

UNIT PERFORMANCE STANDARDS (UPS)
Unit Guidelines and Explanation

	Category	Standard (Goal/Objective/Expectation)	Step 1 (Management)	Step 2 (Method)	Step 3 (Metric)
PLANNING	1 Unit Committee	Chartered Organization maintains an active and involved COMMITTEE that manages the success of one or more Units.	RECRUIT/RETAIN a Committee Chair, selected by the Chartered Organization, to manage Scouting operations at the CHARTER ORG.	Committee holds AT LEAST 6 MEETINGS each year, including one Annual Program & Budget Planning Meeting, no later than AUG.	Unit MAINTAINS a roster of at least 5 COMMITTEE MEMBERS (incl. Committee Chair) at Recharter annually.
	2 Annual Planning & Unit Meetings	Unit has a WRITTEN PLAN/CALENDAR by Aug annually.	RECRUIT/RETAIN an involved UNIT KEY 3 (for each Chartered Unit) who lead the Annual Planning Meeting.	Using an approved format, an Annual Plan is developed by UNIT COMMITTEE and submitted to Council Service Executives (through Unit Commissioner) by AUGUST 30.	PACK: Plan at least 7 PACK MEETINGS per year AND at least 1 DEN MEETING per month. TROOP: Plan at least 16 TROOP MEETINGS and at least 4 PATROL LEADERS' COUNCIL meetings annually.
	3 Annual Budget	Unit has a WRITTEN BUDGET by Aug annually.	RECRUIT/RETAIN Unit Fundraising Chair (Committee Member) by AUG 15; Chair is involved in Annual Planning.	Annual Budget includes COUNCIL-SPONSORED FUNDRAISER (Popcorn/Syrup) OR Unit submits a BSA money-earning application for an annual fundraiser.	Annual Budget is completed and submitted to CHARTERED ORGANIZATION by AUGUST 30.
PEOPLE	4 Adult Leadership Positions	Unit has KEY LEADERSHIP positions filled, and grows to fill many of the RECOMMENDED positions.	Unit KEY 3 is TRAINED for their positions.	Unit uses "100 POINT" adult leader recruiting tool OR another adult recruiting tactic when inviting/recruiting new families.	100% of KEY LEADERSHIP positions and 50% of RECOMMENDED positions filled.
	5 Position Specific Training	Unit Adult Leadership is TRAINED for their Position, with special focus on DIRECT-CONTACT leadership.	RECRUIT/RETAIN a Unit Training Coordinator (Pack Trainer / Troop Committee Member coordinating Training) annually by August.	Unit Training Coordinator REVIEWS training status of all registered volunteers and contacts all untrained volunteers MONTHLY to promote available training.	Have at least 75% of REGISTERED ADULTS trained for their Position at RECHARTER (Dec).
	6 Charter Renewal & Member Retention	Unit processes MEMBERS through recharter, and RETAINS a significant portion of youth members annually. CHARTER ORG is actively interested in the health of the Unit.	Charter Organization assigns a VOLUNTEER to manage Recharter (can be Charter Org Rep or other key Committee volunteer.)	Charter Organization (COR/CRUR) meets with Unit Leadership ANNUALLY to discuss Unit health.	Complete RECHARTER PROCESS by NOVEMBER 15.
	7 Graduation / Transition	Unit(s) successfully TRANSITION WEBELOS to SCOUTS BSA program.	WEBELOS/AOL DEN LEADER attends at least 2 Troop Committee Meetings in fall (Aug-Nov) to plan transition with ASM for NEW SCOUTS.	Conduct at least 3 joint events between Pack/Troop annually (Jan-Dec).	At least 60% of active ARROW OF LIGHT Webeelos transition to a SCOUTS BSA TROOP; Troop welcomes at least 6 new Scouts crossing over annually.
PERFORMANCE	8 Recruitment	Unit is sustainable by ACTIVELY RECRUITING new youth and families each year.	RECRUIT/RETAIN Unit Membership Chair (Committee Member) annually by APRIL.	ORGANIZE at least 3 promotional or joining events annually, including at least one FALL event (Aug-Nov).	RECHARTER Unit with at least 5% more YOUTH MEMBERS than December of last year.
	9 Advancement	Unit helps support Scout achievement through an active ADVANCEMENT program.	RECRUIT/RETAIN Unit Advancement Chair (Committee Member) by AUG 15; Chair is involved in Annual Planning.	Annual Plan includes focus on ADVANCEMENT and calendar provides all Scouts with advancement opportunity annually.	Advance at least 75% of Scouts one rank.
	10 Communication	Unit supports Scout & family participation by EFFECTIVELY COMMUNICATING events/meetings to membership.	RECRUIT/RETAIN Unit Communications Chair (Committee Member) annually by AUGUST.	The Unit's "BeAScout" PIN profile is ACTIVE and "complete" with basic info, plus has a well-worded Unit program statement.	PUBLISH & MAINTAIN a Unit Calendar/Schedule accessible to all member families annually by SEPT.
	11 Service	Unit engages Scouts in SERVICE TO THE COMMUNITY through planned & promoted projects that are reported through Internet Advancement/Scoutbook.	RECRUIT/RETAIN a Unit Community Service Chair (Committee Member) annually by APRIL.	ORGANIZE & COMPLETE at least 3 Service Projects annually as a Unit.	REPORT at least ___ hours of Community Service (as a Unit or from individual Scouts) annually.
	12 Activities & Camping	Unit provides OUTDOOR PROGRAM OPPORTUNITIES with a well-rounded combination of day activities, short-term camps, and long-term camps (if applicable) with high attendance from youth members.	RECRUIT/RETAIN a Unit Camping Chair (Committee Member or Asst. Cubmaster/Asst. Scoutmaster) annually by APRIL.	PACK: Plan* AT LEAST FOUR non-camping activities and ONE Pack Weekend Camping opportunity annually. TROOP: Plan* AT LEAST 7 Troop Weekend Camping opportunities and ONE LONG-TERM Camping opportunity annually.	PACK: Have at least 50% of YOUTH MEMBERS attend at least TWO activities and/or camping opportunity annually. TROOP: Have at least 70% of YOUTH MEMBERS attend at least 1 weekend camping opportunity AND have at least 50% of youth members attend long-term camp annually.

**This can include participation in Council-organized events.*

The "Unit Performance Objectives" (UPO) are designed to guide a Unit's planning to ensure consistent, quality Scouting programming throughout Lake Erie Council. Units will use each of the 12 Standards as guideposts for success; Unit Commissioners and other supporting volunteers and professional staff will engage in constructive discussion Quarterly with each Unit to track progress and offer assistance in Units meeting their goals within the UPO set. Chartered Organization Representatives will assess their Units at the end of the "calendar year" (January-December) on their progress in putting the Standards and their associated MANAGEMENT and METHOD actions into practice; Units will also measure themselves annually using the METRIC listed for each Standard. Council Service Executives will offer guidance and support through Commissioners to assist Units in improving their scores each year. Units will be said to "meet standard" if they achieve the following:

Unit completes the MANAGEMENT + METHOD listed for each Standard - OR - Unit achieves the desired METRIC listed for each Standard.

UNIT PERFORMANCE STANDARDS (UPS)
Unit Progress Audit Worksheet

	Category	Standard (Goal/Objective/Expectation)	Step 1 (Management)	Step 2 (Method)	Step 3 (Metric)
PLANNING	1 Unit Committee	Chartered Organization maintains an active and involved COMMITTEE that manages the success of one or more Units.	COMMITTEE CHAIR: _____	DATES OF COMMITTEE MEETING: (or statement of frequency) _____ _____ _____	CURRENT COMMITTEE SIZE: _____
	2 Annual Planning & Meetings	Unit has a WRITTEN PLAN/CALENDAR by Aug annually.	UNIT LEADER: _____ COR/CRUR: _____	<input type="checkbox"/> HAS UNIT PLAN DATE COMPLETED: _____ DATE SUBMITTED: _____	<input type="checkbox"/> PACK: Plan at least 7 PACK MEETINGS per year AND at least 1 DEN MEETING per month. <input type="checkbox"/> TROOP: Plan at least 16 TROOP MEETINGS and at least 4 PATROL LEADERS' COUNCIL meetings annually.
	3 Annual Budget	Unit has a WRITTEN BUDGET by Aug annually.	FUNDRAISING CHAIR: _____	<input type="checkbox"/> HAS UNIT BUDGET DATE COMPLETED: _____ <input type="checkbox"/> POPCORN/SYRUP <input type="checkbox"/> MONEY-EARNING APP	<input type="checkbox"/> Annual Budget is completed and submitted to Unit Commissioner by AUGUST 30.
PEOPLE	4 Adult Leadership Positions	Unit has KEY LEADERSHIP positions filled, and grows to fill many of the RECOMMENDED positions.	TRAINED: <input type="checkbox"/> CMTE CHAIR <input type="checkbox"/> UNIT LEADER <input type="checkbox"/> COR/CRUR	<input type="checkbox"/> 100-Point Form Used # of Forms Collected: _____	# of KEY 3 + DIRECT-CONTACT LEADERS: _____ # of COMMITTEE MEMBERS from "MANAGEMENT" Step (listed at left): _____ / 7
	5 Position Specific Training	Unit Adult Leadership is TRAINED for their Position, with special focus on DIRECT-CONTACT leadership.	TRAINING COORDINATOR: _____	<input type="checkbox"/> Training Coordinator makes MONTHLY CONTACT	CURRENT POS-SPECIFIC TRN: _____ %
	6 Charter Renewal & Member Retention	Unit processes MEMBERS through recharter, and RETAINS a significant portion of youth members annually. CHARTER ORG is actively interested in the health of the Unit.	ASSIGNED RECHARTER VOLUNTEER: _____	DATE OF COR MEETING w/ COMMITTEE: _____	<input type="checkbox"/> RECHARTER COMPLETE DATE COMPLETED: _____
	7 Graduation / Transition	Unit(s) successfully TRANSITION WEBELOS to SCOUTS BSA program.	WEB DEN LEADER: _____ Mtgs Attended: (date) 1. _____ 2. _____	JOINT PACK/TROOP EVENT DATES: _____ _____ _____	At least 60% of active ARROW OF LIGHT Webelos transition to a SCOUTS BSA TROOP; Troop welcomes at least 6 new Scouts crossing over annually.

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Category		Standard (Goal/Objective/Expectation)	Step 1 (Management)	Step 2 (Method)	Step 3 (Metric)
PERFORMING	8 Recruitment	Unit is sustainable by ACTIVELY RECRUITING new youth and families each year.	MEMBERSHIP CHAIR: _____	JOINING EVENT DATES: _____ _____ _____	MEMBERSHIP DEC LAST YEAR: _____ MEMBERSHIP DEC THIS YEAR: _____ GROWTH RATE*: _____ % <i>*(THIS YEAR - LAST YEAR) / LAST YEAR</i>
	9 Advancement	Unit helps support Scout achievement through an active ADVANCEMENT program.	ADVANCEMENT CHAIR: _____	<input type="checkbox"/> ANNUAL PLAN INCLUDES ADVANCEMENT PLAN	ADVANCEMENT RATE: _____ %
	10 Communication	Unit supports Scout & family participation by EFFECTIVELY COMMUNICATING events/meetings to membership.	COMMUNICATIONS CHAIR: _____	<input type="checkbox"/> BEASCOUT PIN UP TO DATE BY AUGUST 1.	<input type="checkbox"/> CALENDAR/EVENT LIST ACCESSIBLE?
	11 Service	Unit engages Scouts in SERVICE TO THE COMMUNITY through planned & promoted projects that are reported through Internet Advancement/Scoutbook.	SERVICE CHAIR: _____	DATES OF SERVICE PROJECTS: _____ _____ _____	COMMUNITY SERVICE HOURS REPORTED: _____
	12 Activities & Camping	Unit provides OUTDOOR PROGRAM OPPORTUNITIES with a well-rounded combination of day activities, short-term camps, and long-term camps (if applicable) with high attendance from youth members.	CAMPING CHAIR: _____	<input type="checkbox"/> PACK: ANNUAL PLAN* INCLUDES 4 DAY-OUTINGS & 1 OVERNIGHT <input type="checkbox"/> TROOP: ANNUAL PLAN* INCLUDES 7 CAMPOUTS & 1 WEEK OF LONG-TERM CAMPING.	PACK: _____ % ATTENDED 2 OUTINGS TROOP: _____ % ATTENDED AT LEAST ONE CAMPOUT _____ % ATTENDED WEEK LONG CAMP

**This can include participation in Council-organized events.*

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Here are some definitions and details on specific terms used in the Unit Performance Standards:

- Unit Annual Plan & Budget:** Resources for planning and budgeting can be found at <https://lecbsa.org/unit-leader-resources-1>
- UNIT KEY 3:** The "Key 3" is defined as a Unit's Chartered Organization Representative, Committee Chair, and Unit Leader (Cubmaster, Scoutmaster, etc.) Units chartered by the same Organization may share Representative and Committee Chair.
<https://filestore.scouting.org/filestore/pdf/34427.pdf>
- Unit Money Earning Application:** This form is REQUIRED by the BSA for any fundraiser outside the Council-sponsored Popcorn/Syrup sale. Find this important form here:
- "100 Point" Form:** This is a useful tool for recruiting adult volunteers to assist with a wide variety of tasks, from leading a Den to bringing snacks. Find it here:
[PACK FORM](#)
[TROOP FORM](#)
- Key Leadership:** While there are many ways to serve Scouting as a volunteer, there are several roles that are vital to a healthy Unit. They include:
- | | |
|---|----------------------|
| Chartered Representative | Advancement Chair |
| Committee Chair | Training Coordinator |
| Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper) | Fundraising Chair |
| Assistant Leader (at least 2 per Unit) | Membership Chair |
- Recruiting:** Growing your Unit Membership is an important part of sustaining Scouting in your area. Find helpful resources here: <https://lecbsa.org/membership-resources>
- "BeAScout" Pin:** To keep your Unit healthy, new families must be able to find you! Update your "BeAScout" Unit Finder pin by following these instructions:
<https://static1.squarespace.com/static/5a2cd298f43b551b489d04fd/t/606b4a2aa3e149689b176d04/1617644074935/Be-A-Scout-Pin-Set-up.pdf>
- Community Service:** There are TONS of ways to give service as a Unit. Start by taking advantage of one of the Council-supported efforts found here: <https://lecbsa.org/trashthetrash> or <https://lecbsa.org/scoutingforfood>
- Activities/Camping:** A healthy Unit DOES STUFF! You'll find a wide variety of Council-organized events here: <https://lecbsa.org/calendar>