

Providing Commissioner Basic Training for a District Far From Council

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Boy Scouts of America

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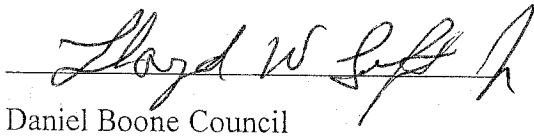
To the Doctoral Candidate Review Board:

I am submitting herewith a Dissertation written by Carole Poole, entitled "Providing Commissioner Basic Training for a District Far From Council". I have examined the final copy of this report for format and content and recommend that it be accepted in partial fulfillment of the requirements for the Degree of Doctor of Commissioner Science.

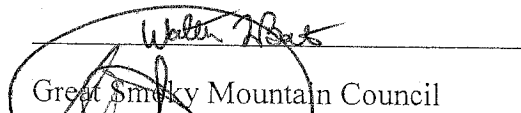


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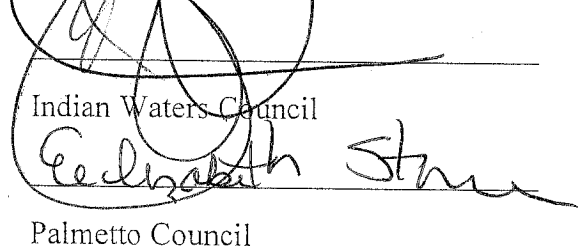
We have read this Dissertation and recommend its acceptance:



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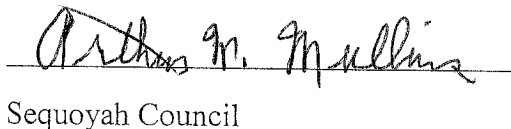


Great Smoky Mountain Council



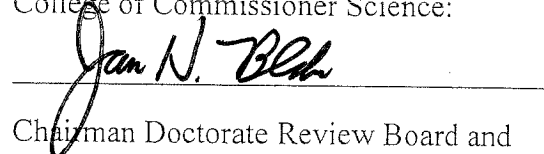
Indian Waters Council

Palmetto Council



Sequoyah Council

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The Piedmont-Appalachian College of Commissioner Science Doctoral Candidate Review Board

The anonymous responders to my survey

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ABSTRACT

The author combines the syllabus and PowerPoint presentation from scouting.org/scoutsource/Commissioners/training/basic_training.aspx along with recommended materials to conduct Commissioner Basic Training in Districts with all resources included in the folder with the exception of a computer that runs Microsoft Office. She believes in having trained leaders who can do the most good for their units. Commissioners report training statistics to their units and help reach training goals for Journey to Excellence and should lead by the example of being trained leaders themselves. Distance, expense and lack of internet access should not hinder training for a district's volunteer Commissioner staff. This project brings the training narrative, PowerPoint slides and materials together in one packet so any Trainer can conduct a Commissioner Basic Training when it is convenient for the district using only a computer that supports Microsoft Office. Being a Commissioner is a commitment of time, effort, patience, understanding and knowledge. That knowledge can start with Commissioner Basic Training.

CHAPTER I

INTRODUCTION

Proper training helps insure that the youth served in the Boy Scouts of America get the best program possible for delivering the ideals of Scouting. Commissioner service goes back to the earliest days of Scouting; they were some of the first organizers of resources and materials. The Unit Commissioner provides important services directly to their units and without the service of the Unit Commissioner there would be no reason to have Cub Scout Roundtable Commissioners, Boy Scout Roundtable Commissioners, Venturing Roundtable Commissioners, Assistant District Commissioners, District Commissioners, Council Commissioners or even the National Commissioner. Commissioners are the link between the District and Council and the individual units. Commissioners are the helping hands for the units to improve membership, recharter on time with Journey to Excellence completed, and help with planning and funding to provide the best program possible for the youth. Troop leadership training is encouraged as well as a trained committee and 100% Youth Protection Trained leadership. Commissioner Basic Training is the overview of Commissioner service to the units and the different roles Commissioners may play in providing their service to their units. The Commissioner role can be a complicated one and a full understanding of all it entails is of utmost importance to being a successful Commissioner. The basic training and advanced training for Commissioners cover wide aspects of all Boy Scouting encompasses. Commissioners are generally encouraged to seek

training specific to commissioners such as Commissioner College for Bachelor, Masters and Doctoral degrees. Training for the programs supporting the units they are assigned to is also recommended such as Outdoor Leadership Skills, BALOO, Woodbadge, Powder Horn, etc. Commissioner Basic Training is one of the first steps in a Commissioner's commitment to Scouting.

While the site for some training cannot be changed due to nature of the course, Commissioner Basic Training can take place anywhere people can meet with the materials for several hours. Coastal Carolina Council covers an extensive area from Georgetown County in the north to the South Carolina/Georgia border and having training that is convenient and accessible is a worthwhile endeavor.

At the time the new District Commissioner was appointed by the District Chairman and District Executive, training did not seem to be a priority for Commissioners in our district. We had two Commissioners who completed Commissioner Basic Training at the Council and went on for their Bachelors and Masters Degrees. These Commissioners went for their training to better themselves with their own initiative. There was little leadership or training from the prior District Commissioners and most of the learning this Commissioner received was self-taught or pursued on her own and trial and error was, unfortunately, the most common learning method. This was not the ideal and I approached the new District Commissioner about developing training on the District level so others would not face the difficulties I encountered. The new District Commissioner had plenty of other previous training, but little for Commissioner service,

so he encouraged the development of the convenient Commissioner Basic Training from the online resources available at scouting.org. The training syllabus was there, along with the PowerPoint and the PowerPoint notes in different sections on the site. In order to use it from the site, the trainer would need internet access in the room where the training is taking place and be able to toggle between the syllabus, the PowerPoint and the PowerPoint notes while proceeding through the training without losing their place. The online syllabus goes through groups of slides and the user continues through the PowerPoint proceeding to the next slide hopefully coordinating the two while incorporating the notes from the slides. I've combined the syllabus and PowerPoint notes to go slide by slide through the training from the online site available at scouting.org.

The new Commissioners in my district were reluctant to commit to going to Commissioner Basic Training at our Council due to the travel involved and the expense of that travel. Our Council Service Center is in Charleston, SC and our district, the Black River District, covers Georgetown County from Horry County line to the north to Williamsburg County line to the west to Charleston County line to the south. Depending on where you are traveling from in Black River District, it can be 75 miles one way to Council headquarters. Carpooling can help if work, family and travel concerns can be coordinated. If the training is one that needs a full day commitment, say 8-4, we need to leave at 6:00AM and it's a 12 hour day away from family and home. Boy Scout leaders are some of the most dedicated volunteers I know and anything to make volunteering easier and training completion easier should be embraced. Boy Scout leaders spend hundreds of dollars, sometimes traveling hundreds of miles for hundreds of hours of

training to better themselves in positions they volunteer to do for free. Even within Coastal Carolina Council distances can be daunting.

Coastal Carolina Council has seven districts: Black River District, Etiwan District, Kiawah District, Lowcountry District, Pineland District, Swamp Fox District and Twin Rivers District. Etiwan District goes from the Georgetown County line to east of the Cooper River to Daniel Island including Mount Pleasant, which is a fairly short drive to the Council Service Center (CSC). Kiawah District serves West Ashley, downtown Charleston, Charleston Air Force Base, Ravenel/Hollywood and the Sea Islands of James Island, John's Island, Kiawah Island, Seabrook Island, Wadmalaw Island (home to the Council camp of HoNonWah) and Edisto Island. This District is also relatively close to the Council Service Center (CSC). Lowcountry District serves Beaufort and Jasper Counties to the South Carolina/Georgia border. It can be an 80-100 mile one way trip to the CSC. Pineland District serves Colleton, Allendale and Hampton Counties; it can be approximately 90 miles to the CSC. Swamp Fox District serves Berkeley and Dorchester Counties, a 20-30 mile trip to the CSC. Twin Rivers District serves North of Calhoun and South of I395, encompassing North Charleston and the CSC.

Commissioner service had been neglected in our District and with the exception of mine and one other unit, the units here had little experience with commissioners throughout the District so the volunteers did not know exactly what their responsibilities would be in commissioner service. We had 4 registered Commissioners, with only 2 actively serving units, and the District Commissioner appointed 4 more bringing our total staff to 8 Commissioners.

Training needed to happen as soon as possible so the 4 new Commissioners would be aware of the scope of service. With tourism being one of the biggest industries in our area, weekends the commissioners were not camping with their Scouts were spent working. We had people willing to commit to Commissioner service but with very limited time and money to spend traveling in order to receive training. The ideal is to have the Commissioners complete Fast Start immediately and Commissioner Basic Training within 30 days but that's not possible if the training is not timely or convenient. There was nothing on the Council training calendar for Commissioner Basic Training and the training was imperative to the new Commissioners. The resources provided here should enable any Trainer to conduct Commissioner Basic Training in their district whenever and wherever it is needed whether or not internet access is available.

If our District was in need of convenient Commissioner Basic Training, I was curious if other Districts might also have a need for it. I developed a short survey that asked for scouting experience, commissioner experience and interest in having accessible materials in order to provide Commissioner Basic Training in their District. I distributed the survey (See Appendix A) in order to gauge interest in having Commissioner Basic Training at the local district level. I don't have the contact information for every Commissioner in the District so I asked the Council Commissioner for the contact information for each District Commissioner. I emailed an electronic copy of the survey to each District Commissioner and asked them to please distribute it to their Commissioner staff. One District Commissioner doesn't do email so I emailed it to the District Executive and asked him to distribute it. We had some Council activities on the calendar that I planned to attend and I made sure to have several hard copies on hand so I could hand out

the hard copies also. Self-addressed stamped envelopes were included with the hard copies and the surveys could be returned either by USPS mail or email. I didn't ask for names so the surveys were anonymous and I had no record of who did or did not respond. Approximately one third of the commissioners in Coastal Carolina Council responded and I had 100% participation from Black River District. I had a contact in the next Council, Pee Dee Council, and I had her distribute the surveys there too. Unfortunately, hers was the only response I got from Pee Dee Council.

I asked about experience in Scouting and as a Commissioner, the length of time it took someone to get their Commissioner Basic Training, whether or not that training was at their Council and if they would appreciate having the resources to offer Commissioner Basic Training in their district as needed. Years as an adult Scouter ranged from 6 months to 62 years and years as a Commissioner ranged from 6 months to 40 years. The length of time it took to complete Commissioner Basic Training ranged from 1 day to 6 years with 37% attending Commissioner Basic Training at the Council. Of those responding, 96% said they would appreciate having the resources to offer Commissioner Basic Training in their district as needed. The experience of the respondents is widely varying as well as the length of time it took to complete Commissioner Basic Training. Significantly less than half attended Commissioner Basic Training at Council so they had to have gotten it some other way. Close to 100% expressed interest in having the resources to offer Commissioner Basic Training in their District. My hope is that this will be a resource my district, as well as other districts, might use to help train their Commissioners. The

syllabus, notes and the enclosed CD with digital copies of vital materials will be a compact, convenient package to offer the training along with a computer independent of internet access.

CHAPTER II

REVIEW OF LITERATURE

1. The Boy Scouts of America has multiple resources for Commissioners both in print and online. Experienced Scouters are usually more than happy to share their knowledge also. We had little commissioner experience in Black River District so other sources were the primary references. The syllabus, PowerPoint and notes are available separately at <http://www.scouting.org/scoutsource/commissioners/training.aspx>

Boy Scout literature includes, but may not be limited to:

2. Commissioner Fieldbook for Unit Service
3. Administration of Commissioner Service
4. Commissioner Helps for Packs, Troops, and Crews
5. The Commissioner Newsletter

Online resources can be accessed through myscouting.org, then scoutsource

CHAPTER III

METHODS

Materials for the class include the syllabus with narrative for each slide and the approximate time one should allot; the literature for Commissioners previously mentioned- Administration of Commissioner Service, Commissioner Fieldbook for Unit Service (digital copy on enclosed CD), and Commissioner Helps for Packs, Troops, and Crews; the CD containing the PowerPoint presentation for Commissioner Basic Training; Journey to Excellence Score Cards; Unit Self-Assessment Forms; Unit Commissioner Worksheets. Certificate No. 33738 or Pocket Certificate No. 33767 to present to attendees would be appreciated.

When a need for Commissioner Basic Training becomes apparent and Commissioner Basic Training is planned every effort should be made to assure maximum attendance. An email to new Commissioners inviting them to attend lets them know that it's important for them to get the training with a follow-up phone call to speak with them personally along with announcements at District Roundtable. Group texts are a good reminder and posting to the district web page and Facebook page lets the district know this is happening. Be sure to include the Council Commissioner in the correspondence so he can let the Council know in case others are waiting for the training too. We discussed the training at one of our monthly Commissioner

meetings so the Black River District Commissioner staff was well aware of the plans and the details followed soon after.

A convenient place for the training had to be arranged. Our District Roundtables are held at Duncan UMC in Georgetown in the building that one of the troops uses for their meetings. Since most of the people involved were already used to going to Duncan UMC and it's a central location, the church was contacted to arrange the room. The training was planned for another day than used for Roundtables so conflicts had to be avoided especially since the building was temporarily being used by another church in Georgetown that suffered damage in a fire. A convenient date and time for our Commissioner staff was first and foremost and we arrived at a mutually compatible date for all involved. The building and room we were using does not have internet access so the website could not be used.

The room was set up so the participants were on both sides of a long table and the computer and the trainer were at the head of one end of the table. Because we just had our District personnel plus one from another district, the group was small enough that one table was sufficient for the training and everyone had a view of the computer and the trainer. There were no problems hearing the audio on the embedded videos and everyone seemed comfortable asking questions as needed. We had enough time that if someone needed to spend a little extra time on a certain section, we could spend that time to be sure the information was understood and the participants were comfortable with their knowledge.

Drinks and snacks were provided by this trainer as an added incentive to entice participants and encourage attendance.

Alternative meeting places can be found in your community with little effort. The meeting places of various units can be utilized if a central location cannot be secured, but internet access cannot be guaranteed. Library branches in various parts of the county are available for meetings with a sign up procedure, although the meeting room would need to be separate as the training consists of lecture, discussion and videos and one would not want to disturb the other library patrons. Computers are usually in demand at public libraries so they most probably could not be used for the training, depending on local availability, so a personal computer would be needed. Internet access may or may not be available but if this training notebook is there, no other materials are needed. Other county buildings may also be available to Boy Scouts. We have the option in Georgetown County of using Midway Fire and Rescue building in Pawley's Island for trainings with advanced notice to them. The options for training sites in your location will vary but there should be plenty of them available with some research and creativity.

The syllabus follows the PowerPoint presentation with narration directed at the current slide. The following is the syllabus combined with narration and the PowerPoint notes for each slide and the approximate time you should allow for each section.

Syllabus and PowerPoint Notes – Appendix B (1)

Commissioner Basic Training

Learning Objectives: At the end of this session, the participants should be able to:

- Understand the four-function concept of council and district operation
- Understand the commissioner unit service role in supporting units
- Understand the methods and steps of good unit program planning
- Understand commissioner priorities and how to be an effective leader yourself

(1) <http://www.scouting.org/scoutsource/commissioners/training.aspx>

This training will examine:

What a Commissioner is

What a Commissioner does

How a Commissioner does it

Useful Resources

The Council, No. 33071

The District, No. 33070

The Commissioner Fieldbook for Unit Service No 33621 (Referred to here as the *Fieldbook*)

Commissioner Helps for Packs, Troops, and Crews No 36618

Unit Performance Guide

Opening

Opening Open with the Pledge of Allegiance.

- Ceremony** Additionally, an instructor can lead the group in the Scout Oath. Demonstrate the different salutes for each program.
- Welcome and Introductions** The course director welcomes all to the training session, congratulating each new unit commissioner on being selected as a member of the commissioner staff. The course director then introduces each of the instructors (if more than one), telling a little about each one (present role in Scouting, previous positions held, tenure, awards earned). Keep it brief. The course director then invites participants to introduce themselves and tell a little about their backgrounds. If a district or council commissioner is present, the appropriate introduction is also made.

Why We Are Here (Slides 1-3) 10 minutes

- Objective of the Session** The course director reads aloud the learning objectives :
- Slide #2** **Learning Objectives:** At the end of this session, the participants should be able to:
- Understand the four-function concept of council and district operation
 - Understand the commissioner unit service role in supporting units
 - Understand the methods and steps of good unit program planning
 - Understand commissioner priorities and how to be an effective leader yourself

Slide #3

- History Of Commissioner Service** In the early days of the BSA, units were organized by resourceful individuals who sometimes had to acquire the materials from England and other places to make it happen. These first organizers were commissioners. In 1916 some of these commissioners were asked to become Scout Executives. A few accepted the position and the Field Executive position was born. This shift eventually led to the separation of the roles of the executive and the commissioner. This began a partnership between volunteers and professionals that still exists today.

The position of Commissioner is one of the oldest in Scouting and is the origin of the professional Scouting positions, which is why professional Scouters wear the Wreath of Service as well.

As councils grew, more help was needed. The councils began to divide the workload into manageable districts where the district commissioner structure emerged.

In the 1940's a need for unit serving commissioners was apparent. The workload on District commissioners and Deputy DC's was too heavy, and a more personal touch was needed. The position of Neighborhood Commissioner was created to fill this gap. These Neighborhood Commissioners would usually serve only up to four units.

By the 1960's the terminology changed as did the structure. Neighborhood Commissioners were now known as Unit Commissioners and only served a maximum of three units. All Deputy positions were changed to Assistant Commissioner Service as we know it today began to take shape.

Positions today include National Commissioner; each Council has a Council Commissioner and Assistant Council Commissioners. At the District level you will find most of BSA's Commissioners serving, whether as District Commissioner, Assistant District Commissioners, Roundtable Commissioners, or Unit Commissioners. The Unit Commissioner being the most important of all the rest because of the unit service they provide.

Without that service, we would have no reason to have the other positions.

Commissioner Service and the District Committee (Slides 4-8)

10 minutes.

Slide #4

The District Committee

Further explain that the council and district both achieve their purpose by fulfilling four functions:

The Four-Function Plan

Membership/Relationships. To make Scouting available to all youth.

Finance. To provide adequate funds.

Program. To maintain standards and policies.

Unit Service. To serve chartered organizations through a commissioner staff.

Provide a good understanding of the resources available in the district committee to ensure the success of the unit.

Explain that the commissioner is like the country doctor or general practitioner. The district committee includes specialists whom the commissioner can call in for consultation or specialized treatment.

Slide #5
Membership

- Fall Roundup
- Spring Roundup
- Special membership rallies
- Advice and help to units with membership problems
-

See Use *The District*, No. 33070, pages 2 – 9 for More information on the 4 functions of a district

Youth retention is a major emphasis in helping units grow.

A unit encounters problems when most members graduate in the same year, especially a small unit. A pack with mostly 9- and 10-year-olds or a troop with a majority of 12- and 13-year-olds needs a recruiting program.

- Inventories are necessary to keep unit committees aware of the membership situation, particularly at unit charter renewal time. How many members are active and which members are inactive and need follow-up are important to know. A quick follow-up will often save a member. An inventory might also point out a program or administrative function as the cause for absenteeism.
- Year-round recruiting ideas and plans are essential. With youth surveys and lists of Webelos Scouts ready to graduate, commissioners can suggest

candidates for membership.

- Birthday greetings inviting youth to join when they reach the right age are effective. Phone calls and in-person invitations are always encouraged.
- Roundup programs are suggested by councils and districts and should be joined in by all units. Cub Scouts recruited to attend day camp and resident camps, Boy Scouts to attend long-term camp, and Venturers to participate in an upcoming special skills event are given an exciting introduction to the program.
- Preventing dropped units is essential for good membership management.
- A commissioner is assigned during the organization of a new unit to work with them from the beginning.

Slide #6

Fund Development

- Sustaining Membership Enrollment and Friends of Scouting
- Trust Funds (James E. West Award)
- Advice to units

The fund development function of the district committee is responsible mostly for the Friends for Scouting campaign. They do provide information and support for those wishing to contribute to the James E. West trust, however, only a small portion of trust fund money goes to council operating expenses. This committee can also provide budgeting and fund raising guidance to the units in the district.

Slide #7

Program

- Camping
- Activities
- Advancement
- Training
- Health & Safety

Discuss the points made on the slide about program functions

(Personal Notes about Program Functions)

Slide #8

Unit Service

- Keep Units Operating
 - Regular contact
 - Counsel Leaders
 - Help Fix Problems
- The unit commissioner is like a country doctor or a general practitioner.
 The district committee is a group of specialists.
 The unit commissioner determines a need while working with the unit.
 A request for specific assistance is made to the district committee.
 The specialists of the district committee provide consultation or specialized treatment to the unit

The Commissioner Service Role (Slides 9-15) 35 minutes

Slide #9

The commissioner is the liaison between the local council and Scouting units. The commissioner's mission is to:

- keep units operating at maximum efficiency
- maintain regular contact with unit leaders
- counsel leaders on where to find assistance
- note weaknesses in programs and suggest remedies

The commissioner is successful when units effectively deliver the ideals of Scouting to their members.

Slide #10

Commissioner Overview

- Three Types of Commissioners
- Administrative Commissioners
 - Unit Commissioners
 - Roundtable Commissioners
- See *Fieldbook*, Section 5

Administrative Commissioners

Council Commissioner, Assistant Council Commissioner, District Commissioner, and Assistant District Commissioners
 Their primary responsibilities are recruiting, training, guiding, and

evaluating Commissioner Staff

Unit Commissioners

Unit Commissioners are assigned to one or more units, which they coach and mentor to ensure unit success.

Only the finest type of community leader should be considered for a commissioner's role. That person should be a "people person" capable of working with the key personnel of chartered organizations, unit committee people, and unit leaders as well as district and council Scouters.

The unit commissioner's service is based on a philosophy of friendship and coaching.

Roundtable Commissioners

Roundtable commissioners should have a good background in Cub Scout, Boy Scout, Varsity Scout, or Venturing skills as well as a lively teaching ability.

Slide #11

This is the organization of a typical district commissioner service staff. You will see all 3 types of commissioners on this chart. District Commissioners do have the latitude to organize their service to best fit the needs of their district.

Slide #12

The Fieldbook for Unit Service

Introduce *The Commissioner Fieldbook for Unit Service* as the single most important resource for all commissioners

Note that the Fieldbook contains:

- Commissioner Orientation
- Orientation Projects
- The Commissioner Concept
- The District Commissioner Staff
- Providing Unit Service
- Your Commissioner Style
- Be a Lifesaving Commissioner
- How to remove a Volunteer
- Counseling
- Youth Protection
- Unit Charter Renewal
- Unit Commissioner Training

- Resources
- Self-Evaluation
- Distinguished Commissioner Service Award

Slide #13

The Unit Commissioner

Introduce and show the video, AV-04V001R, or from the DVD, AV-06DVD06. It covers the basic duties of a unit commissioner. (17 Minutes)
Alert participants to watch for the five major areas of service.

Slide #14

After the video, ask them to describe the commissioner's role as

- Friend
- Representative
- Unit "doctor"
- Teacher
- Counselor
- See the *Fieldbook*, Section 4.

Review these five points as needed to ensure understanding.

A commissioner plays several roles, including being a friend, a representative, a unit "doctor" or paramedic, a teacher, and a coach.

The commissioner is a **friend of the unit**.

Of all your roles, this one is the most important. It springs from the attitude, "I care, I am here to help you, what can I do for you?" Caring is the ingredient that makes commissioner service successful. Be an advocate of unit needs. A commissioner who makes himself or herself known and accepted with the unit leadership will be called on to help in times of trouble.

The commissioner is a **representative**.

The average unit leader is totally occupied in working with kids. Some have little if any contact with the Boy Scouts of America other than your visits to their meeting. To them, you may be the Boy Scouts of America. Be a good example. Show that you believe in the ideals, the principles, and the policies of the Scouting movement. Represent it well!

The commissioner is a unit **"doctor" or a paramedic**.

In your role as "doctor," you know that prevention is better than a cure, so you try to see that your units make good "health practices" a way of life. Sometimes being a paramedic and performing triage on a unit to keep its

program going or providing support to their leadership is critical. When problems arise, and they will even in the best unit, act quickly. Observe symptoms, diagnose the real ailment, prescribe a remedy, and follow up on the patient.

The commissioner is a **teacher**.

As a commissioner, you will have a wonderful opportunity to participate in the growth of unit leaders by sharing your knowledge with them. You teach not just in an academic environment, but where it counts most—as an immediate response to a need to know. That is the best adult learning situation since the lesson is instantly reinforced by practical application of the new knowledge.

The commissioner is a **coach**.

As a Scouting coach, you will help guide units in solving their own problems. Coaching is the best role for you when unit leaders don't recognize a problem and where solutions are not clear-cut. Everyone needs coaching or assistance from time to time, even experienced leaders. You provide them with different "plays" that might be the right one for them to move ahead or succeed at solving a problem.

Slide #15

Commissioner Priorities

(See the *Fieldbook*, page 24)

Emphasize that unit commissioners should not fall into the trap of doing everything else in Scouting except for your appointed role: unit service. It happens.

Commissioners are usually great Scouters and may be asked to do many things. While these other Scouting activities might be important, they are often NOT the primary responsibility of commissioners. You must concentrate your Scouting time on helping with specific unit needs and helping each unit become more effective with its program and operation. Good unit service is created when the commissioner believes that unit service is so critical to the success of Scouting that it takes precedence over all his or her Scouting time.

The Unit Visit (slides 16-18) 20 minutes

Slide #16

**Unit Contacts
The Monthly
Unit Visit**

Normally you should make a visit to your units monthly. However, unit contacts must be made often enough to accomplish your mission. Only you can say how often that needs to be. You should be close enough to your units to know what is happening and help strengthen their capabilities to deliver a quality program.

When you visit, watch and listen. Don't disrupt the program. You are a guest and observer. Make note of **attendance**; is it near 75% of registered scouts?

Planning; Do things move smoothly?

Adult leadership; Are they actively involved? Do they seem to enjoy the meeting?

Other types of Contacts:

Telephone calls- to give or receive information or to follow up. Visit informally with unit leaders at roundtable. Encourage attendance and participation. Attend a unit event. Visit your unit as they participate in a District or council event. When you need quick contact, e-mail works very well but, don't let email substitute for personal interaction.

Don't feel that just because you made contact that you are successful as a commissioner. When your unit is moving toward completion of their Journey to Excellence criteria and have a good unit program, then you are successful as a commissioner.

See *Fieldbook* Section 6

Slide #17

**Unit Visit
Basics
Types of Unit
Visits**

Commissioners visit each unit at least monthly. Some units will need more frequent visits—new units or troubled units, for example. Outstanding units need visits, too. Even Michael Jordan needs a coach.

- The visit may be:
 1. To a unit meeting or
 2. To a unit committee meeting, or
 3. A personal visit with the unit leader and/or committee chair.
 4. At a Roundtable meeting
 5. At an outdoor program event of the unit
 6. Electronic – email, newsletters, web sites (how can these be unit visits?)
- Have the group brainstorm why unit visits are essential.

- Without unit visits, we can't know how to help a unit improve its program. Without visits, we only find out about problems after the unit fails or weakens and the kids have "voted with their feet" and left the unit. If you are truly concerned about a unit's health, you must know its condition at all times:
 - Is the unit program fun and challenging for the youth?
 - Do the leaders find it rewarding?
 - Is there a membership growth plan?
 - Will the unit reregister on time?
- (Review other information in the *Commissioner Fieldbook*, pages 15–17.)

Ground Rules

- The new commissioner must call the unit leader to be sure that the visit is convenient.
- Unit commissioner worksheets are not to be brought out during the visit, but must be filled out later.
- The visit can extend through the entire meeting, but should be long enough to get a good feel for things.
- The commissioner should not make an effort to participate in the meeting, except to be introduced.
- Uniforms are to be worn and must conform to the appropriate uniform inspection sheet

Slide #18

UVTS

Discuss the Unit Visit Tracking System as a tool to record and review information about a unit commissioner's contact with their assigned units. With regular and consistent use, this system can provide each commissioner an at-a-glance overview of recent visits and a history of communications with each unit, providing timely and consistent support.

Show the UVTS video (12 minutes)

Review how to log into MyScouting and UVTS

Verify that all participants are registered as commissioners and have a MyScouting id.

- Explain how to navigate and to add visits to the page
- Adding basic information
- Adding Quality Indicators and comments. Comments can be observations, focus points or quality programs worth noting.

Entering a visit

- Explain how to navigate to the add visits page
- Adding basic information
- Adding Quality Indicators and comments

Supporting the Unit (Slides 19-23) 15 minutes

Slide 19

Unit Commissioner Worksheets

Ask –“Would a tool for evaluation of a unit be helpful?”

Pass out and Discuss the Unit Commissioner Worksheets (*Fieldbook* Section 18) See Appendix B

There is a tool for evaluating a unit’s health, something all unit commissioners might use. (Immediately pass out to each commissioner, copies of the worksheets).

Might a unit leader resist evaluation? Why?

Note that this is a commissioner’s tool, not a check sheet to be filled out in the presence of or shared with the unit leader.

Determine if the group understands the profile of a unit as shown on the worksheets. Review this information in more detail if needed.

Ask them if they had a profile with checks in the right column (column 3), where might they go for help?

Show copy of Commissioner Helps for Packs, Troops, and Crew

Slide #20

Commissioner Helps for Packs, Troops, and Crews Unit Self-

Show copies of the Unit Self-Assessment forms (*Fieldbook* Section 19),

Assessment

along with the guidelines and discuss how these might be used.
See Appendix C

- These forms are designed to share with the unit leader and committee chairman before discussing the results.
- This meeting is ideally conducted with every unit annually or when a major change of unit leadership happens.
- The completion of the form will allow for an evaluation of the unit's current program to be reviewed, the goals of the unit shared, and for the district to support the unit in accomplishing its goals.

Unit Program Planning

Slide #21

Everything that happens in a program year starts with a plan.

Old saying – Plan your work and work your plan. One of the three critical factors in the success of a Scouting unit is a planned program that is communicated with members and families.

There are a great many resources for packs to plan their program. The place to start is the Pack Annual Program Planning conference guide on Scouting.org. (If possible, go to the site and let them watch the first few parts, if not urge them to take a look at it when they get home.)

- Unit Commissioner can be a great resource to a Cubmaster and a pack committee if they understand the program planning process and tools

Slide #22

- Troop planning follows a process, as does the pack planning, but it involves the boys in much more of the planning.

Again, there are many resourced that can help with planning, but the place to start is the Troop Annual Program Planning Conference Guide

Slide #23

- In Crew program planning, elected crew officers play a central role with as many crew members as possible involved. A crew planning tool is also available on Scouting.org and there are many resources in the

Venturing literature.

Planning tools for all units are available on Scouting.org

Journey to Excellence Performance Award Unit Operation

(slides 24-25) 5 minutes See Appendix D

Slide #24

JTE

Performance Recognition Program

- Growth
- Quality
- Sustainability

Quality, growth, and sustainability must all be in balance for success to be truly achieved.

Slide # 25

Your role as a Commissioner

- **You're not an Umpire**
- **You're not a Judge or the police**
- **You are a friend, a mentor and a coach**
- **And maybe help a bit with scorekeeping**

Handout

- Hand out and share the Journey to Excellence Performance Award forms for units. Participants must recognize, from the discussion, that they represent desirable and important standards for quality unit operation.
- Discuss how a Unit Commissioner can assist the unit in achieving the bronze level for each of the items of the JTE and to strive for the Silver or Gold levels
- The final step is for them to understand the importance of recognizing the unit in a public setting of their accomplishments. (See the reference to the award process on the commissioner website at www.scouting.org/commissioners.)

Voice of the Scout (slides 26-28) 8 minutes

Voice of the Scout

- Surveys at three levels
- All feedback comes to Council
- Council will review and take actions
- Council distributes feedback to Districts
- Districts review and take actions
- Districts distribute unit feedback individually
- To each member of the Unit Key 3

District Operations: There are 3 surveys. One for Board members, another for District Volunteers and another for Scouts and Scout Parents. The surveys will be distributed twice each year. The feedback will be returned to council in the November-December timeframe and in the April-May timeframe.

Each time feedback comes to the Council, the council will review and analyze it and make adjustments in its operations and programming as needed. The districts will do the same.

And lastly, the district will deliver each unit's feedback individually to each member of the unit Key 3.

Slide #27

Unit Commissioner's role

The Unit Commissioner makes sure the unit leadership is aware and understands the JTE criteria. And the unit commissioner should certainly meet—and exceed the visitation requirement.

With Voice of the Scout, the unit commissioner is again the promoter. While VoS is new, it should be mandatory by 2013. Unit leadership will need help in understanding why this is important. They'll need reminding of the need for email addresses and there is a particular way that those need to be gathered in regards to youth 14 and over.

VoS will come out twice each year—in the fall and in the spring.

“Manners” will encourage participation: thanks to those who participated; “we’ll be having a meeting”; “You said you wanted x, so we’re making a change

Slide #28

**Meetings are
the Key**

Commissioner: The meetings are the Key to Success for the unit. They should be no stranger to the Unit commissioner. The Action Planning Meeting takes place around recharter time. During the Centennial Quality Unit days, this was where the unit would set its goal for the coming year. With JTE, we still have that meeting and the unit should also be having another meeting six months before recharter to check its progress toward JTE goals. For lack of a better term, we are calling this the Mid-Charter Review meeting. Both meetings are very similar in nature and the UC has a critical role to play.

This can be an emotionally charged meeting—be prepared

Counseling (slide 29) 3 minutes

Counseling

Point out that the best way to help a unit is to strengthen its leadership and that the most effective method of helping a leader develop his potential is counseling.

Commissioners must be good counselors to do their jobs well.

Counseling can be defined as the ability to listen to someone in such a way that they will solve their own problems.

Here are some fundamentals:

- Carefully select a time and place where there will be no interruptions

- Understand what the leader is saying- paraphrase what was just said.
- Let the leader know that you hear and understand
- Do not give advice. Guide him, by questioning, in such a way that he solves his own problems. If he cannot find a solution, plant several possibilities in his mind, but let him select the one he thinks might work for him.
- Summarize from time to time to keep him on track
- Support his thinking with information. (know difference between information and advice)
- Refer to the Commissioner Fieldbook – Counseling chapter

Youth Protection and the Commissioner (slide #30) 3 minutes

- Monitor training status
- Promote latest material
- Promote use of videos
- Reporting responsibilities

Make yourself familiar with BSAs policies along with information about the risks of abuse.

Monitor the status of YPT training for the adult leaders of the units you serve. Make sure they are renewing their training every 2 years.

Encourage unit participation in Youth Protection month each April.

Help your units follow the policies and submit registration applications for background checks.

Promote the use of the videos: "*It happened to me*" for Cubs, "*A Time to Tell*" for Boy Scouts and "*Personal Safety Awareness*" for older boy scouts and Venturers

Unit Charter Renewal Process 10 minutes

Slide #31

Re-register unit- On time

Maximum membership

Good leadership

This is our philosophy of service. If we do our jobs right all year long, all we have to do is complete a few papers. Unit Commissioners are the direct contact, but the ADC, DC, ACC, and CC are part of the plan also.

Chapter 12 in Fieldbook.

(This is only an introduction of the process. Each district should have a full annual training with all commissioners concerning the process.)

Lead a discussion to ensure a thorough understanding of the unit charter renewal process.

The fact that the unit commissioner is involved in a majority of the steps should get everyone's attention. (For councils using Internet rechartering, briefly explain the process.)

The Plan

Work from the Fieldbook chapter "Charter Renewal." Section 12, "Walk" them through each step, stressing the unit commissioner's role.

Slide #32: Charter Presentation

The Charter presentation should occur at a regular meeting or activity of the Chartered Organization. This serves to accentuate the relationship between the unit and Chartered partner. The presentation really belongs in the hands of the organization rather than the unit itself. It is important to attract the interest of as many members of the organization as possible. They will be more likely to attend if the event is put on by the organization more than the unit.

The Charter should be presented to the head of the chartered organization unless that person directs otherwise.

There is a presentation ceremony in the Commissioner's Fieldbook.

Commissioner Leadership Style (slide #33) 5 minutes

Leadership Tasks

Explain that in addition to understanding our commissioner responsibilities and knowing how Scouting works; there are other things that will help us to be effective leaders. Some of these include:

1. Evaluate and improve your own performance

Distribute copies of "Self-Evaluation for Unit Commissioners," (Appendix E), or direct the participants to P. 55 of the Fieldbook. Explain that this is a checklist for improving your support of your units. Encourage participants to use it periodically to improve their performance.

2. Maintain a positive and enthusiastic attitude.

Point out that attitude affects our success in commissioner service because it influences other people. Our attitude and actions tell unit people how we feel about the program.

3. Work successfully with adults.

- Explain that leadership as a commissioner means working cooperatively with many kinds of people. We must be careful that adult conflicts or differences do not interfere with the program which units provide for youth.
- Point out that whenever we work with other people, there is a chance problems will occur. This is often because we forget our objectives and why we're here. It helps to always remember that unit adults are the focus of good commissioner service.
- Suggest that trainees will find tips on people relationships in the counseling and commissioner style chapters of the Commissioner Fieldbook for Unit Service.

4. Guide unit leaders in working successfully with youth.

Explain that our responsibilities to youth include:

- Respecting their rights as individuals and treating them as such.
- Seeing that they find the fun and adventure in Scouting that they expected when they joined.
- Helping them develop a feeling of belonging and Scouting spirit that gives them pride and security.
- Doing our best as leaders.

Unit Good unit service is created when the commissioner believes that
Focus unit service is so critical to the success of Scouting that it takes precedence over all his or her Scouting time.

To help units succeed, today's commissioners must be people-oriented more than procedures-oriented. Because they operate mostly by persuasion rather than by legislation.

Unit commissioners should exercise the highest degree of diplomacy.

Unit commissioners are sensitive to different personalities, cultures, socioeconomic lifestyles, and unit circumstances. As Baden-Powell once said: “What suits one particular troop, in one kind of place, will not suit another within a mile of it.”

Qualities of Scouting’s diplomat: effective communicator, good listener, have sound judgment, be tactful, have a Scouting background or be a fast learner, be persistent and patient, adaptable, Know and practice Scouting ideals, be enthusiastic, treat everyone with respect.

Exceptional service has 3 important qualities:

1. Exceeds unit leader expectations
2. Caring service not just competent service.
3. It’s provided promptly.

When mistakes happen, apologize sincerely, act immediately, take initiative, smooth ruffled feathers, let them know you care, turn the blunder into an opportunity.

The Annual Commissioner Service Plan (slides 34-35) 8 minutes

The annual commissioner service plan gives specific purpose for some of your regular and supportive contact with units. The plan includes specific functions.
(Refer to Page 17 of the Fieldbook and review each function. See Appendix F)

Many Councils have developed their own annual Service plan that goes beyond the basic format in the Fieldbook. If a council has such a plan, it should be introduced here.

Any good Annual Service Plan will include

- Membership Inventory
- Uniform Inspection
- Measuring progress toward earning the Journey to Excellence Award
- Unit Leadership Inventory – including an inventory of training

- The Charter Presentation
- Unit Program Planning
- Counseling the units on Youth Protection - Promoting the Youth Protection videos
- Other Commissioner functions

Slide #35

Annual Plan + Regular Visitation = Good Commissioner Service

Unit Health (slides 36-38) 10 minutes

Refer to the Fieldbook chapter 8 “Be a Lifesaving Commissioner.”
Have each person read the first two paragraphs.

Watch for Vital signs Just as paramedics and other medical caregivers check vital signs, so a good commissioner watches the vital signs of a unit. Any one or a group of bad signs should alert you to a Unit in trouble:

Instructor Led

Unit commissioners must be alert to situations that can signal a unit in trouble. Discuss what some warning signs are for an unhealthy unit. This should include:

- Youth dropping out
- No youth recruiting or poor recruiting methods
- No adult leader
- No planned program
- No youth leaders
- No discipline
- Unit stops meeting
- Charter lapses
- Chartered organization leader unhappy with the unit
- Only one adult active
- No involvement of parents
- Adult conflicts/poor communication

Can you think of any other life-threatening vital signs?

Now go into action.

Slide # 37

Don't wait until next month's commissioner staff meeting. Don't wait until someone else suggests the perfect solution. Go into action now.

A commissioner might be tempted to give the most attention to the healthiest and most active units. Paramedics don't do that. Neither do lifesaving commissioners. Establish that unit as a priority unit. Priority units receive your most careful attention.

Fast Action- Specific things you can do:

- Consult with your Assistant District Commissioner or District Commissioner – They may have information you need. They need to know what you now know. Plan together. Team effort is best.
- Ask some basic questions – What problems must be solved to save this unit? What are alternative strategies for solving the problems? Which strategy are you going to try first? Why? Who will you involve? Who is going to do what? When? How will you know the unit is saved? If all else fails, what is Plan B?
- Be enthusiastic – Unit leaders who are discouraged will be uplifted by your attitude that their situation is far from hopeless. Share vision of future.
- Apply “first aid” - for the priority unit. Take care of the most critical needs first.
- Apply “second aid” - based on your best strategy or action plan.
- Generate a real atmosphere of teamwork – by involving the other people you talk with. Gain commitment to help. Give specific things to do. Organize efforts around tangible activities.

Whatever the problem, examine the facts, consider possible solutions, reach a conclusion, and move toward action.

Slide #38

Team Approach

Most lifesaving teams are probably ad hoc, made up of the Unit Commissioner, the Assistant District Commissioner, a member of the training team, and/or a member of the membership team. The District Executive should often be involved.

If there are sufficient resources to do this, some people could specialize in this function. Each team will have a little different emphasis, depending on the nature of the problem. Some may need crisis resolution, others need recruiting skills, and others may just need training.

Further Training (slide 39) 4 minutes

- Supplemental training at monthly District Commissioner meetings
- College of Commissioner Science
- Wood Badge for the 21st Century
- Commissioner's Arrowhead Honor award
- Commissioner Key award
- Commissioners Award of Excellence
- Distinguished Commissioner Service Award

Remember that commissioner training is continuous; it never stops. Continue your self-development after basic training. Know that training will be continuous and that you can always get other help if you need it.

Closing -Slide #40

Course Director's Challenge- This is the time for a stirring challenge by the course director or someone carefully selected to deliver it.

As a commissioner and a leader, you have made a personal commitment to Scouting. It's a commitment of time, effort, and knowledge. It's a commitment of patience and understanding. It's a commitment to be a living example for unit leaders, and to lend a helping hand to fellow Scouters.

Graduation A key council or district leader presents a District Scouter Training Certificate, No. 33738, appropriately signed and suitable for framing, to each participant.*

*The Training Course Pocket Certificate, No. 33767, could be substituted, depending on council preference.

Each instructor is free to present this material in any manner in which they choose so long as the content is not altered.

The enclosed CD contains the PowerPoint that goes with the narrative so internet access is not necessary, the CD also has a copy of the Fieldbook for Commissioner Service for instant access, and only a computer that can support Microsoft Office is needed. The course time line suggests allowing 2.5 - 3 hours to deliver the training. This timeline is flexible. Each instructor should know their audience and adjust the presentation of the material to fit their teaching style and the needs of the audience.

CHAPTER IV

RESULTS AND DISCUSSION

As new Commissioners were recruited by the newly appointed District Commissioner, our district only had 50% of the Commissioners having completed Commissioner Basic Training. It was great that the staff was increasing but we also needed to increase our training percentage, not even the District Commissioner had Commissioner Basic Training completed.

The need for Commissioner Basic Training was apparent but there was nothing timely or convenient planned on a Council level so we started planning on the district level. Having taken Trainers Edge, I told the District Commissioner that I could do a training on the district level for our Commissioners. The training was planned, the location secured, the key to the building obtained, the materials were gathered and the information about the training was announced.

The online training was familiar to us but since we knew we did not have access to the internet at the training location I put the syllabus, PowerPoint and notes together for our training. Having everything together in sequential order helped the training flow smoothly and there was no wasted time trying to find the right narrative that went with a specific slide.

If someone is planning their own Commissioner Basic Training and it's known that

the location of the training does not have internet access part of your preparation will need to be making a copy of the PowerPoint from scouting.org. A CD is enclosed with each of the ten copies given to Piedmont-Appalachian College of Commissioner Science but not downloadable from their website. It is downloadable from the scouting.org website and can be saved to a CD, a flash drive or depending on memory, the computer's hard drive. Be aware that one of the drawbacks to using a storage device is it is not possible to demonstrate logging an actual unit visit into the Unit Visit Tracking System (UVTS) if there are questions and/or concerns from the class participants.

Since the training was planned around our Commissioner's needs and schedules we had everyone who needed the training able to attend; we even had one person from another district in attendance. We went from 50% to 100% of our Commissioner staff having Commissioner Basic Training. Our Commissioner staff was now fully position specific trained. The training was well received and went so well with having it locally that our sights moved on to how we could help units with training and Journey to Excellence goals.

The District Commissioner and the Commissioner staff was so pleased with the turn out from bringing the training to the people who need it rather than making the people go to the training that other plans for training were developed. The Commissioner staff looked at Training statistics for Black River District and starting at the western part of the District held Youth Protection Trainings, Troop Committee Challenge Trainings and

Merit Badge Counselor Orientation Trainings at the unit level. There were also trainings offered at the same site as Roundtable in Georgetown and one in the northern part of the District at Pawley's Island.

The unit leaders were contacted and had input into the trainings offered. They in turn contacted their committees and encouraged the people needing to be trained to be at the training site at the appropriate time. The dates and times of the various trainings were announced at Roundtable, unit meetings and committee meetings as well as posted on unit websites and on the Black River District website

As of this typing most units are getting their recharterers turned in and from October until now trained leaders in some units have increased significantly. In one Pack we had trained leaders increase from 10% to 100% and Youth Protection Training increased from 10% to 100%. In another Pack they had Youth Protection Training increase from 40% to 83% and a third Pack had Youth Protection Training increase from 9% to 100%. The troops and crews in the District showed similar gains with total trained leaders going from 18% to 38%, more than doubled, in one troop. As new volunteers join and training expiration dates pass, the numbers may change but the trend is certainly heading in the right direction.

In working with my units getting trained leaders statistics to them, offering training to them and complying with Youth Protection requirements, I continuously brought up a unit level training chairperson to check on the training status of volunteers in the unit. I

now have a training chairperson in 2 of my 3 units to work together with me to meet compliance and bring training to the people who need it.

Training can be complicated if like most people in Scouting one does more than one job and it's sometimes difficult to remember all that was covered during the training. As mentioned previously, I had very little guidance as to my service with the units. I downloaded the requirements for the Arrowhead Honor and Commissioner Key and used them as my guideposts. I purchased the recommended literature after my Commissioner Basic Training and read and learned on my own. I wanted to do something else to help our newly trained Commissioner staff remember their focus. With the approval of the District Commissioner, I developed Commissioner of the Month criteria for recognition at our monthly Commissioner meetings. (See Appendix H).

I thought about the most important duties of a Commissioner and set them in a worksheet with a point for each aspect of service. Each Commissioner gets points for logging visits, attending Commissioner/Roundtable meetings, providing training for Commissioner meetings, Roundtable meetings or to the units, on time recharting for their units, if Gold, Silver or Bronze level was earned in Journey to Excellence, delivering information, attending and/or conducting Commissioner training, and Charter presentations. The Commissioners keep score themselves and turn in the criteria sheets at each monthly meeting. The winning Commissioner receives recognition and an inexpensive token, such as a pen or patch, and the results are recorded. At the end of the

year we will have a Commissioner of the Year based on the Commissioner of the Month results. The Commissioner of the Year will receive a small plaque and a printed certificate. This is something we are doing in our District to boost morale, keep our focus and have a little fun. This sheet in no way covers everything a Commissioner does or should be doing, just some of the major focuses. Each meeting when we turn in our sheets and go over the scores, we are reminded of our focus and our service. This is not a District award; it is not recognized as a District award and is not included in the list of District awards given at the annual District Banquet. We will present the award at our monthly Commissioner meeting in December with just Commissioners and their families present.

In another effort to help our new Commissioners, I collaborated with the District commissioner to add content to our Black River District website. He had started the website to post District calendars, reminders of meetings and other items of interest to the District. There are links the Council, links to forms that may be needed by unit leaders and links to other relevant websites.

In the Site Map we added a section entitled Commissioner Corner with information, links and forms of interest to Commissioners. It lists our Commissioner staff with position assignments, phone numbers and email addresses. There is a job description with resources and links to Unit Commissioner Fast Start, Unit Visit Tracking System, The Commissioner newsletter and the Manuals. The Commissioner's Pledge and The

Commissioner's Creed are also included. If someone has a question or may need to look something up, this gives them a convenient location to go and search for the answer before going to other websites. It's encouraged that everyone save the website in their favorites for easy access. Please feel free to visit Black River District anytime at <https://sites.google.com/site/blackriverdistrict/>

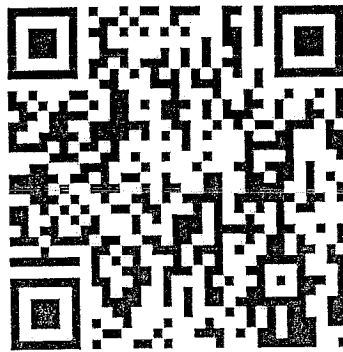


Table 1. Percentage of Trained Commissioners

Commissioners with Commissioner Basic Training before class- 50%
Commissioners with Commissioner Basic Training after class- 100%

CHAPTER V

SUMMARY

Having Commissioner Basic Training on a district level is an effective and efficient way to make training convenient for your volunteer Commissioner staff. Having a smaller group that is familiar with one another can lead to significant discussions and the participants may be more willing to ask questions of a trainer known to them. The perceived stigma of 'silly question' would be removed. If there are issues relevant to a specific unit in the District it may lead to some lively exchanges that relate locally. Discussions should be limited to generalizations without names or identifying features revealed. Commissioners are helping hands and can counsel when asked; investigation should be left to others. Remembering that these people are giving freely of their time and when you respect their time by making training accessible to them, it is appreciated.

Having a tool such as the Criteria for Commissioner of the Month is one way to remind the Commissioner staff of their focus and having recognition each month gives needed positive reinforcement to sometimes underappreciated individuals. I believe there are plans for the Web Tools for Commissioners to include visitations, but these sheets give our District Commissioner a quick glance to see who is or is not doing/logging unit visits.

Planning training at the Council Service Center is logical as there is a ready facility

everyone can choose to go and it is familiar. Bringing more training to the Districts, and even to the units, is one way to ensure that proper training gets done and the percentage of trained leaders increases.

When some training is made available locally and people don't have to spend time and money to travel, they may be more inclined to go to Council on occasion for advanced training. We had three of our Commissioners (and the Commissioner from the other district) travel to the Yorktown at Patriot's Point in Charleston to attend Commissioner College and get their Bachelor's degree in Commissioner Science.

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7. <https://www.coastalcarolinabsa.org>

Appendix A
Survey

Survey

Please return to: Carole Poole P O Box 751 Pawleys Island, SC 29585 or scanned to:
cakotun@aol.com Thanks

How long have you been an adult Scouter? _____

How long have you been a Commissioner? _____

How long was it between the time you were appointed a Commissioner until you had
Commissioner Basic Training (CBT)? _____

Did you attend CBT at Council? Yes No

If NO- what was the reason(s)

It was not offered

It was not at a convenient time/date

It was too far to travel

Other _____

Would you appreciate having the resources to offer CBT in your district as needed? Yes No

Appendix B

Syllabus and PowerPoint Notes combined on Pages 10-35

Please See Pages 10-35

Appendix C

Unit Commissioner Worksheet for Packs, Troops and Crews

18—UNIT COMMISSIONER WORKSHEETS



UNIT COMMISSIONER WORKSHEET (PACK)

FOR USE AFTER VISITING A MEETING OF PACK NO.

Under each heading (bottom half of this page and reverse), circle the number of the statement that most closely resembles the pack meeting.

- 1 = An ideal situation
- 2 = Could be improved
- 3 = Needs action

To profile these statements, place a dot in the Unit Profile next to the heading and under the number that corresponds to the number you circled under that statement below and on reverse. To form a profile, connect the dots with a line.

For example, in the category titled "Leadership," a nearly ideal situation would be indicated by circling the "1" next to "Meeting had several adults involved in a smooth operation," and a dot in column 1 on the "Leadership" line of the Unit Profile.

Check the ways you intend to help by dating the appropriate boxes (bottom half of this page and reverse).

Keep this form with the unit roster.

UNIT PROFILE			
	1	2	3
Leadership			
Webelos dens			
Advancement			
Youth attendance			
Membership			
Family attendance			
Den participation			
Meeting operation			
Den chiefs			
Tiger Cub dens			

LEADERSHIP

- Pack meeting had several adults involved in a smooth operation.
- Several people involved but lacked coordination.
- Cubmaster ran the entire meeting.

Some Ways to Help

- Coach Cubmaster in the value of delegating jobs.
- Ask for time at the next leaders' meeting to help coordinate jobs.
- Contact pack committee chairman about more adult leaders.
- Review adult responsibilities in the *Cub Scout Leader Book*.
- Convince Cubmaster of the value of training for pack leaders.

Literature Reference

Cub Scout Leader Book, "Leadership" chapter

DEN OPERATION

- Dens meet separately, each with a trained leader who has a good planned program.
- Dens meet separately but with little preplanning.
- Dens do not meet separately.

Some Ways to Help

- Help pack form dens that meet separately.
- Urge pack trainer to get all den leaders trained.
- Guide leaders to use Cub Scout den meeting program sheets.
- Be sure every new boy is quickly assigned to a den.
- Discuss with pack leaders the kinds of den activities that are fun and exciting for boys.
- Be sure all den leaders and the Cubmaster are using *Cub Scout Program Helps*.

Literature Reference

Cub Scout Leader Book, "Cub Scout Organization" chapter

ADVANCEMENT

- Awards made with parent(s) or guardian(s) participating in impressive ceremonies.
- Awards to boys without parent(s) involved, with minimal ceremony.
- No evidence of advancement.

Some Ways to Help

- Convince leaders to take training.
- Ask pack committee to appoint an advancement committee member.
- Discuss with pack leaders the use of advancement report forms.
- Help leaders plan an exciting ceremony using Cub Scout resource books.
- Encourage family involvement in presenting awards.

Literature References

Cub Scout Leader Book "Advancement" chapter and *Ceremonies for Dens and Packs*



UNIT COMMISSIONER WORKSHEET (TROOP)

FOR USE AFTER VISITING A MEETING OF TROOP NO.

Please don't use this worksheet during the troop meeting. You are not grading the troop's performance. You are only looking for ways to help. The form suggests how you might address any deficiencies. Plan your strategy before discussing it with the Scoutmaster or others in the troop. **Remember you are the troop's friend and your job is to help them to be successful.**

Under each category, circle the number of the statement that most closely resembles the troop meeting.

- 1 = An ideal situation
- 2 = Typical unit or could be improved
- 3 = Weak situation or needs action

To profile these statements on the Unit Profile, place a dot under the number you circled for each category. To form a profile, connect the dots with a line.

Check the ways you intend to help by dating the appropriate boxes (bottom half of this page and reverse).

Keep this form with the unit roster.

UNIT PROFILE			
	1	2	3
Meeting operation			
Boy leadership			
Skills instruction presentation			
Skills instruction levels			
Membership			
Budget plan			
Attendance			
Patrol activity			
Adult assistance			
Outdoor program			

MEETING OPERATION

1. Orderly meeting ran without delays using planned program and good format.
2. Good meeting with planning, but some confusion.
3. Disorderly or confusing meeting—no planning evident.

Some Ways to Help

- Take leaders to next roundtable.
- Encourage the Scoutmaster to attend Basic Leader training.
- Review the Troop Program Planning chapter in the *Scoutmaster Handbook* with the Scoutmaster and set a date for the annual program planning conference.
- Help Scoutmaster set up monthly patrol leaders' council meeting.
- Review *Troop Program Features* with the Scoutmaster.

BOY LEADERSHIP

1. Boys ran the meeting with adults in advisory capacity.
2. Some boy leadership with most activities run by adults.
3. Meeting was run entirely by adults.

Some Ways to Help

- Convince Scoutmaster to set up a monthly patrol leaders' council meeting.
- Review the Scoutmaster's Youth Leader Training Kit with Scoutmaster.
- Review the *Patrol Leader Handbook* with the Scoutmaster.
- Point out sections of the *Scoutmaster Handbook* that refer to the role of youth leadership in the troop.
- Remind Scoutmaster that Scouting includes leadership development.

SKILLS INSTRUCTION PRESENTATION

1. Scouts "learned by doing"; lots of hands-on learning experiences were provided.
2. Skills were presented in a classroom setting with some hands-on learning opportunities.
3. Classroom presentation was the only method of skills instruction.

Some Ways to Help

- Review *Troop Program Features* with the Scoutmaster.
- Share Tenderfoot-to-First Class advancement requirements with Scoutmaster and explain that these are designed to be experienced, not taught.
- Review the portion of advancement video that deals with teaching skills.
- Suggest use of Troop Advancement Wall Chart at meetings.



VENTURING BSA

UNIT COMMISSIONER WORKSHEET (CREW)

FOR USE AFTER VISITING A MEETING OF CREW NO.

Under each heading (bottom half of this page and reverse), circle the number of the statement that most closely resembles the crew's situation.

- 1 = An ideal situation
- 2 = Typical unit or could be improved
- 3 = Weak situation or needs action

To profile these statements, place a dot in the Unit Profile next to the heading and under the number that corresponds to the number you circled under that statement below and on reverse. Form the profile by connecting the dots with a line.

For example, in the category titled "Adult leadership," a nearly ideal situation would be indicated by circling the "1" next to "Activity has at least two adults involved who train, guide, and coach youth with a minimum of directing or ordering"; and placing a dot in column 1 on the "Adult leadership" line of the Unit Profile.

Check the ways you intend to help by dating the appropriate boxes (bottom half of this page and reverse).

Keep this form with the unit roster.

UNIT PROFILE			
	1	2	3
Adult Advisors			
Elected officers			
Planned program			
Adult assistance			
Membership			
Meeting operation			
Service projects			
Program capability inventory			

ADULT ADVISORS

1. Activity has at least two adults involved who train, guide, and coach youth with a minimum of directing or ordering.
2. Adults give a lot of direction with elected officers only moderately involved.
3. No adults are present, or adults dominate the meeting with little youth involvement.

Some Ways to Help

- Be sure Advisors get training—Venturing Fast Start immediately following selection and Venturing Leader Specific Training as soon as possible.
- Coach Advisors and crew committee members on the values of having elected officers run the crew.
- Review the job of the crew Advisor.
- Congratulate the Advisor as you see elected officers taking more initiative in running the crew.

ELECTED OFFICERS

1. Elected youth officers are involved in decision making and share with adult Advisors in planning program.
2. Youth officers have been elected but adults do much of the crew program planning.
3. No youth officers and/or adults run the show.

Some Ways to Help

- Convince the Advisor to have a monthly crew officers' meeting chaired by the crew president.
- Point out places in the *Venturing Leader Manual* that refer to elected youth officers.
- Help the Advisor run the crew officers' seminar.
- Discuss the advantages of elected officers as a key method of Venturing.

PLANNED PROGRAM

1. Crew has a year's program outline based on both the program capability inventory (PCI) and Venturing interest survey, planned at the elected officers' seminar with activity details planned in advance.
2. Specific meetings and activities are planned on a month-by-month basis.
3. There is little or no advance planning.

Some Ways to Help

- Help the Advisor run the crew elected officers' seminar.
- Help the Advisor use the Venturing interest survey and PCI, available in *Venturing Fast Start*.
- Review with Advisors the steps in good program planning.
- Congratulate officers on planning steps they have taken.

Appendix D

Unit Self-Assessment forms for Packs, Troops/Teams, Crews/Ships

19—GUIDELINES FOR UNIT ACTION PLANNING MEETING

Guidelines for Unit Self-Assessment and Action Planning Meeting

Present at meeting: Unit Leader—Unit Committee Chair—Unit Commissioner

Purpose of meeting (Use as the agenda for the meeting.):

- To evaluate the unit's progress toward achieving the Centennial Quality Unit Award / *Journey to Excellence*
- To review the unit's goals, successes, and vision for the coming year
- To identify any areas of improvement—leadership, program, and membership
- To determine any specific actions needing to be taken to assist with unit improvements and determine who will follow up on those actions
- To schedule any necessary follow-up to monitor progress

When to conduct meeting:

- After the unit commissioner has visited the unit for the first time
- Annually to review strengths and areas of improvement to help provide direction for needed support, preferably six months prior to the annual charter renewal
- As needed when a problem arises
- When unit leadership changes

How should the arrangements for this meeting be set up?

- The unit commissioner speaks to the unit leader during the first unit visit to schedule the meeting date, time, and location.
- The dialog should include:
 - Approaching the unit leader after the meeting and requesting that a second meeting be set up with the unit leader and the unit committee chair.
 - Setting the meeting, preferably at the leader's or the chair's home.
 - Asking them to complete the unit self-assessment form prior to the meeting.
 - Letting them know the visit will include a discussion of the self-assessment form and how the goals and vision of their unit's program can be supported.

Why only the unit commissioner, unit leader, and unit chair?

- It provides a small group to openly analyze the program, their unit's needs, and steps to be taken to help resolve any issues.
- It helps open a dialog between the unit and the district. Once they meet and determine what needs to be done, others can be involved in helping determine which direction to go and any potential improvements that can be identified.

What preparation should be made prior to the action planning meeting?

- Review the statistics of the unit available from the local council and the district team, especially looking at:
 - Quality Unit status
 - Outdoor program participation
 - Advancement reports
 - Trained leadership status
 - Youth Protection training
 - Participation in district and council events
 - Roundtable attendance
- Complete the unit self-assessment form after the visit to analyze observations and review the statistics gathered from the council/district prior to the action planning meeting. (The self-assessment form is designed to take the place of the commissioner worksheet previously used by commissioners.)



Troop/Team Self-Assessment

Troop/Team Number: _____ District: _____ Date Completed: _____
 Completed by: _____ Date Review Meeting Held: _____

Quality Criteria	Doing a Great Job	Would Like Improvement	Need Help	Comments and Needs
I. Troop/Team Leadership				
A. An active adult committee meets monthly.				
B. Assistant adult leaders are involved in the troop/team.				
C. Adult leaders are registered and Fast Start and Basic Training are completed.				
D. The unit provides a pack with active den chiefs.				
E. An adult leader coordinates training for all adults.				
F. An adult leader is trained in Safe Swim Defense and Safety Afloat.				
G. An adult leader coordinates Youth Protection training. Everyone is trained.				
H. Youth leaders are elected by youth twice per year and are provided training.				
II. Program				
A. We develop an annual program calendar and share it with our families.				
B. We operate under the annual budget plan.				
C. We conduct monthly troop/team youth leader meetings to plan unit meetings and outings.				
D. We have adult leaders attend roundtables.				
E. We review program routinely with our chartered organization representative.				
F. We have a strong outdoor program and go on at least one outdoor trip monthly/regularly.				
G. A good percentage of our youth earn advancement/recognition awards regularly.				
H. Our troop attends summer camp . . .				
OR				
I. . . . our team plans a major activity annually.				
J. Our unit is 100% <i>Boys' Life</i> with all families.				
K. We conduct at least one service project annually.				
III. Membership/Attendance				
A. We have youth of all ages involved.				
B. Our weekly unit meetings are strongly attended by our members.				
C. We have good participation from youth and parents at quarterly courts of honor/recognition meetings.				
D. Our youth and leaders wear their uniforms to unit meetings and on outings.				
E. We have an annual plan to recruit new youth members, including graduating Webelos Scouts.				
IV. Quality Troop/Team Award Standards				
A. We annually recharter on time.				
B. We earned the Quality troop or team award last year.				
C. We are on track to earn the award this year.				



Crew/Ship Self-Assessment

Crew/Ship Number: _____ District: _____ Date Completed: _____
 Completed by: _____ Date Review Meeting Held: _____

Quality Criteria	Doing a Great Job	Would Like Improvement	Need Help	Comments and Needs
I. Crew/Ship Leadership	_____	_____	_____	_____
A. An active committee with at least three members meets at least four times a year.	_____	_____	_____	_____
B. Assistant adult leaders are involved in the unit. The unit has coed leadership (if the crew is coed).	_____	_____	_____	_____
C. Adult leaders are registered and Fast Start and Basic Training are completed.	_____	_____	_____	_____
D. An adult leader coordinates training for all adults.	_____	_____	_____	_____
E. An adult leader is trained in Safe Swim Defense and Safety Afloat (if aquatic activities are planned).	_____	_____	_____	_____
F. An adult leader coordinates Youth Protection training. Everyone is trained.	_____	_____	_____	_____
G. Youth leaders are elected by youth annually and are trained at a crew officers' seminar.	_____	_____	_____	_____
H. Meetings and activities involve youth chairs and youth officers with adult guidance.	_____	_____	_____	_____
II. Program	_____	_____	_____	_____
A. We develop an annual program calendar and share it with our families.	_____	_____	_____	_____
B. We operate under the annual budget plan.	_____	_____	_____	_____
C. We conduct monthly unit officer/leader meetings to plan unit meetings and activities.	_____	_____	_____	_____
D. We have adult leaders attend roundtables and Teen Leaders' Council meetings (if held).	_____	_____	_____	_____
E. We review our program routinely with our chartered organization representative.	_____	_____	_____	_____
F. We have a strong program and go on at least one activity per month.	_____	_____	_____	_____
G. We use the advancement/recognition awards programs to encourage personal development.	_____	_____	_____	_____
H. We attend special council/district events.	_____	_____	_____	_____
I. We plan a major activity annually.	_____	_____	_____	_____
J. We conduct at least one service project annually.	_____	_____	_____	_____
K. We support a pack or troop annually.	_____	_____	_____	_____
L. We participate in a Venturing Leadership Skills Course annually.	_____	_____	_____	_____
M. We conduct a minimum of two meetings or activities each month.	_____	_____	_____	_____
III. Membership/Attendance	_____	_____	_____	_____
A. Our unit meetings are attended by at least 50 percent of our members regularly.	_____	_____	_____	_____
B. Our youth and leaders wear their uniforms to unit meetings and on outings (if applicable).	_____	_____	_____	_____
C. Our unit has an annual plan to recruit new youth members.	_____	_____	_____	_____
IV. Quality Crew/Ship Award Standards	_____	_____	_____	_____
A. We annually recharter on time.	_____	_____	_____	_____
B. We earned the Quality crew or ship award last year.	_____	_____	_____	_____
C. We are on track to earn the award this year.	_____	_____	_____	_____

Appendix E

2014 Journey to Excellence worksheets for Packs, Troops and Crews

PACK _____ of _____ District
2014 Scouting's Journey to Excellence

Item Number	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
1	Advancement: Increase the percentage of Cub Scouts earning rank advancements.	Have 40% of Cub Scouts advance one rank or have a 2 percentage point increase.	Have 55% of Cub Scouts advance, or have 40% advance and a 2 percentage point increase.	Have 75% of Cub Scouts advance, or have 55% advance and a 2 percentage point increase.	100	200	400
2	Retention: Improve retention rate.	Retain and reregister 60% of eligible members or have a 2 percentage point increase.	Retain and reregister 65% of members, or retain and reregister 60% and have a 2 percentage point increase.	Retain and reregister 75% of members, or retain and reregister 65% and have a 2 percentage point increase.	100	200	400
3	Building Cub Scouting: Have an increase in membership or be larger than the average size pack at charter renewal time.	Have a membership growth plan and either a net gain of one member over last year or at least 27 members.	Have a membership growth plan and either increase youth members by 5% or have at least 40 members.	Have a membership growth plan and either increase youth members by 10% or have at least 60 members with an increase over last year.	75	150	300
4	Outdoor activities: The pack has activities in the outdoors.	Have three outdoor activities during the year.	Have four outdoor activities during the year.	Have five outdoor activities during the year.	75	150	300
5	Trained leadership: Have a trained and engaged pack committee.	Have a Cubmaster and a committee with at least three members. All dens have registered leaders.	Achieve Bronze, plus the Cubmaster and den leaders have completed basic leader training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of active committee members must have completed basic leader training.	50	100	200
6	Day/resident/family camp: Increase the percentage of Cub Scouts attending Cub Scout day camp, family camp, and/or Cub Scout resident camp.	33% or 2 percentage point increase.	50%, or 33% and 2 percentage point increase.	75%, or 50% and 2 percentage point increase.	50	100	200
7	Service projects: The pack participates in service projects, with one benefitting your chartered organization.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	50	100	200
8	Leadership planning: Next year's leaders are identified early.	By May 31, the pack committee recruits/confirms pack and den leadership for the next year.	Achieve Bronze, plus the pack holds its fall recruitment by September 30.	Achieve Silver, plus every leadership position is filled by October 15.	50	100	200
9	Webelos-to-Scout transition: Have a Webelos-to-Scout transition plan with a troop or troops.	With a troop, hold two joint activities, one of which is a parent orientation and camp promotion meeting.	60% of eligible Webelos register with a troop.	80% of eligible Webelos register with a troop and the pack has at least one active den chief.	50	100	200
10	Budget: The pack has a budget that is continually reviewed by the committee and follows BSA policies relating to fundraising and fiscal management.	Have a written budget reviewed at committee meetings and that follows BSA policies.	Achieve Bronze, plus Cub Scouts' ideas are used in the budget planning process.	Achieve Silver, plus budget is completed before the next program year.	25	50	100
11	Pack and den meetings: Packs and dens have regular meetings.	Hold nine pack meetings a year, have an active program plan, and ask for parental involvement. Den or pack meetings have started by October 31.	Achieve Bronze, plus pack committee meets at least six times a year. Dens meet at least twice a month during the school year.	Achieve Silver, plus earn the Summertime Pack Award.	25	50	100
12	Fitness: Pack and den meetings have activities that include a physical fitness component.	Introduce the SCOUTStrong program in the pack.	Achieve Bronze, plus the pack promotes and coordinates group fitness activities.	Achieve Silver, plus the pack holds an ongoing fitness competition where members can track their performance.	25	50	100
13	Annual Charter Renewal Process	Complete charter reregistration, obtain all signatures, and submit paperwork to the council office or your commissioner prior to the expiration of your charter.	Achieve Bronze, plus email addresses are provided for all parents of youth members and registered adults who have one.	Achieve Silver, plus promote the MyScouting Tools accessed through your MyScouting account and invite a commissioner and your chartered organization representative to at least one meeting.	25	50	100

Bronze: Earn at least 700 points by earning points in at least 10 objectives.
 Silver: Earn at least 1,000 points by earning points in at least 10 objectives.
 Gold: Earn at least 1,600 points by earning points in at least 10 objectives.

Points _____
 Total points _____

We certify on our honor as Scout leaders that these requirements have been completed.

Cubmaster _____ Committee chair _____

Commissioner _____ Chartered Org. Rep. _____

Level achieved _____ Did not achieve _____ Date _____

This form should be turned in to the Scout service center or your unit commissioner with your charter renewal paperwork.

TROOP _____ of _____ District
2014 Scouting's Journey to Excellence

Item Number	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
1	Advancement: Increase the percentage of Boy Scouts earning rank advancements.	Have 40% of Boy Scouts advance one rank or have a 2 percentage point increase.	Have 45% of Boy Scouts advance, or 40% advance and a 2 percentage point increase.	Have 50% of Boy Scouts advance, or 45% and have a 2 percentage point increase.	75	150	300
2	Retention: Improve retention rate.	Retain and reregister 75% of eligible members, or have a 2 percentage point increase.	Retain and reregister 80% of members, or retain and reregister 75% and have a 2 percentage point increase.	Retain and reregister 85% of members, or retain and reregister 80% and have a 2 percentage point increase.	75	150	300
3	Building Boy Scouting: Have an increase in membership or be larger than the average size troop.	Have a membership growth plan that includes a recruitment night and either a net gain of one member over last year or at least 15 members.	Have a membership growth plan that includes a recruitment night and either increase youth members by 5% or have at least 25 members.	Have a membership growth plan that includes a recruitment night and either increase youth members by 10% or have at least 35 members with an increase over last year.	75	150	300
4	Trained leadership: Have a trained and engaged troop committee.	Have a Scoutmaster, an assistant Scoutmaster, and a committee with at least three members.	Achieve Bronze, plus the Scoutmaster and 60% of assistants have completed basic leader training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of active committee members must have completed Troop Committee Challenge and at least one person has attended Wood Badge.	75	150	300
5	Short-term camping: The troop conducts short-term or weekend campouts throughout the year.	Conduct four short-term overnight campouts.	Conduct seven short-term overnight campouts.	Conduct nine short-term overnight campouts.	50	100	200
6	Long-term camping: The troop participates in a long-term camp.	The troop participates in a long-term camp.	60% of Scouts attend a long-term camp.	70% of Scouts attend a long-term camp.	50	100	200
7	Patrol method: The troop uses the patrol method.	The troop has patrols, and each has a patrol leader. There is an SPL if more than one patrol. The PLC meets at least four times a year. The troop holds patrol leader training.	PLC meets at least six times a year, including an annual planning meeting.	PLC meets at least 10 times a year, including an annual planning meeting, and one Scout attends NYLT.	50	100	200
8	Service projects: The troop participates in service projects, with one benefiting your chartered organization.	Participate in four service projects and enter the hours on the JTE website.	Participate in five service projects and enter the hours on the JTE website.	Participate in six service projects and enter the hours on the JTE website.	50	100	200
9	Webelos-to-Scout transition: Have a Webelos-to-Scout transition plan.	With a pack or Webelos den, hold two joint activities, one of which is a Webelos parent orientation and camp promotion meeting.	Achieve Bronze, plus recruit two Webelos Scouts.	Achieve Bronze, plus provide at least one den chief to a pack and recruit five Webelos Scouts.	50	100	200
10	Budget: The troop has a budget that is continually reviewed by the committee and follows BSA policies relating to fundraising and fiscal management.	Have a written budget reviewed at committee meetings and that follows BSA policies.	Achieve Bronze, plus Scouts participate in the budget planning process.	Achieve Silver, plus budget is completed before the next program year.	25	50	100
11	Courts of honor/parents meetings: Scouts are recognized for their badges at courts of honor.	Scouts are recognized for badges or cards at least twice a year at courts of honor, where troop plans are reviewed with parents.	Three courts of honor are held with families attending.	Four courts of honor are held with families attending.	25	50	100
12	Fitness: Troop meetings and activities include physical fitness components.	Introduce the SCOUTStrong program in the troop.	Achieve Bronze, plus the troop promotes and coordinates group fitness activities.	Achieve Silver, plus the troop holds an ongoing fitness competition where members can track their performance.	50	100	200
13	Annual Charter Renewal Process	Complete charter reregistration, obtain all signatures, and submit paperwork to the council office or your commissioner prior to the expiration of your charter.	Achieve Bronze, plus email addresses are provided for all parents of youth members and registered adults who have one.	Achieve Silver, plus promote the MyScouting Tools accessed through your MyScouting account and invite a commissioner and your chartered organization representative to at least one meeting.	25	50	100

Points _____

Bronze: Earn at least 700 points by earning points in at least 11 objectives.
 Silver: Earn at least 1,000 points by earning points in at least 11 objectives.
 Gold: Earn at least 1,600 points by earning points in at least 11 objectives.

Total points _____

We certify on our honor as Scout leaders that these requirements have been completed.

Scoutmaster _____ Committee chair _____

Commissioner _____ Chartered Org. Rep. _____

Level achieved _____ Did not achieve _____ Date _____

This form should be turned in to the Scout service center or your unit commissioner with your charter renewal paperwork.

*CREW _____ of _____ District
2014 Scouting's Journey to Excellence*

Item Number	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
1	Activities: The crew has regular activities throughout the year reflecting the interests of the youth members.	Have carried out at least four activities.	Have carried out at least five activities.	Have carried out at least six activities.	100	200	400
2	Building Venturing: Have an increase in membership or be larger than the average size crew.	Have a membership growth plan that includes a recruitment night and either a net gain of one member over last year or at least seven members.	Have a membership growth plan that includes a recruitment night and either increase youth members by 5% or have at least 10 members.	Have a membership growth plan that includes a recruitment night and either increase youth members by 10% or have at least 15 members with an increase over last year.	75	150	300
3	Retention: Improve retention rate.	Retain and re-register 45% of eligible members or have a 2 percentage point increase.	Retain and re-register 60% of members, or retain and re-register 45% and have a 2 percentage point increase.	Retain and re-register 80% of members, or retain and re-register 60% and have a 2 percentage point increase.	75	150	300
4	Youth leadership: The crew has elected youth leaders who are leading the crew activities.	Have an elected president, vice president, secretary, and treasurer, and they are leading the activities of the crew.	Achieve Bronze, plus officers prepare annual program plan.	Achieve Silver, plus officers meet at least four times and/or attend council VOA meetings.	75	150	300
5	Service projects: The crew participates in service projects, with one benefitting your chartered organization.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	75	150	300
6	Trained leadership: Have a trained and engaged crew committee.	Have an Advisor and a committee with at least three members.	Achieve Bronze, plus Advisor and two-thirds of other registered adults have completed basic leader training or, if new, will complete within three months of joining.	Achieve Silver, plus 50% of youth participate in Introduction to Leadership Skills for Crews.	75	150	300
7	Super activity: The crew participates in a super activity.	Participates in a super activity.	55% of youth attend a super activity.	75% of youth attend a super activity.	75	150	300
8	Budget: The crew has a budget and follows BSA policies relating to fundraising and fiscal management.	Have a written budget reviewed at committee meetings and that follows BSA policies.	Achieve Bronze, plus youth members participate in the budget planning process.	Achieve Silver, plus have the budget completed before the next program year.	25	50	100
9	Fitness: Crew meetings and activities include physical fitness components.	Introduce the SCOUTStrong program in the crew.	Achieve Bronze, plus the crew promotes and coordinates group fitness activities.	Achieve Silver, plus the crew holds an ongoing fitness competition where members can track their performance.	50	100	200
10	Annual Charter Renewal Process	Complete charter reregistration, obtain all signatures, and submit paperwork to the council office or your commissioner prior to the expiration of your charter.	Achieve Bronze, plus email addresses are provided for all parents of youth members and registered adults who have one.	Achieve Silver, plus promote the MyScouting Tools accessed through your MyScouting account.	25	50	100

Bronze: Earn at least 700 points by earning points in at least 8 objectives.
 Silver: Earn at least 1,000 points by earning points in at least 8 objectives.
 Gold: Earn at least 1,600 points by earning points in at least 8 objectives.

Points _____
 Total points _____

We certify on our honor as Venturers and Venturing leaders that these requirements have been completed.

Crew president _____ Crew secretary _____ Level achieved _____
 Advisor _____ Committee chair _____ Did not achieve _____
 Commissioner _____ Chartered Org. Rep. _____ Date _____

This form should be turned in to the Scout service center or your unit commissioner with your charter renewal paperwork.

Appendix F
Self-Evaluation for Unit Commissioners

SELF-EVALUATION FOR UNIT COMMISSIONERS

Name _____ Date _____ Council _____

District _____

Units and chartered organizations served _____

Use this form to review your service as a commissioner and as a guideline for future performance. It can help you improve your quality of unit service.

Outstanding
Satisfactory
Needs Improvement

Instructions

1. Fill it out yourself.
2. Seek help from your staff leaders to improve problem areas.
3. Fill it out quarterly, semiannually, or annually as needed.



Evaluate your performance in each of the following areas:

SERVICE

- Interpret aims, methods, and program of the BSA.
- Exceed units' expectations for service.

Outstanding
 Satisfactory
 Needs Improvement

To Chartered Organizations

- Establish and maintain contact with chartered organization leadership and chartered organization representative.
- Understand goals of chartered organizations assigned.

Outstanding
 Satisfactory
 Needs Improvement

To Units

- Know unit conditions at all times—conduct visits and analysis.
- Assure rechartering of all units assigned.
- Promote commitment to Quality Unit achievement.
- **Identify and promote action on priority unit needs.**
- Use district committee for specialized help for units.
- Understand the procedure for proper unit leader selection, including approval of the unit leader by the head of the chartered organization.

Outstanding
 Satisfactory
 Needs Improvement
 Outstanding
 Satisfactory
 Needs Improvement

To Leaders

- **Be accessible to unit leaders.**
- Assist in year-round membership recruiting and roundups for youth and adults.
- Encourage attendance at roundtables/program forums, training events, and outdoor activities.
- Aid in counseling and morale building.
- Help ease the leader's burdens rather than leaving more burdens to carry.

Outstanding
 Satisfactory
 Needs Improvement
 Outstanding
 Satisfactory
 Needs Improvement

PERSONAL

- Attend and participate regularly in commissioner staff meetings.
- **Communicate effectively with others.** Listen well. Be diplomatic.
- Demonstrate proper uniforming consistently.
- Complete orientation and basic commissioner training.
- Participate in continuing education for commissioners.
- Commissioner service is my principal Scouting responsibility.
- Experience job satisfaction.

Outstanding
 Satisfactory
 Needs Improvement
 Outstanding
 Satisfactory
 Needs Improvement
 Outstanding
 Satisfactory
 Needs Improvement

List other areas of interest or concern:

Appendix G

The Annual Commissioner Service Plan

The Annual Commissioner Service Plan

The Annual Commissioner Plan gives **specific reasons for recurring and supportive visits with units** by the commissioner.

This plan follows the natural flow of adding new members, purchase of uniforms, preparation for summer camp, unit program planning, and replacement of adult leadership. The plan includes the following commissioner functions:

1. **Membership inventory.** Conducted in December and again two months before the unit's charter expiration. It's surprising how many youth may not be registered.
2. **Uniform inspection.** Held for Cub Scout packs in the fall, and Boy Scout troops in the spring and fall. The commissioner helps pack and troop leaders and lends dignity to a high-morale event. Encourage a complete uniform for all members. Develop unit pride.
3. **Centennial Quality Unit measurement.** It is completed based on a calendar year. Completion of the commitment form for the year is conducted by the commissioner during the early part of the year, usually between December and February. An evaluation of their achievement toward qualifying is conducted between October 31 and December 31.

Commissioners should work regularly on a monthly basis to help their assigned units to achieve the award and most importantly to improve the quality of their unit's program.

The goal for the district is to have at least 60 percent of all units qualify in order for the district to qualify for the award.

4. **Unit leadership inventory.** Conducted by the commissioner and unit committee by April 30 of each year. Find out who will continue and who will drop. Visit inactive adults. Recruit new adults. Is there two-deep leadership? Are direct-contact leaders trained?
5. **Charter presentation ceremony.** Held 30 days after the renewal of the charter. The commissioner presents the charter at an event of the chartered organization (not at a meeting of the unit). Make it special.
6. **Unit program planning.** Commissioners visit with unit leaders to help where necessary with the planning process. With a new program year starting in the early fall, a unit's annual plan should be completed by the first of August.
7. **Youth Protection Training visit.** Explain and promote latest training, booklets, and videos about BSA Youth Protection at a fall meeting of unit adults, usually in November.
8. **Other commissioner functions.** Ongoing—help units solve problems, improve unit program, and provide other help as needed.

KEY COMMISSIONER SERVICE DATES

ACTION	WHO	CYCLE											
• CHARTER RENEWAL - Executive officer visit - Membership inventory - Charter renewal meeting - Submit to service center - Charter presentation - Centennial Quality Unit measurement	District executive and head of the chartered organization Commissioner and unit committee Commissioner and unit committee chairman Commissioner or unit committee Commissioner and chartered organization representative Commissioner and unit leadership	90 days prior to the charter renewal date 60 days prior to charter renewal date 45 days prior to charter renewal date 15 days prior to charter renewal date 30 days after charter renewal December–February of each year the commitment is made October 31–December 31—achievement evaluation											
• COMMISSIONER SERVICE PLAN - Membership inventory - Unit leadership inventory - Troop uniform inspection - Unit program planning - Pack/troop uniform inspection - Youth protection visit	Commissioner and unit committee Commissioner and unit committee Unit leader and commissioner Unit leader and commissioner Unit leader and commissioner Commissioner	J	F	M	A	M	J	J	A	S	O	N	D
													X
					X								
						X							
									X				
												X	

Appendix H
Commissioner of the Month/Year Criteria



BOY SCOUTS OF AMERICA®



Coastal Carolina Council
Black River District

District Commissioner
Larry Penn - (843) 318-6217
Assistant District Commissioner
Carole Poole - (843) 833-4590

Commissioner of the Month Criteria

Commissioner Name _____ Date _____

Log at least 3 visits (1 must be Unit Mtg. or Activity) into UVT (yourself or through District Commissioner)
1 point _____

Log at least 5 visits (1 must be Unit Mtg. or Activity) into UVT (yourself or through District Commissioner)
2 points _____

Attend monthly Commissioner meeting 1 point _____

Attend Roundtable meeting 1 point _____

Provide training for Commissioner meeting 1 point _____

Provide training for Roundtable meeting 1 point _____

Provide training for one of your units 1 point _____

On time recharter for each unit 1 point _____

Units _____

JTE Gold, Silver or Bronze award for unit 1 point _____

Deliver information, activity/camping opportunity to units 1 point _____

Attend Advanced/Commissioner Training 1 point _____

Conduct Advanced/Commissioner Training 1 point _____

Present charter to COR 1 point _____

COR _____

Total Month Score _____

Commissioner of the Year Criteria

All the above plus

Receive Commissioner of the month at least once through the current year. Number earned _____

In Case of tie

Log at least 36 visits (12 must be Unit Mtg. or Activity) into UVT (yourself or through District Commissioner)

1 point for each visit _____ 2 points for each Unit Mtg. or Activity visit _____

Total Year Score _____