

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



Release date: August, 2025

Unit 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 unit commissioner.

Completion Date: _____

Training / Information

2. Complete Unit 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.

Completion Date: _____

4. Discuss with your coach/mentor the information on the *Commissioner Manuals and Resource* page.

Completion Date: _____

5. Review dates/places for commissioner staff meetings, roundtables, and council/district events.

Completion Date: _____

6. Review Tutorials available on <https://www.scouting.org/commissioners/training/continuing-education/>

Completion Date: _____

7. Review [Unit-Connections-A-Commissioners-Guide-2.8.25.pdf](#)

Completion Date: _____

8. Review the unit metrics of your assigned unit(s) with your coach/mentor and discuss in which areas you might help your unit be more successful.

Completion Date: _____

Performance

9. Log into my.scouting.org *Commissioner Tools* and review assigned unit rosters and adult training records in Training Manager.

Completion Date: _____

10. Attend one monthly district commissioner staff meeting.

Completion Date: _____

11. Complete one Connection for each of your assigned units and record them in *Commissioner Tools* using the appropriate unit connect guide.

Completion Date: _____

12. Review any challenges or successes concerning your assigned units with your assistant district commissioner (ADC) or district commissioner (DC).

Completion Date: _____

13. Exchange contact information with each of the Key 3 leaders of your assigned units and with your ADC and DC.

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____