



Unit Commissioner Onboarding Progress Record

Commissioner Name: _____ BSA ID Number: _____

Registration

1. Register as a unit commissioner.

Completion Date: _____

Training / Information

2. Complete online unit commissioner basic training or attend 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 and the awards and recognition and Journey to Excellence sections.

Completion Date: _____

4. Discuss with your coach the information on the *Commissioner Manuals and Resource page* and the information in the *Unit Roadmap – Starting, Sustaining & Growing Units, 2020*.

Completion Date: _____

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

Completion Date: _____

Performance

6. Log into my.scouting.org tools and review unit rosters and adult training records in Training Manager.

Completion Date: _____

7. Attend one monthly district commissioner staff meeting.

Completion Date: _____

8. Complete one contact for each of your assigned units and record them in Commissioner Tools.

Completion Date: _____

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9. Review any issues concerning your assigned units with your assistant district commissioner (ADC) or district commissioner (DC).

Completion Date: _____

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

Completion Date: _____

11. Discuss with your coach how to develop a detailed unit health assessment and unit service plan.

Completion Date: _____

Continuing Education / Recognition

12. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach

Role of the Onboarding Coach

The role of the coach is to form a relationship with a new commissioner and help them become effective in their role. The coach can be anyone designated by the district or council commissioner. Depending on the position, it may be the commissioner who recruited them, an assistant district commissioner to whom they report, the assistant district commissioner for training, the assistant council commissioner for training, any assistant council commissioner, or another unit commissioner or roundtable commissioner who is considered well-versed in their role.

The coach should be involved in completing all items on the Onboarding Progress Record, which may be completed in any order. The coach and new commissioner are on their honor for completing the tasks and entering the information. These items are considered critical for the success of a new commissioner.