



Unit Commissioner Basic Training



- 5 minutes

1

Objectives



- Recognize the role of the unit commissioner
- Understand the concept of unit service
- Identify the interrelationships and functions of the district

2

Mission

As commissioners, we share the BSA's mission: To prepare youth to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Commissioner Vision

Every member of the BSA has a great Scouting experience.

3

Commissioner Objectives

1. Supporting unit growth and retention
2. Contacting units; capturing strengths and needs; develop unit service plan
3. Linking unit needs to resources
4. Supporting timely charter renewal
5. Supporting unit leaders

4

Commissioner Goals and Methods

<p>Goals:</p> <ol style="list-style-type: none"> 1. Enable increased units 2. Enable retention rate of units 3. Implementation of a unit service plan 	<p>Methods:</p> <ol style="list-style-type: none"> 1. Unit Roadmap 2. New Member Coordinators 3. Unit Key 3 4. Unit Service Plan 5. Journey to Excellence 6. My.scouting Tools 7. Continuous recruiting 8. Assigning resources to greatest needs
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5

Unit Service Organization



- 20 minutes

6


Types and Levels of Commissioner Support

- Unit
- Roundtable
- Administrative



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Role of the Unit Commissioner



8

Roundtable Commissioners



9

Roundtable Commissioners



10

District Roundtable



11

Administrative Commissioners



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Administrative Commissioners



- Ensures every unit receives competent unit service
- Supervises unit commissioners
- Are Appointed by the district commissioner

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District Commissioner Staff Organization




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    graph TD
      DC[District Commissioner] --> SAC1[SAC Service Area]
      DC --> SAC2[SAC Service Area]
      DC --> SAC3[SAC Service Area]
      DC --> SAC4[SAC Administration]
      DC --> SAC5[SAC Training]
      DC --> SAC6[SAC Information]
      SAC1 --> U1[Unit Commissioner]
      SAC1 --> U2[Unit Commissioner]
      SAC1 --> U3[Unit Commissioner]
      SAC1 --> U4[Unit Commissioner]
      SAC1 --> U5[Unit Commissioner]
      SAC2 --> U6[Unit Commissioner]
      SAC2 --> U7[Unit Commissioner]
      SAC2 --> U8[Unit Commissioner]
      SAC2 --> U9[Unit Commissioner]
      SAC2 --> U10[Unit Commissioner]
      SAC3 --> U11[Unit Commissioner]
      SAC3 --> U12[Unit Commissioner]
      SAC3 --> U13[Unit Commissioner]
      SAC3 --> U14[Unit Commissioner]
      SAC3 --> U15[Unit Commissioner]
      SAC4 --> P[Public Relations]
      SAC4 --> R[Recruitment]
      SAC4 --> S[Service]
      SAC4 --> T[Training]
      SAC4 --> U[Unit]
      SAC5 --> C[Charter Renewal]
      SAC5 --> R[Roundtable]
      SAC5 --> T[Training]
      SAC5 --> U[Unit]
      SAC6 --> I[Information]
      SAC6 --> R[Roundtable]
      SAC6 --> T[Training]
      SAC6 --> U[Unit]
    
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The assistant council commissioner roles could include:

- Training
- Geographic area service
- Roundtable
- Charter renewal
- More...

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5 Minute Break

17

Planning your first unit visit



~ 20 minutes

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Preparation

- Research unit
- Review previous contacts
- Introduction
- Schedule visit in advance

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Understand Your Unit

Understand the environment
Chartered organization
History and experience with Scouting
Income and education level
Inner-city neighborhood / suburban / rural

20

Keep Your Unit Focus

Do unit service - not everything else
- Say "no" when required
Being a commissioner is your primary job

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Perspective

- Experience
- Understand differences
- Numerous methods within Scouting
- Chartered Partners and unit leaders can have different focuses and priorities

22

Providing Guidance

- Questions are better than directions.
- Help units discover the answers to their own questions.
- Achieves the BSA mission of serving more youth through a higher quality program.
- Helps unit leaders understand the key factors that improve program.

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Knowledge Expectations

- You don't need to know everything
- Follow through is key
- Information to Help
- Goal is to build trust
- Your experience can inform, but is not the measure of success

24

Focus on Relationships

- What can I do to help the unit succeed?
- What resources does the unit leader need to deliver a successful program?
- What is the unit's vision for success?

25

Importance of Unit Contacts

Making Effective Monthly Contacts

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Unit Contacts

Make note of:

- Attendance
- Planning
- Adult leadership



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The Unit Key 3

- The unit leader
- The unit committee chair
- The charter organization representative



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Unit Assessment



— 20 minutes

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Types of Unit Assessments

- Detailed Assessments
- Simple Assessments

30

The Assessment Scoring Matrix

RELATIVE RANKING	SCORE	COLOR	DEFINITION	PROGRAM PLAN
HIGH	5	GREEN	STARTING AN IDEAL SITUATION	PLAN CREATED AND DISTRIBUTED
MEDIUM-HIGH (Gold)	4	LIME	MAKING PROGRESS TOWARDS THE IDEAL UNIT	PLAN COMPLETED
MEDIUM (Silver)	3	YELLOW	TYPICAL UNIT, COULD BE IMPROVED	MEETING SCHEDULED
MEDIUM-LOW (Bronze)	2	ORANGE	NEEDS IMPROVEMENT, WATCH CAREFULLY	UNIT WILL SCHEDULE
LOW (Blue/Redding)	1	RED	WEAK SITUATION, NEEDS IMMEDIATE ACTION	NO METTING PLANNED

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The Unit Service Plan: Unit Assessments

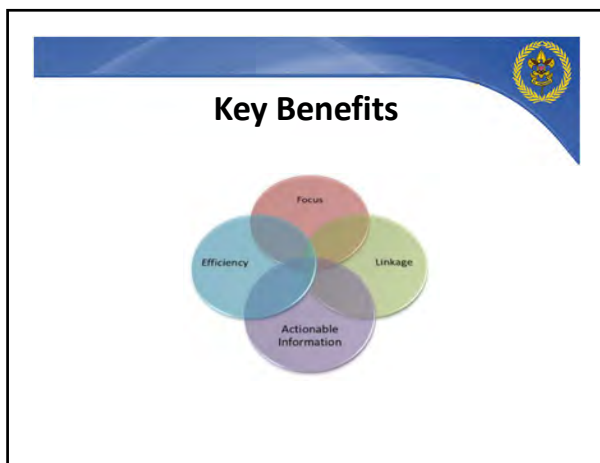
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The Unit Service Plan

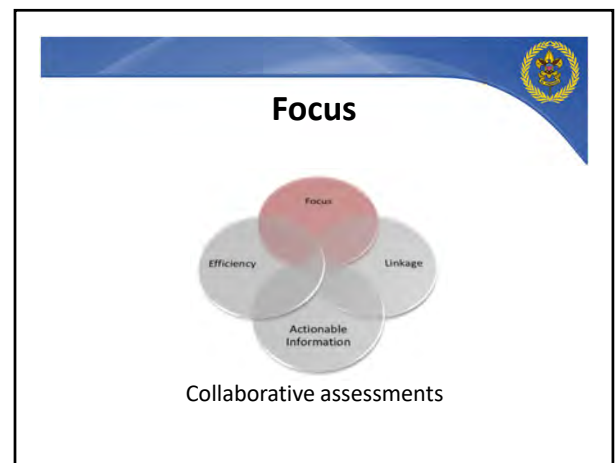
Used *together* by commissioners and their units for:

- ✓ Collaboration
- ✓ Focus
- ✓ Actionable information
- ✓ Linkage
- ✓ Efficiency
- ✓ Metrics

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35



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Actionable Information

SMART goals are:

- Specific
- Measurable
- Actionable
- Relevant and Resource-oriented
- Time based

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Linkage

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Efficiency

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Implementation

40

Why Do a Unit Service Plan?

It outlines a collaborative *plan* to unit service!

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District Commitment: The Process

42

And remember...
It's a cycle...
Things can and do change

43

What Success Looks Like

- **Impact**
- **Collaboration**

44

5 Minute Break

45

District Structure

- 20 Minutes

46

District Purpose

Support the units

47

District Leadership

- **Volunteers**
- **Finance**
- **Program Knowledge**

48

Four Functions of the District

Fund Development

Membership

Program

Unit Service

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Membership

- New Unit Development
- Membership Recruiting
- Membership Retention
- Program Transition
- Unit Retention

50

Fund Development

- Friends of Scouting
- Popcorn
- Special Events
- District Activity Budgets

51

Program

- Training
- Camp Promotions
- District Activities and Civic Service
- Advancement and Recognition

52

Unit Service

- Coaching
- Consultation
- Mentoring
- Friendship
- Building Quality Programs

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Four Functions of the District (Interrelationships)

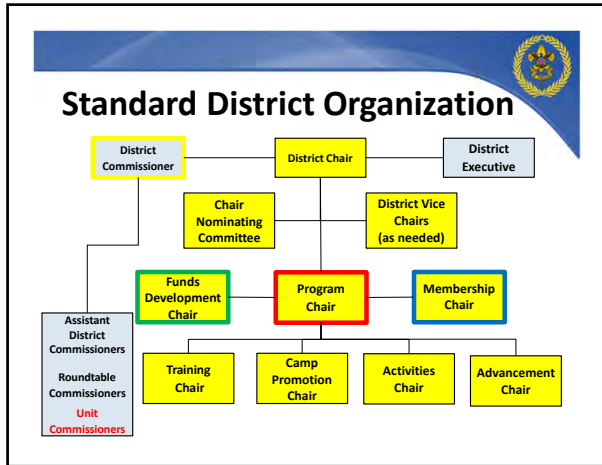
Fund Development

Membership

Program

Unit Service

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55

Unit Commissioner for New Units

- What is a unit commissioner for new units ?
- How is this different than a “regular” unit commissioner?



– 10 Minutes

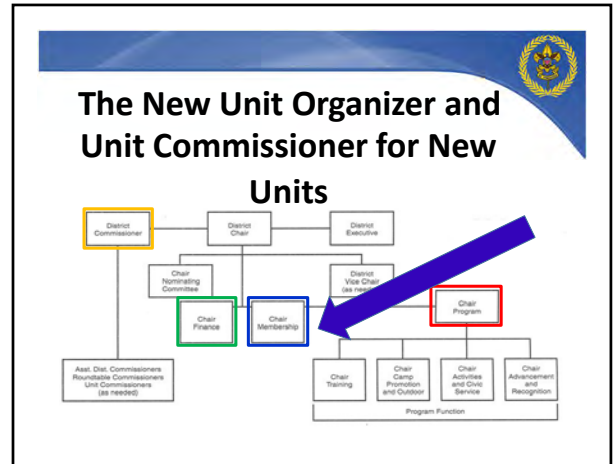
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Unit Commissioner for New Units

- Why do we need a unit commissioner specifically for new units?




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Responsibilities

Responsibilities of the new unit organizer and the unit commissioner for new units:






SCOUTING U
Learn. Challenge. Lead.™

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New Member Coordinator



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New Member Coordinator

Responsibilities of the New Member Coordinator

- Unit's welcome ambassador
- Unit membership plan
- Complete *New Member Coordinator* training
- Collaborate with the district membership team

Action Items:


- Share the benefits of Scouting
- Coordinate unit recruitment
- Guide the joining and welcoming process



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Youth Protection and the Commissioner

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




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Unit Resources



63


5 Minute Break



64


Journey to Excellence

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Journey to Excellence Purpose



- Encourages continuous improvement
- Measures performance vs. process
- Rewards unit success
- Achieves the BSA mission of serving more youth through a higher-quality program
- Helps unit leaders understand the key factors that improve program

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What's in it for Me?

- Planning
- Evaluating
- Guidance
- Guidelines and standards
- Early warning
- Recognition
- Benchmarking



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Journey to Excellence

Scouting's Journey to Excellence (JTE) is the BSA's planning, performance, and recognition program designed to encourage and reward the success of our units, districts, and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA.


JTE updates each month on the 1st, 15th, and 31st.

<p>Scoutmaster</p> <ul style="list-style-type: none"> • Council • District • Unit • Exploring District • Bonus Points 	<p>Council Tools</p> <ul style="list-style-type: none"> • Council Camping • District Camping Record • District Financial Line Report Instructions • Council Progress Reports 	<p>Unit Tools</p> <ul style="list-style-type: none"> • District Camping Record • Guidelines • Training Workbooks • Unit JTE Status Report Sheet • District JTE Data Tool User Guide • District JTE Finance Performance • District JTE Self-Report Summary • District JTE Training Outline • District Progress Report • District Total Available Youth Tool User Guide 						
<p>JTE Support Documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>FAQs</p> <ul style="list-style-type: none"> • Council Dashboard • Council • District • Unit </td> <td style="width: 33%; vertical-align: top;"> <p>Communications</p> <ul style="list-style-type: none"> • JTE End of the Year • What's in it for Me? • 2021 Journey to Excellence Changes </td> <td style="width: 33%; vertical-align: top;"> <p>Service Projects</p> <ul style="list-style-type: none"> • JTE Service Hours Input and Information • Sample Reports • Council Tips for Success • Unit Tips for Success </td> </tr> <tr> <td colspan="3"> <p>Support Documents</p> <ul style="list-style-type: none"> • Definition Glossary • How to Use Unit Training Statistics for JTE • JTE Troop Branches • JTE Annual Order Forms </td> </tr> </table>			<p>FAQs</p> <ul style="list-style-type: none"> • Council Dashboard • Council • District • Unit 	<p>Communications</p> <ul style="list-style-type: none"> • JTE End of the Year • What's in it for Me? • 2021 Journey to Excellence Changes 	<p>Service Projects</p> <ul style="list-style-type: none"> • JTE Service Hours Input and Information • Sample Reports • Council Tips for Success • Unit Tips for Success 	<p>Support Documents</p> <ul style="list-style-type: none"> • Definition Glossary • How to Use Unit Training Statistics for JTE • JTE Troop Branches • JTE Annual Order Forms 		
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Unit Scorecards




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Unit Assessments: The Process

- Review of the unit's JTE performance for the current year
- Completion of a Collaborative Detailed Unit Assessment
- Identification of key opportunities to strengthen the unit and the program it offers during the coming year

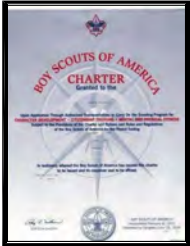
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5 Minute Break

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Support On-time Charter Renewal



– 10 Minutes

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Charter Renewal Phases: 1 & 2 (Prepare)

Be Prepared: Activities and planning accomplished before Internet Rechartering

- 120 – 90 days before charter expiration
 - District executive visits the head of the Charter Organization

Do Your Best: Enter data during Internet Rechartering

- 90 – 60 days before charter expiration
 - Conduct a membership inventory of currently registered youth and adults



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Internet Charter Renewal

- Available 60 days before until 60 days after charter expires
- On my.Scouting.org
- Easy to use
- Sends electronic version to council office

Internet Charter Renewal “How To” Guide with step by step instructions:
scouting.org/commissioners/internet-rechartering

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Charter Renewal Phase: 3 (Review/Submit)

Do Your Duty: Finalize/approve charter renewal package

- 60 – 30 days before charter expiration:
 - Unit commissioner & district commissioner review for completeness
 - JTE Review
 - Unit Assessment Plan
- 30 – 0 days before expiration:
 - Registrar process and post new charters and rosters

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Charter Renewal Phase: 4 (Charter Presentation)



Charter presentation

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Monthly Commissioner Staff Meeting



– 10 Minutes

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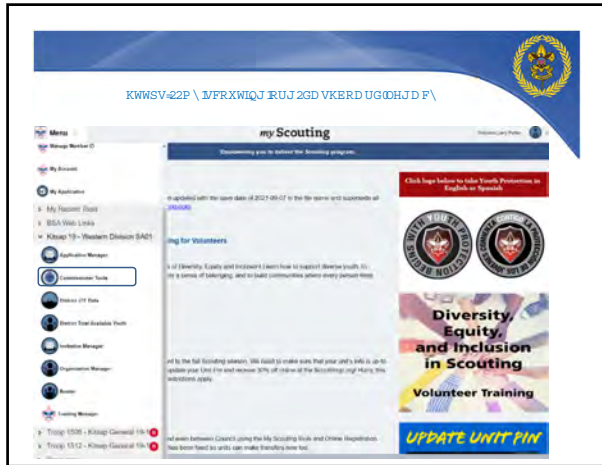
Commissioner Tools

Provides benefits in four areas:

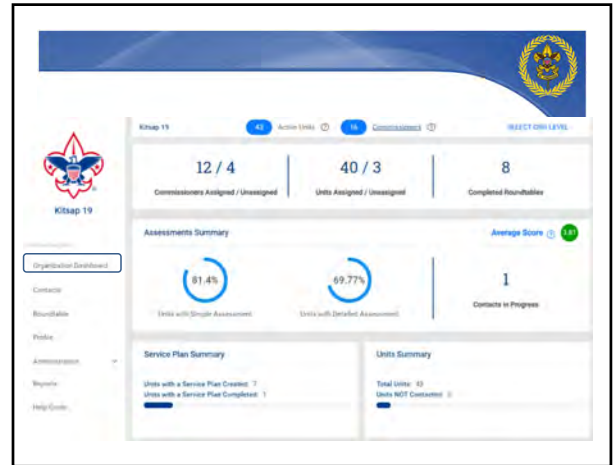
1. Easy access
2. Improved focus
3. Supporting roundtable
4. Supporting commissioner administration



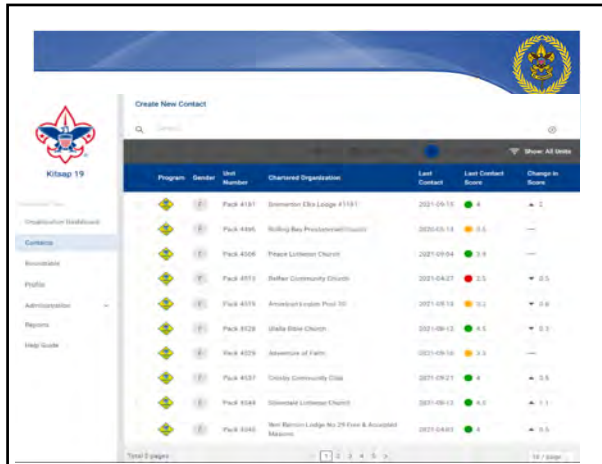
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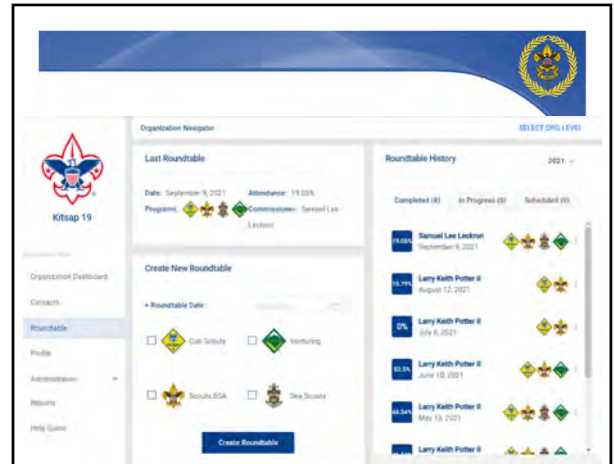
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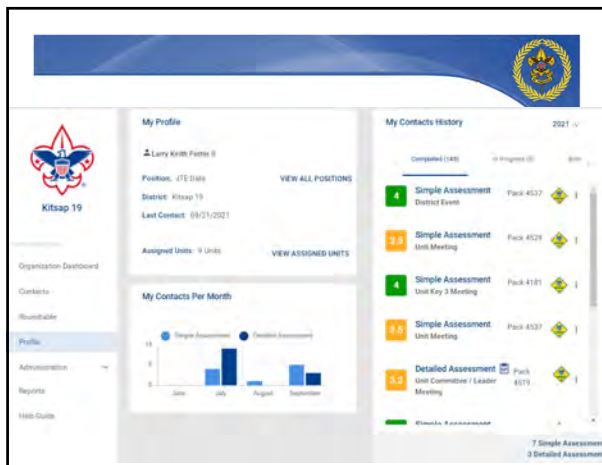
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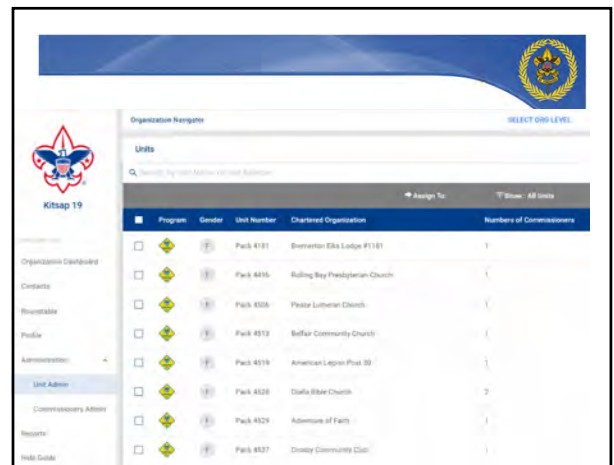
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Commissioner Name	Member ID	Position	Units Assigned
Bruce Eric Anderson	1951483	Unit Commissioner	3
Bruce Eric Anderson	1951488	Asst. District Commissioner	3
William Charles Anderson	10692734	Unit Commissioner	9
William J. Bakorey	10914813	Unit Commissioner	1
Lori Ean Cassidy	11684670	Unit Commissioner	1
Kenneth Robert DeBito	9663429	Unit Commissioner	2
Joseph Dennis Goldbach	12622151	Asst. District Commissioner	0
David Thomas Harber	1229148	Unit Commissioner	4
Dana Lynn Harrey	12174254	Unit Commissioner	3
Alfred Carter Heaton	11652104	Unit Commissioner	0

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Reports

Organization: Kitsap 19

Date From: [] Date To: []

- ASSIGNED AND UNASSIGNED REPORT
- ABANDONED/UNASSIGNED COMMISSIONERS
- COMMISSIONER CONTACTS
- COMMISSIONER CONTACTS WITHOUT SUB TOTALS
- COMMISSIONER RECRUITMENT
- COMMISSIONER CONTACT DISTRICT SUMMARY REPORT
- COMMISSIONERS WITHOUT CONTACTS
- CONTACTS IN PROGRESS

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myScouting

Organization: Kitsap 19

Navigation: My Account, My Resources, My Troop, My Unit, My Pack, My District, My Council, My Region, My Country

My Resources: My Troop, My Unit, My Pack, My District, My Council, My Region, My Country

My Troop: Kitsap 19 - Western Division (SA1)

My Unit: Kitsap 19 - Western Division (SA1)

My Pack: Kitsap 19 - Western Division (SA1)

My District: Kitsap 19 - Western Division (SA1)

My Council: Kitsap 19 - Western Division (SA1)

My Region: Kitsap 19 - Western Division (SA1)

My Country: Kitsap 19 - Western Division (SA1)

Volunteer Training

Diversity, Equity, and Inclusion in Scouting

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Roster

Organization: Kitsap 19

Name	Member ID	Role	Gender
John William Roberts	12294204	Merit Badge Counselor	M
William Charles Anderson	116842134	Steward Member at Large / Unit Commissioner	M
Bruce Eric Anderson	1950448	Unit Commissioner / Asst. District Commissioner / Steward Member at Large	M
Clare Angel	11387161	Merit Badge Counselor	F
Joel Bennett King	12302197	Merit Badge Counselor	M
Christopher Ross Anderson	11294432	Merit Badge Counselor	M

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Select a Unit to View and Update Pin Settings

Organization Level: Kitsap 19 | Village Council 19.1

Sub Districts (2)

Units (40)

Sub District	Unit ID	Pack
Village Council 19.1	1951483	Pack 4181
Village Council 19.1	1951488	Pack 4416
Village Council 19.1	10692734	Pack 4529
Village Council 19.1	10914813	Pack 4513
Village Council 19.1	11684670	Pack 6519
Village Council 19.1	1229148	Pack 4526

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Unit Pin Preview

Organization: Kitsap 19

Unit: Pack 4544 Silverdale Lutheran Church

Contact: Patricia Jordan
Phone: (360) 536-4141
Email: patricia.jordan@scouting.org

Address: 1234 Main St, Silverdale, WA 98151

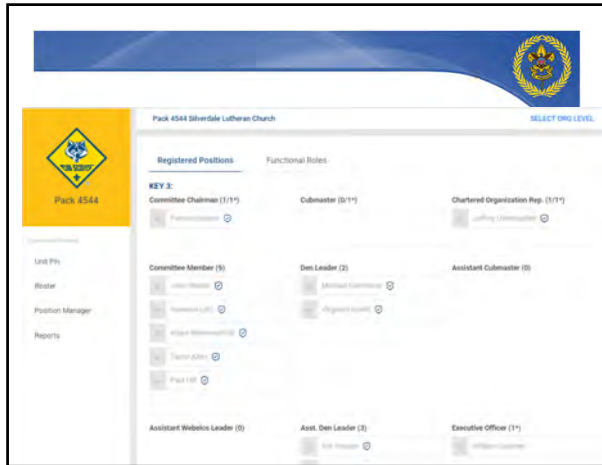
Registration Settings:

- Online Registration available for this unit:
- Unit Registration available for this unit:

Unit Meeting Address:

Address: 1234 Main St, Silverdale, WA 98151

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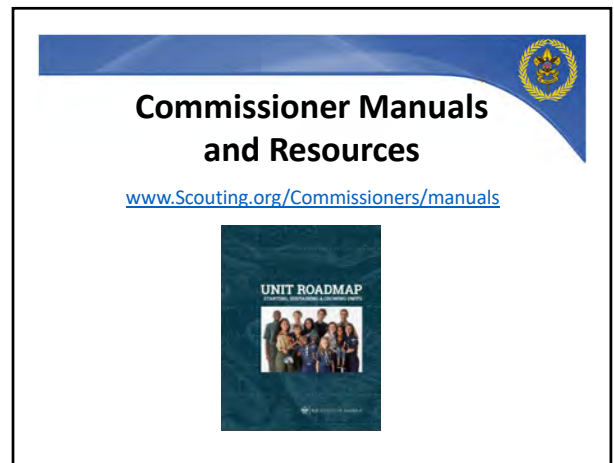
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Commissioner Website



Commissioner Development

- It is essential that commissioners are equipped to be successful. The Commissioner Development Team offers several resources to local leaders and to individual commissioners. This includes:
 - Commissioner Basic Training courses
 - College of Commissioner Science (courses and resources to support local leaders in delivery of a high-quality event)
 - A full range of national-level commissioner training assets
 - Resources to assist local councils and districts provide continuing education for commissioners

Follow the links below to explore the available resources:

Basic Training

- Online Basic Training
- Instructor L&L Basic Training Curriculum
- Developing Progress Reports
- Commission agendas

College of Commissioner Science

- Curriculum for all regions programs
- Administrative resources
- Capstone activities
- Feedback on curriculum

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As a commissioner, you have made a personal commitment...



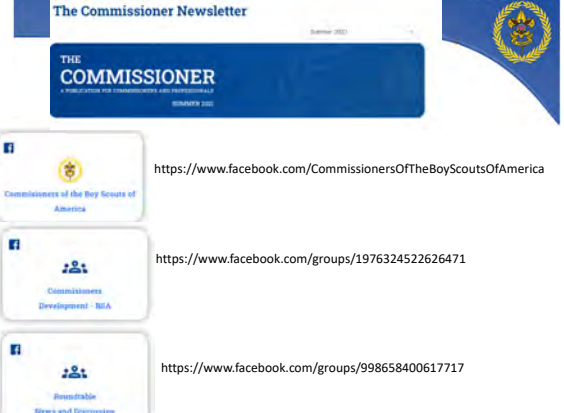
<https://www.facebook.com/groups/1976324522626471>
COMMISSIONER DEVELOPMENT - BSA

<https://www.facebook.com/groups/998658400617717>
Roundtable News and Discussion

<https://www.facebook.com/groups/ScoutRTCommish>
BSA Roundtable Commissioners

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The Commissioner Newsletter




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 Commissioners of the Boy Scouts of America

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 Commissioners Development - BSA

<https://www.facebook.com/groups/998658400617717>
 Roundtable News and Discussion

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Next Step: Unit Commissioner Onboarding



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Wreath of Service



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THIS IS THE TEST

These are the answers

- I Do.
- I Do.
- I Will.

IAAY = It's All About the Youth

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CONGRATULATIONS! Thank You!



RETURN TO THE ADVENTURE

Advancement Camping Training "ACT" NYW

You will receive this patch in the mail

Are there any questions?

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