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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, purchase of uniforms, preparation for summer camp, unit program planning, and replacement of 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 maximum efficiency so that they can deliver a good program to a growing membership.

Today's commissioners are results-oriented rather than 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. They are neither program specialists nor experts.

COMMISSIONER OVERALL OBJECTIVE

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 that 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

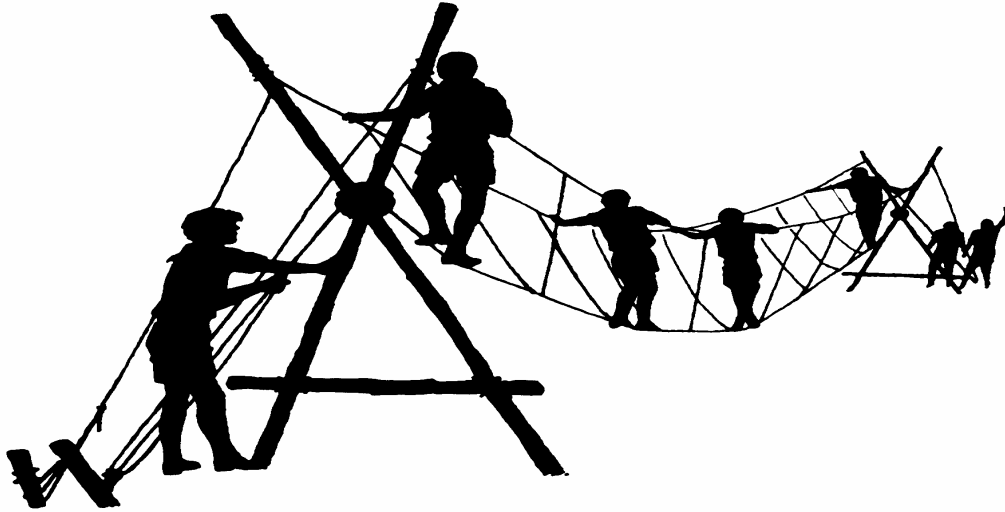
1. CLOSE LIAISON
2. WORK TO ASSURE EFFECTIVE AND ACTIVE UNIT COMMITTEES
3. ESTABLISH GOOD LINES OF COMMUNICATION BETWEEN UNIT
4. PERSONNEL AND DISTRICT/COUNCIL LEADERSHIP
5. ASSIST IN RECRUITING UNIT LEADERSHIP
6. ONGOING RELATIONSHIP WITH UNIT LEADER
7. COMMISSIONERS MAY FIND THEMSELVES ASSISTING ON:

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 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. Complete your assignment with each unit. Help units improve their programs and meet the Quality Unit Award.
3. Assist units in rechartering on time.
4. Provide two-way communication between units and the district committee (via District Commissioner).
Also involve appropriate district specialists, like trainers or Roundtable staff, as needed for the development of the unit.
5. 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

The role of commissioners is to help units succeed; thus it is necessary for them to know what units are trying to succeed at. 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.

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 (suggested 1:3) or frequency of unit contacts (suggested once per month). Numbers and methods should be determined by the needs of units to be served.

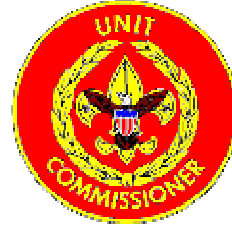
District Committees

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.





UNIT SERVICE TARGETS
FOR
SEPTEMBER



THEME:
YEARLY PROGRAM PLANNING

Your Preparation:

1. Know what planning resources are available.
2. Know the unit planning chart.
3. Know the steps to be a Quality Unit.
4. Promote Cub Scout and Scout Leader training.

Your Job:

To see that each of your units has an annual program planned. With that, see that the units have a budget plan to meet expenses for that program.

Assist with School Night for Scouting and see that School Night applications are turned into the Scout Office. Remind Units of Session 1 popcorn sales next month.

Mission Starts:

With seeing that unit leaders have the program planning tools needed. Also that the unit holds an Annual Parents Meeting.

Mission Completed:

When each unit has an annual program planned and is committed to it for the boys.

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 — Time in a Capsule
Webelos — Communicator/Citizen
Scouts — Fishing





UNIT SERVICE TARGETS
FOR
OCTOBER



THEME:
YEARLY PROGRAM PLANNING

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.

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 to do job well.

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

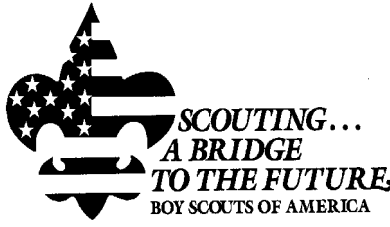
OCTOBER THEMES:

Cubs — It's a Circus of Stars
Webelos — Showman/Citizen
Scouts — Athletics





UNIT SERVICE TARGETS
FOR
NOVEMBER



THEME:
UNIT INVENTORIES, UNIFORM INSPECTION
& POPCORN SALES

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)

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.

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:

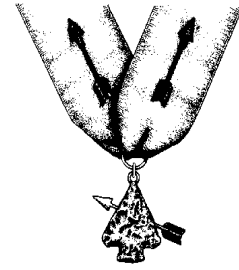
- Cubs — Cub Scout Collectors
- Webelos — Craftsman/Scientist
- Scouts — Science

RESOURCES





UNIT SERVICE TARGETS
FOR
DECEMBER



THEME:
**SUMMER CAMP PROMOTION FOR SCOUTS AND WEBELOS,
O/A ELECTIONS, F.O.S. & RECHARTERING**

Your Preparation:

1. Know Scout Camping program
2. Know Cub Day Camp plans
3. Know Webelos Camp plans
4. Know promotion resources
5. Become 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 Food Fare
Webelos — Craftsman/Scientist
Scouts — Cooking





UNIT SERVICE TARGETS
FOR
JANUARY



THEME:
FRIENDS OF SCOUTING, WEBELOS TRANSITION
BLUE & GOLD, SCOUT SUNDAY, DISTRICT RECOGNITION

Your Preparation:

1. Know unit plans for Charter renewal - consult Commissioner's Fieldbook
2. Know Charter renewal schedules for units
3. Know District F.O.S. program
4. Attend F.O.S. Kick-Off/Know the unit F.O.S. chairman

Your Job:

1. Meet with unit leadership to assure Charter renewal schedule
2. Support program in units F.O.S. campaign
3. Encourage Webelos transition in February

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 had Charter renewal or are scheduled and F.O.S. program is planned for each unit.

RESOURCES

Cub Packs:

1. Commissioner Staff
2. Commissioner Field Book
3. National Quality Unit/Team Player Award
4. FOS promotional material

Scout Troops:

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

JANUARY THEMES:

Cubs – Cub Scouts Spread the News
Webelos – Readyman/Fitness
Scouts – Wilderness Survival





UNIT SERVICE TARGETS
FOR
FEBRUARY



THEME:
**ADVANCEMENTS, WEBELOS TRANSITION,
FRIENDS OF SCOUTING & SCOUT SHOW (April)**

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 Commission Staff and tell the Scouting story
3. Webelos transition into Boy Scouts
4. Promote Scout Show
5. Promote Cub Day Camp & Webelos Camp

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

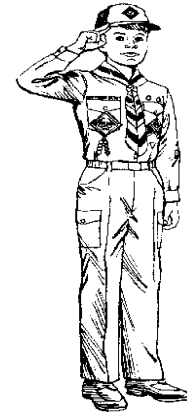
FEBRUARY THEMES:

Cubs — It's a Scouting Celebration!
Webelos — Scholar/Engineer
Scouts — Communications





UNIT SERVICE TARGETS
FOR
MARCH



THEME:

**PREPARATION FOR APRIL SCOUT SHOW, CUB DAY CAMP,
WEBELOS CAMP, SPRING ROUND UP, UNIFORM INSPECTION, CUB GRADUATION, TIGER CUB
PARENT ORIENTATION**

Your Preparation:

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

Your Job:

1. Have your units participate in the Scout Show with a well-planned program
2. Provide guidance/assistance for Cub graduation

Mission Starts:

When you have directed unit's leadership to begin planning for the Scout Show, Packs' Graduation, Tiger Cub Parent Orientation.

Mission Completed:

When units have registered for the Scout Show and have programs determined for graduations/orientations.

RESOURCES

Cub Packs:

1. Program Helps/Scout Show Booklet
2. District Scout Show Chair
3. Cub Roundtables

Scout Troops:

1. Program Helps/Scout Show Booklet
2. District Scout Show Chair
3. Scout Roundtables

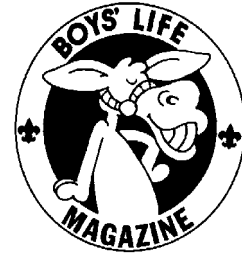
MARCH THEMES:

Cubs — Invention Convention
Webelos — Athlete/Engineer
Scouts — Hiking





UNIT SERVICE TARGETS
FOR
APRIL



THEME:
**SPRING RECRUITING, CUB PACK SUMMERTIME PROGRAM PLANNING, CUB DAY
CAMP/CAMPDREE,
WILDERNESS WORK WEEKEND**

Your Preparation:

1. Know Scout Show plans/progress
2. Know Pack Summertime planning options
– Cub Scout sports and activities
3. 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
4. Finalize Scout Show involvement

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

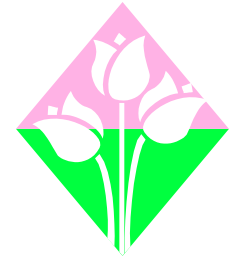
APRIL THEMES:

Cubs — Waterways of the USA
Webelos — Sportsman/Family Member
Scouts — Environment





UNIT SERVICE TARGETS
FOR
MAY



THEME:
PACK SUMMERTIME ACTIVITIES, SCOUT CAMP, CAMPOREE

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 — Pet Pals
Webelos — Outdoorsman/Handyman
Scouts — Orienteering





UNIT SERVICE TARGETS
FOR
JUNE



THEME:
PACK SUMMERTIME ACTIVITIES AND SCOUT CAMP

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.

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 — Destination: Parks
Webelos — Traveler/Artist
Scouts — Mechanics

RESOURCES





UNIT SERVICE TARGETS
FOR
JULY



THEME:

SUMMER ACTIVITY VISITATION, ANNUAL PROGRAM PLANNING, SCHOOL NIGHT FOR SCOUTING

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.

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

1. Commissioner's Fieldbook
2. Cub Program Helps

Scout Troops:

1. Commissioner's Fieldbook
2. Scout Program Helps

JULY THEMES:

Cubs — Play Ball!
Webelos — Aquanaut/Geologist
Scouts — Pioneering

RESOURCES

Cub Packs:





UNIT SERVICE TARGETS
FOR
AUGUST



THEME:
**UNIT COMMISSIONER REVIEW YEAR,
SCHOOL NIGHT FOR SCOUTING, FALL CAMPOREE,
COMMISSIONER GOALS/PROSPECTING**



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 — Campfire Tales and Traditions
Webelos — Naturalist/Forester
Scouts — Shooting



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 and Troops* provides many more ideas for commissioner action to help units with a wide range of unit needs. These publications are basic to 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. Ask your district commissioner to arrange with the district committee for coaching or formal training immediately. Your job is to encourage the new leaders to participate in training.

Meanwhile they need orientation and you are the best person to present it. You know the units and their condition. Use Fast Start training videotapes 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 *Cub Scout Leader Basic Training*.
2. Boy Scout Leaders are trained when they have completed *Boy Scout Leader Basic Training*.
3. Varsity Leaders are trained when they have completed *Varsity Scout Leader Training*.
4. Venture Leaders are trained when they have completed *Venture 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 or huddles.

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 great 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 Scouting show 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, team, 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*, *Troop/Team Record Book*, and *Explorer Treasurer's Records*, 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 Cub's will have an overnight camping program like Boy Scout's, 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 QUALITY UNIT AWARD

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

The Quality Unit Award recognizes outstanding packs, troops or crews that conduct quality programs for their youth. The unit may earn the Quality Unit Award based on its past charter year achievement. During the **month the Unit recharter**s, a council representative makes a review, usually a commissioner, with the unit adults to determine if the unit qualifies as a Quality 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 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 staff or district executive 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 or a 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



unsure what to do, contact the commissioner
staff or district executive, but do it NOW!



