

Track Your Training Pocket Pal
Business Card Sized Form for Adult Scout Leaders
to Track their Progress Toward Obtaining the Trained Leader Emblem

By Celia Shanks
Boy Scout Roundtable Commissioner
Toqua District
Great Smoky Mountain Council
Boy Scouts of America

June 2010

Piedmont-Appalachian College of Commissioner Science

Ridgecrest Conference Center

Ridgecrest, North Carolina

W. Lynn Bates, Advisor

To the Doctoral Candidate Review Board

I am submitting herewith a Dissertation written by Celia Shanks, entitled “Track Your Training Pocket Pal.” I have examined the final copy of this report for format and recommend that it be accepted in partial fulfillment of the requirements for the Degree of Doctor of Commissioner Science.

W. Lynn Bates

We have read this Dissertation
And recommend its acceptance:

Blue Ridge Council

Daniel Boone Council

Palmetto Council

Sequoyah Council

Accepted for the Piedmont-Appalachian College of
Commissioner Science:

Chairman,
Doctoral Candidate Review Board
And Daniel Boone Council

TABLE OF CONTENTS

CHAPTER	Page
I. INTRODUCTION	1
II. REVIEW OF LITERATURE	3
National – www.scouting.org	
Council – www.bsa-gsmc.org	
District – www.toqua.org	
III. METHODS	5
Cub Scout Cubmaster Form	
Boy Scout Scoutmaster/Assistant Scoutmaster Form	
Boy Scout Troop Committee Form	
Venturing Form	
IV. RESULTS AND CONCLUSIONS	12
Incorporation of the Input from the Review Process into the Forms	
Deletion of Cub Scout Cubmaster Form from My Paper	
Addition of ScoutParents Unit Coordinator Form	
Addition of Commissioner Form	
V. SUMMARY	17
Limitations and Applications	
REFERENCES	20
APPENDICES	22

ABSTRACT

The purpose of this research was to find a way to help new Scout parents determine what training they need to take and in what order they need to take it. The training necessary to become an effective Scout leader is confusing to most new Scout parents. The idea I presented was to create a wallet card that could be downloaded from the Internet and used to track the training a new Scout parent needs to obtain the Trained Leader Emblem (informally known as the Trained Patch). The methods used included examining the existing lists of training that are found on the National, Council, and District web sites, as well as sending e-mail requests to District and Council professional and volunteer Scouters. The information was gathered by e-mail as well as during group meetings and individual interviews.

The information gathered from all these sources was then incorporated into the creation of wallet cards for the positions of Scoutmaster/Assistant Scoutmaster, Troop Committee Chairman/Troop Committee Member, Cubmaster, and Venture Crew Advisor. The scope was expanded to include the positions of ScoutParents Unit Coordinator and Commissioner. The Cub leader positions were deleted from my paper and passed along to another Commissioner Doctorate Candidate to finish

I feel we owe it to new Scout parents to make it as easy as we can for them to get the training needed to become effective, enthusiastic Scout leaders. I hope this card will help to that end.

CHAPTER I

INTRODUCTION

I am a registered Boy Scout Leader in Troop 20, Toqua District, Great Smoky Mountain Council, Boy Scouts of America. I am also a District Trainer and Boy Scout Roundtable Commissioner. I am continually asked, “What courses do I need to take to be ‘Trained’?” and “What course do I need to take next?” There was no easy place to point all these people to when speaking with them – some do not have access to the Internet and we usually are not on the Internet when the conversations come about. It seems inefficient to address each query separately as they come up in conversation. The required training might be obvious to experienced Scouters, but it can be daunting for a new person. The fact that the required training is different for the various positions does not make it easier.

Commissioners have wallet cards available to them (form 34265) from the National web site (Appendix A). It lists the duties of the three commissioner positions: Council Commissioner, Roundtable Commissioner, and Unit Commissioner. This looks like a very good resource. The idea could be made to apply to adult leader training instead of the duties of the Commissioners.

In March 2009, the Great Smoky Mountain Council held a University of Scouting event. This training event is not for the youth, but for the adult leaders to take courses to further their lifelong education in Scouting. One of the courses I took was on Religious Emblems, and as part

of that course I was handed a wallet card that had on it two non-denominational and non-sectarian prayers, and on the back was the Philmont Grace and the Wood Badge Grace.

It occurred to me that if adult Scout leaders could have a wallet card with the training listed in order, with a blank for filling in the date the training was taken, then they would have all the information they needed on what courses they needed to take and in what order. The form could be put out on the District or Council web site and people could download it and print it. Scouters could carry these cards and give them to new Scouters when the topic came up. I proposed this as my doctoral thesis topic in May 2009 at the Piedmont-Appalachian College of Commissioner Science in Ridgecrest, North Carolina and it was accepted.

CHAPTER II

REVIEW

I reviewed the existing lists of available training currently on-line. First I went to the National web site to see what they had listed as available training. I went to www.scouting.org and clicked on “Volunteer”, then on the “Training” tab. That is where I found the definition of a Trained Leader:

A Scout leader is entitled to wear the Trained Leader Emblem when he or she has completed some basic but important training courses. A direct contact Scout leader is considered fully trained and entitled to wear the Trained Leader Emblem when he or she has completed the following training courses and the specific training for the position.¹

My definition of a direct contact Scout leader came from the Santa Clara County Council website www.scccbsa.org/files/CentennialPlusAwardv3.pdf:

Direct contact leaders are those that work directly with the Scout: Den leaders, Webelos leaders, Cubmasters, Scoutmasters, Varsity Coaches, Venture Crew Advisors, and their assistants.²

Back on the website www.scouting.org and immediately under the definition of a Trained Leader was the “The Training Umbrella of Scouting” which stated,

Learn more about Boy Scouts of America's training courses. This provides an overview of training available based upon your needs.¹

I used “The Training Umbrella of Scouting” page extensively (Appendix B) when creating the wallet cards.

I then went to the Great Smoky Mountain Council website www.bsa-gsmc.org and clicked on the only training information I could find for adults, which was the On-line Training Center at National.³

On the Toqua District web site, www.toqua.org, I clicked on “Volunteer Training.” I used the document found there⁴ to supplement “The Training Umbrella of Scouting” page from National.

CHAPTER III

METHODS

The first preliminary form I created was for the Boy Scout Scoutmaster/Assistant Scoutmaster training. I created a business-card sized rectangle in Microsoft Publisher 2003 software. I started with basic information that I thought would be useful to a new trainee. I put in:

- a blank line designated for the trainee's name
- a numbered list of the training courses in the order that they are usually taken for Scoutmasters and Assistant Scoutmasters
- the code (OLC) to indicate to the trainee that he/she could take that course online instead of in a classroom at the Scout office or wherever the training session is to be held.
- blank lines to the right of each course with the words "Date Completed" at the top for the trainee to fill in the date that he/she had finished the course.
- The definition of the (OLC) code as being the Online Learning Center at the very bottom of the form.
- The statement by the Youth Protection course that its eligibility expires in two years.

I then duplicated this form three more times and altered it to list the training needed for Cub Scout Cubmaster, for Boy Scout Troop Committee Chairman/Troop Committee Member, and for Venturing Crew Advisor.

I began to gather input on the content of the preliminary form at a Boy Scout Leader Specific training class held on October 24, 2009, where I was a trainer⁵. I described the card and its purpose and asked the assembled trainees if a card like the one I was proposing would help them and future leaders to keep track of their training. They all said that a wallet card would be of help. In addition, my fellow trainers thought that it would be a good tool for them to use to pass out in future classes.

The first pass for external review (not my own) was on October 28, 2009. I showed the form to an adult Scout leader in my District who has had the required training for his position⁶, an adult Scout leader in my District who has not had all the training required⁷, and also e-mailed it to a Scout leader in Utah who had attended Philmont Training Center when I did in 2007⁸. The recommendations were:

- Add Council name and a blank line for District name
- Add a blank line for Unit number
- Add a blank line for member number
- Add information on what a trained leader is, on the sheet of paper above the outline of the card
- Add instructions above the card on how to use it

On November 6, 2009, I went to the Outdoor Leader Training being held at Camp Pellissippi (one of the Great Smoky Mountain Council camps) and showed the proposed card to the trainees attending the three day event⁹. Their first remarks were that I had not included all training available to Scout leaders. I explained that the purpose of the card was to get leaders to the point of earning their Trained Leader Emblem. They strongly encouraged me to add a list of the supplemental training that was available in order to encourage leaders to keep going on their knowledge trail. Their suggestions were:

- Add a list of supplemental training available for that position
- Add a footnote showing which courses were required for a tour permit
- In the supplemental training, include all safety courses
- Include in the instructions to copy the card and give a copy to your unit's record keeper
- Include the suggestion to print the card on heavier paper to make it last longer

When I showed it to the training staff for Toqua District at the November 29, 2009¹⁰ Roundtable I was given the following input:

- Add the image of the Trained Leader Emblem
- Add the image of the patch for the leadership position under which the Trained Leader Emblem would be placed.
- Add a fifth card, this one for the ScoutParents Unit Coordinator position

I met with the District Executive for the Toqua District, Dana Davidson, after the Roundtable meeting on November 29th and discussed the wallet cards¹¹. He said that these wallet cards would be very useful to hand out during the Roundup for new Cub Scouts each year.

At the January 21, 2010, Roundtable I showed the preliminary card to both the Boy Scout leaders and the Cub Scout leaders while they were in their separate meetings. The Boy Scout leaders gave the following suggestions:

- Put the additional training in a box the same size as the wallet card
- Place the box to the right of the wallet card on the page
- Indicate a fold line and instructions to cut out both cards as one and
- fold the card so that the additional training list would appear on the back of the wallet card
- Include lines for trainees to fill in the “Date Completed” for the additional training¹².

From the Cub Scout leaders I learned that there were many more positions for leadership in Cubs than there are in Boy Scouts. This would require more cards to be made. One person listed:

- Cubmaster
- Pack Committee Chairperson/Pack Committee Member
- Tiger Den Leader
- Cub Scout Den Leader (Wolves and Bears)

- Webelos Scout Leader
- Pack Trainers¹³

At this point I was feeling overwhelmed, since I have never been involved with Cub Scout training and had no idea about their setup of leadership. After the Roundtable was adjourned a Boy Scout leader, Gene Borden, came up to me and said that he really liked the idea of the wallet cards¹⁴. He asked if there was any way he could help. I asked him if he knew anything about Cub Scouts and he replied that no, he didn't, but he could learn. He then suggested that he take on the job of making the wallet cards for the Cub leaders. He said that this year was the year he would be proposing a Dissertation topic at the Commissioner's College and he would really like to tackle the Cub cards. I told him I would discuss it with my advisor and let him know.

On January 26, 2010, I e-mailed my advisor, Lynn Bates¹⁵, and asked if Gene Borden could take on finishing the Cub cards. After a few clarifying e-mails on the scope of the project and the desire by Gene Borden to do the Cub cards, Lynn Bates suggested that I add a card for Commissioners to use to track their training and gave me permission to drop the Cub cards from my project. I let Gene Borden know by e-mail on February 3, 2010¹⁶ that he could feel free to present the Cub cards as his Dissertation topic, and I thanked him for helping me out in this way. He, in turn, thanked me for letting him take over this part of the project. My next question was to verify that he had the same software as I did, and he did. On February 4, 2010, I e-mailed him the Publisher document containing the preliminary Cubmaster card with the addition of all the enhancements that had been suggested to me up until the Roundtable meeting in January

incorporated into the card¹⁷. On February 8, 2010, I scanned in the pages with the suggestions from the Cub leaders from the January Roundtable so he could incorporate those into his card if he decided to do so¹⁸.

On March 3, 2010 I e-mailed the Toqua District Executive, Dana Davidson, and asked specific questions on the training required for ScoutParents Unit Coordinator and for Commissioners. He forwarded my e-mail to Brian Thomas, Toqua Operating Committee Chairman for Training, who answered my questions about the training required for the ScoutParents Unit Coordinator position¹⁹. The only required training he found for a unit coordinator was “ScoutParents Unit Coordinator Fast Start.” He passed my question on to Don Lee about the Commissioner training.

Don answered me on the same day and spelled out the Council’s requirements for Commissioner training²⁰ which is Unit Commissioner Fast Start, Personal coaching/orientation and Commissioner Basic Training. He said that our Council offers the Bachelor's Degree program for the College of Commissioner Science instead of the Commissioner Basic Training because the syllabus for each is similar, but the Bachelor of Commissioner Science program is a bit more comprehensive. Don is the Council Commissioner for the Great Smoky Mountain Council.

I decided I needed to actually sit down and take the ScoutParents Unit Coordinator training on-line in order to see, even though it is not required, if it would be highly advisable for the ScoutParents Unit Coordinator to take the regular Fast Start course, Youth Protection, and the This is Scouting course.

I took the ScoutParents Unit Coordinator training on March 17, 2010. It is very thorough and includes information about a questionnaire to pass out to parents to ascertain their abilities and/or preferences. There is one questionnaire for Cub Scout parents, one for Boy Scout parents, and one for Venturing parents. They are available on the official ScoutParents website www.scoutparents.org.

However, one of the functions of the ScoutParents Unit Coordinator is to encourage the other parents to take training. I do not know how effective it would be for a ScoutParents Unit Coordinator to advise other parents to take training if they themselves have not taken the training first. It would be a case of “Do as I say, Not as I do”, which does not work well when we try to get our boys to follow these instructions. I do not believe it would be effective if we attempt to tell others to follow such instructions but don’t follow them ourselves. As a result, I have included Fast Start, Youth Protection, and This is Scouting as requirements for the ScoutParents Unit Coordinator position, even though they are technically not required to take those courses in order to earn the Trained Leader Emblem. This information could be transferred to the right side of the card under the heading “Recommended Additional Training” with a statement strongly encouraging them to take these courses in order to be more effective in their role as ScoutParents Unit Coordinator.

CHAPTER IV

RESULTS AND DISCUSSION

To incorporate the input from the review process into the forms, I used my basic Boy Scout Scoutmaster/Assistant Scoutmaster card as a template. I added:

- The Great Smoky Mountain Council's name at the top of the card
- A blank line designated for the District name
- A blank line designated for the Unit number
- A blank line for the trainee's Member number
- Information copied from the National web site on what a trained leader is
- Instructions on the sheet above the part to be cut out for the card on how to fill in the card
- The image of the Trained Leader Emblem
- The image of the patch for the leadership position under which the Trained Leader Emblem would be placed.
- A list of supplemental training available for that position
- A footnote showing which courses were required for a tour permit

- Instructions to copy the card and give the copy to the trainee's unit record keeper
- The suggestion to print the card on heavier paper to make it last longer

Other changes I have made as a result of this review process include:

- Adding a list of safety courses in the list of supplemental training
- Adding a list of the additional training in a box the same size as the wallet card
- Placing the box referenced in the bullet point above to the right of the wallet card on the page
- Indicating a fold line and instructions to cut out both cards as one and fold the card so that the additional training list would appear to be on the back of the wallet card
- Including blank lines for trainees to fill in the "Date Completed" for the additional training
- Subtracting the Cubmaster card from my list, leaving three cards
- Adding a fourth card for the ScoutParents Unit Coordinator position
- Adding a fifth card for Commissioners to use to track their training

On my own initiative, since I was once employed in a federal agency and have had experience with forms, form numbers, and form names, I added a creation date to the card and

a form name (acronym) so that anyone updating the card in the future could easily find the particular card they are looking for. The creation date can be changed to a date to reflect when the card was last updated so that users know that they have the latest version.

From the Training Umbrella of Scouting page I pulled the following supplemental courses to apply to the appropriate cards:

- Powder Horn
- Hazardous Weather (required for tour permit)
- Roundtables
- Philmont Leadership Challenge
- Philmont Training Center
- Wood Badge
- The Trainer's EDGE

From the input from various Scout leaders I also added:

- Wilderness Training
- Safety Afloat
- Safe Swim Defense
- Climb on Safely
- Trek Safely

I also added the course of Leave No Trace into the list of additional training available.

Since I was still working from the Scoutmaster/Assistant Scoutmaster template, I copied the form four times and changed:

- the title
- the list of classes required for that position
- the recommended supplemental training (if necessary) and
- the images of the patches the leaders could wear over the Trained Leader Emblem.

The four subsequent cards are for:

- Troop Committee Chairman/Troop Committee Member
- Venture Crew Advisor
- ScoutParents Unit Coordinator
- Commissioner

The images of the Trained Leader Emblem and the images of the position patches the leaders can wear on their sleeves were a little hard to come by because of the change to the new uniform with green replacing red on a lot of patches. Some of the images show the old uniform patch colors and some of them show the new uniform colors.

After the College of Commissioner Science meets I plan to distribute the documents to the webmasters of the websites in the Great Smoky Mountain Council.

I have saved the files in Adobe software as .pdf files so that they could be posted on websites and read by anyone, but users will not be able to change the contents of the cards. I will maintain the Publisher files that can be edited, and review the training requirements annually in order to keep the cards current.

To view the Boy Scout Scoutmaster/Assistant Scoutmaster, Boy Scout Troop Committee Chair/Troop Committee Member, Venture Crew Advisor, ScoutParents Unit Coordinator, and Commissioner cards as they now look, please see Appendices C, D, E, F, and G, respectively.

CHAPTER V

CONCLUSION

It appears there is a need for a concise source of information about the courses needed to become a trained leader. After an adult agrees to volunteer their time and energy to be a Scouter, the path should be made clear to them. We owe it to the adults to make it as easy as we can for them to get the leader training needed in the Scouting program.

Some adults are put off from becoming leaders due to the uncertainty of the commitment. Hearing that they have to be trained may be overwhelming, since the training requirements are not easily defined. They hear about all the courses available and are overcome by the enormity of them all. When they ask someone for information on training they are sometimes given out of date information from existing Scout leaders.

The wallet card design I have come up with is in demand from trainees, trainers, and district executives who want to use it when they recruit new Scouts and their parents. The Scout leader in Utah that I gathered input from at the beginning of the project has asked for copies to be made available to his Council and District when I am to that point.

The cards will need to be reviewed on an annual basis at a minimum since training courses change, are added and/or deleted, or re-named. Sometimes they become available online and that

will need to be indicated. I have heard that the Cub training is due to be changed in the future -- Gene Borden will have to be able to update his cards to reflect whatever that new training becomes.

The project grew as I worked on it, going from four cards to nine cards, then down to five. I could not have gotten as far as I did without the input of many Scout leaders and Scout parents who took the time to review the preliminary cards and make their suggestions. The improvements they came up with will make it a much more readable and easier to understand document. They have provided much more information than I could have come up with on my own, through my own knowledge and research. The opportunity to turn the Cub cards over to Gene Borden was a great help to me. Creating the cards was easy. Making sure they covered all the necessary training in a clear and concise manner took a village.

At the College of Commissioner Science in June, 2010 I plan on collecting a list of e-mail addresses of people who are interested in getting a copy of these wallet cards by e-mail. I will be prepared to provide this form to anyone who requests it. If they have access to Publisher 2003 I can send them files that have a blank area where the Council name appears. If they do not have access to the Publisher 2003 software, we may be able to negotiate a resolution.

In the doctoral thesis I hand in for review I will include additional prints of the pages that hold the cards. Since the thesis requires a header and footer to be included on the page, along with the Appendix appellation, the copies within the thesis are a bit smaller than they would be if printed directly from a web site. These full size additional pages will be in the very back of the notebook.

Also included in the thesis notebook are the cards cut out to actual wallet-card size as described in the instructions for the card.

I appreciate the opportunity to take an issue that concerned me and make something positive out of it.

REFERENCES

1. “What is a Trained Leader.” Viewed 10-29-2009. from
<http://www.scouting.org/Training/Adult.aspx>
2. “Centennial Plus Award.” Viewed 10-29-2009. From
www.scccbsa.org/files/CentennialPlusAwardv3.pdf:
3. “BSA Online Learning Center.”. Viewed 10-29-2009. From <http://www.bsa-gsmc.org/>
4. “Required Volunteer Training.” Viewed 10-29-2009. From
<http://www.toqua.org/VolunteerTraining.htm>
5. Trainers and Trainees. Group question and answer. Boy Scout Leader Specific Training
Class. West Hills Presbyterian Church, Knoxville, TN. 10-24- 2009
6. William L. Shanks. “First Pass at a Preliminary Wallet Card.” Our dining room. 10-28-2009
7. John C. Shanks. “First Pass at a Preliminary Wallet Card.” Our dining room. 10-28-2009
8. Paul Madsen. “First Pass at a Preliminary Wallet Card.” E-mail to the Author. 10-28-2009
9. Trainees. Group review. Outdoor Leader Training class. “Preliminary Wallet Card.” Camp
Pellissippi, Norris, TN. 11-6-2009
10. Training Staff for Toqua District. Group review. “Preliminary Wallet Card.” Boy Scout
Roundtable. LDS Church, Grigsby Chapel Rd, Knoxville, TN. 11-29-2009
11. Dana Davidson, District Executive, Toqua District. “Preliminary Wallet Card.” Boy Scout
Roundtable. LDS Church, Grigsby Chapel Rd, Knoxville, TN. 11-29-2009

12. Group Review. Boy Scout Leaders. "Preliminary Wallet Card." Boy Scout Roundtable. LDS Church, Grigsby Chapel Rd, Knoxville, TN. 1-21-2010
13. Group Review. Cub Scout Leaders. "Preliminary Wallet Card." Boy Scout Roundtable. LDS Church, Grigsby Chapel Rd, Knoxville, TN. 1-21-2010
14. Gene Borden. "Preliminary Wallet Card." Boy Scout Roundtable. LDS Church, Grigsby Chapel Rd, Knoxville, TN. 1-21-2010
15. W. Lynn Bates. "Dissertation Scope." E-mail to the Author. 1-26-2010
16. Gene Borden. "Cub Portion of Wallet Cards." E-mail to the Author. 2-3-2010
17. Gene Borden. "Copy of Publisher File for Cub Cards." E-mail to the Author. 2-4-2010
18. Gene Borden. "Copy of Comments from Cub Leaders." E-mail from the Author. 2-5-2010.
19. Brian Thomas. "Training Required for ScoutParents Unit Coordinator Position." E-mail to the Author 3-3-2010
20. Don Lee. "Training Required for Commissioners." E-mail to the Author 3-3-2010

APPENDIX A

COMMISSIONER RESPONSIBILITY CARDS

342650 • BOY SCOUTS OF AMERICA • 2010 Printing

THE COMMISSIONER CONCEPT: As liaison between the local council and Scouting units, the commissioner's mission is to keep assigned units operating at maximum efficiency. The commissioner maintains regular contact with

the leaders of the units, counsels them on where to find assistance, notes any weaknesses in programs, and suggests remedies. The commissioner is successful when the units effectively deliver the ideals of Scouting to their members.

Responsibilities COUNCIL COMMISSIONER

- Report to the council president and serve as an officer of the local council, a member of its executive board and executive committee, and as a National Council member representing the local council.
- Be responsible for the unit service function of the council.
- Chair the regular meetings of the district commissioners.
- Be sure that districts provide opportunities for immediate commissioner orientation, frequent basic training courses, and training topics at all monthly commissioner meetings.
- Plan and conduct an annual commissioner conference for training, recognition, and morale.
- Appoint assistant council commissioners.
- Assist district nominating committees in selecting district commissioners as needed.
- Guide district commissioners to recruit full staffs.
- Verify that proper techniques are used to select and recruit unit leaders.
- Maintain procedures to ensure maximum-time unit charter renewal by district commissioner staffs.

Responsibilities ROUNDTABLE COMMISSIONER

- Report to the district commissioner.
- Conduct monthly roundtable meetings:
 - Develop regular roundtable plans.
 - Participate in the annual council roundtable planning conference.
 - Meet with the district executive and district commissioner to review the council's master roundtable plan and adapt to the district plans.
 - Lead a monthly roundtable planning session.
 - Use national aids: *Boy Scout or Cub Scout Roundtable Planning Guide*, *Roundtable Planning Sheets*, *Scouting magazine*, *Program Helps*, *Boys' Life*, etc.
 - Determine what contributors can be made by resource people, and arrange for their participation.
- Recruit roundtable staff, as needed, to handle program elements, projects, physical arrangements, hosting, and participation.
- Involve unit adults in training and roundtables.
- Train roundtable staff:
 - Use the *Boy Scout or Cub Scout Roundtable Planning Guide*.

Responsibilities UNIT COMMISSIONER

- Report to the district commissioner or assistant district commissioner as assigned.
- Help each unit earn the Centennial Quality Unit Award.
- Use the annual commissioner service plan, with its scheduled opportunities for commissioner contact with units.
- Know each phase of Scouting and its literature. Be able to describe how each works.
- Visit meetings of assigned packs/teams/crews regularly, usually once a month.
- Visit regularly with the unit leader:
 - Be aware of unit leader concerns and challenges.
 - Serve as the unit leader's coach and counselor.
 - Build a strong, friendly relationship.
 - Using the literature and profile sheet, help the leader see opportunities for improvement.
 - Encourage unit participation in district and council events.
- Work to ensure effective unit committees:
 - Visit with the unit committee periodically.
 - Observe the committee, offer suggestions for improvement, and work to solve problems.
- See that unit leaders and den leaders have adequate training.

Responsibilities UNIT COMMISSIONER

- Report to the district commissioner or assistant district commissioner as assigned.
- Help each unit earn the Centennial Quality Unit Award.
- Use the annual commissioner service plan, with its scheduled opportunities for commissioner contact with units.
- Know each phase of Scouting and its literature. Be able to describe how each works.
- Visit meetings of assigned packs/teams/crews regularly, usually once a month.
- Visit regularly with the unit leader:
 - Be aware of unit leader concerns and challenges.
 - Serve as the unit leader's coach and counselor.
 - Build a strong, friendly relationship.
 - Using the literature and profile sheet, help the leader see opportunities for improvement.
 - Encourage unit participation in district and council events.
- Work to ensure effective unit committees:
 - Visit with the unit committee periodically.
 - Observe the committee, offer suggestions for improvement, and work to solve problems.
- See that unit leaders and den leaders have adequate training.

Responsibilities DISTRICT COMMISSIONER

- A district commissioner leads the commissioner staff and does the following:
- Identify and recruit enough of the right people as commissioners so that all Scouting units in the district receive regular, helpful service:
 - Assistant district commissioners
 - Cub Scout roundtable commissioner
 - Boy Scout roundtable commissioner
 - Venturing program forum commissioner
 - Enough unit commissioners for each to serve only three units
 - Provide opportunities for:
 - Immediate commissioner orientation.
 - Frequent basic training.
 - Training topics at all monthly commissioner meetings.
 - The entire staff to attend the annual council commissioner conference.
 - Supervise and motivate unit commissioners to visit each unit regularly, identify unit needs, and make plans to meet unit needs.
 - Administer the annual commissioner service plan, which gives specific purposes for commissioner contact with units at designated times of the year.

Responsibilities ASSISTANT DISTRICT COMMISSIONER

- Report to the district commissioner.
- Recruit a full staff of unit commissioners to serve their assigned units and area.
- Help the district commissioner train unit commissioners and roundtable commissioners:
 - Conduct personal coaching/orientation sessions.
 - Participate in the formal basic training courses.
 - Help unit commissioners attain the Arrowhead Honor, Commissioner's Key, and Distinguished Commissioner Service Award.
- Attend monthly district commissioner staff meetings, including a meeting with your unit commissioners to review unit needs.
- Serve units with no assigned unit commissioner.
- Maintain regular contact with unit commissioners under your supervision:
 - To assess units' strengths and weaknesses.
 - To help find solutions to units' problem.
 - To provide information, informal training, program ideas, and recognition.
 - To help unit commissioners work successfully with unit committees, chartered organization representatives, and chartered organizations.

Responsibilities UNIT COMMISSIONER

- Report to the district commissioner or assistant district commissioner as assigned.
- Help each unit earn the Centennial Quality Unit Award.
- Use the annual commissioner service plan, with its scheduled opportunities for commissioner contact with units.
- Know each phase of Scouting and its literature. Be able to describe how each works.
- Visit meetings of assigned packs/teams/crews regularly, usually once a month.
- Visit regularly with the unit leader:
 - Be aware of unit leader concerns and challenges.
 - Serve as the unit leader's coach and counselor.
 - Build a strong, friendly relationship.
 - Using the literature and profile sheet, help the leader see opportunities for improvement.
 - Encourage unit participation in district and council events.
- Work to ensure effective unit committees:
 - Visit with the unit committee periodically.
 - Observe the committee, offer suggestions for improvement, and work to solve problems.
- See that unit leaders and den leaders have adequate training.

Responsibilities UNIT COMMISSIONER

- Report to the district commissioner or assistant district commissioner as assigned.
- Help each unit earn the Centennial Quality Unit Award.
- Use the annual commissioner service plan, with its scheduled opportunities for commissioner contact with units.
- Know each phase of Scouting and its literature. Be able to describe how each works.
- Visit meetings of assigned packs/teams/crews regularly, usually once a month.
- Visit regularly with the unit leader:
 - Be aware of unit leader concerns and challenges.
 - Serve as the unit leader's coach and counselor.
 - Build a strong, friendly relationship.
 - Using the literature and profile sheet, help the leader see opportunities for improvement.
 - Encourage unit participation in district and council events.
- Work to ensure effective unit committees:
 - Visit with the unit committee periodically.
 - Observe the committee, offer suggestions for improvement, and work to solve problems.
- See that unit leaders and den leaders have adequate training.

APPENDIX A
(continued)



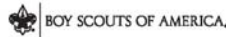
- Make certain that proper techniques are used to select and recruit unit leaders.
- Facilitate on-line charter renewal of all units.
 - Help the unit conduct a membership inventory of youth and adults.
 - Help the unit committee chair conduct the charter renewal meeting.
 - See that a completed charter renewal application is returned to the council service center.
 - Make arrangements to present the unit charter at a meeting of the chartered organization.
- Attend all meetings of the commissioner staff.
- Become trained.
 - Initial orientation and basic training
 - Arrowhead Honor and Scouter's Key
 - Annual council commissioner's conference
- Set the example.
 - Adopt an attitude of helpfulness.
 - Keep promises.
 - Be concerned about proper uniforming.
 - Be diplomatic.
 - Be a model of Scouting ideals.
- Know the resources available to the unit in the neighborhood, district, and council.
- Conduct own Self-Evaluation from the *Commissioner Fieldbook*.



- Make certain that proper techniques are used to select and recruit unit leaders.
- Facilitate on-line charter renewal of all units.
 - Help the unit conduct a membership inventory of youth and adults.
 - Help the unit committee chair conduct the charter renewal meeting.
 - See that a completed charter renewal application is returned to the council service center.
 - Make arrangements to present the unit charter at a meeting of the chartered organization.
- Attend all meetings of the commissioner staff.
- Become trained.
 - Initial orientation and basic training
 - Arrowhead Honor and Scouter's Key
 - Annual council commissioner's conference
- Set the example.
 - Adopt an attitude of helpfulness.
 - Keep promises.
 - Be concerned about proper uniforming.
 - Be diplomatic.
 - Be a model of Scouting ideals.
- Know the resources available to the unit in the neighborhood, district, and council.
- Conduct own Self-Evaluation from the *Commissioner Fieldbook*.



- Make certain that proper techniques are used to select and recruit unit leaders.
- Facilitate on-line charter renewal of all units.
 - Help the unit conduct a membership inventory of youth and adults.
 - Help the unit committee chair conduct the charter renewal meeting.
 - See that a completed charter renewal application is returned to the council service center.
 - Make arrangements to present the unit charter at a meeting of the chartered organization.
- Attend all meetings of the commissioner staff.
- Become trained.
 - Initial orientation and basic training
 - Arrowhead Honor and Scouter's Key
 - Annual council commissioner's conference
- Set the example.
 - Adopt an attitude of helpfulness.
 - Keep promises.
 - Be concerned about proper uniforming.
 - Be diplomatic.
 - Be a model of Scouting ideals.
- Know the resources available to the unit in the neighborhood, district, and council.
- Conduct own Self-Evaluation from the *Commissioner Fieldbook*.



- Make certain that proper techniques are used to select and recruit unit leaders.
- Facilitate on-line charter renewal of all units.
 - Help the unit conduct a membership inventory of youth and adults.
 - Help the unit committee chair conduct the charter renewal meeting.
 - See that a completed charter renewal application is returned to the council service center.
 - Make arrangements to present the unit charter at a meeting of the chartered organization.
- Attend all meetings of the commissioner staff.
- Become trained.
 - Initial orientation and basic training
 - Arrowhead Honor and Scouter's Key
 - Annual council commissioner's conference
- Set the example.
 - Adopt an attitude of helpfulness.
 - Keep promises.
 - Be concerned about proper uniforming.
 - Be diplomatic.
 - Be a model of Scouting ideals.
- Know the resources available to the unit in the neighborhood, district, and council.
- Conduct own Self-Evaluation from the *Commissioner Fieldbook*.



- Working well in advance, assign specific roundtable program projects.
- Follow through with those who have accepted assignments.
- Promote roundtable attendance.
 - Obtain the unit commissioner's help in bringing new leaders to roundtables.
 - Follow up on units not participating.
 - Keep roundtable attendance records and share them monthly with the district commissioner.
- Evaluate roundtables.
 - At least twice a year appraise the effectiveness of roundtables.
 - Seek suggestions from unit leaders.
- Attend monthly commissioner staff meetings, report on the roundtable program and attendance.



- Involve unit adults in training and roundtables.
- Evaluate, at least quarterly, the performance of unit commissioners and provide the help necessary to give them the confidence and expertise to serve assigned units effectively.
- Become familiar with the program themes offered by the BSA for Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews.
- Supervise the operation of the annual service plan for assigned units.
- Accept other assignments made by the district commissioner.
- Keep track of recharter status and progress of all units.
- Support local and national Scouting policy and procedures.
- Promote the Centennial Quality Unit as a standard of performance and ensure, through the commissioners, recognition of unit leaders and units achieving the standards.



- Be sure each district has a commitment and strategy to provide prompt, intensive, and persistent care when major problems occur that could threaten the life of a unit.
- Maintain Boy Scouts of America standards of uniforming, wearing of insignia, use of the program, and other policies and procedures.
- Promote the Centennial Quality Unit as a standard of performance and ensure, through the district commissioners, recognition of unit leaders and units achieving this standard.
- Be responsible, through the district commissioners, for the presentation of program plans, ideas, and materials via effective district roundtables.
- Be responsible, through the district commissioners, for the effective use of the annual service plan to ensure the health and tenure of units.
- Keep the president and executive board apprised of the condition of units.
- Cooperate with the membership/relationships chair to successfully conduct the annual membership recruiting effort.
- Serve as a member of the council Key 3, working in close cooperation with the council president and Scout executive.



- Oversee the unit charter renewal plan so that each unit registers on time and with optimum membership.
- Guide roundtable commissioners to ensure that monthly roundtables are well-attended, and provide practical and exciting unit program ideas.
- Plan and preside at monthly meetings of the district commissioner staff.
- Work with the district chair and district executive to stimulate and coordinate the work of the district (the district Key 3).
- Help meet district goals.
- Represent the district as a member of the council commissioner cabinet.
- Support local and national Scouting policy and procedures.
- Attend district committee meetings to report on conditions of units and to secure specialized help for units.
- Promote the Centennial Quality Unit as a standard of performance and ensure, through the commissioners, recognition of unit leaders and units achieving the standards.



APPENDIX B



ADULT BASIC TRAINING

Cub Scout

- Fast Start (OLC)
- Youth Protection* (OLC)
- Cub Scout Leader Specific
- This Is Scouting (OLC)

Boy Scout

- Fast Start (OLC)
- Youth Protection* (OLC)
- Boy Scout Leader Specific
- This Is Scouting (OLC)
- Introduction to Outdoor Skills

Venturing

- Fast Start (OLC)
- Youth Protection* (OLC)
- Venturing Leader Specific
- This Is Scouting (OLC)

ADULT SUPPLEMENTAL TRAINING

- Cub Casts
- Basic Adult Leader Outdoor Orientation*
- Hazardous Weather*
- Roundtables
- Philmont Leadership Challenge
- Philmont Training Center
- Pow Wows/University of Scouting
- Wood Badge
- ScoutParent Unit Coordinator (OLC)
- Outdoor Leader Skills for Webelos Leaders
- Trainer Development Conference

- Powder Horn
- Hazardous Weather*
- Roundtables
- Philmont Leadership Challenge
- Philmont Training Center
- Troop Committee Challenge (OLC)
- Wood Badge
- Supplemental Training Modules
- ScoutParent Unit Coordinator (OLC)
- The Trainer's EDGE

- Hazardous Weather* (OLC)
- Powder Horn
- Program Forums
- Philmont Leadership Challenge
- Philmont Training Center
- Wood Badge
- ScoutParent Unit Coordinator (OLC)

YOUTH TRAINING OPPORTUNITIES

- It Happened to Me

- Den Chief Training (OLC)
- National Youth Leadership Training—NYLT
- National Advanced Youth Leadership Experience—NAYLE
- Kodiak
- A Time to Tell

- Leadership Skills
- Kodiak
- Kodiak X
- Crew Officers Training
- Youth Protection Training (OLC)
- Venturing Crew Orientation (OLC)

* Required for Tour Permit
OLC – Online Learning Center

APPENDIX C

Scoutmasters and assistant Scoutmasters

Track Your Training Pocket Pal

Business Card Sized Form for Adult Scout Leaders
to Track their Progress Toward Obtaining the **Trained Leader Emblem**

What is a Trained Leader?

A Scout leader is entitled to wear the **Trained Leader Emblem**, or Trained Patch, when he or she has completed some basic but important training courses as well as specific training for the position. Basic courses are Fast Start and Youth Protection.

Scoutmasters and assistant Scoutmasters are considered trained when they have completed *This Is Scouting*, *Scoutmaster and Assistant Scoutmaster Leader Specific Training*, and *Introduction to Outdoor Leader Skills*.

Cut out the card (below), fold it to wallet size, carry it with you, and fill it out when you complete each stage of training.

Make a copy after each training and give the copy to your unit's record keeper.
Using heavier paper or cardstock when printing may make the card last longer

Great Smoky Mountain Council - District: _____ Unit: _____	
Scoutmaster / Assistant Scoutmaster Training Record	
Name: _____	Member # _____
	<u>Date completed</u>
1. Fast Start (OIC)	_____
2. Youth Protection* (OIC) renew every 2 years	_____
3. This is Scouting (OIC)	_____
4. SM & ASM Leader Specific Training	_____
5. SM & ASM Introduction to Outdoor Skills	_____
*Required for Tour Permit (OIC) Online Learning Center 855WASM May 10	

Recommended Additional Training	
	<u>DATE COMPLETED</u>
Hazardous Weather*	_____
Wilderness Training	_____
Safety Afloat	_____
Safe Swim Defense	_____
Climb on Safely	_____
Trek Safely	_____
Philmont Leadership Challenge	_____
Philmont Training Center	_____
Wood Badge	_____
Roundtables	_____
Leave No Trace	_____
*Required for Tour Permit	



*Youth Protection training, if taken online, should be accessed through www.myscouting.org and you should print out the certificate of completion for your files

APPENDIX D

Troop Committee Chairman and Troop Committee Members

Track Your Training Pocket Pal

Business Card Sized Form for Adult Scout Leaders
to Track their Progress Toward Obtaining the **Trained Leader Emblem**

What is a Trained Leader?

A Scout leader is entitled to wear the **Trained Leader Emblem** (Trained Patch) when he or she has completed some basic but important training courses as well as specific training for the position. Basic courses are Fast Start and Youth Protection.

Troop Committee Chairman and Troop Committee Members are considered trained when they have completed *This Is Scouting* and *Troop Committee Challenge*.

Cut out the card (below), fold it to wallet size, carry it with you, and fill it out when you complete each stage of training.

Make a copy after each training and give the copy to your unit's record keeper.

Using heavier paper when printing may make the card last longer

Great Smoky Mountain Council - District: _____ Unit: _____	
Troop Committee Chair / Member Training Record	
Name: _____ Member # _____	
	<u>Date completed</u>
1. Fast Start (OLC)	_____
2. Youth Protection* (OLC) renew every 2 years	_____
3. This is Scouting (OLC)	_____
4. Troop Committee Challenge (OLC)	_____
* Required for Tour Permit (OLC) Online Learning Center BSA/CMSA/D	

Recommended Additional Training:	
	<u>DATE COMPLETED</u>
Hazardous Weather*	_____
Wilderness Training	_____
Safety Afloat	_____
Safe Swim Defense	_____
Climb on Safely	_____
Trek Safely	_____
Philmont Leadership Challenge	_____
Philmont Training Center	_____
Wood Badge	_____
Roundtables	_____
Leave No Trace	_____
* Required for Tour Permit	



*Youth Protection training, if taken online, should be accessed through www.myscouting.org and you should print out the certificate of completion for your files

APPENDIX E

Venturing Crew Advisor

Track Your Training Pocket Pal

Business Card Sized Form for Adult Scout Leaders
to Track their Progress Toward Obtaining the **Trained Leader Emblem**

What is a Trained Leader?

A Scout leader is entitled to wear the **Trained Leader Emblem** (Trained Patch) when he or she has completed some basic but important training courses as well as the specific training for the position. Basic courses are Fast Start and Youth Protection - Venture Specific.

Venturing Crew Advisors are considered trained when they have completed *This Is Scouting* and *Venturing Leader Specific Training*.

Cut out the card (below), fold it to wallet size, carry it with you, and fill it out when you complete each stage of training.

Make a copy after each training and give the copy to your unit's record keeper.

Using heavier paper or cardstock when printing may make the card last longer

Great Smoky Mountain Council -- District: _____ Unit: _____		Recommended Additional Training:	
Venturing Crew Adviser Training Record		<small>DATE COMPLETED</small>	
Name: _____	Member # _____	Hazardous Weather*	_____
	<small>Date completed</small>	Wilderness Training	_____
1. Fast Start (OLC)	_____	Safety Afloat	_____
2. Youth Protection - Venture Specific*	_____	Safe Swim Defense	_____
<small>(OLC) renew every 2 years</small>		Climb on Safely	_____
3. This is Scouting (OLC)	_____	Trek Safely	_____
4. Venturing Leader Specific Training	_____	Philmont Leadership Challenge	_____
		Philmont Training Center	_____
		Wood Badge	_____
		Powder Horn	_____
		Leave No Trace	_____
<small>*Required for Tour Permit</small>	<small>(OLC) Online Learning Center</small>	<small>VCA May10</small>	<small>*Required for Tour Permit</small>



*Youth Protection training, if taken online, should be accessed through www.myscouting.org and you should print out the certificate of completion for your files

APPENDIX F

ScoutParents Unit Coordinator

Track Your Training Pocket Pal

Business Card Sized Form for Adult Scout Leaders
to Track their Progress Toward Obtaining the **Trained Leader Emblem**

What is a Trained Leader?

A Scout leader is entitled to wear the **Trained Leader Emblem**, or Trained Patch, when he or she has completed some basic but important training courses as well as specific training for the position. Basic courses are Fast Start and Youth Protection.

The **ScoutParents Unit Coordinator** is considered trained when he or she has completed *This Is Scouting*, and *ScoutParents Unit Coordinator Fast Start*.

Cut out the card (below), fold it to wallet size, carry it with you, and fill it out when you complete each stage of training.

Make a copy after each training and give the copy to your unit's record keeper.

Using heavier paper or cardstock when printing may make the card last longer

Great Smoky Mountain Council -- District: _____ Unit: _____	
ScoutParents Unit Coordinator Training Record	
Name: _____	Member # _____
	<u>Date completed</u>
1. Fast Start (OLC)	_____
2. Youth Protection* (OLC) renew every 2 years	_____
3. This is Scouting (OLC)	_____
4. ScoutParents Unit Coordinator Fast Start	_____
*Required for Tour Permit (OLC) Online Learning Center BSSMASM May10	

Additional Training:	<u>DATE COMPLETED</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



*Youth Protection training, if taken online, should be accessed through www.myscouting.org and you should print out the certificate of completion for your files

APPENDIX G

Commissioner

Track Your Training Pocket Pal

Business Card Sized Form for Adult Scout Leaders
to Track their Progress Toward Obtaining the **Trained Leader Emblem**

What is a Trained Leader?

A Scout leader is entitled to wear the **Trained Leader Emblem**, or Trained Patch, when he or she has completed some basic but important training courses as well as specific training for the position. Basic courses are Unit Commissioner Fast Start and Youth Protection.

Commissioners are considered trained when they have completed *Personal Coaching/Orientation and Commissioner Basic Training* or the *Bachelor's Degree Program of the College of Commissioner Science*.

Cut out the card (below), fold to wallet size, carry it with you, and fill it out when you complete each stage of training.

Make a copy after each training and give the copy to your unit's record keeper.
Using heavier paper or cardstock when printing may make the card last longer

Great Smoky Mountain Council -- District: _____ Unit: _____															
Commissioner Training Record															
Name: _____	Member # _____														
	Date completed _____														
1. Unit Commissioner Fast Start (OLC)	_____														
2. Youth Protection* (OLC) renew every 2 years	_____														
3. Personal Coaching/Orientation	_____														
4. Commissioner Basic Training or the Bachelor's Degree Program of the College of Commissioner Science (OLC) Online Learning Center	_____														
	<small>CDM May10</small>														
↑ Fold Line ↑	Additional Training: <table border="1"> <thead> <tr> <th></th> <th style="text-align: right;">DATE COMPLETED</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>		DATE COMPLETED	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	DATE COMPLETED														
_____	_____														
_____	_____														
_____	_____														
_____	_____														
_____	_____														
_____	_____														



*Youth Protection training, if taken online, should be accessed through www.myscouting.org and you should print out the certificate of completion for your files