

COMMISSIONER SERVICE: AN ORIENTATION GUIDE

by

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COMMISSIONER SERVICE: AN ORIENTATION GUIDE

I. The need for Unit Commissioner Service

The Scouting program over the years has grown into such a large operation that the local unit leader can not possibly know and understand all there is to know concerning Scouting. While the unit leader is more concerned about the individual Scout, there are a number of things that he should be aware of, and due to the time that is spent with the unit, he can not keep up with all the different activities that are going on in the local District or Council. Time is one of the most precious things to a unit leader, so he must allocate his time to the areas that he feels that needs the most attention.

The District Executive is one person with whom the unit leader can communicate with to receive information and help in relationship to the needs of the unit. However, the unit leaders must also understand that the District Executive is just one person, and can not possibly spent all this time each day in keeping the units in his district running smoothly. With all the help that the District Executive can give the unit leaders, there is still those times when the leader would like to sit down with someone and talk about the situation that might arise within the unit. Leaders must realize that the District Executive also needs time to just stop and think about what is going on in the district and council, and that if each unit leader contacted his for

help or information, the District Executive most likely would quit his job.

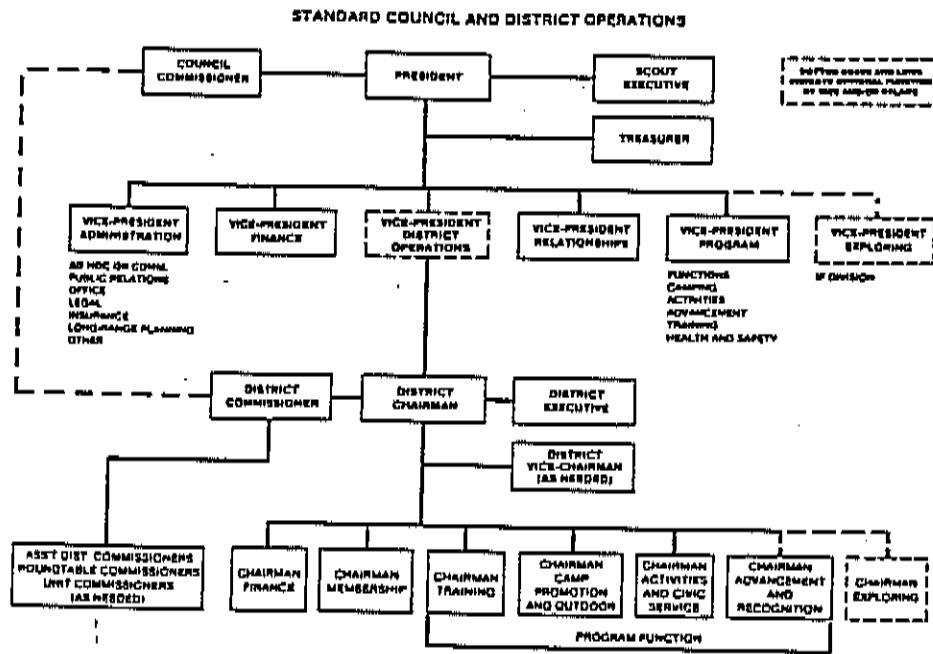
The unit Commissioner is in one sense a personal arm of the District Executive, whereby, the Commissioner becomes a helper and friend to the unit leader. Here again, the Commissioner can become over worked with different needs of the units. With only assigning no more than three units (Packs, Troops, or Posts) per Unit Commissioner, he will have the time needed to take care of the units problems and needs.

Now that we have established that there is a real need for the Unit Commissioner, where do they come from? There are many different places to look for people to serve as Unit Commissioners, first, there is your older Scouters who have retired from working directly with a unit and feel like they can still be of service to Scouting. Eagle Scouts that do not work with units is one good resource to recruiting Unit Commissioners, and there are many other resources to draw from. There are different methods for recruiting Unit Commissioners. The Boy Scouts of America has a recruiting program called, "Selecting a Commissioner", which has had overwhelming results in securing new Unit Commissioners. There will be those rare times when a Scouter will approach the District Commissioner or someone on the Commissioners staff and express an interest in working as a Unit Commissioner, however, those times are few and far between. Another method of recruiting is by word of mouth, that is asking someone in person or calling them on the telephone and asking them about working on the Commissioners staff as a Unit Commissioner. You must make sure that the person being concerted is a person that likes to work with other people. No one should be asked if they do not get along with other people.

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II. The Commissioners' Responsibilities

One of the first things that a Unit Commissioner should know is, where he fits into the district operation, and who he report to as a Commissioner. In larger districts the District Commissioner will have Assistant District Commissioners as needed, and the Unit Commissioners will report to one of the Assistant District Commissioners. If a district is small, all the Unit Commissioners will report directly to the District Commissioner. Please take note of the following chart, which will help the Unit Commissioner better understand where he fits into the District or Council Operations.



The number of Unit Commissioners will reflect the total number of units

within the district. Please remember that a Unit Commissioner should not be assigned to no more than three units.

After the Unit Commissioner and Assistant District Commissioner knows where they fit into the District and Council Operations, they will see the need to be trained so they can be able to perform their responsibilities with less pressure. There are different ways in which a Unit Commissioner can be trained. On the job training is one way, however, there are some basics that should be understood. The Unit Commissioner should know what their mission is and how to perform it so the units will be serviced. The whole idea behind the Commissioner unit service is for the Commissioner to help keep the units healthy.

There are several different types of formal training that is available to to Unit Commissioner. The basic training for Unit Commissioners is covered in the Commissioner Basic Training Manual.^{*} For those who are serving as Assistant District Commissioner and above there is a guide book that is available, Commissioner Administration of Unit Service.^{*} For those Unit Commissioner who want to get a good background in the work of a Unit Commissioner, there is the College of Commissioner Science,^{*} handbook. This program gives an indepth study as related to the responsibilities of the Unit Commissioner. Each of these formal training helps will give the Unit Commissioner a better understanding as to the job which he has agreed to perform. There courses are offered at different times and places throughout the Council. Each of these training programs are designed to help the Unit Commissioner and get him aroused and excited about getting out there and getting the job done. If a Unit Commissioner is not excited about performing commissioner service, the units will be the ones to suffer from poor service. There must by that enthusiam that comes

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from the Unit Commissioner and it will overflow to the unit leaders. The unit leaders have enough problems without the Unit Commissioner visiting the units and not being a service to them.

Now that the Unit Commissioner has been trained and is eager to get out to the units and perform the job in which they were trained for in the beginning. Far too many times people know how to perform a job, but does not have the ability to get out there and put it to work. It takes a special type of person that knows what to do and then do it.

There are several responsibilities of the Unit Commissioner, however, the Commissioner concept statement sums it up.

THE COMMISSIONER CONCEPT: The commissioner is the liaison between the local council and Scouting units. His mission is to keep the units operation at maximum efficiency. The commissioner maintains regular contact with the leaders of the units. He counsels them on where to find assistance. He notes any weaknesses in programs and suggests remedies. The commissioner is successful when the units effectively deliver the ideals of Scouting to their members.1

The District Commissioner or Assistant District Commissioner may from time to time assign the Unit Commissioner specific duties to perform during his tenure as a Commissioner.

III. Putting those responsibilities to work for the Units.

There are some important people in the units that you might need to contact prior to making a visit to the unit meeting, first, there is the Executive Officer of the unit. This person is usually the head of the organization that is sponsoring the Scouting program. The Executive Officer usually does not work with the members of the unit, but works with the Scouting Coordinator. The Executive Officer will delegate responsibilities to those who are performing specific duties. There is only one Executive Officer per organization that is sponsoring Scouting. The Scouting Coordinator is the person that has the responsibility within the units to make sure that the Scouts are getting the best program available. The Scouting Coordinator has a number of responsibilities:

- Help recruit the right leadership for the unit.
- Encourage unit leaders and committee members to take training.
- Promote well-planned unit programs.
- Serve as a liaison between the units and the organization.
- Organize enough units.
- Promote the recruiting of new members.
- See that boys graduate from unit to unit.
- Assist with the rechartering.
- Suggest Good Turns for your organization.
- Encourage unit committee meetings.
- Emphasize advancement and recognition.
- Bring district help and promote its use.
- Use approved unit finance policies.
- Encourage recognition of leaders.
- Cultivate resources to support the organization
- Represent the organization on the council.2

If there are more than one unit sponsored by the organization, there will be only one Scouting Coordinator. The Scouting Coordinator is the contact between the units and the chartered organization. Also he is the contact with

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the district committee and the council.

The Unit Commissioner will need to contact the Committee Chairman, of the units that he is serving. Some organizations that have more than one unit will have the same committee to serve them both, and then on the other hand, some organization that do have more than one unit will have a separate committee for each unit, however, this is left up to the organization itself. Normally the committee chairman will invite the Unit Commissioner to visit a committee meeting. This is set up between the committee and the Commissioner. At this meeting the Unit Commissioner will be able to determine ^{whether} ~~if~~ or not the unit is receiving the best leadership possible. The Unit Commissioner will be able to see weaknesses or strenghts in the unit just by visiting the committee in action. If there is a lot of discussion going on, you will know that the unit will ^{be} healthy, ~~however~~, unless the discussion is negative. The committee makes the plans and sets the policies for the units to follow.

The Unit Leader (Cubmaster, Scoutmaster, or Team Advisor) is the most important person to meet, because he is the one that you will spend more time with than anyone else. You should first contact the unit leaders by telephone and introduce yourself as the Unit Commissioner that will be serving their unit. You should have already received some information concerning this unit from the District Commissioner ~~or~~ one of his Assistants. Information that will be helpful is name of spons^orsing organization, Executive Officer's name, Scouting Coordinator's name, Committee Chariman's name, and unit leader's name along with the telephone numbers. The day of the week and time of meeting will be very helpful in setting up a visit with the unit leader. Each bit of information about the unit you have will show the unit leader that you have done a little background research on the unit.

The Unit Commissioner must make sure that the unit leader understands the purpose of the visit. The Commissioner should not have the attitude that he is going and straighten the unit or unit leader out, that is not the job of a Unit Commissioner. The unit leader should not feel intimidated by the presence of the Unit Commissioner. All the nervousness should already be worked out before the meeting, if any.

The first visit by the Unit Commissioner to the unit meeting should be an impresionable one, because, you will want that first meeting go just as though you were not there. The Unit Commissioner is not to take an active part in the meeting, unless there is an activity that warrants his action or participation. The unit leader should introduce the Unit Commissioner to the Scouts at the meeting and briefly explain his presence. When making your first visit, it is best not to evaluate the unit for a number of reasons. The best reason is that the unit leader and yourself are getting to know each other and your presence at the meetings the first time will be some concern to the Scouts. You should make sure that you have spoken to as many of the Scouts as possible to show them your interest in the Scouting movement.

While making visits to the units, you may be asked a question from time to time. Your answer should be to the best of your knowledge, and if in the event you do not know the answer, let the leader know, but tell him that you will find the answer and get back in touch with him as soon as possible. Do not let a lot of time go by before you have gotten back in touch with the unit leader concerning a question that you could not give the answer while you were with him. Also in the same regard, if you tell the unit leader that you will get something for him, don't forget it.

You should never attempt visiting a unit meeting without first notifying the unit leader. Before you attend the meeting, you should look over the Commissioners' Worksheet (Pack or Troop) to familiarize yourself with the forms. The following is an sample of a worksheet for a troop. The back side in on the next page.



UNIT COMMISSIONER WORKSHEET

FOR USE AFTER VISITING A MEETING OF TROOP NO.

Under each item check the statement that most closely resembles the meeting by putting the date of your visit in the appropriate box.

Check the way you intend to help by dating the appropriate box.

Keep this form with the unit roster.

- *** Nearly an ideal situation
- ** Typical unit, could be improved
- * Weak situation needs action/help

| UNIT PROFILE | | | |
|-------------------|-----|----|---|
| | *** | ** | * |
| Meeting operation | | | |
| Boy leadership | | | |
| Advancement | | | |
| Adult assistance | | | |
| Attendance | | | |
| Membership | | | |
| Outdoor program | | | |
| Patrol activity | | | |
| Budget plan | | | |

MEETING OPERATION

- *** Orderly meeting ran without delays using planned program.
- ** Good meeting with planning, but some confusion.
- * Disorderly meeting—confusion.

Some Ways To Help

- Take leaders to next roundtable.
- Convince Scoutmaster of the value of training.
- Counsel Scoutmaster on need for advanced planning.
- Help Scoutmaster set up monthly patrol leaders' council meeting.

Literature References

The Official Scoutmaster Handbook, pages 30-41, 75-85; *old Scoutmaster's Handbook*, chapter 8.
Boy Scout Program Helps, pamphlet.

BOY LEADERSHIP

- *** Boys run the meeting with adults in advisory capacity.
- ** Some boy leadership with most activities run by adults.
- * Meeting run entirely by adults.

Some Ways To Help

- Convince Scoutmaster to set up a monthly patrol leaders' council meeting.
- Coach leaders in ways of training and guiding boy leaders.
- Discuss the advantages of working through a senior patrol leader.
- Point out sections of *The Official Scoutmaster Handbook* that refer to the patrol leaders' council.

Literature References

The Official Scoutmaster Handbook, pages 46-73, 246-80; *old Scoutmaster's Handbook*, chapters 3, 10, 11.
The Official Patrol Leader Handbook, pages 35-45.

ADVANCEMENT

- *** Meeting includes advancement skills, activities.
- ** Few advancement opportunities.
- * No advancement, or incorrect procedures used.

Some Ways To Help

- Encourage leaders and committee to have monthly boards of review.
- Ask troop committee to appoint an advancement specialist.
- Suggest the use of qualified patrol leaders to certify requirements. Assign an ASM.
- Suggest use of Troop Advancement Wall Chart at meetings.

Literature References

The Official Scoutmaster Handbook, pages 224-45; *old Scoutmaster's Handbook*, chapter 12.
The Official Patrol Leader Handbook, pages 120-43.
Troop Committee Guidebook, pages 20-46.
Advancement Guidelines, pamphlet.

ADULT ASSISTANCE

- *** Scoutmaster, assistant, troop committeemen, some fathers.
- ** Scoutmaster and assistants present.
- * Only Scoutmaster present at meeting.

Some Ways To Help

- Help develop specific assignments for adults.
- Suggest ways for adults to help boy leaders.
- Encourage the use of adults as special project experts.
- Explain to the troop committee the value of two-deep leadership.

Literature References

The Official Scoutmaster Handbook, pages 21-22, 42-43, 47-48, 81-83, 117; *old Scoutmaster's Handbook*, chapter 9; *Troop Committee Guidebook*.

ATTENDANCE

- *** 85 percent or better.
- ** 75 percent or better.
- * 60 percent.

Some Ways To Help

- Discuss the problem with troop committee. Ask them to follow up with parents of absentees.
- Ask Scoutmaster to help patrol leaders build interpatrol competition.
- Help organize a patrol point system to promote attendance.
- Check program. Is it planned, exciting?

Literature References

The Official Scoutmaster Handbook, pages 72-95, 152-58; *old Scoutmaster's Handbook*, chapters 7, 9. *The Official Patrol Leader Handbook*, pages 10-34.

MEMBERSHIP

- *** Systematic recruiting evident.
- ** Recruiting seems hit or miss.
- * No boys have joined recently.

Some Ways To Help

- Conduct an inventory to show the need for recruiting.
- Help Scoutmaster chart age groupings to show potential vacancies.
- Meet with the troop committee and discuss ways to fill vacancies.
- Suggest to Scoutmaster that he ask the patrol leaders to develop a recruiting plan.

Literature References

The Official Scoutmaster Handbook, pages 262-65; *old Scoutmaster's Handbook*, pages 268-70. *Troop Committee Guidebook*, pages 80-85.

OUTDOOR PROGRAM

- *** Part of meeting based on hike or camp plans.
- ** Hike or camp mentioned.
- * No mention of hike or camp.

Some Ways To Help

- Ask for help from district camping committee.
- Ask troop committee to appoint an outdoorsman.
- Guide leaders in locating hiking and camping areas.
- Urge leaders to have patrols make camping equipment.

Literature References

The Official Scoutmaster Handbook, pages 160-225, 78-85; *old Scoutmaster's Handbook*, chapter 13. *The Official Patrol Leader Handbook*, pages 84-125. *The Official Boy Scout Handbook*. *Troop Committee Guidebook*, pages 48-58.

No. 4128

PATROL ACTIVITY

- *** Effective patrol operation with evidence of activity between troop meetings.
- ** Patrol organized and function.
- * No patrol operation.

Some Ways To Help

- Suggest that specific program assignments be given patrols before each meeting.
- Remind leaders that patrols under trained boy leaders is the key to troop success.
- Help Scoutmaster set up patrol leaders' training using *The Official Scoutmaster Handbook*, pages 240-60.

Literature References

The Official Scoutmaster Handbook, pages 88-75, 78-85; *old Scoutmaster's Handbook*, chapter 10. *The Official Patrol Leader Handbook*.

BOY SCOUTS OF AMERICA

BUDGET PLAN

- *** Dues collected regularly. Equipment, supplies adequate.
- ** Dues collection spotty. Need essential equipment, supplies.
- * No dues collected. Very little equipment.

Some Ways To Help

- Ask troop leaders to use *Troop Financial Record Book*.
- Encourage troop committee to work with Scoutmaster to build budget.
- Convince troop treasurer to train patrol scribes.
- Suggest that treasurer counsel with Scouts who are behind in dues.

Literature References

The Official Scoutmaster Handbook, pages 272-75, 78-85; *old Scoutmaster's Handbook*, pages 240-52. *Troop Committee Guidebook*, pages 70-72. *Troop Financial Record Book*.

1981 Revision

Please notice the difference between the worksheet for the Pack and Troop. There will be different things that you will be looking for, depending upon the type of unit you are visiting. The Commissioner should never take the worksheet inside with him or at least do not let the unit leaders see that you are doing

an evaluation. The unit leaders and the scouts will feel nervous if they see the Unit Commissioner come in with a clipboard or notebook under their arm. The following form is of the Commissioners' Worksheet for the Pack. Each Unit Commissioner should have a supply of these forms at all times.



COMMISSIONER WORK SHEET

FOR USE AFTER VISITING A MEETING OF PACK NO.

Under each item check the statement that most closely resembles the unit meeting by putting the date of your visit in the appropriate box.

Check the way you intend to help by dating the appropriate box.

Keep this form with the unit roster.

- *** Nearly an ideal situation
- ** Typical unit could be improved
- * Weak situation, needs action

| UNIT PROFILE | | | |
|-------------------|-----|----|---|
| | *** | ** | * |
| Leadership | | | |
| Webelos Den | | | |
| Advancement | | | |
| Boy Attendance | | | |
| Membership | | | |
| Adult Attendance | | | |
| Den Activity | | | |
| Program Operation | | | |
| Den Chiefs | | | |

LEADERSHIP

- *** Meeting had several adults involved in a smooth operation.
- ** Several people involved but poorly coordinated.
- * Cubmaster ran the entire meeting by himself.

Some Ways To Help

- Counsel Cubmaster in the value of delegating jobs.
- Ask for time at the next leaders' meeting to help coordinate jobs.
- Contact pack committee chairman about more adult leaders.
- Take leaders to next roundtable.
- Convince Cubmaster of the value of training for his pack leaders.

Literature References

Cubmaster's Packbook, pages 23-37

WEBELOS DEN

- *** Active at meeting with registered den leader.
- ** Not active at meeting.
- * No Webelos den.

Some Ways To Help

- Urge Cubmaster to help Webelos den leader take training.
- Help pack committee organize a Webelos den.
- Guide pack committee in selecting a Webelos den leader.
- Ask Cubmaster to establish ceremonies and activities for Webelos Scouts at pack meeting.

Literature References

Cubmaster's Packbook, pages 46-57
Webelos Den Leader's Book.

ADVANCEMENT

- *** Awards made with parents participating.
- ** Awards to boys without parents involved.
- * No evidence of advancement.

Some Ways To Help

- Convince leaders to take training.
- Ask pack committee to appoint an advancement supervisor.
- Discuss with pack leaders the use of achievement report forms.
- Remind Cubmaster to give immediate recognition to boys.

Literature References

Cubmaster's Packbook, pages 89-101, 253-58, 328-31
Den Chief Handbook
Den Leader's Book, pages 128-37, 143, 145-47.

Audiovisual Aid

Cub Scout Advancement Filmstrip.

The back side of the Commissioners' Worksheet for the Pack included on the next page.

BOY ATTENDANCE

- +++ 80 percent or better.
- ++ 60 percent or better.
- + Less than 60 percent.

Some Ways To Help

- Ask pack committee to follow up on absences.
- Determine if weak leadership must be strengthened or replaced.
- Note parent participation, as this affects boy attendance.
- Help leaders put more life into pack meetings.

Literature References

Cubmaster's Packbook, pages 9-20, 176, 323-35.
Den Leader's Book, page 28.

MEMBERSHIP

- +++ New boys are inducted regularly.
- ++ An occasional new boy inducted.
- + No new boys.

Some Ways To Help

- Conduct a membership inventory as outlined in the field book.
- Ask pack committee to appoint a membership manager.
- Encourage Cubmaster to stage induction ceremonies.
- Help create new dens to allow for growth.

Literature References

Cubmaster's Packbook, pages 34-35.
The Pack Committee, pages 34-36.

ADULT ATTENDANCE

- +++ More adults than boys at meeting.
- ++ About the same number of adults as boys.
- + Only a few adults at meeting.

Some Ways To Help

- Explain the importance of activity for parents.
- Promote the idea of a rotating trophy for den attendance.
- Recommend pack meetings at the same time and place each month.
- Ask the pack committee to actively promote attendance.

Literature References

Cubmaster's Packbook, pages 59-69, 323-35.
Parents' supplements in Cub Scout books.

DEN ACTIVITY

- +++ All dens active at pack meeting.
- ++ All dens participate to some extent.
- + Weak den participation.

Some Ways To Help

- Encourage Cubmaster to get den chiefs trained.
- Ask pack committee to recruit a den leader coach.
- Counsel Cubmaster to recruit assistant leaders.
- Advise pack committee to adopt monthly themes.

Literature References

Cubmaster's Packbook, pages 10-18, 39-40, 227.
Den Leader's Book, pages 108-11.
Cub Scout Program Helps.

Audiovisual Aids

Den Meeting filmstrip.

PROGRAM OPERATION

- +++ Orderly meeting ran without delays using written program.
- ++ Good meeting but some confusion.
- + Disorderly meeting.

Some Ways To Help

- Counsel Cubmaster on need for advanced planning.
- Take leaders to next round-table.
- Convince Cubmaster of the value of training for his pack leaders.
- At next leaders' meeting discuss timing of a good pack meeting.

Literature References

Cubmaster's Packbook, pages 9-20, 141-55, 157-60, 243-51, 353-64.
Cub Scout Program Helps.
The Pack Committee, pages 27-31.

Audiovisual Aids

Planning Your Cub Scout Program filmstrip.

DEN CHIEFS

- +++ All dens have active den chiefs.
- ++ Some den chiefs at meeting.
- + No den chiefs.

Some Ways To Help

- Meet with pack leaders and set the den chief idea.
- Meet with Cubmaster and a Scoutmaster to set up den chief recruiting.
- Have Cubmaster and den leader coach set the den chief plan.
- Help pack leaders set up a den chief training plan.

Literature References

Cubmaster's Packbook, pages 36-37, 41, 73, 81-83.
Den Leader's Book, pages 180-85.
Den Chief Handbook.

Audiovisual Aid

The Den Chief filmstrip.

After you have set through a unit meeting you should always thank the unit leader and the Scouts for allowing you to come and be with them. The Unit Commissioner should let the unit leader know when to expect to hear from you again in relationship to the meeting just attended.

When you are visiting the units with the purpose of making an evaluation, there are some things that you should check before making the visit. Check to see how many Scouts are registered with the unit, along with the number of leaders. This will help you when you leave the unit meeting and fill out the Unit Commissioner Worksheet.

The unit leader should not feel that every time that he receives a telephone call from the Unit Commissioner that it is time for another visit by the Commissioner. There will be times when the Unit Commissioner will telephone the unit leader to inform he on a particular activity that will be coming up soon.

You will notice that there are spaces available for the Unit Commissioner to make recommendations to the unit leader. Within the next week or two the Unit Commissioner will get back with the unit leader and let him know that they need to get together and go over the worksheet. Make sure that the unit leader understands that you are only making suggestions and that by no means you are trying to run the unit, that is the job of the unit leader. Don't let any praise go by without letting the unit leaders know about it. It would be disheartening for the unit leader just to hear negative things about his unit. There will be some things that you may have noticed that is not recorded on the commissioner worksheet that you want to let the unit leaders know about. Don't be afraid to let the unit leader know something that you have seen or observed while at one of the meetings.

There will be some signs that you will need to look for while making you visits. There signs can clearly point out that a Pack or Troop may be in some type of danger and need immediate attention of the unit leaders. Unit Commissioner who are well trained and are doing their job will be able

identify these signs and possibly head off problems that might come up because of them. However, as stated before, the Unit Commissioner will see the good points, just as well as those that are not as good, that will help the unit grow, and they of course should not go without being brought to the attention of the unit leader. The following are some good and bad signs that need to be looked for while the Unit Commissioner is making the visit to the units.

BOY SCOUT TROOPS

GOOD SIGNS

Meeting well attended
 Good advancement
 Full uniform worn at meetings
 Good participation in council-district events
 Support SME program *

Attend roundtables
 Constant membership growth
 Strong unit committee
 Excellent parent support
 Strong boy leadership
 Good relationship with chartered organization
 Having fun

BAD SIGNS

Irregular meeting, no program
 Little advancement
 few in uniform
 Seldom go camping
 No SME participation
 Never attend roundtables
 Small membership
 No unit committee
 No parent involvement
 Unit leader does all the leading
 Mistrust between chartered organization and its unit Scouters
 Lack of discipline

CUB SCOUT PACKS

GOOD SIGNS

Plenty of den leaders

BAD SIGNS

Few den leaders

| | |
|-----------------------------------------------|------------------------------------------------------------------------|
| Use Program Notebooks, attend roundtables | Do not attend roundtables |
| Fully uniformed | Few in uniform |
| Good parent involvement | Trouble getting parent help |
| Pack committee active | Cubmaster works alone |
| Strong den meetings | Little den meeting activity |
| Effective advancement and graduation program | No outing program and little advancement |
| Big pack meetings | Infrequent pack meetings |
| Good relationship with chartered organization | Lack of interest and no feeling of ownership by chartered organization |
| Having fun | Lack of discipline ³ |

This is not an inclusive list, however, from the items listed above the Unit Commissioner will be able to get a good look as to what he is needing to give the units a good evaluation when making a visit. The Unit Commissioner must give constructive criticism rather than rip'ing the unit apart while consulting with the unit leaders.

If the Unit Commissioner constantly be prepared to help the unit leaders in membership inventory and uniform inspection. Most of the units only hold membership inventory once a year but may have several uniform inspections throughout the year. There is a purpose for the membership inventory and uniform inspection:

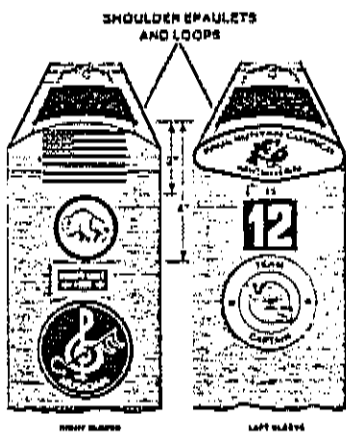
Provides a roll call to contact each unit member to determine quality of program received and to follow up absent and inactive members.

Provides for a contact with all members to assure proper uniforming, general appearance, and correct placement of badges and insinia.

Invites each member to continue the program for another year and thus increase tenure of members. 4

The uniform inspection ceremony can be a very impressive one if the unit leaders will work hard to get the Scouts to participate. In most units the Unit Commissioner is asked to come to the meeting and perform the inspection, however, there are those leaders who have been around for a long time and have a set method for performing the uniform inspection. Then again there are those unit leaders who do not call on their Unit Commissioner to do anything with or for the units. The following is a sample of the Official Placement of Insignia, for the Boy Scout, this is the front side and the back side will be on the next page.

BOY SCOUT/VARSITY SCOUT UNIFORM INSPECTION SHEET
OFFICIAL PLACEMENT OF INSIGNIA



Basic way to conduct uniform inspection is with common sense; basic rule—neatness. Merit Badge Seal. If worn, only merit badges attached to sash.

Shoulder Epaulets. And shoulder loops identify Boy Scouting. Distinctive loops identify Varsity Scouting.

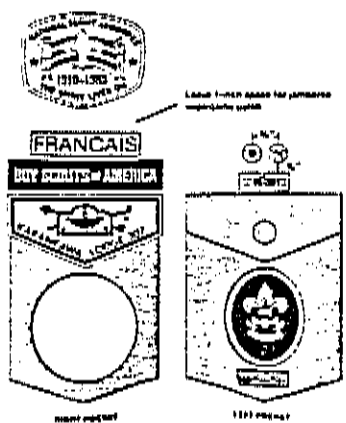
Left Sleeve. Community and state strips, or council strip, troop numeral, and badge of office are all worn as shown snug up, and touching each other. Badge of office is centered below and touches troop/team numeral. If numeral is worn, otherwise it is positioned 4 inches below the shoulder seam. The veteran unit bar of silver (25 years) or gold (30 years) is positioned above and touching the troop numeral and, in turn, touching council or state strip. Den chief cord is worn over the left shoulder and under the epaulet of the official tan shirt.

Left Pocket. Service stars above the pocket. If a medal or embroidered knot for youth members is worn, service stars are raised. Embroidered square knots are worn centered above the pocket in rows of three. Not more than five medals may be worn. Pinned centered immediately above the pocket (extending over knots if both are worn). The wearing sequence for knots or medals is at the wearer's discretion and lead color is to the wearer's right. Badges of rank are worn centered on the pocket above the Arrow of Light Award. Flap buttoned.

Right Sleeve. U.S. flag and patrol medallion. If earned, Honor Unit Award is worn below patrol medallion, and above muskier badge, if in Bend or Drum Corps. Up to six Merit Badges may be worn on the long-sleeve shirt in a column of two starting 3 inches above the bottom edge of the sleeve cuff.

Right Pocket. Jamboree insignia worn above USA or Interpreter strip. Order of the Arrow lodge insignia worn on pocket flap. Temporary insignia worn centered on the pocket. Flap buttoned.

Varsity Scout Letter. Varsity Scout letter is worn only on the Varsity Scout jacket.



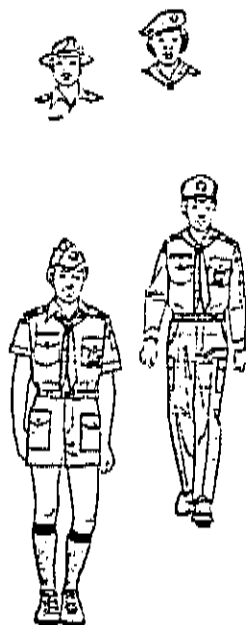
Position above diagram on left sleeve to guide you on proper placement of insignia.

OVER

**BOY SCOUT/VARSITY SCOUT
UNIFORM INSPECTION SHEET**

- General Appearance.** Allow 4 points for each: (1) good posture, (2) clean face and hands, (3) hair combed, (4) neatly dressed, (5) clean fingernails. 20 pts
- Headgear.** Four styles. (1) visored cap; (2) field cap; (3) red twill; or (4) broad-brim hat. All members must wear one of the headgear chosen by vote of the troop/team. Varsity Scouts wear blaze and brown visored cap. 5 pts
- Neckerchief and Slide.** Insignia at back should be right side up and centered. Fold long edge over several flat folds to about 6 inches from tip of neckerchief. A tight fold prevents gathering around the neck and is more efficient than rolling or twisting. Draw neckerchief side over ends and adjust to fit snugly. By vote of troop, ends may be left hanging loose or tied in a slipknot. The neckerchief is optional to the troop. 8 pts
- Shirt.** Official long- or short-sleeve tan shirt with red or blaze shoulder loops on epaulets, or khaki shirt without epaulets. If the troop/team votes not to wear neckerchiefs, shirt may be worn with the collar open and the Boy Scout bulldog may be worn, if desired. On few shirts with collars, the troop/team has a choice of wearing the neckerchief over the turned-under collar or under the open collar. 12 pts
- Belt.** Khaki with BSA insignia on brass buckle, or official leather with international style buckle, worn only if voted by the troop/team. Skill awards are worn only on the belt. 5 pts
- Pants/Shorts.** Official, khaki, pressed. 15 pts
- Stockings.** Khaki colored socks to match pants. With shorts, official long stockings turned down just below the knee. Garter tabs are not worn with new long stockings that have red tops. 5 pts
- Shoes.** Leather or canvas, neat and clean. 5 pts
- Registration.** Current membership card or temporary certificate on person. 5 pts
- Insignia.** Correct placement left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points. 20 pts

| | |
|--------------------------|--------------------------|
| UNIFORM POINTS | <input type="checkbox"/> |
| INSIGNIA POINTS | <input type="checkbox"/> |
| TOTAL POINTS | <input type="checkbox"/> |
| PERFECT SCORE 100 POINTS | |



UNIFORM INSPECTION SCORE

Name _____ Troop/Team No. _____

Address _____ District _____

Rank _____ Office _____ Patrol/Squad _____

3/4"

Position diagram of insignia (see above) right on pocket to guide you in proper placement.

**OUR UNIT INSPECTION
WILL BE HELD ON**

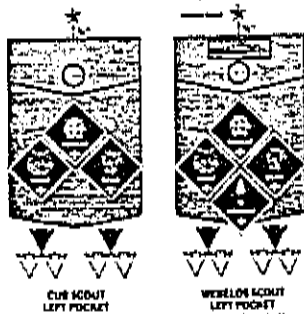
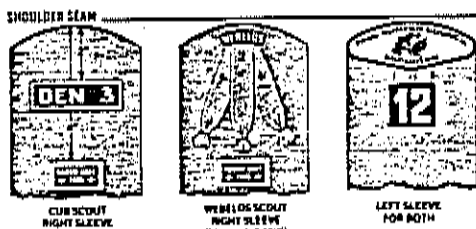
**BRING THIS FORM
WITH YOU**

OVER

The date and time of the uniform inspection is left up to the unit leaders. If the Unit Commissioner has been asked to perform the inspection, he should meet with the unit leader in advance to see if there are any special instructions. The method of inspection may vary from unit to unit. The Unit Commissioner should always wear his uniform and wear it properly, because if the person that is performing the inspection is not properly uniformed then how can he inspect the Scouts objectively. Also the Unit Commissioner should not attend the uniform inspection wearing his jacket with all the patches

sown on it, as to say look what all that I've done in the past. The following is the uniform inspection form for the Cub Scout, notice of course the difference in the scoring.

CUB SCOUT AND WEBELOS SCOUT UNIFORM INSPECTION SHEET
OFFICIAL PLACEMENT OF INSIGNIA



Basic way to conduct uniform inspection is with common sense, basic rule—neatness.

Right Sleeve. Cub Scout wears the den numeral. Webelos Scout wears the Webelos hat and colors. Webelos den numeral is worn on the gold color streamer as shown. Activity badges are worn in any order on any of the Webelos colors, but not more than five badges on any one color. Both Cub Scouts and Webelos Scouts may wear the Honor Roll Award. If earned. If more than one Honor Roll Award is earned, it has been common practice to wear only the most recent three.

Left Sleeve. Wear council emblem as shown. Pack numeral is worn directly below council emblem when 25- or 50-year anniversary insignia are worn. That bar is worn centered below the council emblem and above the numeral, and touches both. Denner card or assistant denner card is worn over left shoulder.

Left Pocket. Wear Badges of rank as shown: Bobcat, Wolf, and Bear; Webelos Scouts add Webelos badge. The Arrow of Light Award (in metal or cloth) is centered on the flap. Gold arrow points are worn beneath the pocket and below the badge for which they were earned. Silver arrow points are worn below the gold arrow points in double rows. Wear medals just above pocket seam, and service stars (when earned) just above medals, or 1/4 inch above seam if no medals are worn. Background dress worn with service stars are gold for Cub Scout service or orange for Tiger Cub service. Not more than five medals may be worn. Wearing sequence for medals or knots is of the wearer's selection. The only knots worn on Cub Scouts are the religious emblem knot and a litteaving or multicolor knot.

Right Pocket. Boy Scouts of America strip is worn just above seam. U.S. flag is worn above strip. Temporary insignia are not necessary in uniform inspection, but if worn, must be centered on the pocket. Progress Toward Rank (with thong and beads) is fastened in button under flap of right pocket and flap rebuttoned. The National Summerline Award is pinned centered on the right pocket flap.

Boy Scout Belts for Webelos Scouts. In packs electing this option, Webelos Scouts wear blue shoulder lugs, Webelos neckerchief, and Webelos cap. Badge placement is same as for blue uniform.

SHOULDER SEAM

PAUL BUNYA

MICH

1

Position above diagram on left sleeve to guide you in proper placement of insignia.

OUR UNIT INSPECTION WILL BE HELD ON

BRING THIS FORM WITH YOU OVER

The Scouting Seal is Your Guarantee of Quality, Excellence, and Performance.

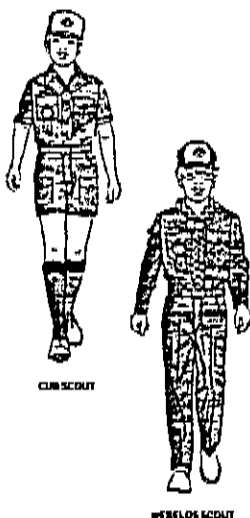
Uniform inspection for the Cub Scout may seem a little scary for the first time. However, for the Boy Scout it may not be such a big deal unless this was the first time to participate in an uniform inspection. The older Scouts have been through this before and know what to expect from those who are performing the inspection.

The following is the back side of the uniform inspection sheet for the Cub Scout. All the scores from the inspection is to be recorded on the units copy of the computer printouts.

**CUB SCOUT AND WEBELOS SCOUT
UNIFORM INSPECTION SHEET**

- General Appearance.** Allow 4 points for each: good posture, clean face and hands, hair combed, neatly dressed, clean fingernails. 20 pts
- Cap.** Navy blue with gold front panel and Wolf emblem for Cub Scouts; Navy blue with light blue front and Webelos emblem for Webelos Scouts. 5 pts
- Neckerchief and Slide.** Triangular. Gold with blue border for 8-year-olds; Light blue with dark blue border for 9-year-olds; Plain for 10-year-olds. Insignia at back should be right side up. For Webelos Scout it is secured by Webelos, Cub Scout, or handmade slide for Cub Scout; it is secured by Cub Scout slide or handmade slide. Fold long edge over sewer's flat fold to about 6 inches from tip of neckerchief. A tight fold prevents gathering around the neck and is more efficient than rolling or twisting. On shirts with collars, the pack has a choice of wearing the neckerchief near the turned-under collar or under the open collar. Draw neckerchief slide over ends and adjust to fit snugly. By vote of pack, ends may be left hanging loose or may be tied in a slipknot. 8 pts
- Shirt.** Official long- or short-sleeve, all buttons fastened. Blue for Cub Scouts and either blue or tan (pack option) for Webelos Scouts. Wear with either pants or shorts. 15 pts
- Hat.** Official blue web hat but in proper length worn through all loops on pants with Cub Scout or Webelos insignia on inside right side up. Webelos Scouts wearing optional Boy Scout uniform, wear Boy Scout hat and necktie. 5 pts
- Pants.** Official Pleated Khaki pants. All buttons fastened. Shorts are worn with either the long- or short-sleeve shirt and must not be rolled. Pants are blue for Cub Scouts and either blue (with blue shirt) or khaki (with tan shirt) for Webelos Scouts. 15 pts
- Socks.** Dark blue. Only official stockings turned down below the knee are worn with shorts. Webelos Scouts wearing optional Boy Scout uniform wear official Boy Scout khaki socks or stockings. 5 pts
- Shoes.** Leather or canvas, neat and clean. 5 pts
- Registration.** Current Membership card or temporary certificate on person. 5 pts
- Insignia.** Correct placement: left pocket, 5 points; right pocket, 5 points; left sleeve, 5 points; right sleeve, 5 points. 20 pts

| | |
|---------------------------------|--------------------------|
| UNIFORM POINTS | <input type="checkbox"/> |
| INSIGNIA POINTS | <input type="checkbox"/> |
| TOTAL POINTS | <input type="checkbox"/> |
| PERFECT SCORE 100 POINTS | |



UNIFORM INSPECTION SCORE

Name _____ Pack No. _____

Address _____ District _____

Rank _____ Office _____ Den _____

Another service that the Unit Commissioners performs is helping the unit leaders fill out the Unit Charter Renewal Application. In most cases, unit leaders believe that charter renewal is all that the Unit Commissioners deal with, this is true, but there are many other services that the Unit Commissioner performs.

The service that a Unit Commissioner spans a wide spectrum of Scouting. When all boils down to the relationship between the Unit Commissioner and the unit leader, they should become friends, but not to the point where it will hinder the service to the units. The Unit Commissioner is a helper to the unit leaders and not a hindrance. The Unit Commissioner is the go-between from the district and the local units of which he serves.

The job of the District Executive will be a lot lighter when the Unit Commissioners are performing the jobs that they have signed up to do. When there is a good working relationship between the District Commissioner, Unit Commissioner and the unit leader, the program for Scouting will be a stronger one provided all three are dedicated to the same purpose, serving boys of our community.

FOOTNOTES

1. _____, Commissioner Basic Training Manual, inside cover
2. _____, Cub Scout Leader Book, P. 30.
3. Walt Whidden, Commissioner Administration of Unit Service, pp. 21-22.
4. _____, Membership Inventory and Uniform Inspection, form, front.

Bibliography

- _____, Selecting a Commissioner, No. 3007, Leaflet, Boy Scouts of America, Irving, Texas, 1984 printing.
- _____, Standard Council and District Operations, Boy Scouts of America, Irving, Texas, handout.
- _____, Commissioner Basic Training Manual, No. 3614, Boy Scouts of America, Irving, Texas, c. 1979.
- _____, College of Commissioner Science, No. 14-118, Boy Scouts of America.
- _____, Cub Scout Leader Book, No. 3220A, Boy Scouts of America, Irving, Texas, c. 1982.
- _____, Commissioner Fieldbook, No. 3617, Boy Scouts of America, Irving, Texas, c. 1975.
- _____, Commissioner Work Sheet (Pack), No. 4125, Boy Scouts of America, Irving, Texas.
- _____, Commissioner Work Sheet (Troop), No. 4126, Boy Scouts of America, Irving, Texas.
- _____, Membership Inventory and Uniform Inspection, No. 28-176A, Boy Scouts of America.
- _____, Boy Scout/Varsity Scout Uniform Inspection Sheet, No. 7283, Boy Scouts of America, 1985 printing.
- _____, Cub Scout and Webelos Scout Uniform Inspection Sheet, No. 7282, Boy Scouts of America, 1986 printing.
- _____, How to Fill out the Unit Charter Renewal Application, No. 28-420, Boy Scouts of America, Leaflet.
- Whidden, Walt, Commissioner Administration of Unit Service, No. 4120, Boy Scouts of America, Irving, Texas, c. 1980.

College Program

College of Commissioner Science
Cluster College of Blue Ridge, Daniel Boone, Palmetto, and Sequoah Councils
Readers Certification Approval

This is to certify that I have read and approve the following described thesis.

Title: *Commissioner Service: AN ORIENTATION GUIDE*

Submitted by: *FRED JUSTICE*

This certification is a partial fulfillment of the requirements for the PH. D. Degree in Commissioner of Science as offered by the Cluster College of Commissioner Science of the Blue Ridge, Daniel Boone, Palmetto, and Sequoyah Councils, Boy Scouts of America.

My appointment as a reader for this purpose was approved at the faculty meeting held at Fletcher, North Carolina, October 18, 1986.

Paul Rutherford
Signature of Reader

3/18/87
Date

PAUL RUTHERFORD

READER: FORWARD this completed form to

DR. IVAN STAFFORD

PO BOX 458

MONTEAT, NC 28757

Cluster College
Commissioner Science

READER'S APPROVAL

This is to certify that I have read and approve the thesis

entitled: *Service, An Orientation*

submitted by: *John L. Justice*

in partial fulfillment of the requirements for the PhD Degree
in Commissioner Science as offered by the Cluster College of
Commissioner Science of the Blue Ridge, Daniel Boone, Palmetto,
and Sequoyah Councils, Boy Scouts of America.

Signed: *Dwain B. Stapp*
Date: *16 March 1987*

My appointment as a reader for this purpose was approved at
the faculty meeting held at LutherRidge Assembly, Jan. 18, 1986