Cub Scout Roundtable Planning Sheet – 60 minute Format

**Topic:** Unit Commissioner

**Take Away:** Den and Pack leaders should know and understand the role a Unit Commissioner plays in helping the unit be successful in delivering Scouting.

**NOTE TO ROUNDTABLE COMMISSIONER** – Consider asking all unit commissioners to attend this meeting in support of the units with which they work.

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| --- | --- | --- | --- | --- |
| Time Allotted | Activity | Assigned To | Content Ideas | Notes for Media Team |
| 5 min | Opening Ceremony | Cub RT Staff/Unit Commissioners | Flag Ceremony  Model the Unit Commissioner Induction Ceremony (pointing out the responsibilities a Unit Commissioner agrees to as they take the Commission) |  |
| 40 min | General Session (All) | Cub RT Staff/District and Unit Commissioners | At the beginning of the session, pass out slips of paper that the attendees can write a problem or concern they have experienced in the Den or Pack, or a question they have.  Share an overview of the Unit Commissioner’s responsibilities and role for unit service.  See Resource information.  How does a Unit Commissioner benefit the unit? See Resource information.  Describe what a unit visit by a commissioner is. Explain what the Unit Commissioner is looking for during a visit.  Have the Commissioners review the slips of paper submitted by the group and respond to the problems, concerns, or questions. |  |
| 10 min | Q & A | Cub Scout RT Staff | Opportunity to answer any additional Unit Commissioner questions. |  |
| 5 min | Closing | Cub Scout RTC | Have the group recite the Scout Oath and Law. RTC sharing the Teamwork Cubmaster Minute. See Resource information. |  |

**Resource Information**

**Ceremony/Skit/Song/Game**

Unit Commissioner Commissioning Ceremony

Administrative Commissioner [Facing Audience]:  
The acceptance of a commission to provide effective service to Scouting units is one of the most important obligations accepted by a volunteer in the Boy Scouts of America. The issuance of a commission represents formal empowerment by the Boy Scouts of America to perform the duties and undertake the responsibilities of a designated commissioner position, and the acceptance of that obligation by the commissioner. We are privileged today to present commissions to volunteers who will undertake that obligation.   
  
[Facing Candidates]  
  
You have been duly selected, oriented, and trained to serve as a unit commissioner in the Boy Scouts of America. You have undertaken a leadership role in your district to help units better serve more youth through Scouting. You will succeed only when the units you serve succeed.   
  
Let me now ask you three questions. Please raise your hands in the Scout sign.

1. Do you promise, by example in your daily life, to make the Scout Oath and Law a vital force in the lives of the youth and adults you serve? If so, say, “I do.”

[Candidates: “I do”]

1. Do you promise to help make the program of the units you serve the best that can be given, rich in fun and adventure for youth and full of opportunities for their personal growth and service to others in the community? If so, say, “I do.”

[Candidates: “I do”]

1. Will you commit yourself to:

* Supporting unit growth through the Journey to Excellence,
* Contacting units and capturing their strengths and needs in commissioner Tools,
* Linking unit needs to district operating committee resources, and
* Supporting timely charter renewal?

If so, say, “I will.”   
  
[Candidates: “I will”]

It is now my privilege and honor, on behalf of the Boy Scouts of America, to present your commissions.

[source: <http://www.scouting.org/Home/Commissioners/recognition/Commission/Cermony/UCC_Ceremony.aspx> ]

**All Sessions**

**What is a Commissioner?**

Commissioners are district and council volunteer leaders who help Scout units succeed. They coach and consult with adult leaders of Cub Scout packs, Boy Scout troops, and Venturing crews. Commissioners help maintain the standards of the Boy Scouts of America.

Unit commissioners will focus on the following four primary areas:

1. Supporting unit growth through the Journey to Excellence.
2. Contacting units and capturing their strengths and needs in Commissioner Tools.
3. Linking unit needs to district operating committee resources.
4. Supporting timely charter renewal.

[source: <http://www.scouting.org/scoutsource/Commissioners.aspx> ]

**Unit Commissioner Responsibilities**

Promote communication by scheduling a meeting of key volunteers.

Help plan a Webelos den visit to a troop meeting and other joint activities.

Keep the pack and troop on schedule as plans develop for the crossover ceremony at the Blue and Gold Banquet.

Attend the crossover ceremony.

Be sure new Scouts have completed a Boy Scout application, that they have a copy of the troop's activities/calendar, and that they know when and where the troop meets.

Work with the pack and troop in their charter renewal process to help ensure Webelos Scouts are moved from pack rosters to troop rosters.

Work with the Webelos transition chair to follow up on boys who have not yet joined a troop. Make sure they are invited to join a troop.

Be a catalyst in developing good relationships between troop and pack leaders.

Be sure Webelos Scouts join a troop in time to prepare for Boy Scout summer camp.

The unit commissioner is the connecting link in the chain between the troop and the pack. Often, the same unit commissioner will serve both a pack and troop in the same community

[source - <http://www.scouting.org/scoutsource/boyscouts/improvedwebelostransition/commish.aspx> ]

Roles the Commissioner Plays and How They Can Help a Den/Unit

A commissioner plays several roles, including friend, representative, unit "doctor," teacher, and counselor.

The commissioner is a **friend** of the unit. Of all their roles, this one is the most important. It springs from the attitude, "I care, I am here to help, what can I do for you?" Caring is the ingredient that makes commissioner service successful. He or she is an advocate of unit needs. A commissioner who makes himself known and accepted now will be called on in future times of trouble.

The commissioner is a **representative**. The average unit leader is totally occupied in working with kids. Some have little if any contact with the Boy Scouts of America other than a commissioner's visit to their meeting. To them, the commissioner may be the BSA. The commissioner helps represent the ideals, the principles, and the policies of the Scouting movement.

The commissioner is a unit "**doctor**." In their role as "doctor," they know that prevention is better than a cure, so they try to see that their units make good "health practices" a way of life. When problems arise, and they will even in the best unit, they act quickly. They observe symptoms, diagnose the real ailment, prescribe a remedy, and follow up on the patient.

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

The commissioner is a **counselor**. As a Scouting counselor, they will help units solve their own problems. Counseling is the best role when unit leaders don't recognize a problem and where solutions are not clear-cut. Everyone needs counseling from time to time, even experienced leaders.

[source: <http://www.scouting.org/scoutsource/Commissioners/orientation.aspx> ]

What does the Unit Commissioner look for during a unit visitation?

How well the Scouts in the dens are earning their rank advancement

How the unit is progressing toward achieving the (JTE) Unit Award

Review the unit’s goals, successes, and vision for the coming year

To identify any areas of improvement—leadership, program, and membership

To determine any specific actions needing to be taken to assist with unit improvements and determine who will follow up on those actions

Review the unit’s advancement, outdoor program participation, trained leader status, youth protection training, participation in district and council events and roundtable attendance.

The Unit Commissioner may schedule any necessary follow-up

• To review strengths and areas of improvement to help provide direction for needed support, preferably six months prior to the annual charter renewal

• As needed when a problem arises

• When unit leadership changes

[ information taken from this source [www.utahscouts.org/document/commissioner-involvement](http://www.utahscouts.org/document/commissioner-involvement)...]

**Closing**

Teamwork

(Show three or four short pieces of rope)

These pieces of rope are a lot like individual Scouts. You can use these ropes for knot tying practice or for tying a small package, but they're not big enough for really big jobs. (Call up two or three participants and asked them to join the ropes together with square knots or sheet bends.)

Now we have a much more useful rope, one we could use for pioneering or other jobs where we need a good length of rope. Your den, your pack, and your Unit Commissioner work the same way. Scouters who work together like these ropes can achieve much bigger things. But remember that this rope is only as strong as its weakest link. The same idea applies to our adult leadership. They can't be strong unless everyone pulls together. Teamwork is just as important in Scouting as it is on a football team. Strive to a strong link in your pack. Do the best to live by the ideals we talk about in the Scout Oath and Law. Don't be a weak link.

[ Rewritten from a paragraph located at this source – title remained the same, changes made to fit this situation. <http://www.seqbsa.org/PDFS/Forms/Scoutmaster_Minutes_Collection.pdf> ]