

**THANK YOU and
Welcome to the Team!**



Release date: August, 2025

**District Commissioner
Assistant District
Commissioner
Onboarding Orientation Guide**



Commissioner Name: _____

District: _____ Council: _____

Coach/Mentor: _____

Welcome to Unit Service!

This Onboarding Orientation Guide provides new or newly placed commissioners with the opportunity to familiarize themselves with the expectations of their position under the guidance of an experienced commissioner, their coach/mentor. They will be guided through the application of those skills in their new position. In this way, success in the new role is more likely to be achieved, benefiting both Scouts and Scout units.

Registration

1. Register as a district commissioner or assistant district commissioner.

Completion Date: _____

Training / Information

2. Complete District/Assistant District Commissioner online or Instructor-led Position-Specific Training.

Completion Date: _____

3. Review the information and resources available on www.scouting.org and www.scouting.org/commissioners, including the current issue of the *Commissioner eBlast* and the *Awards and Recognition* sections, and the *Commissioner Manuals and Resources* section.

Completion Date: _____

4. Confirm the dates and location of all district meetings.

Completion Date: _____

5. Create a personal *My.Scouting.org* account and log in.

Completion Date: _____

6. Obtain contact information for the district chair and district executive. Meet with them to review district goals (If you are an ADC, obtain your district commissioner's contact information and meet with your district commissioner to discuss your role).

Completion Date: _____

Performance

7. Log into my.scouting.org *Commissioner Tools* to identify units without an assigned commissioner and become familiar with unit commissioner assignments.

Completion Date: _____

8. Meet with all ADCs. Obtain a summary of their unit metrics and their unit commissioners' status, including length of service and training status. Obtain a summary of roundtable plans from the ADC-RT. If you are an ADC or DC without ADCs, meet with your unit commissioners and discuss their assigned units.

Completion Date: _____

9. Log in to *Commissioner Tools*; review the Membership Status, Roundtable Attendance, Unit Connection History, and Unit Metric Status Reports.

Completion Date: _____

10. Chair or attend one district commissioner staff meeting.

Completion Date: _____

District Commissioners complete 11-13, ADCs skip to #14: 11.

11. Confirm the dates and frequency of all council commissioner cabinet meetings.

Completion Date: _____

12. Meet with the council commissioner to discuss the number of unit commissioners required and your plans to recruit adequate commissioners for the district.

Completion Date: _____

13. Discuss your plans for training your team with the council commissioner or designee.

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____