -

	Step	Notes	Target Completion Date	Actual Completion Date
Know the Market	Review Council Market Analysis Report by Zip Code			
	New Unit Commissioner Assigned by District Commissioner			
	New Unit Organizer Assigned by District Membership Chair			
	Develop Priority List of Prospective Chartered Organizations			
Make the Call	Organizing Team set up appointment with head of potential Charter Organization			
	Secure and Define Commitment with the head of the Charter Organization			
	Identify, recruit and train Chartered Organization Representative			
	Steering Committee Established			

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Build the Unit	Steering Committee recruits and trains five unit leaders			
	New Unit Organizer formalizes fundraising, recruitment, leadership succession and budget plan with unit leaders			
	New Unit Commissioner assists unit leaders with program planning			
	New Unit Organizer assist unit leaders recruit ten or more youth			
Grow the Unit	Charter presented - Unit begins meeting			
	New Unit Commissioner meetings monthly with unit key 3			
	New Unit Organizer develops Unit Service Plan with unit leaders			
	Attain at least Bronze JTE and first recharter with more than 10 youth, 5 adults			