

# Starting a Young Marines Unit

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*Since our early beginnings, all we have tried to do is to provide a structured and disciplined environment for those youngsters who will eventually make up the nucleus of your organization. Our approach is a tried method that has been so successful that other countries have adopted our mission, goals and objectives, and guiding principles. And we do it the old fashion way, with firmness, fairness, dignity, and compassion.*

*Our Young Marines have become so engaged in the activities of their communities that the communities have come to expect that they can count on their Young Marines wherever and whenever they need help. Similarly, we are there to lend encouragement and support to that element of our society that is most vulnerable, our youth.*

***You will likely make a lasting impact on the lives of those Young Marines that you have the chance to lead and mentor.***

*The National Headquarters staff is at your disposal to lend any and all assistance hoping that we can to make your jobs just a little bit easier. We will offer periodic training opportunities in your area and once a year host the Adult Leaders Conference. Once chartered, we have many resources available to you on our web site, [YoungMarines.com](http://YoungMarines.com), including the Adult Volunteer Manual.*

***The rewards will be numerous and will likely be reflected in the eyes of those with whom you have had a positive impact.***

## Things to consider

- There should be a least one Marine in good standing – Former, retired, reserve or active duty who is willing to serve as the Unit Commander.
- A sufficient number of volunteers must be recruited to handle the training and supervision of your Young Marines. A minimum of three (3) registered Adult Volunteers (AV) is required to start the unit. The “rule of thumb” is to have a least 1 AV for every 10 Young Marines. At least one of your registered Adult Volunteers must be a female.
- There must be an adequate facility to host your unit meetings. The facility must offer a safe, clean and hospitable atmosphere for your youngsters and adult volunteers.
- All adult volunteers and Young Marines must be registered with the Young Marines National Headquarters. This registration process ensures that all units are insured and administered in accordance with National Young Marines regulations and standards.

## Procedure

- Familiarize yourself with the program by going to YoungMarines.com.
- Contact National Headquarters to request a copy of and read the Adult Volunteer Manual (AVM.)
- Request a copy of and review the Adjutant, Unit Financial Manager, Training Officer, and Commander Manuals.
- Download the Volunteer Registered Adult application. You/ your volunteers each must complete one.
- Request a link to the background check. You and your volunteers each must complete one.
- Request a copy of and print the Unit By-Laws and review them with your volunteers.
- Print Youth Protection found in the AVM Page 11-11 thru 11-13. Give them to your volunteers.
- Make your volunteers aware of the website and the resources that are available.
- Name the proposed unit. The name must reflect a prominent geographical feature; such as state, county, river, city, parish, etc.
- Complete the attached Young Marines Unit Application.
- Make copies of your unit application and Volunteer Registered Adult Applications for your records.
- Send to National Headquarters office:
  - Young Marines Unit Application
  - At least 3 completed Volunteer Registered Adult applications.

## After receiving your charter

You will receive an administrative package. It will include your username and password for your unit's access to the Young Marines Database System (ymdbs.org). Familiarize yourself with the ymdbs. Decide who will have access to your unit's information and add them as an Authorized User. For more information see the Adjutant Manual.

Once you have received your unit's charter you can now set up your unit's checking account. Deciding who will be authorized signatures on the account is an important decision. You should select unit staff that can be available to verify disbursements and sign checks for the timely processing of payments. You need two people from your unit as signatures and one from National Headquarters. The two people you select from your unit cannot be related and cannot be the Finance Manager. Send the signature card to National Headquarters to obtain a national staff signature. For more information see the Unit Financial Management Manual.

Begin to prepare you and your staff for recruiting Young Marines by planning your first Recruit Training.

Locate Young Marines Units near you and arrange to visit them. Meet the Unit Commanders and staff to learn from their experience and get ideas.

***Thank you in advance for your interest and time in helping to "Strengthen the lives of America's Youth."***

# Young Marines Unit Application

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Date: \_\_\_\_\_

To: National Executive Director, Young Marines National Headquarters

Subject: REQUEST TO FORM A YOUNG MARINE UNIT

Dear Sir:

I request authorization to form a Young Marines Unit. We agree to abide by the By-laws, Rules and Regulations of the Young Marines and such other lawful instructions or directives as are declared and issued by higher headquarters.

\_\_\_\_\_  
Young Marines

The proposed Unit will be named

And will be located in

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
County

Attached with this 3-page Young Marines Unit Application is at least 3 Volunteer Registered Adult Applications. The Volunteer Registered Adult Applications are complete with:

- ✓ All fields complete
- ✓ Photograph
- ✓ Three (3) character reference letters
- ✓ Where applicable (Military) – a copy of DD Form 214 (former military) or statement of service from OIC (active duty or reservist)

I understand that as the Unit Commander, my successors and I are responsible for ensuring that all adult and youth members of this unit:

- Officially register with National Headquarters.
- Abide by the By-laws, Rules and Regulations of the Young Marines Program, and other lawful Instructions or directives declared and issued by higher headquarters.
- Adhere to the Code of Conduct and Obligation.

I certify that I am a Marine in one of the following categories—active duty, reserve, retired, or former, or have obtained at UC Waiver. I accept all responsibilities for this Young Marines unit.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please answer 13 questions below

Physical Facilities

1. Name of facility where proposed unit will meet: \_\_\_\_\_
2. Address of facility, street address, city, state, zip: \_\_\_\_\_  
\_\_\_\_\_
3. Is there adequate outdoor space?  
Consider: close order drill, physical and outdoor activities \_\_\_\_\_
4. Is there adequate indoor space?  
Consider: classrooms, full unit assembly and inclement weather \_\_\_\_\_
5. Are environmental conditions safe and adequate?  
Consider: heating, air conditioning, lighting, restrooms, and water \_\_\_\_\_
6. Is there adequate room for growth? \_\_\_\_\_
7. Is the facility accessible and safe? \_\_\_\_\_
8. Is there a cost to use the facility? \_\_\_\_\_
9. Will the facility require proof of insurance? \_\_\_\_\_

Meeting Information

10. How can the proposed unit be contacted?  
Please provide phone and email.  
Consider: This information will be available to the general public. \_\_\_\_\_
11. When will the proposed unit meet? Weeknights, weekend mornings, afternoon, evenings? \_\_\_\_\_
12. How often will the proposed unit meet? Weekly, every other week, monthly, etc. \_\_\_\_\_

Community Support

13. Young Marine units seek community support such as: Marine Corps League, American Legion, VFW, Schools, Law Enforcement organizations, Recreation Centers, Corporations, Churches, Armed Forces bases, local businesses, and many other types of organizations. Please list by name the community support your proposed unit will be receiving.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The person applying to be the Unit Commander must initial each item

- I have visited www.youngmarines.com and familiarized myself with the program. \_\_\_\_\_
- I have received and read the Adult Volunteer Manual. \_\_\_\_\_
- I have received and reviewed the Adjutant, Paymaster, Training Officer and Commander Manuals. \_\_\_\_\_
- I have at least 3 completed Volunteer Registered Adult Applications that I am submitting along with this application. \_\_\_\_\_
- I have received and printed the Unit By-Laws. I have reviewed them with the volunteers and will keep them in our unit's records. \_\_\_\_\_
- I have printed the Youth Protection section of the Volunteer Adult Manual. I have reviewed it with the volunteers and instructed each one to keep their handout for their records. \_\_\_\_\_
- I have made the volunteers aware of the website and the resources that are available. \_\_\_\_\_
- I have named the proposed unit. The unit's name reflects a prominent geographical feature. \_\_\_\_\_
- I understand that if the proposed name does not reflect a prominent geographical feature, my unit application may be denied. \_\_\_\_\_

The person applying to be the Unit Commander must complete the statements below

I \_\_\_\_\_ accept the position of Unit Commander for the \_\_\_\_\_ Young Marines. I understand that it is my responsibility to follow all policies and regulations of the Young Marines National Headquarters. I have read the Adult Volunteer Manual, and I am familiar with all policies.

I understand it is my responsibility to ensure: all adults and children working with my unit are registered with National Headquarters in the Young Marines Database System, turn in monthly financial reports to Ambassador Accounting on time every month, re-register every year by the deadline established by National Headquarters, Young Marine Record Books of all Young Marines remain updated, Adult Volunteer staff is well organized, and most important...ensure the safety of the children.

\_\_\_\_\_  
Printed Name    Signature    Date

Should my unit application get approved please send the charter, admin pack, and unit flag package to:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Address Cont. \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Thank you for completing the application. Please send to:

**Young Marines National Headquarters**  
**17739 Main Street, Suite 250**  
**Dumfries, VA 22026-3256**  
800-717-0060

For Office use only:

Approved                       Denied

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National Executive Director/ Date