



Council Commissioner and Assistant Council Commissioner Onboarding Progress Record

Commissioner Name: _____ BSA ID Number: _____

Registration

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

Completion Date: _____

Training / Information

2. Complete council commissioner/assistant council commissioner online basic training or the instructor-led basic 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 newsletter, the awards and recognition section, and the Commissioner Manuals and Resources section, and Journey to Excellence sections.

Completion Date: _____

4. Determine the meeting dates of your council's board of directors and its executive committee.

Completion Date: _____

5. Obtain an organization chart for your council, including all executive committee and professional staff members.

Completion Date: _____

6. Determine the National Service Territory for your Council.

Completion Date: _____

7. Identify your NST commissioner and obtain their contact information.

Completion Date: _____

Performance

8. If council commissioner, meet with your scout executive and council president to establish yourself as a member of your council's Key 3. If assistant council commissioner, meet with your council commissioner to identify your responsibilities and the members of your council's Key 3.

Completion Date: _____

9. Understand the basic training requirements and continuing education opportunities for each commissioner position.

Completion Date: _____

10. If council commissioner, develop an organizational chart for your cabinet. If assistant council commissioner, obtain a copy of the cabinet's organization chart.

Completion Date: _____



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11. Identify the strengths and needs of Unit Service in your council.

Completion Date: _____

12. Determine the number of active commissioners in the council and the number needed to provide effective unit service and engage your district commissioners in developing a recruiting plan.

Completion Date: _____

13. Review reports available from Commissioner Tools and assess the frequency of unit contacts and development of detailed unit assessments and unit service plans.

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach

Coach's instructions:

The onboarding coach is responsible to ensure that the new commissioner has completed the prescribed online training or the facilitated in-person training. The coach will review the new commissioner's training record to verify that the online courses listed below have been completed or verify that the new commissioner has attended an in-person training session.

The coach will then review each of the onboarding requirements with the new commissioner and verify their completion by entering the completion date and signing the onboarding progress record.

When all of the training has been taken and the onboarding requirements have been met, the coach will add the D17 trained code to the new commissioner's training record using the training manager tool in My.Scouting.



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COUNCIL COMMISSIONER ASSIST. COUNCIL COMMISSIONER	Course Description
SCO_905	Unit Service Concepts- Council Commissioner
SCO_788	Roles of the Council Commissioner
SCO_789	Building the Team
SCO_790	Meetings of the Council Commissioner
SCO_791	Monitoring Unit Service
SCO_774	Commissioner Tools Navigation and Simple Assessments
SCO_775	Detailed Assessments and Unit Service Plan
SCO_792	Commissioner Tools Reports

Revised: June 2022