



November Commissioner Service Assignment

To be completed prior to **December** Commissioner Meeting

Unit Commissioners are the **DIRECT CONTACT LINK** to all Scouting units and unit service. Following are universal discussion items as well as a few spaces for districts to collect/promote items relevant to their district.

Monthly Contact Unit Commissioner(s)

Call the Unit Leader of your assigned unit (Pack, Troop, Team, Crew, or Ship) and collect / promote the following items (if you need phone numbers please call your ADC/DC) and provide collected information back to your District Executive or District Commissioner.

Unit Visit Tracking System

The following information will be needed for the Unit Visit Tracking System:

District: _____ Unit: _____ Date: _____

Visit Type:	Unit Activity	Unit Meeting	Leader Meeting	Other	_____ # Youth	_____ # Adults
Planning	Did the observed program reflect prior planning and adequate preparation?				Yes	No
Program	Was the activity appropriate to the stated advancement and program objectives?				Yes	No
Leadership	Was adult (and age-appropriate youth) leadership present during this activity?				Yes	No
Tone	Did the Scouts appear to enjoy and be engaged with the program activity?				Yes	No
Attendance	Was actual attendance at this activity at or near the number of enrolled youth?				Yes	No

First question Unit Commissioners should ask: **Is there ANYTHING you need help with?**

Packs:

Items to Collect:

- Listing of Current Youth & Leaders within their unit (Membership Inventory)
- Next opportunity to join Scouting date, location, time, contact person and special event conducted; entered into UTS.
- Blue and Gold Banquet Date, Time & Location for Family FOS and entered into UTS.
- What are your Pack's Training Needs?

Items to Promote:

- Cub Scout Leader Basic Trainings scheduled
- Cub Scout Program (if any to promote), Polar Cubs.
- Webelos Crossover – have your Den's been in contact with a Troop?
- How is the popcorn sale going and do you need anything
 - Popcorn pickup November _____.
 - DUE: Popcorn product returns / online product order and prize order due Nov _____.
 - Popcorn prizes ordered online.
- District dates and events.
- GTFA hours logged.

Troops/Teams:

Items to Collect:

- a. Listing of Current Youth & Leaders within their unit (Membership Inventory)
- b. Next Court of Honor Date, Time & Location for Family FOS and entered into UTS.
- c. When is your troop conducting a "Troop Open House" to invite potential new boys to join Scouting. Obtain date, location, time, and contact person and enter into UTS.
- d. What are your Troop's Training Needs?
- e. Rechartering due at the January Roundtable.

Items to Promote:

- a. Webelos Crossover – has your Troop been in contact with Packs and Webelos Dens?
 - b. Scoutmaster Leader Basic and Varsity Trainings scheduled.
 - c. Boy Scout Program (if any to promote), Klondike Derby.
 - d. How is the popcorn sale going and do you need anything?
 - Popcorn pickup November _____.
 - DUE: Popcorn product returns / online product order and prize order due Nov _____.
 - Popcorn prizes ordered online.
 - e. District dates and events.
 - f. GTFA hours logged.
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Crews:

Items to Collect:

- a. Do you have a first-nighter recruitment set for this fall? Enter date, time & location into the UTS.

Items to Promote:

- a. Does your Crew participate in the Venture Officers Association (VOA)? If not, has it ever been considered?
 - b. Venture Leader Basic Trainings scheduled
 - c. How is the popcorn sale going and do you need anything?
 - Popcorn pickup November _____.
 - DUE: Popcorn product returns / online product order and prize order due Nov _____.
 - Popcorn prizes ordered online.
 - d. District dates and events.
 - e. GTFA hours logged.
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Please be ready to report on your visits, to your ADC/DC, at the **December** Commissioner Meeting. If unable to attend, please report on your visits, to your ADC/DC by email or phone, before the meeting. Ensure that visits are logged into the Unit Visit Tracking System at www.MyScouting.org. Contact your ADC/DC immediately, if you discover a unit in serious trouble.



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