

Sam Houston Area Council

**The Importance of Unit Visits to the Stability of Units in the Soaring Eagle District**

A Thesis Submitted to  
Sam Houston Area Council Commissioner's College  
In Fulfillment of Candidacy for the  
Doctor of Commissioner Science

By  
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Soaring Eagle District

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## ABSTRACT

THE RESULTS OF A POSITIVE EMPHASIS TO PROMOTE THE IMPORTANCE AND FACILITATE EFFECTIVE UNIT VISITS BY UNIT COMMISSIONERS AT THE DISTRICT LEVEL IN THE SOARING EAGLE DISTRICT

By

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The University of Scouting-Sam Houston Area Council, 2014

Under the Supervision of David Rypien

In the Soaring Eagle District, prior to January 2014, the Unit Commissioners stop meeting as a separate group in 2013. This caused a decline in units visited and unit visits entered into Unit Visitation Tracking System, UVTS. The action plan was initiated to bring back the importance of the unit visit by the Unit Commissioner. The findings of this action plan measured through Unit Visitation Tracking System is reported here.

The results of the 2014 action plan show that when a separate meeting date is set the Commissioner will attend. The average attendance in 2014 was 12 Unit Commissioners compared to the 3 to 4 Unit Commissioners that attended the 2013 District Committee/Unit Commissioner meeting. With emphasis on unit visits through continuous training the number of unit visits entered into UVTS increased by 65%. The average number of units visited monthly increased by 86%. The number of Unit Commissioner utilizing UVTS increased by 83%. The three year trend chart show a business as usual 2012 monthly average visit entry into UVTS of 24, sporadic meeting in 2013 resulted in an average monthly visit entry into UVTS of 11, emphasized Unit Commissioner Service in 2014 the average monthly visit entry into UVTS is 39.

The conclusion on analysis of the data is the positive emphasis on importance and facilitating effective unit visits by Unit Commissioners is an increase in unit visits and increase in the entry of visit into UVTS.

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## CHAPTER 1

### INTRODUCTION

My thesis hypothesis statement is; “measuring the effort made by the District level commissioner service will promote the importance and facilitate effective unit commissioner visits.

With a new year comes a new District Commissioner. Vickie Oehring is Soaring Eagle’s new District Commissioner. The first task at hand is to reestablish the importance of the Commissioner Service in the Soaring Eagle District. Let’s begin by illustrating how Soaring Eagle Commissioners District meetings declined. Initially, the District Commissioners meeting and the District Committee met separately. As time went on, the District Commissioner and the District Committee slid together. Finally, since so little of the meeting concerned the Commissioners, attendance dropped off and the Commissioner met on an as needed basis, e.g., unit re-chartering.

The District Commissioner (DC) Vickie Oehring, reinstated the separated District Commissioners meeting and moved the meeting to a separate night. Attendance went up. My opinion is that some people just don’t enjoy the pleasures of seating though a District Committee meeting.

The District Commissioner’s meeting is the same night as Round Table. The DC has the Assistant District Commissioners (ADC) and Unit Commissioners (UC) introduce themselves to the Cub Scout Leaders and Boy Scout Leaders. The ADC and UC also call out the units they represent. This puts a name with a face. Hopefully this will end the stigma of going to a unit visit and hearing “it’s the FOS guy?” Figures 1 and 2 are charts representing the monthly attendance and the subject matter covered at the Commissioner’s meeting.

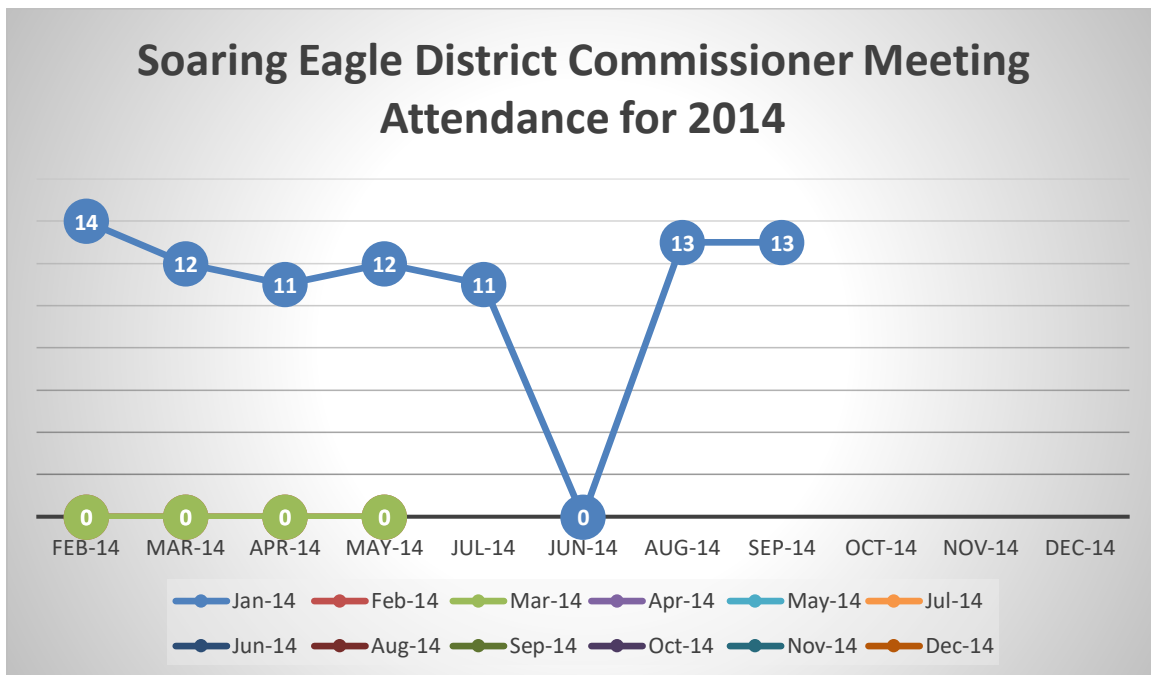
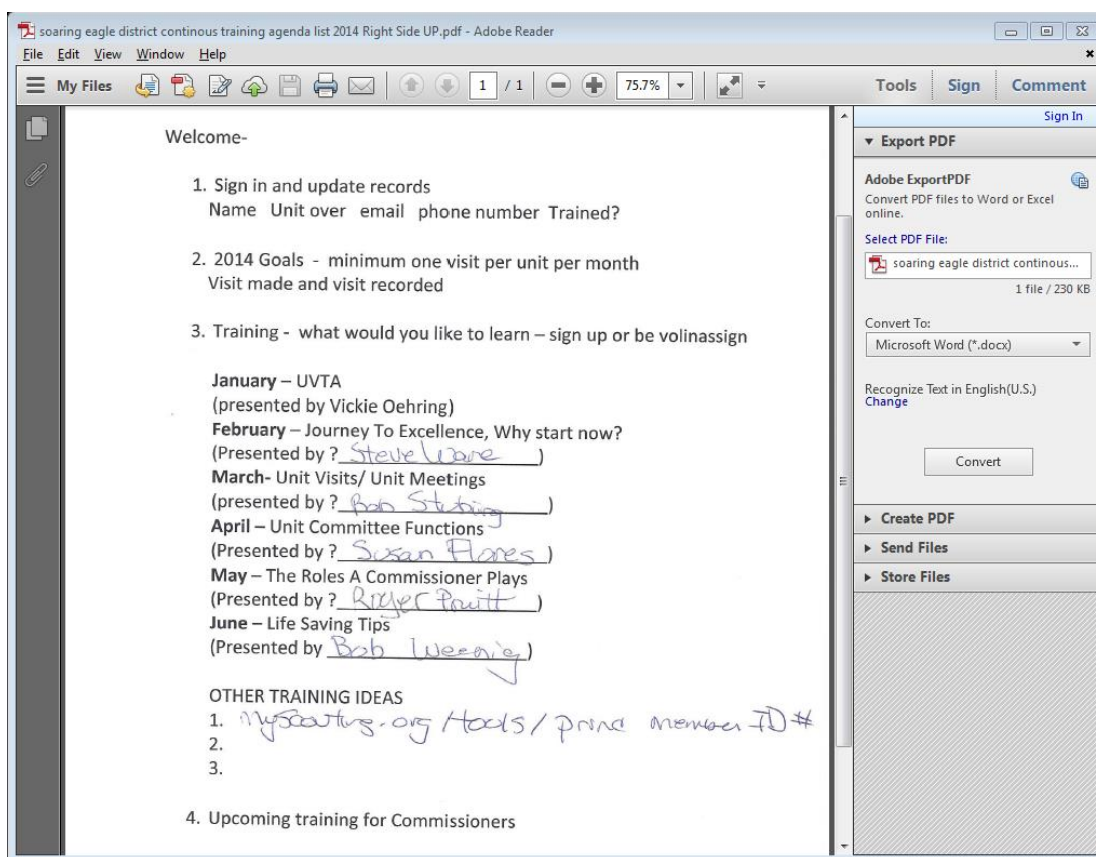


Figure 1: Attendance at District Commissioner Meeting s for 2014



**Figure 2: List of Topics Presented during District Commissioner Meetings for 2014**

We are putting a lot of emphasis on recording unit visits in Unit Visit Tracking System (UVTS). For January, 2014, our DC set our goal for each unit to receive one visit per month. This would be 71 units per month. Each month our DC has lead a cheer for the UC who entered the most units visited and rewards them a candy bar. I am always surprised at how a small praises can be so uplifting and make a difference.

What I did is download the unit visits from UVST into an EXCEL spread sheet for the DC. With this spread sheet I was able to break down the number of visits per month and the number of visits per UC. This enabled us to see the improvements in the number of unit visits entered in UVTS. I put this information on a line chart comparing them on a four year history. I also provided information such as which units have not received a unit visit. Three key items were accomplished:

- 1) A separate meeting for the DC, ADCs and UCs which significantly increased commissioner attendance
- 2) Introduction of the UCs to the unit leadership at Round Table which allowed Unit Leaders to put a face with a name.
- 3) Emphasizing the entering unit visits into UVTS and using the reporting functions of UVTS as a tool to identify areas of concern at the Commissioners meeting.

## CHAPTER 2

### IDENTIFYING STRENGTHS AND WEAKNESSES

In order to determine the strengths, weaknesses, opportunities and threats (SWOT) of Soaring Eagle District (SED), an accurate to date status check was made using the Keep It Simple Scout (KISS) method on the following areas:

- Why Unit Commissioners were not meeting as a group?
- What continuous education opportunities are there for Commissioners, especially for those Commissioners needed to begin again?
- Do we really know for sure how many active Unit Commissioners we still have?
- What is the exact number of chartered units in SED?
- How many units in SED have not received a unit visit by their UC?
- How can we increase the number of users in the UVTS?
- How can we attract more UCs to volunteer for service in SED?
- What can we do to promote Journey to Excellence with in Soaring Eagle District?
- Which Units were late in re-chartering because of defective charters and how can we mitigate this?

#### 2.1 Commissioner Meetings

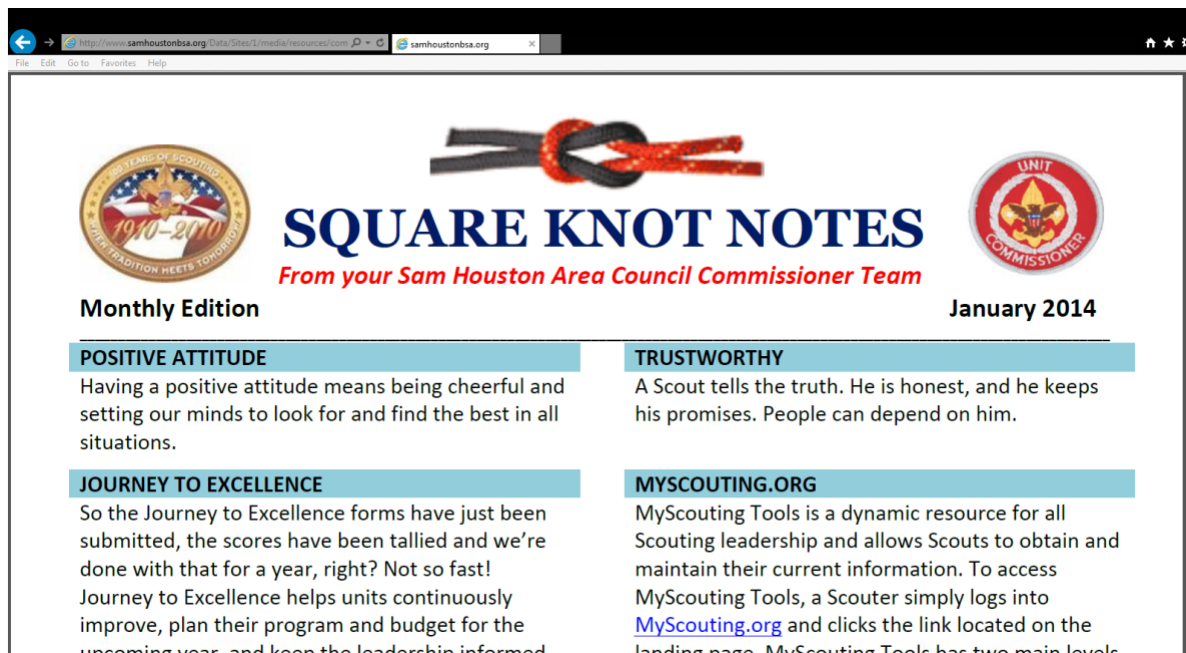
One of important aspects that we have identified for Commissioners is that they are all on the same page. When Unit Commissioners don't meet, the feeling of unit visits has no importance in the overall operation of a District. The SED Unit Commissioners stop meeting as a group back in 2012. It started with what made since at the time back in 2012 because the majority of District Commissioners also wore Committee hats. Soaring Eagle District is no different from any other District. The District Committee meeting started at 7:00 and ended at 8:00. The meeting agenda included a report, usually between 5 to 8 minutes, by the District Commissioner, hardly the time needed to call it a Commissioners meeting. Commissioner attendance started to decline, and the time allotted went from 5 to 8 minutes, to 4 to 6 minutes with the DC the only one talking. We were getting home early so no one was complaining.

With a new year came a new DC. The new DC moved the Commissioner meeting from Tuesday night to Thursday night, on the same as Round Table. The attendance at the commissioners meeting more than doubled from about 6 members to a steady 13 members. The meeting was no longer about District Committee, and we went over unit visits and discussing unit problems.

#### 2.2 Continuous Education

During the Commissioners meeting, we also assigned continuous learning topics, see Appendix F as an example presentation, to the UC's to create ownership of the process and increase the knowledge of the new UC's, see Figure 2. Part of the importance of unit visits by the UC is knowing what to do on a

unit visit to help a unit. The separate District Commissioner meeting now allows the District Commissioners to attend and instruct continuous training sessions. Part of our continuous training as Commissioners is the *Square Knot Notes* from the Sam Houston Area Council, shown on Figure 3. Registered Unit Commissioners that are on the distribution list received the newsletter monthly.



**Figure 3: Sam Houston Area Council Commissioner Team *Square Knot Notes***

In order to build up knowledge for conducting unit visits, the DC assigned monthly subjects for each meeting. This helped Commissioners work on their advancement for earning the Arrow award for Commissioners, build knowledge and confidence.

There is an E-learning center on the Myscouting.org web site, see Appendix A for a complete subject listing. One of the subjects is Unit Commissioner Fast Start. All of our Unit Commissioners have taken it. This course does not substitute for classroom Unit Commissioner Basic and is required to be “Trained.”

The next concern is how are unit commissioners perceived by unit leaders, i.e., “Who is that guy with the silver loops?” The answer is from most unit leaders is “oh it’s that FOS guy.” To dispel this perception, our DC during Round Table has us line up and introduce ourselves to the Cub Scout and Boy Scout leaders; give them our names and the units we service. We do this at every Round Table. This helps us as Commissioners because now we don’t feel like strangers during unit visits. The Unit Leaders know our faces and know we are there to help. We as District Commissioners are meeting on a monthly



basis, we are building up our knowledge though continuous training, we gaining confidence though recognition by unit leaders.

### **2.3 Active Unit Commissioners**

The next item on our list is to know how many active Unit Commissioners we actually have in Soaring Eagle district. The BSA “Trained” requirement is that every Unit Commissioner must complete Unit Commissioner Basic. Soaring Eagle District started with a list of 40 names from an old organization file, that read much like a list of old friends that you have not heard from in a while. The DC and ADC’s began a call these folks to determine who was still an active Unit Commissioner; within two weeks Soaring Eagle had a viable with thirty-three names. We have a good list Unit Commissioners that are trained and committed to be trained in Commissioner Basic.

### **2.4 Chartered Units**

In order to conduct a good unit visit we needed to know; how many units there are in the district, where they are located, and when they meet. How many chartered units a District has a question should be an easy answer, in my opinion, “don’t go there with what pops in your head first.” How I was able to determine the number of active units in the Soaring Eagle District is though UVTS. When entering my unit visits in UVTS, I notice in the unit selection field that the units to choose from represent the active units in Soaring Eagle District. I created a spread sheet with all the active units listed as listed in Appendix B.

Now Soaring Eagle District has a picture of a year to date accurate list of active units. I looked up the address on “Be a Scout” web site. This a great idea and should be promoted on a yearly basis. This website will give in some cases the pack meeting dates in addition to the unit’s physical address. As good as it is as an idea, it is still not complete. Though phone calls, emails and feedback from the Unit Commissioners, Soaring Eagle District now has a file of active units describing their physical address and their meeting days.

### **2.5 Unit Commissioner Visits**

We are meeting, training, getting out there and doing unit visits; however, are we visiting every unit? One would think that after a list of viable Commissioners were determined an organizational chart would be updated. Well it didn’t. A year in Scouting is just like the popular movie title, “Fast and Furious.” In a perfect BSA world Soaring Eagle would have one UC to every three units; therefore, Soaring Eagle would need at least 24 UCs.

The District is broken down into areas based on several factors, e.g., logistics, religious affiliation, and population density, ideally, 7 units per area. Soaring Eagle has 11 areas, which means we need 11 ADCs and one DC. So the total Commissioners needed for the perfect District would be 36 Commissioners.

Well, as always reality sets in, Soaring Eagle District has 33 volunteers who want perform Commissioner Service. So Commissioners are assigned 2 to 3 units and nine areas were settled on. The

areas have 7 to 12 units. The 6 ADCs will do their best covering all areas. So after much horse trading the Soaring Eagle District areas were updated with active UCs and some degree of logistical feasibility. The changes were communicated during one of our District Commissioner meeting to the Unit Commissioners first, then at Round Table to Cub Scout, Boy Scout and Venturing leaders. This information was also posted on the District website.

During our February District Commissioner meeting a discussion was held on what is considered an effective unit visit, here are the key points we discussed:

- What is defined as a unit visit?
- What do we look for in a unit visit?
- A unit visit is to be entered into UVTS.
- Are all the units in Soaring Eagle District receiving Commissioner Service?

The unit commissioner visit is the connection between District and Council to the unit. There are two writings I found that I found to be noteworthy, see Appendix C and D. Appendix C is the one I actually used to recruit a new UC.

As you now know there is much more than 75 thoughts. Follow up really can't be stressed enough. If you work for profit or nonprofit organization, "it ain't done until it's done," all very sound advice that we do as Unit Commissioners. Al Rota took the time to put to E paper and share for all of us. We know by way of UVTS the units receiving visits. This one was written for Rural Unit visits. This is different from Boy Scouts of America Scouting in Rural Communities 523-235. Because of the economic and social diversity within Soaring Eagle District the application of these attitude pointers are easily applicable.

Both Appendices C and D come from mountains of sound advice from Unit Commissioners that they placed on the internet.

So what is a unit visit? Because unit visits are opportunities for the UC to see Cub and Boy Scouts learning and having fun. The unit leaders from both groups to show they understand the Scouting program and can teach to the best of their abilities. There are other opportunities to conduct unit visits, e.g., attending an adult leader meeting or making a phone call and asking how the unit is doing and more. Even running into your unit at a state park, it happened, on a campout, and is another opportunity for a unit visit. A District, e.g., Round Table, or a Council event in which your unit is participating is another opportunity for a visit.

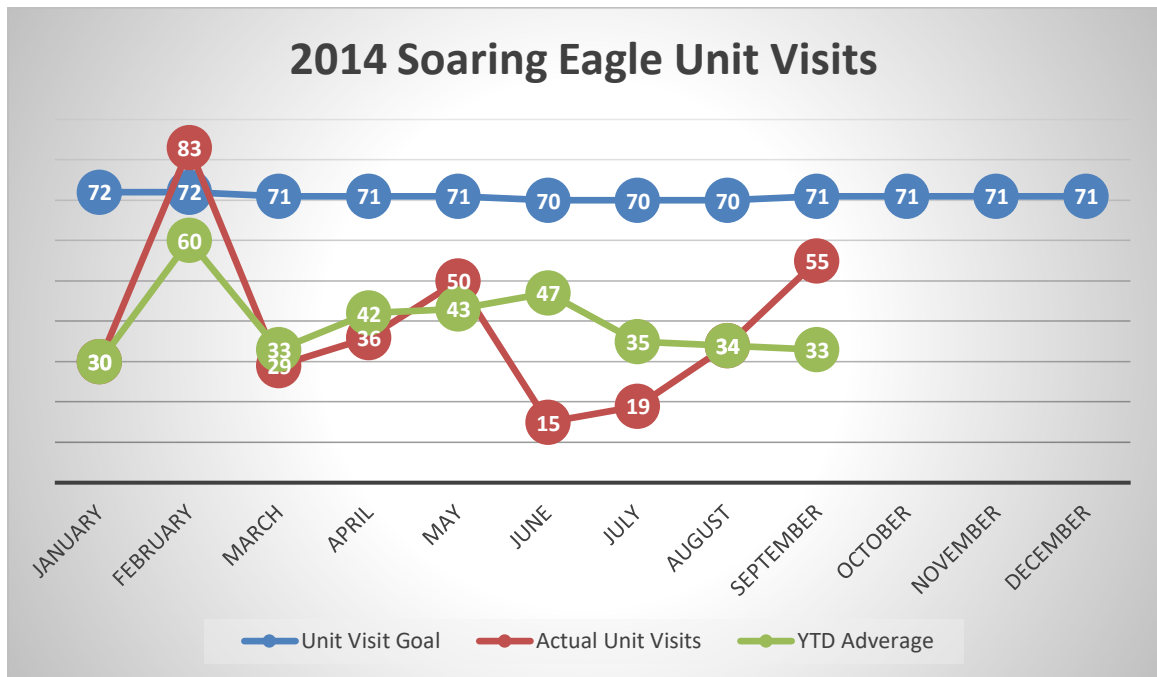
## **2.6 Reporting Unit Visits**

At the District Commissioner meeting, we decided to mirror what UVTS requested information. This form is also the plan B for the Unit Commissioners still experiencing difficulties entering visits into UVTS. Appendix E illustrates Soaring Eagles reporting form.

## 2.7 UVTS System

I did slide on UVTS entry but that is only because it's such a common topic. We are doing all the upfront right activities, but are we servicing our units with visits? This is where UVTS is such a great tool for measuring unit visit successes and giving direction to areas that need attention.

Soaring Eagle District started in 2014 with 72 units, as of October the number units are at 71. The UVST allows for downloading Excel spreadsheets for all visits, dumps. I took the number of visits and placed it on a line chart, see Figure 4. The DC set the goal number of visits of 72 per month based on the number of units. I added the average line. This chart is sent to the DC first of the month and is a statement of the known visits. What about the units without unit visits entered into UVTS?



**Figure 4: 2014 Soaring Eagle Unit Visits and Trend**

We don't have a report of units that have not received a visit. With the file created from UVTS consisting of all the active units in Soaring Eagle District I ran a UVST report and bumped it. I was able to generate a list of units that have not received a unit visit, see Table 1.

**Table 1: Units Not Visited in Soaring Eagle for February 2014**

Pack	Troop	Crew/Ship/Team
27	19	357
663	412	669
669	479	815
815	655	928
1276	669	1157
1626	815	1292
1928	928	502
1986	1157	19
	1276	669
	1830	1157
		1478
		1830

Soaring Eagle District is made up of 71 units. The monthly UVTS report can be downloaded into an Excel format. The breakdown of Soaring Eagle units are as follows:

- 13 Venturing Crews,
- 27 Cub Scout Packs,
- 21 Boy Scout Troops,
- 1 Sea Scout Ship,
- 9 Varsity Teams.

The DC has set unit visit goals of one visit per unit, per month to the amount of 71 visits per month. When I did this review it represents data from 1 January to 8 July the 8<sup>th</sup> as follows:

- Projected number of visits: 426
- Actual number of visits: 211
- 211/426 or 49% of goal

As was pointed out in Section 2.5, Soaring Eagle has 1 DC, 6 ADCs, and approximately 26 UCs. The shortage of volunteers hampers Commissioner Service to our units. This breaks down unit type and visits and shown:

- Sea Scout Ship 1/1 received Unit Visits, 100%.
- Cub Scout Packs 20/27 received Unit Visits, 74%.
- Venturing Crews 10/13 received Unit Visits, 77%..
- Varsity Team 8/9 received Unit visits, 88%.
- Boy Scout Troop 15/21 received Unit Visits, 71%.
- Total Units out of 71 units visited is 54/71 or 76%

## **2.8 Additional Issues**

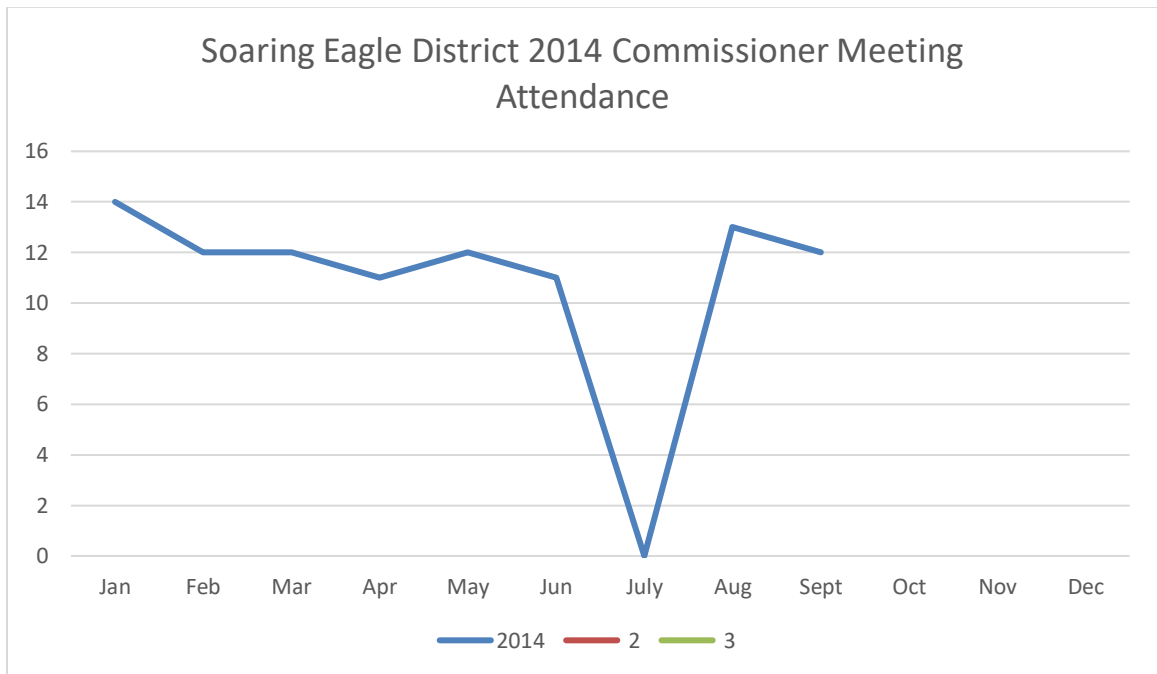
Some of the findings involved simple solutions. The LDS UC's are called to service, when they accept the position, on some occasions, an application is not filled out or turned in to Council to update the adult leader' profile. A list of adult leaders whom were supposed to be UC was submitted to our District executive to review their status. A new list of adult leaders was returned to the DC asking for the applications to be submitted again. Sometimes the applications are filled out, submitted to SHAC, and still the adult leader profile is not updated. When this happens the District Executive is the best person to call on for help. Another was classic, this unit is filled with UC's and District Committee members, and no one thought to enter their own unit into UVTS. One unit was assigned to a UC that has moved on from Scouting, an active UC was assigned. That was address with the updating and new organization chart. Lastly a UC was just not making any visits. After a coaching session with the DC, the UC renewed his commitment to Commissioner Service. Again we are all volunteers; this is what we do in our spare time. Some months we don't have the spare time to make a phone call to the unit. Overall what we have seen though the data is both an improvement in the number of visits along with the number of units visited.

## CHAPTER 3

### SUMMARY

What I wanted to accomplish is to measure the effort made at the District level commissioner service to promote the importance and facilitate effective Unit Commissioner visits. I want to recognize the fact that ADCs and UCs are volunteers, doing unit visits quietly, with little recognition and all this is done in their spare time. By hard work, collaboration with all ADCs and UCs of both LDS and non LDS units in Soaring Eagle District has improved unit visits.

Last year, 2013, Commissioners were not meeting as a group, and not making enough unit visits. District Commissioners started meeting again. The Commissioner meetings are the catalyst for continuous education in which opportunities to instruct and to learn. This improved the Unit Commissioner knowledge base when conducting a unit visit. Attendance to the Commissioner meeting went up. Last year attending the average was 2 to 4. This year it has been a steady 12 Commissioners as shown in Figure 6.

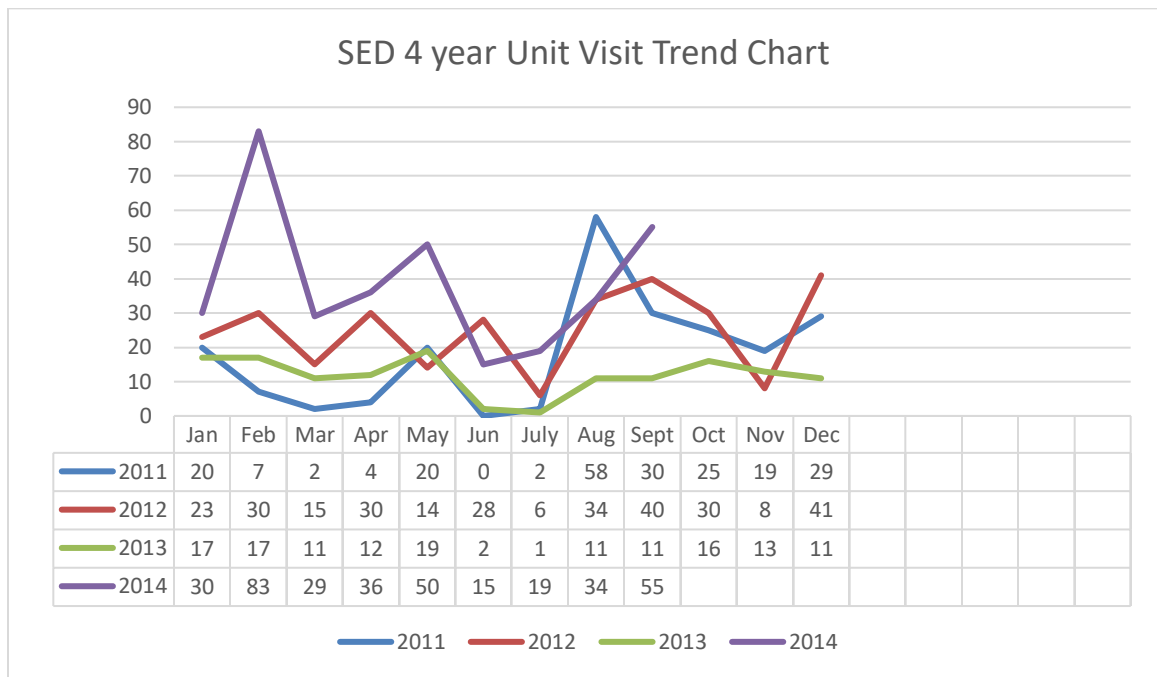


**Figure 6: Attendance at Soaring Eagle District Commissioner Meetings for 2014**

The long overdue inventory of active Unit Commissioners was completed. The list started at 40 UCs to now 33 committed to Commissioner Service. Soaring Eagle has 33 Commissioners, are BSA "Trained," and have taken and completed Unit Commissioner Basic classroom.

The Soaring Eagle District organization chart was updated, with both units and trained UCs. Soaring Eagle needs more UCs and tries not to over extend the UCs we have. The areas were logistically set up, for the best fit for both the unit UC, ADC, and units.

For years the council has been looking for some with a map and push pins to do a map for Soaring Eagle. We have a file that lists all the active units their physical address and meeting night. The UVTS went from a “Gee just another thing Council is putting on us to do”, too this is a pretty neat pile of information in which to generate reports. Figure 7 illustrates the Unit visits entered into UVTS from 2011 to 2014, this year. The starting year line was 2011 in UVTS. Nobody had access to UVTS and the number reflect that fact. That was fun times. The year 2012 shows continuous growth due a large part in access to UVTS and learning how to enter unit visits. The year 2013 shows a decline in entered unit visits. Does this represent the consequences of not meeting and less emphasis on Commissioners conducting unit visits? Looking at 2014, in comparison to the previous three years, is easy to determine that it is the best year of the four. The introduction of a form that has mirror questions from UVTS to help the UC to record the information gathered from a unit visit. During the Roundtable each Commissioner introduces him or herself and which unit is serviced putting a face and a name on the silver loops. With a great deal confidence I say a speculative number of visits that were not recorded, but none the less did occur, double what was entered.



**Figure 7: Unit Visit Trend Chart**

Soaring Eagle District has increase the numbers of unit visits entered into UVTS, more important, the increase of different number of units visited. Soaring Eagle District is not where it, wants to be on unit visits. Soaring Eagle District definitely has the momentum in the right direction. Each month Soaring Eagle District makes it happen with every UC’s best effort at every unit visit made. Here is what was accomplished. The District Commissioners went from a District Committee subset to holding

their own meetings. During the meetings continuous training sessions were held instructed by Commissioners, increasing knowledge and experience. The attendance to the Commissioner meetings has increased from 3 to 4 attending the District Committee meeting to 11 to 13. The Soaring Eagle District Commissioners were inventoried and determined if they were still active or not performing Commissioner Service. The Commissioner Organization chart was updated with active UC and active units. An increase in morale, training, purpose unit visits went up. In 2013 for the year we had recorded in UVTS only 141 unit visits. In the 2014 up to September Soaring Eagle has recorded more than 351 unit visits.

The UVST was utilized not just for reporting the number of recorded visits, but used to report unvisited units. The unvisited units report was timely and placed in the UC hands quickly for review. The UVTS report names the UC's entering unit visits, from that you can extrapolate who is not. This report was helpful in registering 5 of our LDS UC's who thought they were already registered UC's. Purpose, high morale, training, organization changes, commitment the UC's had the confidence to perform their unit visits. The goal of 71 visits was hit only once, at 83 visits, the monthly average was 33 visits. Last year the monthly average was 12 visits per month and never hit 74 visits. Did the Unit Commissioners visit every unit in Soaring Eagle, I like to say yes. Did every unit visit get recorded in UVTS? The answer is no. The number of different units visited was a low of 8 and high of 43. The use of UVTS reports to direct our Commissioner resources to units that are not receiving attention. Give praise to Commissioner whom are performing and guidance to Commissioners who need it.



## REFERENCES

1. Square Knot Newsletter from SHAC;  
<http://www.samhoustonbsa.org/Data/Sites/1/media/resources/commissioners/january2014.pdf>
2. <https://beascout.scouting.org/>
3. Unit Visitation, 75 Random Thoughts, contributed by Al Rota Unit Commissioner, Two Rivers District
4. Boy Scouts of America Scouting in Rural Communities 523-235.
5. Instructions UVTS; [www.scouting.org/filestore/pdf/Unit\\_Visit\\_Tracking\\_Instructions.pdf](http://www.scouting.org/filestore/pdf/Unit_Visit_Tracking_Instructions.pdf)

## Appendix A: E-Learning Course

# E-LEARNING COURSE MANAGEMENT SYSTEM

Select one of the tabs below to view a list of all courses available in that category. **NOTE:** Some courses require you to have the latest version of Flash Player, a free browser plug-in available from Adobe. [Click here to download a free copy of the current version.](#)

**Youth Protection Training:** New leaders are required to take Youth Protection Training within 30 days of registering and before volunteer service with youth begins. *Youth Protection Training must be completed every two years to remain current.*

**Fast Start Training:** An orientation training for your volunteer position you can take to get you started before Position-Specific is available.

**Leader Position-Specific Training:** The main course necessary to be considered “trained” for your Scouting position. See the training page of Scouting.org for “What Makes a Trained Leader.” Please Note: The instructor-led version of Position-Specific is the preferred method of training in the BSA. Self-Study such as these e-learning courses are only for those who cannot otherwise attend a training course.

**Supplemental Training:** The training beyond “the basics” to learn more about a particular skill or program. Check with your local council and view the training page of Scouting.org for additional opportunities.

**Important:** The courses you should complete are different based on the different phases of the program. Click on Cub Scout, Boy Scout, Venturing, or General depending on what position you hold, or want to be trained for. After clicking on the category, scroll down to the course you would like to take and click Take Course.

- [Cub Scout](#)
- [Boy/Varsity Scout](#)
- [Venturing](#)
- [General](#)

### Youth Protection Training

- Youth Protection Training [Retake Course](#) | [View Certificate](#)

### Supplemental Training

- This is Scouting [Retake Course](#) | [View Certificate](#)
- Physical Wellness [Retake Course](#) | [View Certificate](#)
- Safe Swim Defense [Retake Course](#) | [View Certificate](#)
- Safety Afloat [Retake Course](#)
- Weather Hazards [Retake Course](#) | [View Certificate](#)

### Leader Position-Specific Training

- Líder Tiger [Take Course](#)
- Líder Wolf [Take Course](#)
- Líder Bear [Take Course](#)
- Líder Webelos [Take Course](#)
- Cubmaster [Take Course](#)
- Instructor del pack [Take Course](#)
- Comité del pack [Take Course](#)
- Leader Position-Specific - Tiger Cub [Take Course](#)
- Leader Position-Specific - Wolf Cub [Take Course](#)
- Leader Position-Specific - Bear Cub [Take Course](#)
- Leader Position-Specific - Webelos [Take Course](#)
- Leader Position-Specific - Cubmaster [Retake Course](#) | [View Certificate](#)
- Leader Position-Specific - Pack Trainer [Retake Course](#) | [View Certificate](#)
- Leader Position-Specific - Pack Committee [Take Course](#)

#### Fast Start Orientation Training

- Den Leader Fast Start [Take Course](#)
- Cubmaster Fast Start [Take Course](#)
- Capacitación Fast Start para el Cubmaster [Take Course](#)
- Pack Committee Fast Start [Take Course](#)
- Capacitación Fast Start para el Líder del Den [Take Course](#)
- ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [View Certificate](#)

#### Youth Protection Training

- Youth Protection Training [Retake Course](#) | [View Certificate](#)

#### Supplemental Training

- Safe Swim Defense [Retake Course](#) | [View Certificate](#)
- This is Scouting [Retake Course](#) | [View Certificate](#)
- Physical Wellness [Retake Course](#) | [View Certificate](#)
- Safety Afloat [Retake Course](#)
- Climb On Safely [Retake Course](#) | [View Certificate](#)
- Trek Safely [Retake Course](#) | [View Certificate](#)
- Weather Hazards [Retake Course](#) | [View Certificate](#)

#### Leader Position-Specific Training

- Troop Committee Challenge [Retake Course](#) | [View Certificate](#)

#### Fast Start Orientation Training

- Varsity Leader Fast Start [Take Course](#)
- Fast Start: Boy Scouting [Retake Course](#) | [View Certificate](#)
- ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [View Certificate](#)

Youth Protection Training

● Youth Protection Training - Venturing Version [Take Course](#)

Supplemental Training

● This is Scouting [Retake Course](#) | [View Certificate](#)  
● Physical Wellness [Retake Course](#) | [View Certificate](#)  
● Safe Swim Defense [Retake Course](#) | [View Certificate](#)  
● Safety Afloat [Retake Course](#)  
● Climb On Safely [Retake Course](#) | [View Certificate](#)  
● Trek Safely [Retake Course](#) | [View Certificate](#)  
● Weather Hazards [Retake Course](#) | [View Certificate](#)

Leader Position-Specific Training

Fast Start Orientation Training

● Fast Start: Venturing [Take Course](#)  
● ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [View Certificate](#)

Youth Protection Training

● Youth Protection Training [Retake Course](#) | [View Certificate](#)

Supplemental Training

● This is Scouting [Retake Course](#) | [View Certificate](#)  
● Physical Wellness [Retake Course](#) | [View Certificate](#)  
● Safe Swim Defense [Retake Course](#) | [View Certificate](#)  
● Safety Afloat [Retake Course](#)  
● Climb On Safely [Retake Course](#) | [View Certificate](#)  
● Trek Safely [Retake Course](#) | [View Certificate](#)  
● Weather Hazards [Retake Course](#) | [View Certificate](#)  
● Staffing the District Committee [Retake Course](#) | [View Certificate](#)

Leader Position-Specific Training

Fast Start Orientation Training

● Chartered Organization Representative Fast Start [Retake Course](#) | [View Certificate](#)  
● Unit Commissioner Fast Start [Retake Course](#) | [View Certificate](#)  
● ScoutParents Unit Coordinator Fast Start [Retake Course](#) | [View Certificate](#)

**Course Status** ● - Not Started ● - In Progress ● - Completed ● - Expired

**Appendix B: List of Charter Units, Location and Meeting Nights**

<b>Unit</b>	<b>Ward</b>	<b>Stake</b>	<b>Address</b>	<b>Night of Meeting</b>
Crew 0019	Cypress	Cypress	10555 Mills Rd, Houston,TX,77070	Wednesday
Crew 0084	Longwood	Cypress	12310 New Hampton Dr, Tomball TX 77377	Wednesday
Crew 0104	Weatstone	Cypress	16203 Longenbaugh Rd, Houston,TX,77095	Wednesday
Crew 0271	Bridgeland	Cypress	21521 Fairfield Place Dr, Cypress,TX,77433	Wednesday
Crew 0357			Bayou Rifles INC12006 W Morgan Dr Houston,TX,77065	
Crew 0412	Silver Pines	Cypress	10555 Mills Rd, Houston,TX,77070	Wednesday
Crew 0669	Houston 10th	Houston West(SP)	12403 Aliso Bend Ln, Houston,TX,77041	Wednesday
Crew 0815			Our Lady of Lourdes Catholic Church 6550 Fairbanks N Houston Rd ,Houston,TX,77040	Sunday
Crew 0928			Prince Of Peace Catholic Community 19222 State Highway 249 Prince of Peace Catholic Community Houston,TX,77070	Monday
Crew 1157	Tomball	Cypress	12310 New Hampton Dr, Tomball,TX,77377	Wednesday
Crew 1292			Cy Fair Lions Club, 9600 W Little York Rd, Houston,TX,77040	
Crew 1478	Fairfield	Cypress	21521 Fairfield Place, Cypress TX	Wednesday
Crew 1830	White Oak	Cypress	10055 West Rd, Houston,TX,77064	Wednesday
Ship 0502			FOUNDRY UMC 8350 Jones Road, Houston,TX,77065	Monday
Pack 0019	Cypress	Cypress	10555 Mills Rd, Houston,TX,77070	
Pack 0027			Danish Elementary, 11850 Fallbrook Dr, Houston, TX 77065	
Pack 0084	Longwood	Cypress	12310 New Hampton Dr, Tomball TX 77377	
Pack 0104	Weatstone	Cypress	16203 Longenbaugh Rd, Houston,TX,77095	
Pack 0200			Bang Elementary, 8900 Rio Grande St. Houston,TX,77064	3rd Thursday
Pack 0271	Bridgeland	Cypress	21521 Fairfield Place Dr, Cypress,TX,77433	Tuesday

Unit	Ward	Stake	Address	Night of Meeting
Pack 0381			Wilburn Elementary, 10811 Goodspring Dr Houston,TX,77064	
Pack 0396			Hairgrove Elementary, 7120 Eldridge Parkway Houston, TX 77041	3rd Tuesday night of month
Pack 0412	Silver Pines	Cypress	10555 Mills Rd, Houston,TX,77070	
Pack 0619	Lakewood	Cypress	12310 New Hampton Dr, Tomball TX 77377	
Pack 0626			Moore Elementary, 13734 Lakewood Forest Dr, Houston, TX 77070	
Pack 0663	Spring Branch	Cypress	4703 Shadowdale Dr Houston,TX,77041	
Pack 0669	Houston 10th	Houston West(SP)	12403 Aliso Bend Ln, Houston,TX,77041	
Pack 0771			Reed Elementary, 8700 Tami Renee Ln Houston,TX,77040	
Pack 0815			Our Lady of Lourdes Catholic Church 6550 Fairbanks N Houston Rd ,Houston,TX,77040	Sunday
Pack 0866			Gleason Elementary, 9203 Willowbridge Park Blvd Houston,TX,77064	
Pack 1005			Kirk Elementary, 12421 Tanner Rd Houston, TX 77041	3rd Tuesday of Month
Pack 1028			Carverdale Community Fellowship. 10028 Algiers Rd. Houston, TX 77041	2nd&4th Tuesdays
Pack 1157	Tomball	Cypress	12310 New Hampton Dr, Tomball,TX,77377	
Pack 1177			Post Elementary 7600 Equador St Houston,TX,77040	
Pack 1276			John Wesley United Methodist Church, 5830 Bermuda Dunes, Houston, TX 77069	
Pack 1478	Fairfield	Cypress	21521 Fairfield Place, Cypress TX	
Pack 1514			Metropolitan Baptist Church, 13000 Jones Rd, Houston, TX 77070	
Pack 1614			Emmott Elementary, 11750 Steeple Way Blvd, Houston, TX 77065	
Pack 1626			Moore Elementary, 13734 Lakewood Forest Dr, Houston, TX 77070	

Unit	Ward	Stake	Address	Night of Meeting
Pack 1830	White Oak	Cypress	10055 West Rd, Houston,TX,77064	
Pack 1928			Houston,TX,77064	
Pack 1986			First Metropolitan Church, 8870 W Sam Houston Pkwy N, Houston, TX 77040	
Team 0019	Cypress	Cypress	10555 Mills Rd, Houston,TX,77070	Wednesday
Team 0084	Longwood	Cypress	12310 New Hampton Dr, Tomball TX 77377	Wednesday
Team 0104	Weatstone	Cypress	16203 Longenbaugh Rd, Houston,TX,77095	Wednesday
Team 0271	Bridgeland	Cypress	21521 Fairfield Place Dr, Cypress,TX,77433	Wednesday
Team 0412	Silver Pines	Cypress	10555 Mills Rd, Houston,TX,77070	Wednesday
Team 0669	Houston 10th	Houston West(SP)	12403 Aliso Bend Ln, Houston,TX,77041	Wednesday
Team 1157	Tomball	Cypress	12310 New Hampton Dr, Tomball,TX,77377	Wednesday
Team 1478	Fairfield	Cypress	21521 Fairfield Place, Cypress TX	Wednesday
Team 1830	White Oak	Cypress	10055 West Rd, Houston,TX,77064	Wednesday
Troop 0019	Cypress	Cypress	10555 Mills Rd, Houston,TX,77070	Wednesday
Troop 0084	Longwood	Cypress	12310 New Hampton Dr, Tomball TX 77377	Wednesday
Troop 0104	Weatstone	Cypress	16203 Longenbaugh Rd, Houston,TX,77095	Wednesday
Troop 0271	Bridgeland	Cypress	21521 Fairfield Place Dr, Cypress,TX,77433	Wednesday
Troop 0277			St Maximillian Kolbe Catholic Church, 10135 West Rd Houston,TX,77064	Monday
Troop 0412	Silver Pines	Cypress	10555 Mills Rd, Houston,TX,77070	Wednesday
Troop 0479			St Timothy Lutheran Church, 14225 Hargrave Rd, Houston, TX 77070	Tuesday
Troop 0655			St Timothy United Methodist Church 8787 N Houston Rosslyn Rd Houston,TX,77088	Monday
Troop 0663	Spring Branch	Cypress	4703 Shadowdale Dr Houston,TX,77041	Wednesday

<b>Unit</b>	<b>Ward</b>	<b>Stake</b>	<b>Address</b>	<b>Night of Meeting</b>
Troop 669	Houston 10th	Houston West(SP)	12403 Aliso Bend Ln, Houston,TX,77041	Wednesday
Troop 0747			Jersey Villiage Baptist Church, 16518 Jersey Dr Houston,TX,77040	Monday
Troop 0815			Our Lady of Lourdes Catholic Church 6550 Fairbanks N Houston Rd ,Houston,TX,77040	Sunday
Troop 0928			Prince Of Peace Catholic Community 19222 State Highway 249 Prince of Peace Catholic Community Houston,TX,77070	Monday
Troop 1028			Carverdale Community Fellowship. 10028 Algiers Rd. Houston, TX 77041	2con and 4th Tuesday of Month
Troop 1157	Tomball	Cypress	12310 New Hampton Dr, Tomball,TX,77377	Wednesday
Troop 1177			FOUNDRY UMC 8350 Jones Road, Houston,TX,77065	Monday
Troop 1276			John Wesley United Methodist Church, 5830 Bermuda Dunes, Houston, TX 77069	Monday
Troop 1477	Waller	Cypress	2325 Meyer Waller Rd, Waller TX	Wednesday
Troop 1478	Fairfield	Cypress	21521 Fairfield Place, Cypress TX	Wednesday
Troop 1830	White Oak	Cypress	10055 West Rd, Houston,TX,77064	Wednesday
Troop 1944			Fairbanks United Methodist Church 14210 Aston Street Houston,TX,77040	Monday



## Appendix C: Unit Visitation - 75 Random Thoughts

**Unit Visitation  
75 Random Thoughts  
Contributed by Al Rota  
Unit Commissioner  
Two Rivers District**

Here is a list of thoughts and ideas I have had about serving your units as a Unit Commissioner. Feel free to substitute genders and types of units to fit your specific situations. Also, these are not Holy Nuggets. They are worth exactly what you paid for them. What works for me, may not work for you, or they may need some adjustment to work for you.

1. First and foremost, it is all about the Youth!!!
2. Visit each of your units monthly.
3. Just as in sales, the Customer (Unit) visitation is your strongest tool.
4. Before going on a unit visit, be sure you know the words to: The Pledge of Allegiance, the Scout Oath and the Scout Laws. Also the Scout handshake. Your leaders will judge you based on these simple Boy Scout tests.
5. Before you go on your first unit visit, pass the Youth Protection Training.
6. Obtain a copy of the Guide to Safe Scouting, either from the Scout Shop or download and print a copy online. Then READ THROUGH IT. Also, know that it is updated yearly.
7. Read through your Commissioner Fieldbook for Unit Service
8. Read the Commissioner Helps for Packs, Troops and Crews
9. The Boy Scouts have an extensive collection of printed materials, take advantage of that.
10. The Boy Scouts of America is kind of like kicking a field goal in football. As long as the ball goes above the bar, and between the uprights, it counts.
11. The Scout office is open roughly the same hours as your typical Scoutmaster works. It is hard for him / her to get there. Unless there is trouble, the paid executive will not likely be attending troop meetings. You are the only district level Scouter that will go to the troop monthly. To the leader, you become the representative of the Boy Scouts of America, since you are the only contact they see. You are the only one who cares enough to go see them. You are the Boy Scouts of America.
12. Put a smile on your face. Be polite. Be friendly. Act like ladies and gentlemen.
13. The church has the 10 commandments. We have the 12 points of the Scout Law. Walk the walk, and talk the talk. They will help guide you. Lead through example.
14. Leave any ideas about telling anyone anything at home. You are allowed to suggest, guide or inform, but not to tell. There are 2 exceptions that I can think of. One is if a youth is in danger, then you must stand up for that youth. The other instance I can think of is if the building is on fire...
15. You are AN ADVOCATE for the unit to the district. Kind of a fairy Godmother in funny green clothes.
16. Remember, it is their unit. You are a visitor, whose primary job is to observe.
17. There are some stereotypes and partial truths that a commissioner must overcome.
  - o You are there to drink all their coffee and eat all their food
  - o You are there to tell them how to run their units
  - o You are there to spy on them to the district
  - o You are there to hound them about the re-charter money and paperwork
18. Avoid being a jerk whenever possible. Unit leaders don't want to work with jerks.

19. If possible, get someone to take you to your first unit meeting, and do introductions, and help you get started on the right foot. There is never a second chance to make a good first impression.
20. There are a lot of things I count as a unit visitation. If all your visits are done in the same setting, it is likely that you will gather the same information over and over again. I have gone polar bear camping, Yard charge, bike hikes, cabin camping, gone to see them at the fair, attended court of honor, visited at scout camp and I have been to the scoutmasters house, and place of business. The information has varied greatly from place to place, and it has helped us to bond.
21. Remember the Golden Rule: "Do unto others as you would have them do to you"
22. "You can get everything you want in life, if you help enough other people get what they want" by Zig Ziglar
23. "Everyone's favorite radio station is WII-FM (what's in it for me" by Brian Tracy
24. When you meet your scoutmaster, shake his hand (scout handshake) and look him in the eyes.
25. Learn the names of your leaders, and learn to say them correctly. Everyone likes to hear their name said correctly and out loud, unless you are the police.
26. Give them your contact information, on a business card maybe?
27. Gather their contact information. Phone number, email, etc...
28. Wear a nametag to make remembering your name easy for them.
29. Show genuine interest in what they are doing, and what they tell you.
30. Be yourself (OK your polite self).
31. You have 2 ears, and one mouth. You should listen and talk in that ratio. 2/3 listen, 1/3 talk. ( I like this one best SEW )
32. Ask questions, but do not GRILL them.
33. Ask questions that require more than a yes or no answer, and LISTEN to their answers.
34. Find their "hot button", push it, and let them talk.
35. Allow them to teach you something, even if you already know it. Allow both the youth and the adults to teach you something. You may be surprised and learn something new, it helps the youth grow, and it helps you bond with the leader.
36. Do not ask all your questions on the first visit. You will be back next month. This is an ongoing process. It is not fast, but it is very important.
37. Think of your commissioner / unit leader relationship as building a skyscraper. You need a deep solid foundation, so you can build a tall, tall building, that will survive big windstorms and terrorist attacks.
38. Learn the names of the other leaders, as well as the youth, the troop committee, and the parents.
39. Unusual things may come up. Remember there are at least two sides of every issue. Be sure to learn all the "WHY" information before making any kind of judgment.
40. Dale Carnegie says "Be fast to praise, slow to criticize"
41. Wear your uniform. Class A or B depending on what your instinct tells you.
42. Help out some way. If they cook, do the dishes. Help carry things to or from the truck. Hold the door. Make the bug juice. Etc...
43. If there is an entrance fee, or a cost, be sure to pay your way. Do not be a financial strain on your troop.
44. If they offer you food or drink, accept their kindness in moderation. Also be sure the youth get served first if there is any possibility of running out.
45. Find something to give genuine praise about.
46. If asked to speak, keep it short, polite and real.
47. If you do speak, speak about them.
48. Under promise and over deliver.

49. FOLLOW THROUGH, and keep your promises
50. People tend to enjoy pleasant surprises and random acts of kindness. Create some.
51. Spend time with each of your leaders, remember you are teambuilding
52. At your first few meetings, you will be a guest, a visitor. After they get used to you, hopefully you will have become part of their troop family. You will belong. After you belong, and they find out they can trust you, and they can count on you, they will open up to you.
53. Praise in Public, Disagree in private. Never embarrass someone in front of other people.
54. You are not their mother. You do not have the power to tell them what to do.
55. Unless they have issued an open invitation, call ahead to let them know you are coming.
56. Be wary of the Time Trap. My goal is not to take an active part in my units weekly operation. If my Troop had its way, I should quit commissioner's staff, and sign up with their unit full time. To remain effective, you must maintain a healthy balance of visiting enough, and visiting too much.
57. If you use a notebook, like I do, be very careful what you write in it. Nothing offensive.
58. Do not fill in the Commissioner's Worksheet at the meeting. Do it later, out of sight. You do not want them to think you are grading them. They know you have to report, but do not wave it in their faces.
59. You must Plan. Plan to visit. Plan to succeed. Your plan may change, but the absence of a plan is typically a poor plan that seldom works the way you want it to.
60. Say THANK YOU, often. Thank you for the refreshments. Thank you for inviting me to your Court of Honor. Thank you for the work you do with the youth. I like to bring fliers from the scout office. Anything to show I was thinking of them.
61. I like to bring articles I've cut from newspapers and magazines, that involve my units.
62. If they missed a roundtable, or other meeting, and paperwork was passed out for that unit, I take the paperwork on their behalf, and deliver it the next meeting. (this may be enabling, but it helps them thrive)
63. You need to promote training.
  - o Baden Powell Institute
  - o Philmont Training
  - o Leader Specific Training
  - o Boy Scouts
  - o Cub Scouts
  - o Venturing
  - o Youth Protection Training
  - o Woodbadge
64. If they take pictures at their events, look at their pictures, show interest.
65. Promote District and Council and National events
  - o Jamboree (National & World)
  - o Camper-all (Council Encampment)
  - o Yard Charge
  - o Popcorn Sales
  - o Summer Camp
  - o Camp Staff
  - o Philmont & Tinnerman
66. Promote the Friends of Scouting fundraising effort. It benefits the youth.
67. Bring the answers to last months questions.
68. Listen to anything that is on their mind. Let them vent if necessary.
69. Promote Roundtable attendance
70. Make Re-chartering happen on time
71. In sales, there is a concept called the HOT BUTTON. It is simply something the prospect thinks is really important. If your product fulfills the hot button requirements, then you

should use their hot button, and your solution in their presentation. Your leader may have a hot button, something he loves to talk about that the troop does. My leader's hot button is canoeing. Next year, instead of summer camp, they are going on a canoe trip. I can always ask about the plans for next year's trip, or to see the pictures from the last one, and it makes his day. He loves to talk about it, and I love to hear him talk about it.

72. Ask them what they need to make their program even more successful
73. Find something to give them genuine praise about.
74. Occasionally, GRACEFULLY, GENTLY AND TACTFULLY suggest things based on your observations.
75. At various events, I have met other leaders that want to meet the leaders from units I am commissioner for. Trade phone numbers and information to facilitate that.
76. Follow-up
77. Follow-up
78. Follow-up
79. Follow-up
80. Follow up (yes I said it 5 times. It is very important)
81. File a report with your Assistant District Commissioner (ADC), or your District Commissioner (DC), depending how your chain of command is constructed. This will let those above you know you are visiting, and doing your job. I like to email. It can be done in the middle of the night, and I can rewrite it a few times until it is acceptable. The report is just that a report. It is not a tell all. With time, you will learn the difference between a leader venting, and a leader experiencing true problems. Pages 54 to 60 in your Commissioner's Fieldbook have Unit Commissioner Worksheets for each type of unit. These should be filled in periodically, and sent up to your ADC or DC. They will give you guidance as to the frequency. The Scout office has these forms for around a dime apiece. I suggest you buy one of each, and make Xerox copies, or I believe they are available on the website, and you can download and print. Either way, you will keep your book intact. When you report, always, always, always find something good to say about the unit.
82. When facing something new, or tricky, ask for help from your ADC / DC. Chances are good they have run into it before
83. Strive for continuing education. It will help you be the best at what you do. Many sales training courses are on CD or cassette tape. There are many similarities between making unit visits and making sales calls. Get them on loan at your local library, used on eBay, or full retail at Nightingale Conant.
84. Earn your Commissioner Arrowhead. It is not about you, so much, as it is about the units you are serving. If you earn the award, your units have been well tended to. Do it for them.
85. Attend your District Commissioner monthly meetings. There are often small training sessions, and a chance to compare problems with known solutions
86. Attend the Council Consolidated Meeting. You will gain a broader understanding of the big picture, and you will meet other Scout Leaders, and you can network with them.
87. Promptly return phone calls
88. Promptly return emails
89. Be aware that there are at least 2 different Guides to Safe Scouting. One allows Boy Scouts to use .22 rifles, the other allows Venturing youth to use handguns.
90. Be aware that there are two different versions of Youth Protection. One teaches Cubs about "stranger danger" while the Venturing version talks about "date rape"

## Appendix D: Unit Commissioner's Attitude

**Be flexible and spontaneous.** Rural unit situations may differ greatly from urban ones, and from each other; each may require different responses on your part. Be prepared to use the resources that are at hand, and know that the help you provide on a unit visit may not be exactly what you expected to accomplish.

Conditions in the unit and neighborhood may change fast, and your unit service plans may have to be modified quickly. Be prepared to spend more time with those units that need the most help. Visit or otherwise stay in touch, more than once a month. With a new or reorganized unit, make some kind of weekly contact until the unit has "taken root."

**Be responsive.** Pay attention and respond to unit needs and circumstances. Don't put the wants and needs of the district ahead of the wants and needs of the unit. Your most important role is as an advocate of the unit and a helper of unit volunteers.

**Be friendly and informal.** Probably the most welcome help will be that provided on a friendly, informal basis. Don't sell Scouting so hard that you aren't listening to what unit leaders are saying. Watch

and listen to the unit in action, but with no suggestion of snooping or prying, of course. Place less reliance on formal rules, paper flow, and other administrative formalities that don't fit local lifestyles. Formal council operating procedures can be limited to broad, essential policies and those procedures that have specific relevance to the communities served.

**Be active.** Don't wait to be told about what is needed: Learn about the unit. Listen. What are their interests, needs, resources, and background? How can they be reached? Who do they know? What groups do they belong to? Some unit volunteers won't seek your help with their problems. You may have to go the extra mile to make your assistance available to units.

**Be supportive.** When people lack confidence in doing something new, they fear failure. What they need most to succeed is a feeling of confidence. You can help them increase their self-confidence. Emphasize the strengths of the rural community and the people in it. Provide immediate recognition for

small successes. Say "well done." Write a note. Make a phone call. Or present a small award. Material

awards are more effective than abstract recognition.

**Be a guide.** Use the show-and-do method of training; don't just tell people what to do. Be sure both the "show" and the "do" are related to the unit's environment and lifestyle. Link your coaching to what unit leaders are presently doing in their units.

**Be comprehensive in approach.** Try to look at the total unit situation. The work of the unit is made up of many things and may have more than one problem. Be aware of both problems expressed by unit people and problems they don't know they have. Think in terms of alternative approaches, not single solutions. We can be bound together in Scouting fellowship even though we use somewhat different

methods to meet different situations. Each week, review a few units in-depth with the Scouter to whom you report or with those whom report to you. For each unit: (1) Look at the total condition of the unit. (2) Determine the highest priority for help. (3) Decide the best individual service efforts you can provide in the next 30 days. (4) Who will make it happen and how? The next week review several more units. After a month or so, you'll be then on a number of categorical checklists for the district. It assures a constant updating of individual needs and service plans to meet those needs.

**Be respectful.** Don't be a super Scouting expert. Avoid discouraging unit people with a showy display of expertise. Help them be the experts. Guard against the "I-did-it-the-right-way-why-can't-you?" attitude. Your attitude toward unit people is more important than any information you have to share. Counsel unit

people in a way that bolsters their pride and provides solutions that fit their unit and their community situation. At all costs, avoid using labels for people. Plan around the other important events in community volunteers' lives—weddings, funerals, hospitalizations, etc. Also take into consideration key events for the chartered organization.

**Be empathetic.** Always try to understand how things look and feel to the other person. Put yourself in the other person's shoes. Empathy can be one of the most valuable and powerful qualities you can develop to strengthen your relationship with each unit, your communications, and your ability to get things done through other people.

**Be present.** Face-to-face communication is usually preferable to telephone or Internet. Telephone is usually preferable to written forms of communication. Instant messaging would be better than email.

When you write, use more informal, handwritten notes and letters.

**Be discreet.** Don't take sides in neighborhood or unit disagreements. Respect confidences. Don't gossip about *anyone*. If a unit requires the use of alternative methods because, for instance, there is a lower level of parent avoid emphasizing the fact that the methods are different or unusual; emphasize the strength of the solution.

## Appendix E: Soaring Eagle Unit Visit Report Form

**Date of Visit:**

**Unit Type and number:**

**The type of visit:**, which comprises of the unit activity, unit meeting, leader meeting, and other is listed if the visit does not fit the first three categories.

**The number of youth:** UVTS ask only for the youth head count. Counting Cub Scouts can be difficult. What I do here, for a Pack is look for neckerchiefs' Orange, Tigers, T6, Yellow, Wolves, W7, Blue, Bears, B8, and Plaid WEBELOS, WE9. Boy Scouts, depending on the size of the unit can actually be harder when count by rank. I look at combined number of 1<sup>st</sup> Class, Star, Life ranks and the combined number of the 2<sup>nd</sup> Class, Tenderfoot and Scout ranks in the troop. The Varsity, Ship and Venturing will be the easy to count.

**The number of adults:** I count the number of adults present, not the number of adult in uniform.

**What is the unit doing,** was it fun, were the jokes that made laugh, did the boys learn something, did you learn something new, and did the pack follow the monthly Cub Scout theme. Where there enough adults? You are always looking for the positive. If you read Al Rota's list, the program does not have to follow the book letter by letter, just like football if it went through to uprights, it counts.

How much time should I spend at the meeting? Enough time to get the feel of the unit, are they doing well is there a possibility they need help. One of the questions that we ask is the adults meeting as a group for planning purposes? Yes, that's good, no the adult leaders are not meeting that is not so good. Yes meeting as a group means the adults are following their training, presenting the program and preparing the next group of leaders. No the adults are not meeting, one or two adults are doing all the work, new adults are not stepping up to help, and there will be future consequences because of it.

There are difference types of unit visit. When the UC performs the unit visit, the information that is gathered has been identified. If there are questions from the unit leaders, follow up with answers is necessary. A form with the same questions as UVTS has been distributed to the UC. These forms also represent a plan B for the UC's whom don't have access to UVT yet. What is next is the entry of the unit visit for your assigned unit into the UVTS. In order for a UC to be able to enter a unit visit into UVTS, the UC must have submitted an adult application for the position of UC. This application is approved by the DC and SHAC and entered into BSA data base updating the adult leader's profile. One of the requirements in addition to the application is the completion of Commissioner Basic course. When complete, knock on wood the UC is able to enter the unit visit into UVTS. What I will do here is give the web site location on how to enter a unit visit into UVTS. It is very self-explanatory

[www.scouting.org/filestore/pdf/Unit\\_Visit\\_Tracking\\_Instructions.pdf](http://www.scouting.org/filestore/pdf/Unit_Visit_Tracking_Instructions.pdf)

## Appendix F: Example of Continuous Learning for Commissioners

Continuous Learning Subject matter History of JTE

Hello my name is Steven Ware; tonight I will talk about Journey to Excellence," Why Start Now. Every time I say JTE say roadmap. JTE, Roadmap. Every Journey has a start, the history of the Quality Award, who does JTE apply to, what does JTE cover. Conclusion: Why start now, this is what JTE accomplish?

The purpose of Journey to Excellence according to Boy Scouts of America is "'Scouting's Journey to Excellence" is the BSA's council performance recognition program designed to encourage and reward success and measure the performance of our units, districts, and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA."

The Journey to Excellence has its beginnings with The Quality Unit Program. The Quality Unit program was first introduced in 1986. The Quality Unit program is an effort to recognize units that have met specific requirements established on a charter year basis.

There are ten categories for the unit-level award. Four of the ten noted categories are required. Completion of six categories would qualify a unit for this award. These requirements can change every two years to reflect current programming.

Packs that meet or surpassed their unit goals receive a special flag streamer and have permission to purchase uniform emblems to be worn below the Den medallion, on the right sleeve, as a permanent award.

In 1990, the BSA revised the Quality Unit program to only allow the most recently earned quality unit award to be worn. This eliminated shirt sleeves that had lots of these patches. Scouts and their leaders had tended to wear all of the Honor/Quality Unit emblems that their unit has earned since "the start of time".

The Requirements (\* items required)

1. **\*Training:** The Cub master and at least 50% of the Den Leaders will complete Cub Scout Leader Fast Start Training and Leader Basic Training for their position
2. **\*Two-Deep Leadership:** A Pack will have one or more assistant Cub masters registered, trained, and active. One registered adult is assigned responsibility for Youth Protection training.
3. **\*Outdoor Activities:** The Pack will participate in one or more of the following experiences: Cub Scout Day Camp, resident camp, family camp, Webelos Den overnigher(s), and/or other activities conducted or approved by Council.
4. **\*On-Time Charter Renewal:** The Pack will complete its charter renewal before its current charter expires
5. **Pack Meetings:** A Pack will hold a minimum of nine pack meetings per year, and the Pack will earn the National Summertime Pack Award.
6. **Tiger Cubs:** There will be one or more Tiger Cub Dens in the Pack.



7. **Service Project:** The Pack will conduct a service project annually, preferably for the chartered organization or community.
8. **Advancement:** Seventy percent or more of the Scouts will advance a rank, or the Pack will have a ten percent increase in total rank advancement over the previous year. Approved ranks for this recognition include Bobcat, Wolf, Bear, Webelos and Arrow of Light.
9. **Boy's Life:** A subscription to Boy's Life will go into the homes of all our Pack members, or the Pack will achieve a ten percent increase over a year ago.
10. **Membership:** The Pack will renew its charter with an equal or greater number of youth registered over a year ago.

Reference this is Scouting BSA Viking Council Web Site.

The Centennial Quality Award is named in celebration of the 100th anniversary of the Boy Scouts of America.

The award began in 2007 and continues until 2010. Each year that you qualify, you will qualify to receive recognition for a Centennial Quality Award for that year.

There was a red background in 2007, a white background in 2008, a blue background in 2009, and 2010 will have a red, white, and blue background.

The Journey to Excellence replaces the [Centennial Quality Awards](#) program starting in January 2011; a new quality program called Journey to Excellence (JTE or sometimes J2E) has become the new national performance assessment, communication, and recognition program for units, as well as for councils and districts.

The Journey to Excellence is an excellent score card for Pack, Troop, Ship, Crew, Post, Team, District, Council, Exploring District to follow their progress in delivering the Scouting program.

What I have done to avoid holding up nine different scorecards is to list on an excel sheet the JTE criteria and points needed to earn the bronze, silver and gold for Pack, Troop, Ship, Crew, Post, Team, District, Council and Exploring District.

I will be handing this out shortly. Each JTE scorecard criteria when sorted and lined shows a deal of continuity. Unique attributes to each unit is in its criteria. The criteria common points are: Advancement, Retention, Growth, Program participation, Adult training, budgets and finance.

Review at the unit level the points needed for Bronze is 700 points, The Silver is 1,000 points and the gold is 1,600 points, the exception is Post. Note review the criteria 10/13 etc. What the unit is doing, what the district doing what is the council is doing. This scorecard also tells you what you are not doing or not doing enough of.

The Journey to Excellence is the answer to the time old question in Scouting, "Commissioner how am I doing?" With the Quality Unit award, starting back in 1986, with the 10 criteria points that affirms the program is being followed to The Centennial Quality Award to celebrate the 100 years of Scouting and recognize quality programs. The Journey to Excellence is a calendar year road map, to display the Scouting program and where your unit is at. JTE also will show were the unit needs to be. So Commissioners when visiting your units ask Commissioner how I am doing. Answer by asking how their Journey to Excellence is going.

Let's end this with a quote: Be a yardstick of quality. Some people aren't used to an environment where excellence is expected. - This comes from the late Steve Jobs. Thank you.