

I would like to submit the attached document for consideration of a combination Thesis/Project for my Doctoral Degree in Commissioner Science.

I have been thinking of this type project for a long time. As I enter my new job as Council Commissioner I began looking at the way our council was organized and the training provided to our commissioners.

I found it difficult to find all the manuals and materials necessary to have the type of manual located in one document as was provided for the other type of jobs in the council.

My intent was to compile this data into a manual that could be put into a binder type notebook and added to as the individuals attended the different types of training.

I feel this document is a first step in this direction.

I would be happy to share my thoughts etc. on this project.

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H A N D B O O K F O R C O M M I S S I O N E R S

A GUIDE FOR TRAINING AND BEING A BETTER COMMISSIONER



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## A C K N O W L E D G E M E N T S

The Boy Scouts of America publishes a multitude of handbooks for the different jobs in Scouting. Examples: the Scoutmasters Handbook, the Boy Scout Handbook, Cub Leaders Handbook, Troop Committee Guidebook, etc..etc.

If you are to be a commissioner the material needed is published in many different books. The purpose of this handbook is to compile them into a set of manuals in one notebook as a guide. The manuals contained in this set are not to be considered all inclusive, but used as a working guide to help the commissioner do his/her job better.

The manuals included are publications of the BSA. The additional part of this manual is put together by myself as a guide to a training path for the commissioner to follow.

I intend to duplicate this notebook and give it to the commissioners in our council and to use it to build a better commissioner staff.

C O N T E N T S

TRAINING.

- I. TRAINING FOR COMMISSIONERS
  - II. SUPPLEMENTAL TRAINING FOR COMMISSIONERS
- SUMMARY THOUGHTS ON TRAINING

MANUALS.

THE COUNCIL  
THE DISTRICT  
SELECTING DISTRICT PEOPLE  
COMMISSIONERS FIELDBOOK  
SERVICE TO UNITS  
ORGANIZING A BOY SCOUT TROOP  
SUCCESSFUL WAYS:  
    TO ORGANIZE  
    TO RECRUIT  
    TO SUPPORT

BIBLIOGRAPHY.

## I. Training for Commissioners

Perhaps you have asked yourself what is a commissioner? What do commissioners do? What is the role of a commissioner? What does a commissioner have to do with the local units, the district, the council and with the regional and national organization?

A lot of questions you say. Yes, but now you find yourself placed in a job as a Unit Commissioner, Roundtable Commissioner, etc.. OK, you get the picture so the BIG question is now what?

I am glad you asked because there is a solution to these problems. The answer is training. Where do I start you might ask.

The College of Commissioner Science is a great way to begin your training as a commissioner at any level. The College meets once a year, usually in May, for a Weekend. The College is sponsored by a cluster of councils. Our college is made up of the Daniel Boone Council, NC., Blue Ridge Council, Greenville, SC., Palmetto Council, Spartanburg, SC., and the Sequoyah Council, TN.

The training presented is of excellent quality and has experienced faculty members.

The College is based on three programs:

1. The Bachelor's program.
2. The Master's program.
3. Ph.D. program.

Certificates of achievement are awarded for:

- . Orientation in Commissioner Science.
- . Postgraduate studies in Commissioner Science.

BACHELOR'S LEVEL COURSES will provide you with knowledge of:

Orientation and overview of commissioner science.  
The Commissioner Fieldbook. How to use it, what it's composed of and a basic look at the job description of the unit commissioner.

Charter Renewal. methods used in charter renewal and the commissioners vital role in this process.

Commissioner and the District. Commissioners role within the district and with the district executives.

Unit Visitation. Effective unit visitation and membership inventories.

A commissioner's Priorities. How to plan year round activities to include resolving problems such as unit not meeting, no leaders, low attendance and weak leadership.

MASTER'S LEVEL COURSES.

The master level courses are more detailed and delve into a wider range of activities.

Charter Review. How to conduct a successful charter informational meeting and charter review day in your district.

Effective Cub Scout Roundtable. This is for Cub Scout Roundtable commissioners and roundtable staff.

Effective Boy Scout Roundtable. This is for Boy Scout roundtable commissioners and staff.

Council Commissioners. This is for Council Commissioners to discuss their role and responsibilities.

Webelos-to-Scout. The Webelos-to-Scout transition program and how to use it in your district.

Financing the Scouting Program. A discussion of council and district finance policies, United way relationships, and SME.

Establishing Regular Unit Visitation. How to organize and set up regular visits to units you are responsible for.

Exploring. Concepts, scope, organization, and activities.

Training New Commissioners. Discussion of methods used by district commissioners and ADC to orienting newly recruited commissioners.

Solving Unit Problems. Helping the unit with a weak leader, or no leader, or a weak program.

Using the Scouting Coordinator. A discussion of the Scouting Coordinator's role as a member of the council, as a member of the district committee, and as the coordinator of Scouting activities in the organization's Scouting units.

Solving Unit Problems. Helping the unit with a weak or absent committee and/ or poor unit-chartered organization relationships.

#### Ph.D Seminars.

Brainstorming. National Scouting Needs.

Selecting the Research Topic--Defining The Problem/ or Project. How to identify and define a research topic that will provide valuable information to other commissioners.

Limiting the Topic Scope. Practical suggestions on how to limit the research project to meet time and resource limitations.

Researching the Problem. Planning and conducting research, considering resources, and developing notes, references, and bibliography.

Developing the Outline. Purpose of outline, organizing thoughts, arranging order of ideas and developing format.

Writing the Thesis. Developing ideas and assembling material, format, abstracts, use of diagrams, supporting material, appendices, and bibliography.

Thesis Dissertations. Doctoral candidates discuss their research projects orally, summarize problems encountered, results obtained, and advise students of further potential research in their chosen projects.

Topic Selection. Open discussion on areas of interest. Students select tentative topics or areas of research.

The above outline and brief discussion will provide you with a three or four year program of good solid training to do your job as a commissioner.

But what if I just missed the commissioner college, or I came on board in-between colleges.

The handbook you have been provided contains the manuals used in commissioner training. If you read them you will find many of the answers you need. However this is not the answer to your training needs.

The Council Commissioner Staff will hold training during the in-between times to supplement your training.

The District Commissioner and his/her staff has the responsibility to ensure you receive the proper training.

Properly trained commissioners and a strong commissioner staff at all levels will insure a strong Scouting program within the districts and the council.



## II. SUPPLEMENTAL TRAINING FOR COMMISSIONERS

If you are not well versed in the Scouting program, or were not a Boy Scout, Cub Scout or Adult leader in Scouting there are many opportunities for you to learn these programs in detail.

**Cub Scouting.** The Cub Scout Fast Start program is a good resource. Cub Leader Basic Training, Webelos Leader Training, and the Cub Scout POW WOW are provided by the council to give you these learning opportunities.

These programs will provide you with detailed information on the organization, operation, and how the program works to provide the Cubs with the approved Scouting program.

The ultimate or Ph.D. of Cub Scouting is the participation in Cub Scout Wood Badge. This Program is normally taught in a week-long course in the regional areas.

**Boy Scouting.** The Boy Scout Program offers a wide variety of programs to train you in the Boy Scout Program.

Fast Start is a basic video program for new leaders.

This Fast Start program should be followed by the Scoutmastership Fundamentals training. This program covers from ground zero as to what is scouting, organization, troop meetings, planning, aims and methods, outdoor program, funding the troop, how it all ties together in the troop, district, council, region and national organization. Plus there are a lot of basic skills thrown in such as: cooking, camping, knots, games, skits, patrol methods, advancement, etc.

The ultimate in Scout Training is of course Wood Badge. This Training is offered in a cluster arrangement with the Daniel Boone Council, Blue Ridge, and Palmatto Councils on a rotating basis each year.

Wood Badge Training is a course based on eleven (11) skills of leadership. These skills not only apply to Boy Scouting but can be used in your every day jobs. This course is usually taught on three (3) weekends. The course is divided into two (2) phases. 1). The practical phase in which you learn and practice the eleven (11) skills of leadership and 2). The application phase. This is applying the skills you have learned to your Scouting job and to your everyday life.

After you have finished the above training programs you will be well versed in the Scouting program of your choice.

The council, district, and local troops also offer opportunities for you to mingle with your local units, district personnel and council personnel.

Take the opportunity to visit or work with local troops on outings such as campouts, district camporees, and council camporees, Scout shows etc.

### III. Training awards

There are several awards you may earn as a commissioner. I would like to mention three (3) of these.

- 1). The Commissioners Training Award.
- 2). The Arrowhead Award.
- 3). The Distinguished Commissioner Service Award.

These awards are earned as you perform your task as a commissioner. You may pick up the requirements for each of these awards at the council office.

DID NOT INCLUDE  
THE MANUALS.

THEY WERE OLD,  
AND WERE JUST  
TOO MANY PAGES.

LOOK AT BIBLIOGRAPHY  
IF YOU NEED ONE  
OF THE MANUALS

- B I O G R A P H Y.

Guidebook College of Commissioner Science.

Outline of courses for the degree programs of the  
Commissioner College.

The Official Scoutmasters Handbook.

The Official Boy Scout Handbook.

Troop Committee Guide

Cub Leaders Handbook.

Scoutmastership Fundamentals.

Wood Badge, Guide for a weekend course.

The Council.

District & Council Functions BSA.

The District.

District & Council Functions BSA.

Selecting District People.

District & Council Functions BSA.

Commissioner Fieldbook.

Unit Service.

A Plan for Functioning Districts.

BSA.

Service to Units.

Outlines and suggestions to set up training and  
recruiting programs for commissioners. BSA.

Organizing a Boy Scout Troop.

BSA.