The Unit Commissioner is a generalist whose overriding mission in Scouting is to help units succeed. Specific responsibilities for the unit commissioner include:

- Help each unit earn the Journey to Excellence Unit Award
- Use the Annual Commissioner Service Plan, with its scheduled opportunities for Commissioner contact with units
- Know each phase of the Scouting program and keep current by reviewing Scouting program literature.
- Visit unit meetings and observe the unit in action and determine the degree to which the descriptions in the literature are being followed. Only if called upon, participate or help in some of the regular activities of the unit.
- Visit regularly with the unit leader and listen to what the unit leader has to say. Offer encouragement and support and help the leader see new opportunities for improvement. but always maintain the best possible relationship with unit leadership. Help the leader with forms and applications. Encourage unit participation in district and council program events and training opportunities.
- Work to ensure effective and active unit committees. Visit with the unit committee periodically and observe the committee in action, offer suggestions for improvement and work with the committee to solve problems and improve unit operation.
- Know the neighborhood in which your units are located so that you can help graduating members of one program join the next level of Scouting (e.g. Webelos to Boy Scouts).

#3 Unit _____

Unit Leader Name____________________
  Phone____________________
  email ___________________

Chairman     Name____________________
  Phone____________________
  email ___________________
Unit Service

The wreath on the commissioner patch stands for direct unit service. It stands for the commissioner’s commitment to bring helpful service to their units every month.

To help make monthly visits meaningful and helpful, this booklet lists some specific items to cover with your units each month. You can certainly add more, based on the needs of your units.

A reminder that, as Commissioners, we are friendly, courteous helpers, with really no authority other than friendly, diplomatic coaching.

Unit Commissioners

For all of your units, at the beginning of each month, call the Cubmaster, Scoutmaster, or Crew Advisor and arrange a Unit Visit. This may be a Unit Meeting, a Committee Meeting, or a one on one meeting with the Unit Leader. The pages that follow will suggest which type may be appropriate for the items to cover in a given month, but often, the type of visit will come down to your schedule and theirs.

At each visit

- Encourage all Unit Leaders to attend the next Roundtable meeting
- Check on Quality Unit Status
- Review upcoming training opportunities
- Get a sense of the general health of a unit. Are there any changes on the horizon?
- Ask “Is there anything I can help with?”
- Report on UVTS as soon after the visit as possible.

Assistant District Commissioners

- Complete Unit Service for all “uncovered” units
- Recruit a new Unit Commissioner to fill a vacancy and provide New Unit Commissioner orientation.
January

Suggested this month visit a pack/troop/crew meeting. At this meeting:

1. Review the new Journey to Excellence Guidelines with unit leaders.
2. Check on the unit’s plans for an FOS presentation. If already done, how is follow-up going?
3. 

Packs

4. Ask about Webelos transition. How many scouts will cross over to Boy Scouts?

Troop

5. 

Crew

6. 

Promote

Encourage leaders to attend the District Dinner.

Cub Scout –

Boy Scout –

Record your visits on UVTS

December

Suggested this month: Meet with Unit Leader and/or Committee Chairman. At this meeting:

1. Finish up Journey to Excellence Unit Assessment
2. Follow up that re-chartering is turned-in. The first Saturday of this month is the deadline.
3. 

Packs

5. 

Troop

6. Check on troops plans for Webelos transition. Will the troop be attending any crossovers?

Crew

7. Crew Elections – are they being held?
8. Has the Crew scheduled an Annual Planning Conference?

Promote

All Units – Promote Recharter Training

Cub Scout – Cub Winter Event

Boy Scout – Klondike Derby

Record your visits on UVTS
November

Suggested this month: visit a Unit Committee meeting.
At this meeting:

1. Check to make sure that Online Re-chartering is under way. The first Saturday in December is turn-in Day.
2. Check to make sure the unit has a date set for FOS.
3. Check on Youth Protection Training status of unit leaders
4. Packs
5. Check on the transition plans for Webelos. Are dens visiting troops? When will crossover be?
6. Troop
7. Crew
8. Conduct annual Interest Survey (AIS)
9. Start Mega Event Planning

Promote
Cub Scout –
Boy Scout –

Record your visits on UVTS

February

Suggested this month: Visit a Unit Committee meeting.
At this meeting:

1. Check on the units plans for summer camp
2. Share training dates of Spring training courses for all untrained leaders
3. Packs
4. Troop
6. Crew
7. Promote

Cub Scout –
Boy Scout –

Record your visits on UVTS
March

Suggested this month: Meet with Unit Leader and/or Committee Chairman.
At this meeting:

1. Meet with Unit Leader and Committee Chair to review Self Assessment results
2. Do a Training Inventory. Do people show up on Scoutnet as untrained when they have done the training?
3. Packs
4. Does the pack have plans for Cub Camp promotion?
5. Troop
6. Review dates for spring leader training.
7. Crew
8. Spring Venturing recruiting in 8th grades

Promote:
Cub Scout – Cub Camp
Boy Scout – Summer Camp

Record your visits on UVTS

October

Suggested this month: visit a pack/troop/crew meeting.
At this meeting:

1. Do a unit Membership Inventory. Are all new scouts registered with the council?
2. Review upcoming training dates. Are untrained leaders signed up?
3. Finish up Journey to Excellence Unit Assessment
4. Make sure each unit has their re-charter packet, and find out who in the unit is responsible for re-chartering.
5. Packs
6. Troop
7. Crew
8. Visit the Crew Open House

Promote
Promote District Award of Merit nominations and Silver Beaver nominations
Cub Scout – Halloween At Loud Thunder
Boy Scout –

Record your visits on UVTS
September

This month is an ideal time to visit the Unit Committee. At this meeting:

1. If you can have a roster from Scoutnet, it will help with the following. Are all leaders registered? Who needs training? Are there any leadership needs? Review upcoming training dates.
2. Do they have a chairman for FOS? Popcorn Sales?
3. Do a Journey to Excellence Unit Assessment, or set up a date for before the end of October.
4. Packs
5. Are plans set for Join Scout Night recruiting?
6. Is the pack making use of Den Chiefs?
7. Is the troop supplying Den Chiefs to the pack?

Troop

Crew
8. Does the crew have an upcoming outing?
9. Does the crew have an open house scheduled?

Promote

Cub Scout – Halloween At Loud Thunder
Boy Scout – Fall Camporee

Record your visits on UVTS

April

Suggested this month: visit a pack/troop/crew meeting. At this meeting:

1. Conduct a Uniform Inspection
2. Conduct a Charter presentation

Packs
3. Spring Tiger Cub recruiting
4. 

Troop
5. Webelos to Scout Transition

Crew
6. Is mega-event planning complete?

Promote

All Units – Program Kickoff next month
Cub Scout –
Boy Scout –

Record your visits on UVTS
May

Suggested this month: visit a Unit Committee meeting.
At this meeting:

1. Talk about Annual Program Planning. Has the unit made plans to do this over the summer?
2. Check on Summer Camp plans
3.

Packs

4. Tiger Cub graduation
5.

Troop

6.

Crew

7.

Promote

Cub Scout –
Boy Scout –

Record your visits on UVTS

August

This may be a good month to visit with unit leaders and committee chairs as the new scout year is about to start.
At this meeting:

1. Review the unit’s Annual Program Plan
2.
3.

Packs

4. Fall Recruiting Plans
5.

Troop

6.

Crew

7.

Promote

Cub Scout –
Boy Scout –

Record your visits on UVTS
July

Suggested for summer: Visit the unit at an outing.
Try to connect with your units at camp.
At this meeting:

1.

2.

3.

Packs

4.

5.

Troop

6.

Crew

7.

Promote

Cub Scout –

Boy Scout –

Record your visits on UVTS

June

Suggested for summer: Visit the unit at an outing.
At this meeting:

1.

2.

3.

Packs

4.

5.

Troop

6.

Crew

7.

Promote

Cub Scout –

Boy Scout –

Record your visits on UVTS
Suggested for summer: Visit the unit at an outing.
Try to connect with your units at camp.
At this meeting:

1.
2.
3.

Packs
4.
5.

Troop
6.

Crew
7.

Promote
Cub Scout –
Boy Scout –

Record your visits on UVTS

Suggested for summer: Visit the unit at an outing.
At this meeting:

1.
2.
3.

Packs
4.
5.

Troop
6.

Crew
7.

Promote
Cub Scout –
Boy Scout –

Record your visits on UVTS
May
Suggested this month: visit a Unit Committee meeting.
At this meeting:

1. Talk about Annual Program Planning. Has the unit made plans to do this over the summer?
2. Check on Summer Camp plans
3.

Packs
4. Tiger Cub graduation
5.

Troop
6.

Crew
7.

Promote
Cub Scout –
Boy Scout –

Record your visits on UVTS

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This may be a good month to visit with unit leaders and committee chairs as the new scout year is about to start.
At this meeting:

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4. Fall Recruiting Plans
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Troop
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Crew
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Boy Scout –

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3. Do a Journey to Excellence Unit Assessment, or set up a date for the before the end of October

4.

Packs

5. Are plans set for Join Scout Night recruiting?

6. Is the pack making use of Den Chiefs?

Troop

7. Is the troop supplying Den Chiefs to the pack?

Crew

8. Does the crew have an upcoming outing?

9. Does the crew have an open house scheduled

Promote

Cub Scout – Halloween At Loud Thunder

Boy Scout – Fall Camporee

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April

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Boy Scout –

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Troop
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Promote
Cub Scout –
Boy Scout –

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February

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3.
4.

Packs
5. Blue and Gold Dinner

Troop
6.

Crew
7.

Promote
Cub Scout –
Boy Scout –

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Troop

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Boy Scout –

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#3 Unit ______

Unit Leader Name__________________________
Phone_____________________
email _____________________

Chairman     Name__________________________
Phone_____________________
email _____________________
Notes:
Notes: