

Concho Valley Council Boy Scouts of America



Commissioner's Annual Service Plan



**BOY SCOUTS OF AMERICA
CONCHO VALLEY COUNCIL, INC.**

**P. O. Box 1584
San Angelo, TX 76902-1584**



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800 321-7107**

To All Commissioners,

An annual plan is a road map to Unit Service. Without a map we will eventually make a wrong turn, and be unsuccessful in our trip. Answers are made available to many questions. What do I need to do? ; What is my job? ; What are the Unit activities this month? What do I need, to accomplish the Unit mission?; and When do I know that the Unit Mission is accomplished?

These are all questions to your quandary as Unit Commissioner that are found in a good Annual Service Plan. Our Council Training Commissioner has spent many hours of research and hard work. I am proud of his efforts. Now as your Council Commissioner I am pleased to present to you this **Commissioners Annual Service Plan for 2008-2009** that was developed with you, the Unit Commissioner, in mind. A good Annual Service Plan also makes it easier for Commissioners, giving a road map to follow. When carried out properly, the Annual Service Plan will build the entire Scouting Program.

One Critical item that makes the Annual Service Plan effective is the **Monthly Unit Worksheets**. In the future, you and your District Commissioner will not be puzzled about a Unit in trouble, because you will know about that unit and their needs. Monthly Unit Worksheets as an active part of the Annual Service Plan will answer questions as well. What is the Status of the Unit? Is the Unit passing the A, B, or C check list? How may I help make this unit become stronger and better? These worksheets are available online at the CVCBSA Commissioner Website.

Commissioner Service is being supported by the Internet in our Council. A new online tool is being developed for Unit Commissioners and District Commissioner for better support of Units. More details can be found on the Commissioner Website and will be forwarded to you as soon as available.

I encourage you to watch the **Annual Commissioner Orientation** for the first step in learning more about commissioner service, available from the Commissioner Website. Then you will want to attend one of the Scheduled Basic Commissioner Trainings available in your area, and then finally attend CVCBSA's College of Commissioner Science to be held in our Council the first weekend of February.

Sincerely,

Daniel Anderson

Concho Valley Council Commissioner
wtdanebtrr@wcc.net

Visit the CVCBSA **Commissioner Website:**
http://cvcbsa.org/programPlanning/commissioner_resources.htm
for tools to help you be a very successful commissioner.

Your District Commissioners:

Permian Basin District – Vacant
Please call your District Executive,
Roberta Tanguma at 325-277-7189.

Amistad District – George Pride
gpride@stx.rr.com ; (830) 775-4675

Amangi Trail – Chris Snow
chris_snow@suddenlink.net ;
(325) 227-3522



2008-2009

COMMISSIONERS ANNUAL SERVICE PLAN

This Annual Commissioner Service Plan gives **specific purposes for regular and supportive contact with units** by the commissioner staff. This plan encourages commissioner visits and guides unit activities toward being Quality Units.



This plan follows the natural flow of adding new members, purchasing uniforms, preparing for summer camp, unit program planning, and replacing adult leadership.

The plan includes the following commissioner functions:

- * Membership Inventory
- * Uniform Inspections
- * Quality Unit Measurement
- * Youth Protection Training
- * Unit Program Planning
- * Unit Leadership Inventory
- * Charter Presentation Ceremony
- * Other Commissioner Functions



CONCEPT STATEMENT

The concept for today's commissioner service focuses on the unit. The commissioner's specific mission is to keep units operating at peak efficiency so that they can deliver the best possible program to a growing membership.

Today's commissioners are results-oriented above procedures-oriented. They are successful in their mission when units continue to operate, units regularly accept new boys, and units effectively deliver the ideals of Scouting to their members.

Commissioners are also involved with carrying programs **to the unit**, but their main concern is to develop strength **within the unit operation**.

In other words, the concept calls for commissioners to develop program capability in a unit. But, they are neither program specialists nor experts.

COMMISSIONER OVERALL OBJECTIVE

TO PROVIDE A PLAN TO RECHARTER SCOUTING UNITS ON TIME WITH NO, OR MINIMAL, LOSSES IN MEMBERSHIP AND QUALIFIED LEADERSHIP.





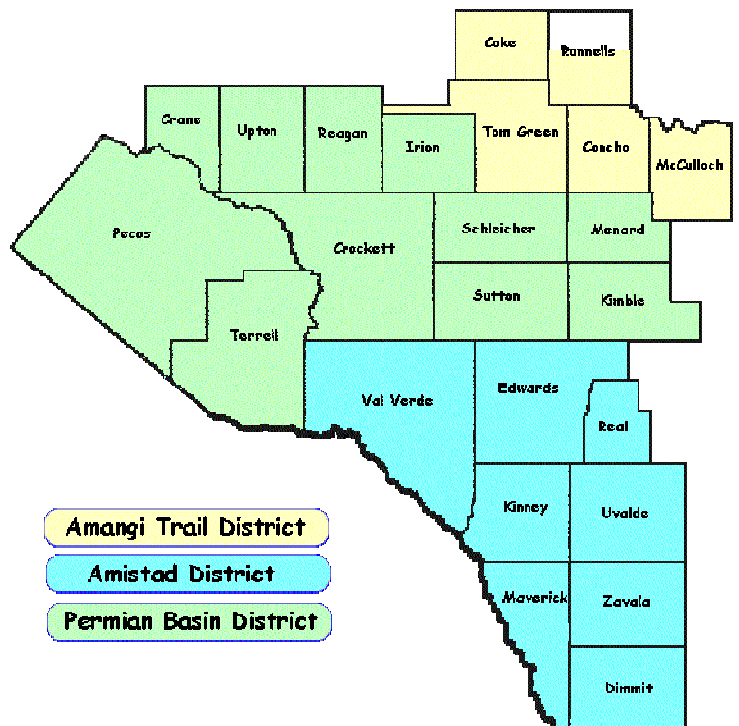
Baden-Powell knew what all good Scout leaders sooner or later discover, and that is, the flame of Scouting will not die if someone continues to fan the sparks. Help fan the sparks into flames. With these flames, we can light torches that will brighten the skies of America for generations to come.

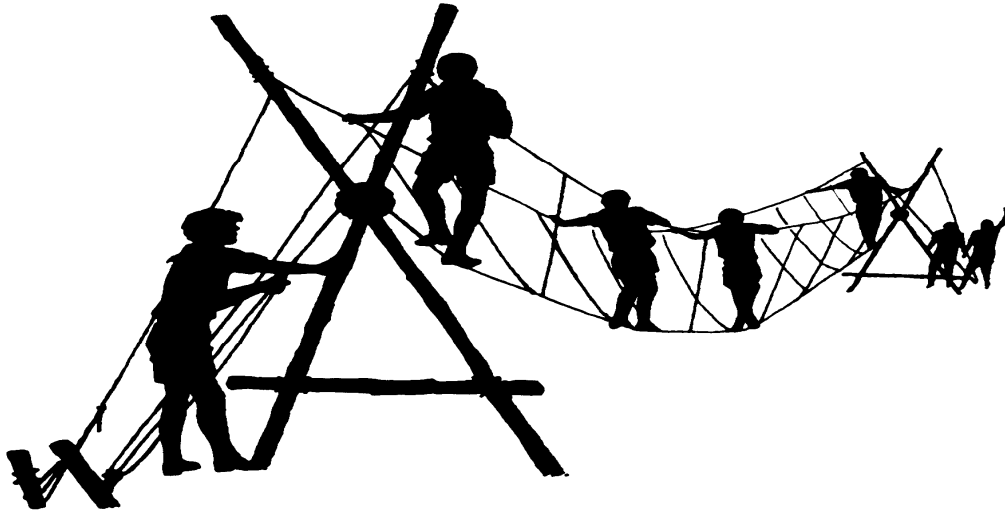
METHODS OF SERVICE

1. CLOSE LIAISON
2. WORK TO INSURE EFFECTIVE AND ACTIVE UNIT COMMITTEES
3. ESTABLISH GOOD LINES OF COMMUNICATION WITHIN THE UNIT
4. PERSONNEL AND DISTRICT/COUNCIL LEADERSHIP
5. ASSIST IN RECRUITING UNIT LEADERSHIP
6. ONGOING RELATIONSHIP WITH UNIT LEADER
7. COMMISSIONERS MAY FIND THEMSELVES ASSISTING ON:
 - PROMOTING PROJECTS
 - CARRYING MESSAGES
 - ACTING AS JUDGES

“We should realize that every right implies a responsibility, every opportunity an obligation, every position a duty, and that the most effective sermon is expressed in deeds instead of words.”

Waite Phillips, 1883-1964





THE UNIT COMMISSIONER'S RESPONSIBILITY

1. Become a friend of your unit leaders.
2. Make a monthly contact with each of your units.
3. Complete your assignment with each unit.
4. Help units improve their programs and meet the Quality Unit Award.
5. Assist units in rechartering on time.
6. Provide two-way communication between units and the district committee.
7. Also, involve appropriate district specialists, like trainers or Roundtable staff, as needed for the development of the unit.
8. And finally, have fun!

If it's worth doing, it's worth doing well, for boys and yourself!

THIS IS THE TASK! IT IS VERY IMPORTANT TO THE QUALITY OF THE PROGRAM FOR BOYS. WHEN YOU JOIN THE COMMISSIONER STAFF, YOU COMMIT YOURSELF TO THE ABOVE PRIORITIES.



THE COMMISSIONER CONCEPT



Your Role

Your role as a commissioner is to help units succeed. Therefore, it is necessary for you to know at what those units are trying to succeed. A unit is the basic structure operated by a chartered organization to deliver the program of the Boy Scouts of America to youth members. The BSA works with and through the chartered organization to serve youth. It is important that the commissioner serve the chartered organization effectively.

The commissioner is the liaison between the local council and all Scouting units. The commissioner is successful when units effectively deliver the ideals of Scouting to their members.

Delivery System

Councils, districts, or national publications are trying to do an excellent job in generating program support for the unit. We have efficiently loaded the cargo into the vehicle. But, no matter how valuable the cargo, it will be of little use if the vehicle doesn't run properly.

Strength

Commissioners must be sufficient in number to fill the needs of the council and district. They must be trained and guided in their efforts.



Unit commissioners are accountable for the success of their assigned units.

There is no formula for numbers of commissioners. It is suggested one commissioner per three units. Neither is there a rule to how often you make contact with the unit. It is suggested that once per month is a good norm.

Numbers and methods for both should be determined by the needs of the units you serve.

District Committees

Effective unit service should include the help of district committees. Providing a service to units is the opportunity of all council and district personnel. It is important that commissioners use district committee members whenever practical.

Centennial Quality Award – Unit Support and Guidance

Commissioners are the lynchpin to the success of this award. Commissioners are challenged to help every unit achieve their Quality goals, and this fall, assess with the unit whether or not they achieve the award. Monitoring the award progress at every monthly commissioner staff meeting will help to stay on track with every unit being able to qualify.





UNIT SERVICE TARGETS
FOR
SEPTEMBER



**POPCORN SALES KICKOFF
FALL RECRUITMENT DRIVE
WEBELOS WOODS
YOUTH PROTECTION**

Your Preparation:

1. Know if your units are planning to sale popcorn. Encourage those NOT planning to sale popcorn to do so. Let them know how much money they can earn for their unit activities.
2. Know the steps to be a Centennial Quality Unit.
4. Promote Cub Scout and Scout Leader training.

Your Job:

To see that each of your units is financially able to present the Scouting program to its boys. With that, see that the units have a budget plan to meet expenses for their planned program.

Assist with School Night for Scouting.
Attend training so your unit leaders will also.
Invite them to go with you.

Mission Starts:

With seeing that unit leaders have the planning and tools needed. Also, that the unit holds at least one Parents Meeting.

Mission Completed:

When each unit has a budget and well planned program which is committed to serving the needs of the youth.

RESOURCES

Cub Packs:

1. Cub Scout and Webelos Program Helps
2. Program Planning Chart/Notebook
3. Boy's Life Folder/Budget Planning Sheet
4. Council/District Calendar

Scout Troops:

1. Boy Scout Program Helps
2. Program Planning Chart/Notebook
3. Boy's Life Folder/Budget Planning Sheet
4. Council/District Calendar

SEPTEMBER THEMES:

Cubs — New Buddies
Webelos — Communicator/Citizen
Scouts — Engineering

Centennial Quality Unit:

1. Assist Units with Roundup
2. Ensure all NEW leaders are registered with BSA, have correct resources, are trained in Fast Start and Youth Protection, and have their den roster and have started den meetings.
3. Review unit plans for Popcorn Sale.





UNIT SERVICE TARGETS
FOR
OCTOBER



**TROOP CAMPING – CAMP FAWCET
OA FALL ORDEAL
POPCORN SALES END – ORDERS DUE
UNIT MEMBERSHIP INVENTORIES & UNIFORM INSPECTION
UNIT WORKSHEETS
HELP WITH RECHARTER PACKETS
BALOO TRAINING & BASIC COMMISSIONER TRAINING**

Your Preparation:

1. Know unit leadership status
2. Know prospective leaders
3. Know what Council/District leadership training is available for unit leaders.

Your Job:

With Committee/Chartered Organization Representative, develop current and long range projections of leadership needs and resources for recruiting and *training* of new leaders.

Other Activities for the Month:

BALOO Training

Mission Starts:

With Chartered Organization to determine needs of leadership in units you serve.

Mission Completed:

When new leadership has personally committed to a specific job in the unit, and arrangements are made for training necessary for a job well done.

RESOURCES

Cub Packs:

1. Chartered Organization
2. Pack Committee/Leaders
3. Parents of new Cubs
4. Commissioner's Field Book
5. Pack Job Description Cards
6. Parent Talent Survey Sheet

Scout Troops:

1. Chartered Organization
2. Troop Committee/Leaders
3. Parents of new Scouts
4. Scoutmaster's Handbook
5. Commissioner's Field Book
6. Troop Resources Survey

OCTOBER THEMES:

Cubs — Adventures In Books
Webelos — Showman/Citizen
Scouts —High Adventure

Centennial Quality Unit:

1. Ensure all leaders are trained and dens are meeting.
2. First Review of this year's Centennial Quality Award criteria: Progress toward goals, steps this fall for progress, and plan in place to reach goal.





UNIT SERVICE TARGETS
FOR
NOVEMBER



**CHARTER RENEWAL MEETING
COMPLETE RECHARTERS
QUALITY UNIT PROGRESS CHECK
POPCORN SALES
COMMISSIONER BASIC TRAINING**

Your Preparation:

1. Review progress of recruiting names
2. Use Commissioner worksheet profile
3. Uniform Inspection (see Fieldbook)

Your Job:

1. Assist in updating your units charter names
2. Review with committee/leaders status of unit membership recruiting.
3. Uniform Inspection (see Commissioner's Fieldbook)

Activities for the Month:

Popcorn Delivery
Popcorn Money Due

Mission Starts:

When you meet with unit leaders and committees to review progress of Fall Recruiting and set plans for completion of unit inventories.

Mission Completed:

When unit inventories show evidence of success in reaching goals set by unit leadership in recruiting.

RESOURCES

Cub Packs:

1. Commissioner Staff
2. Pack Inventories
3. Pack Leaders/Parents
4. Commissioner's Fieldbook

Scout Troops:

1. Commissioner Staff
2. Troop Inventories
3. Troop Leaders/Parents
4. Commissioner's Fieldbook

NOVEMBER THEMES:

Cubs — Seeds of Kindness
Webelos — Craftsman/Scientist
Scouts — Tracking

Centennial Quality Unit: (Nov. & Dec.)

1. Submit Centennial Quality Awards if earned or achieve goal for submission.
2. Review next year's commitment and achievement form, assist the unit in establishing goals, complete the form, and turn it into the district for recording





UNIT SERVICE TARGETS
FOR
DECEMBER



**SUMMER CAMP PROMOTION FOR SCOUTS AND WEBELOS,
OA ELECTIONS,
FRIENDS OF SCOUTING
TURN IN RECHARTERS
CENTENNIAL QUALITY UNIT FOR 2008 DUE
SET GOAL FOR 2009 CENTENNIAL QUALITY UNIT**

Your Preparation:

1. Know Scout Camping program
2. Know Cub Day Camp plans
3. Know Webelos Camp plans
4. Know promotion resources
5. Be familiar with Internet Rechartering

Your Job:

Make sure that each of your units has a camp promotion program and included camping in their plan. Meet with leadership to assure Charter Renewal Schedule.

Mission Starts:

With your units scheduling their camp promotion program.

Mission Completed:

When units have established plans and registered their boys in Summer camp programs. When all units have had Charter Renewal or are scheduled.

RESOURCES

Cub Packs:

1. Commissioner Staff
2. Commissioner Field Book
1. National Quality Unit

Scout Troops:

1. Scout Camp video
2. Order of the Arrow Chapter program
3. Commissioner Staff
4. Commissioner Field Book
5. National Quality Unit

DECEMBER THEMES:

Cubs — Holiday Lights
Webelos — Craftsman/Scientist
Scouts — Hobbies

Centennial Quality Unit:

Review next year's commitment and achievement form, assist the unit in establishing goals, complete the form, and turn it into the district for recording.





UNIT SERVICE TARGETS
FOR
JANUARY



**CENTENNIAL QUALITY UNIT COMMITMENT
FRIENDS OF SCOUTING,
WEBELOS TO SCOUT TRANSITION
BLUE & GOLD & SCOUT SUNDAY,
DISTRICT BANQUET & COUNCIL BANQUET
ABC ACTION PLAN DUE IN SUPPORT OF UNIT SERVICE**

Your Preparation:

1. Know District F.O.S. program
2. Attend F.O.S. Kick-Off/Know the unit F.O.S. chairman

Your Job:

1. Support program in units F.O.S. campaign
2. Encourage Webelos transition in February
3. Provide guidance/assistance for Cub graduation

Mission Starts:

With guidance to get units on track after the holiday season. Follow up on units for Charter renewal and F.O.S. program.

Mission Completed:

When all units have rechartered and scheduled an F.O.S. program.

RESOURCES

Cub Packs:

1. Commissioner Staff
2. Commissioner Fieldbook
3. National Quality Unit Award
4. FOS promotional material

Scout Troops:

1. Commissioner Staff
2. Commissioner's Fieldbook
3. National Quality Unit/Team Player Award
4. F.O.S. promotional material

JANUARY THEMES:

Cubs – "A-MAZE-ing" Games
Webelos – Readyman/Fitness
Scouts – Public Service

Centennial Quality Unit:

Help units complete the commitment portion of the Centennial Quality Awards form and turn into the district for recording. If they qualified last year, ensure they have ordered the emblems for their member uniforms. Make sure they have been presented the qualifying ribbon for their unit.





UNIT SERVICE TARGETS
FOR
FEBRUARY



**CHARTER PRESENTATIONS
QUALITY UNIT ACTION PLAN
COLLEGE OF COMMISSIONER SCIENCE
ADVANCEMENTS,
WEBELOS TO SCOUT TRANSITION,
BLUE & GOLD BANQUETS,
FRIENDS OF SCOUTING**

Your Preparation:

Know unit plans for boy advancements, leader recognition and anniversary events at Blue & Gold Banquets or Courts of Honor.

Your Job:

1. Participate with unit in celebrations
2. Be prepared to speak on behalf of the Commissioner's Staff and tell the Scouting story
3. Webelos transition into Boy Scouts
4. Promote Cub Day Camp
5. Provide guidance/assistance for Cub graduation

Mission Starts:

With your action in unit's recognition of boy and adult leadership celebration activities.

Mission Completed:

When units have had fun and exciting, action-filled celebrations occur.

RESOURCES

Cub Packs:

1. Scouting recognition awards
2. Cub Day Camp Information
3. Webelos Camp Information
4. Webelos Transition

Scout Troops:

1. Scouting recognition awards
2. Webelos transition

FEBRUARY THEMES:

Cubs — American ABC's
Webelos — Scholar/Engineer
Scouts — Cultural Diversity/Disability Awareness

College of Commissioner Science

The College of Commissioner Science is a three year plan of continuing education for commissioners. Each year builds upon the year previous. It does not have to be done three years in a row, but is preferable. The prerequisite for the College is Commissioner Basic Training. Please plan to attend the College as often as possible. Completion in the college is done by those who have completed all three parts. We will hold the College of Commissioner Science on February 7th, 2009 or in the future it will be the **First weekend in February.**





UNIT SERVICE TARGETS
FOR
MARCH



**PINEWOOD DERBY
PACK DENS GRADUATING
TROOP CAMPING AT FAWCETT**

Your Preparation:

1. Know Scout Show plans/publicity
2. Know what units will be doing at Scout Show

Your Job:

Provide guidance/assistance for Cub graduation

Mission Starts:

When you have directed unit's leadership to begin planning for Pack Graduation, Tiger Cub Parent Orientation.

Mission Completed:

When units have programs determined for graduations/orientations.

RESOURCES

Cub Packs:

1. Program Helps
2. Cub Roundtables

Scout Troops:

1. Program Helps
2. Scout Roundtables

MARCH THEMES:

Cubs — When I Grow Up
Webelos — Athlete/Engineer
Scouts — Wildlife Management





UNIT SERVICE TARGETS
FOR
APRIL



**SPRING RECRUITING
UNIT LEADERSHIP INVENTORY & UNIFORM INSPECTION
CUB SUMMERTIME PACK PROGRAM PLANNING
TROOP CAMPING AT FAWCETT
AMISTAD DISTRICT CAMPOREE
SPRING ORDEAL
COMMISSIONER BASIC TRAINING**

Your Preparation:

1. Know Pack Summertime planning options
– Cub Scout sports and activities
2. Know District/Unit Inventory plans

Your Job:

1. Follow-up with Spring membership recruiting
2. Set stage for unit inventories
3. Assist Pack and Troop with Summertime activities

Mission Starts:

As you report to units the status of Spring membership recruiting and Districts' plans for unit inventories.

Mission Completed:

When units have reviewed and/or set plans for the Summer activities for all members and your unit inventory plans are firm.

RESOURCES

Cub Packs:

1. Commissioner Staff
2. Spring Recruiting Guide
3. Cub Roundtable
4. Summertime Pack Award

Scout Troops:

1. Commissioner Staff
2. Scout Roundtable
3. National Camping Award

APRIL THEMES:

Cubs — Jurassic Pack
Webelos — Sportsman/Family Member
Scouts — Camping

Centennial Quality Unit:

Work with assigned units to help them achieve the goals they have set for each criterion. Help them stay on track to qualify by year-end.





UNIT SERVICE TARGETS
FOR
MAY



**UNIT YEARLY PROGRAM PLANNING PROGRAM PREVIEW
TROOP UNIFORM INSPECTION & YOUTH PROTECTION
MOM & ME
FAMILY CAMP
TROOP CAMPING AT FAWCETT
ANNUAL PROGRAM PREVIEW**

Your Preparation:

1. Know unit status in Spring membership/ leadership recruiting
2. Know unit plans for Summer activities and Summer Camp
3. Know plans for Tiger Cub, Cub Scout graduation

Your Job:

1. Assure that newly recruited members are registered promptly
2. Check on final needs/arrangements for summertime activities and Summer Camp
3. Assure that Tiger Cubs and Cub Scouts graduate

Mission Starts:

With your review of unit plans for Summer, Spring recruitment results and plans for Tiger Cub/Cub Scout graduation.

Mission Completed:

Completed when each member of unit committees and leadership understand these program emphasis tools and are on their way to implementing them in their own program to the best advantage of all unit members. Also, when Tiger Cubs have joined a pack.

RESOURCES

Cub Packs:

1. Commissioner Staff meetings
2. Annual Service Plan Unit Profile
3. Pack Program Helps

Scout Troops:

1. Commissioner Staff meetings
2. Annual Service Plan Unit Profile
3. Troop Program Plans
4. District Camping Chair

MAY THEMES:

Cubs — Leave Nothing But Footprints
Webelos — Outdoorsman/Handyman
Scouts — Emergency Preparedness





UNIT SERVICE TARGETS
FOR
JUNE



**UNIT YEARLY PROGRAM PLANNING PREVIEW
SUMMERTIME PACK ACTIVITIES
SCOUT CAMP
ABC ACTION PLAN DUE IN SUPPORT OF UNIT SERVICE**

Your Preparation:

Know units' status on attending summer programs.

Your Job:

Visit and/or camp with units at activities.

Mission Starts:

As you continue to guide units through a successful summer program.

Mission Completed:

As unit members and leadership start their enjoyment of fun in their summer activities.

Scout Troop attends long-term camping experience and units are ready to plan upcoming program year.

If Troops are going out of Council for summer camp, encourage them to stay in Council one-in-three years at least. We want them to go out of Council and pick up fresh ideas, but if they never attend in Council the rest of the Troops do not receive the benefits.

RESOURCES

Cub Packs:

1. Commissioner Staff meetings
2. Annual Service Plan Unit Profile
3. Pack Program Helps

Scout Troops:

1. Commissioner Staff meetings
2. Annual Service Plan Unit Profile
3. Troop Program Plans
4. District Camping Chair

JUNE THEMES:

Cubs — A Camping We Will Go

Webelos — Traveler/Artist

Scouts — Health Care

Centennial Quality Unit:

Conduct a progress report and see where the unit may need some assistance by year-end.





UNIT SERVICE TARGETS
FOR
JULY



**CENTENNIAL QUALITY UNIT PROGRESS CHECK
SUMMER PACK ACTIVITY
ANNUAL PROGRAM PLANNING
TROOP CAMPING AT FAWCETT
OA SUMMER FELLOWSHIP AT FAWCETT
DAY CAMP**

Your Preparation:

Know Program Planning.

Your Job:

- 1. Offer and support units' program opportunities for a full Summer program
- 2. Program Planning early in August

Mission Starts:

When you have directed units' leadership to avail themselves of all the opportunities for a fun-filled Summer.

Mission Completed:

When Cub Pack earns Summertime Pack Award.

RESOURCES

Cub Packs:

- 1. Commissioner's Fieldbook
- 2. Cub Program Helps

Scout Troops:

- 1. Commissioner's Fieldbook
- 2. Scout Program Helps

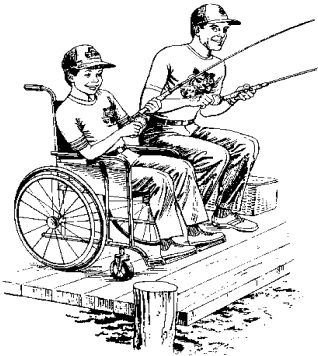
JULY THEMES:

- Cubs — Be A Sport
- Webelos — Aquanaut/Geologist
- Scouts — Boating Canoeing





UNIT SERVICE TARGETS
FOR
AUGUST



- SUMMER PACK ACTIVITY**
- UNIT PROGRAM PLAN READY TO SHARE WITH NEW FAMILIES**
- UNIT COMMISSIONER YEAR IN REVIEW**
- COMMISSIONER GOALS/PROSPECTING**
- SCHOOL NIGHT FOR SCOUTING**
- TROOP CAMPING AT FAWCETT**
- DAY CAMP**
- SPORTING CLAYS**

↩ Now is the time for a little self-evaluation ↪



1. Did I honestly and effectively help the units I service?
2. Did I encourage my units to attend District Roundtables?
3. Was my advice consistent with Scouting Principles?
4. Did my units recharter on time?
5. Did my units have a summertime experience?
6. Did I make an effort to attend all District and Commissioner meetings?
7. Was the information relevant?
8. What contribution did I make?
9. Was I able to discuss problems at these meetings relevant to the units I service?
10. Were the problems resolved?
11. Did I share the information from these meetings with my units?

Check your Commissioner's Fieldbook and see if OUR Commissioner Staff is following the right approach.

- AUGUST THEMES:**
Cubs — Fun In the Sun
Webelos — Naturalist/Forester
Scouts — Safety



OTHER WAYS TO HELP A UNIT

There are many ways a commissioner can help a unit: what is best depends on the specific needs and problems of the unit.

The *Unit Commissioner Work Sheet* that you fill out after visiting a unit meeting outlines several common unit needs and some ways commissioners can help units with each need. *Commissioner Helps For Packs, Troops and Crews* provides many more ideas for commissioner action to help units with a wide range of unit needs. These publications are basic tools for providing good commissioner service.

- YOUR MISSION -

NEW LEADERS

When units acquire new leaders, your interest and support can make the difference between success and failure. If the leaders are new to Scouting, training is a top priority. Check the Council Calendar for the dates of training for new leaders and encourage the new leaders to attend. Tell them you will go with them. You should also try to attend every different training you can at least once so you will know more about their jobs as well. Your job is to encourage the new leaders to participate in training. Try to get them trained immediately.

Meanwhile, they need orientation, and you are the best person to present it. You know the units and their conditions. Use Fast Start training tapes or DVD's with viewer guides for each leader's specific job. Your first concern is to get them started right. Show them that you're there to help.

TRAINING FOR LEADERS

1. Cub Scout Leaders are trained when they have completed Leader Specific Training.
2. Boy Scout Leaders are trained when they have completed Introduction to Outdoor Leader Skills.
3. Venturing Leaders are trained when they have completed Venturing Leader Basic Training.

ROUNDTABLES

Cub Scout leader and Boy Scout leader Roundtables are a major source of program ideas for unit leaders. While you counsel leaders in unit operation, they receive program help from Roundtables.

Roundtables are fun, practical, inspiring and full of skills and program ideas. They allow program ideas that work in one unit to work in others.

Encourage your unit leaders to attend Roundtables and take assistants and committee members along. Plan to visit a Roundtable as often as you can. You'll find the evening well worthwhile. Think of it as "continuing education" for the adult volunteers.

COUNCIL AND DISTRICT PROGRAMS

One of the greatest services you can render a unit is to interpret how council and district programs help meet unit needs.

Whenever a commissioner is mistaken for a salesman or a council promoter, the confidence of the unit leader is lost. But, unit leaders expect their commissioner to be on the lookout for ways to help enrich the unit's program. Therefore, your approach to interpreting council programs is all-important. When you encourage your units to participate in the council activities or anniversary celebration, you are really showing leaders how they can use these events to enrich their unit programs.



BOYS' LIFE

Boys' Life is written for boys 7-18, and contains contemporary articles, fiction and features that provide wholesome leisure-time reading. Every issue has several pages of Boy Scout skills and Cub Scout activities.

Reading *Boys' Life* gives a boy the sense of belonging to a national organization and helps him live Scouting between unit meetings. It can increase his enthusiasm for Scouting and help keep him registered and active. Every Commissioner should subscribe to it and be familiar with its contents.

UNIT BUDGETS

A pack, troop or crew, like any other going concern, must have money to operate. The unit budget provides a sound method of financing the unit program. The sooner a unit gets on a sound working basis financially, the longer it is likely to live and function.

A budget is prepared annually on the basis of projected income and expenditures. The *Pack Record Book* or *Troop/Crew Record Book*, contain detailed information on preparing the budget.

LEADER RECOGNITION

Unit leaders are often taken for granted by youth members, parents and the community. You can boost leaders' morale with frequent praise, thank-you's and congratulations. Good recognition is simple but genuine. When visiting a unit meeting, pick out something you see that is good and congratulate the leader. Whenever



leaders have advanced in their training programs, or the unit has earned a ribbon or

award at a district or council event, be sure that the committee, Charter Organization and parents know about it so they can congratulate their leaders.

As a representative of the Boy Scouts of America you will have opportunities to present recognitions to unit leaders. Make the presentations dignified and sincere. Let leaders know that the Scouting movement appreciates their efforts.

MAJOR DEVIATIONS

The BSA Scouting program is broad and flexible in operation. There is no canned program, and units do not operate under a rigid system. However, you must learn to tell the difference between creative programming and major deviations from scouting methods.

For example, when a Cub Scout pack substitutes a theme of its own that doesn't appear in any of our program material, but has activity for everyone, that's creative programming. But, when a pack committee decides that Tiger Cubs will have an overnight camping program like Boy Scouts, that's a major deviation from the Scout method.

Often, it is best to involve the district committee in such situations. You, as a friend of the unit, provide help and counsel through others, as you deem necessary.



THE NATIONAL CENTENNIAL QUALITY UNIT AWARD

A unit commissioner is successful when the units he or she serves are providing a quality program for youth. The National Centennial Quality Unit Award is one of the BSA's principal measurements of scouting success.

The Centennial Quality Unit Award recognizes outstanding packs, troops and crews that conduct quality programs for their youth. The unit may earn the Centennial Quality Unit Award based on its past charter year achievement of goals set by the unit at the beginning of the year. During the **month of recharter** (for CVC, all units recharter in December), a council representative, usually a commissioner, makes a review with the unit adults to determine if the unit qualifies as a Centennial Quality Unit (Centennial Unit) for the past year and to make a commitment for the coming year.

As a commissioner you:



1. Become knowledgeable about the award criteria, forms and procedures.
2. Carefully brief unit personnel of the units you serve.
3. Throughout the year, provide help and encouragement for units to meet award criteria.
4. Guide the annual review of unit achievement for the past charter year and commitment for the current charter year.
5. Provide recognition for unit achievement.

A SPECIAL NOTE



Unit commissioners should not fall into the trap of doing everything except their appointed job - unit service. Because of the many programs and activities of Scouting, unit commissioners might find themselves promoting projects, carrying messages, acting as judges, running FOS campaigns, etc. While all these activities are



unquestionably important, they are not the primary responsibilities of unit commissioners.

Unit commissioners do cooperate with other Scouting personnel by working on specific programs even though they are not responsible for them. However, commissioners must concentrate their time helping with specific unit needs and helping each unit become more effective with its program and operation.

The unit commissioner should stay in close touch with the district commissioner and staff about how the district can help strengthen the quality of a particular unit's program and leadership.

WATCH THE VITAL SIGNS

Just as paramedics and other medical caregivers check vital signs, so does a good commissioner. He or she watches the vital signs of a unit. Any one bad sign or group of bad signs should alert you to a life-threatening situation:

- 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 parental involvement
- Adult conflicts/poor communication



Can you think of other "life-threatening" vital signs? Now, go into action! Go into action fast. Don't wait until next month's commissioner or district meeting. If you're not sure of what to do, contact the commissioner staff or district commissioner, but do it NOW!



Commissioners - What Are They?

Respected mentors who share experiences with unit volunteers and leaders

Experienced men and women, trained in the art of adult Scouting

Dedicated to the success of Cub Scout Packs, Boy Scout Troops, and Venturing Crews

Communicators of good ideas and up-to-date information about all the Scouting programs

Connectors between units to enable the sharing of experiences, adventures, successes, and challenges

Coaches of unit volunteers and leaders – who share insight from past experiences

Problem Solvers when units run into tough challenges

Commissioners - Why Be One?

Prestige and Honor of providing service to Scouting units

Fun and Satisfaction of developing new units and stimulating leadership growth and success

Personal Growth from helping units overcome challenging times and continue to thrive

Continued Involvement in the Scouting program directly impacting youth and adult leaders

Fellowship and Fun from working as a team with other commissioners and unit leaders

On-Going Service to your community through Scouting

Deliver the Promise of Scouting through quality programs in every unit

Commissioners' Vision

Recharter All Units on time

Help Form new Scouting units

Help Train/Coach new unit volunteers and leaders

Help Units Grow the number of youth registered each year

Help Units Plan, finance, and conduct the best quality Scouting program possible

- Annual Plan

- Financial Plan

- Advancement Program

- Two-deep Adult Leadership

Help Units Evaluate year-to-year achievements

Assure that units provide Youth Protection Training on a regular basis

Help Units Conduct successful Friends of Scouting campaigns and Popcorn Sales

Commissioners

Build relationships as a “friend of the unit,” getting to know the people and character of the Leadership Team

Provide advice and connections to other units, District, Council, and National resources

Inform others with up-to-date news from the District, Council, and National organizations

Train new unit volunteers and leaders

Staff special unit, District, and Council events

Offer friendly and timely advice when challenges arise

Every Scouter – New & Experienced – Needs Resources



THE COMMISSIONER STAFF

The Commissioner Staff is a core of dedicated volunteer Scouters whose primary purpose is to provide service and support to units on an individual level and to provide support for the unit's leaders. This service and support is provided to help give the unit leader extra resources to assure that he or she is able to deliver the promise of Scouting to individual youth members. To achieve that support, we are guided by the Aims and Methods of Scouting, the Scout Oath and the Scout Law.

Broadly stated, the goals of the Commissioner Staff, through the execution of a successful Unit Service Plan, are to:

1. Help see that the objects of Scouting are being carried out.
2. Assure that each unit has strong, competent unit leadership.
3. Promote regular meetings of the unit's committees.
4. Encourage growth in youth membership.
5. Help assure that Scouts and units take an active part in District and Council activities.
6. Foster a positive relationship between the chartered organizations and its unit leaders.

Commissioner Positions

- Unit Commissioner
- Assistant District Commissioner
- District Commissioner
- Roundtable Commissioner
- Assistant Council Commissioner
- Council Commissioner

Commissioner Qualifications

- Trained Scouter (or willing to be trained)
- Meet basic BSA membership requirements
- Willing to visit and /or regularly contact scout units
- Willing to attend district activities
- Be supportive of district and council activities
- Willing to attend Commissioner staff meetings
- Willing to live by the Scout Oath and Law

THE COMMISSIONER'S
WEBSITE AVAILABLE:
VISIT WWW.CVCBSA.ORG
AND CLICK ON PROGRAM
PLANNING UNDER
RESOURCES.

This website has many resources for Unit Leaders and Commissioners, including videos, budgets, calendars, program ideas, and much more.

BOY SCOUTS OF AMERICA ★ 100 YEARS OF SCOUTING



CELEBRATING THE ADVENTURE ★ CONTINUING THE JOURNEY



The Commissioner's Pledge

On My Honor I will Do my Best by the example of my daily life to make the Scout Oath and Law a more vital force for the good character and citizenship in the lives of the boys and the leaders I serve.

I will do my best to help secure and help to make more effective, the finest possible leadership for the units I serve.

I will do my best to help make the program of the units I serve the best that can be given, rich in wholesome fun and adventure.

In all that I do, I will strive to help my units attract into membership every possible boy so that, through his participation, that boy, can help make America a finer, greater nation in a world community.



The Commissioner's Creed

I Shall Make the Scout Oath and Law an active force in my life.
I shall recognize that the responsibility of each unit rests in the Chartered Organization.

And

I shall assist in achieving the full value of the Scouting program meeting its needs.

I shall strive to lead through information, persuasion and inspiration rather than coercion.

I shall stimulate friendly and orderly discussion until all facts and opinions are considered.

I shall assist those who serve to receive information.

I shall measure my success by the extent to which boys and adults exemplify the principles of the Scout Oath and Law.

