



Boys' Life[®]

2017–2018

UNIT

COMMISSIONER

PROGRAM NOTEBOOK



BOY SCOUTS OF AMERICA[®]

UNIT COMMISSIONER

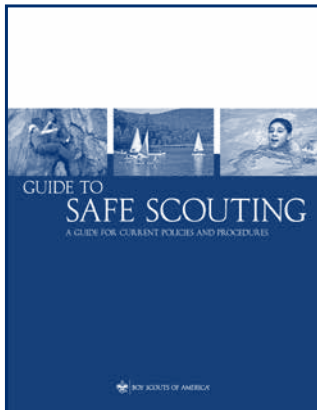
The commissioners serve as the key link between the many resources of a functional district committee and the unique needs of each unit. In the absence of a strong district committee, the unit commissioner often is asked to fill many unit needs that should, in the best of all worlds, be provided by subject matter experts. Where those subject matter experts do not yet exist, our commissioners should support the efforts of the district Key 3 to recruit and deploy the right resource specialists. We have built this concept of linkage into our “simple and unified” mission statement and position description, outlined below. The concept of linkage is critical to our execution mission.

We are asking our unit commissioners to focus on the following four primary areas:

1. **Supporting unit growth in the Journey to Excellence criteria.**
2. **Linking district committee resources to the unit.**
3. **Making unit contacts and capturing their strengths and needs in Commissioner Tools.**
4. **Supporting on-time charter renewal.**

Get the Latest in BSA Health and Safety information.

The purpose of the *Guide to Safe Scouting*, No. 34416, is to prepare adult leaders to conduct Scouting activities in a safe and prudent manner. The guide is available through the Supply Group's National Distribution Center. The online version is updated quarterly. Go to www.scouting.org/HealthandSafety/GSS/toc for the latest information.



Name _____



UNIT COMMISSIONER PROGRAM NOTEBOOK

District Commissioner

Phone

Email

Assistant District Commissioner

Phone

Email

District Scout Executive

Phone

Email

Council Service Center

Phone

Email

Other Scouters: _____

RESOURCES FOR COMMISSIONER SERVICE

- National BSA Commissioner Service website:
www.scouting.org/commissioners
- *Unit Performance Guide*: www.scouting.org/filestore/membership/pdf/522-025_WB.pdf. For additional information, go to <http://scoutingwire.org/marketing-membership/>.
- MyScouting support. Volunteers who have questions about MyScouting access or Commissioner Tools access should send an email to MyScouting@scouting.org or commissionertools@scouting.org with their user name, email address, contact information, council name and headquarters city, and question.

To speak to a live person, you can call the BSA Service Center help desk number at 972-580-2489.

IF YOU'RE A NEW UNIT COMMISSIONER



Retention Mission Statement

The retention mission of the commissioner corps is best achieved by providing an adequate number of trained unit commissioners who provide a link to district committee resources in support of a quality unit program.

Our Chartered Organizations

Scouting was chartered by Congress to provide a program that would enrich the lives of young people. Cub Scouting, Boy Scouting, Varsity Scouting, and Venturing are used by community organizations that:

- Provide an adequate, safe meeting place.
- Provide dedicated, capable adult leadership.
- Adhere to the principles and policies of the Scouting movement.

For more information on being a new unit commissioner, please visit the commissioners training website at <http://www.scouting.org/Home/Commissioners/training.aspx>.

BSA IT Basics for New Commissioners

Congratulations! You've decided you want to help other Scouts, their leaders, and their units. Your new Scouter best friend, your district commissioner, shook your hand and in what seemed like 30 seconds ran down a whole litany of things you should do, how to get help, and some new technology stuff that will happen once your registration reflects that you are a commissioner. If you are like most people, not five minutes later most of what you heard will be a mental blur. So here is a summary of some BSA information technology basics for new commissioners, which might also serve as a good review for other commissioners.

Get trained! Even before your registration reflects that you are a commissioner you can log in to your my.Scouting account, go to the BSA's learning management system (BSA Learn Center), and start taking commissioner-specific training such as Commissioner Fast Start and viewing the series of Commissioner Tools videos. While Basic Training is not yet available online, our goal is to make it available by the 2017 National Annual Meeting.

Bookmark this page on your browser: <http://www.scouting.org/Commissioners.aspx>. This is the definitive source for many resources that will help you as a commissioner.

To keep up with breaking news and other information, join one or more of the commissioner social media sites. On Facebook there are three sites: the official BSA site, [Commissioners of the Boy Scouts of America](#), which every commissioner should join; an unofficial [Commissioner Service \(Boy Scouts of America\)](#) site that has frequent dialogues; and [BSA Roundtable Commissioners](#), which is dedicated to roundtable commissioners. Additionally there is a LinkedIn group, [Commissioners of the Boy Scouts of America](#), and a Yahoo Group called [Scout Commissioner Corner](#). (More complete information can be found on page 25 of the [Fall 2014 issue of The Commissioner](#).)

Once your registration as a commissioner is effective, you will notice that the home page pull-down menu at my.Scouting has some new options. As a commissioner, you can now use the

Member Manager and **Training Manager** apps to view and manage some information. For example, in **Member Manager**, in addition to getting various unit-level reports, you can assist other members by editing some of their contact information. In **Training Manager**, in addition to viewing an individual's training and generating reports, you can add member training (except for yourself). The ability to add training to a member's record must be used judiciously and ideally with the concurrence of the local training chair.

Of course, all commissioners can add contacts for any unit under their purview using the Commissioner Tools app, which is also used to log roundtable attendance. Additionally, administrative commissioners (those who are not exclusively unit commissioners or assistant roundtable commissioners) have a tool called Commissioner Administration for the management of commissioners and units in Commissioner Tools. The Commissioner Tools training found in the BSA Learn Center will help all commissioner users, and may be helpful when reviewed as an occasional district commissioner meeting training topic. However, there are a few business rules pertaining to Commissioner Tools that are important for all commissioners to understand, such as the 60-day window for making unit contact entries, the 48-hour contact editing capability, and the 60-day roundtable entry editing capability. As a commissioner, you may find when you talk with other Scouters that you are the most knowledgeable person about using the BSA's IT support, and it won't be long before you find yourself on the receiving end of some Scouter who is not having a good experience using the *my.Scouting* suite of applications. Typically when users are having problems, they are not too receptive to the possibility that the problem may be at their end, so use your people skills that were discussed in your commissioner training. True story: I had a leader in 2016 who could not get their computer to run the online Youth Protection Training. It turns out they were still using Internet Explorer 4 (IE4); IE5 had been released on March 18, 1999.

The problems that Scouters report are always real, and often the problems they are experiencing are neither their fault nor unique to themselves. Here is a quick checklist of things to try to solve the IT problems locally, sort of like checking the level in your gas tank when trying to figure out why your car won't start.

- Do not click the hyperlink or the button more than once. Patience! Wait on the system to catch up. If you click on a link more than once, you may confuse the system and get weird behaviors.
- Wait for your browser to catch up. The slowness can be at the BSA end, or even in your own house (do you have a house full of visitors all sitting around on the couch streaming videos?), plus the many, many nodes in between.
- If things aren't behaving correctly, try the following three things:
 - Close the browser, count to 10 (seriously), and try again.
 - Use a different browser. Browsers and operating systems are constantly being updated. What worked yesterday may not work today. Don't blame the BSA or Commissioner Tools for this issue—it happens across the board. With my personal banking, I'm constantly having to switch browsers because of software security updates.
 - **CLEAR YOUR CACHE.** I'm not exaggerating when I say that more than half of our issues when it comes to complaints about *my*.Scouting and Commissioner Tools would be resolved if the individual had tried clearing their cache. If you don't know what a cache is or how to clear your browser's cache, go to page 6 of the [Commissioner Tools Troubleshooting Guide](#).

There is a 60-day grace period after a charter expires without being renewed during which those on the expired charter will retain access to the *my*.Scouting suite of apps. However, that access will no longer continue after day 60 unless the charter renewal has been "posted." This nuance is especially important to commissioners who have their primary registration with a unit whose charter lapses for more than 60 days, as this will also affect their access to Commissioner Tools, etc.

Who do you call for help? Of course your first line of attack when you need BSA IT help is to ask your “BSA IT expert” buddy, but when that fails, try the following steps to get the help you need:

- Ask your commissioner “boss,” i.e., your (assistant) district or council commissioner.
- Contact your district and/or council Commissioner Tools champion*. There is a good chance that you are not the first person to approach them with your question. (*Note: If your council’s or district’s Commissioner Tools champion has changed or you need to update or confirm that information, please send a note to CommissionerTools@scouting.org with the name and contact information of your new champion, along with your district and council information.)
- If the problem is a generic or systemic *my.Scouting* question, contact the BSA’s Member Care Contact Center at myscouting@scouting.org or 972-580-2489.

If the problem is specific to Commissioner Tools, send an email to CommissionerTools@scouting.org. There are also some pinned discussions on the [Commissioners of the Boy Scouts of America LinkedIn group](#) and the [Commissioner Service \(Boy Scouts of America\) Facebook site](#), which may be useful. If you think you have found a bug in Commissioner Tools, please also log an incident with Member Care at myscouting@scouting.org or 972-580-2489.



THE UNIT SERVICE PLAN AND COMMISSIONER TOOLS

The unit service plan is a tool to help strengthen a unit and enable it to offer the best possible program to the youth it serves. A collaborative effort between the unit's leaders, its chartered organization, the unit commissioner, and the district operating committee, it establishes a customized annual plan that is periodically reviewed and updated to provide continuing improvement.

In addition, the unit service plan enables commissioners to focus on their four primary responsibilities:

1. Supporting unit growth in the Journey to Excellence.
2. Linking district operating committee resources to the unit.
3. Making unit contacts and recording the contacts into the Commissioner Tools site.
4. Supporting on-time charter renewal.

**For more detailed information about CT
and the Unit Service Plan, go to
www.scouting.org/Home/Commissioners/tools.aspx.**

RECRUITMENT WORK SHEET

1. What position does the unit need to fill? _____

2. Is the position description prepared? Yes _____ No _____

3. What are the desired skills and resources of a candidate?

a.

b.

c.

d.

e.

4. Who are members of the steering committee?

Name

Address

Phone

a.

b.

c.

d.

e.

5. Who are prospects for the position?

Name

Address

Phone

a.

b.

c.

d.

e.

6. Who should make the approach?
 - a.
 - b.
 - c.
7. What could be some of the prospect's objections?
 - a.
 - b.
 - c.
 - d.
8. When is the appointment the prospect?

Date

Time

Location
9. Recruitment follow-up
 - a. Welcome letter sent
 - b. Newspaper announcement sent
 - c. Induction and patch presentation
 - d. Support materials provided
 - e. Fast Start and Youth Protection training completed online
 - f. Leader-specific training attended

COMMISSIONER TRAINING

Visit the commissioner training website for personal training on dozens of topics: <http://www.scouting.org/scoutsource/Commissioners/training.aspx>.

Training Overview

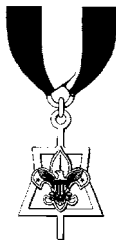
	Unit Commissioner	Roundtable Commissioner	District Commissioner and Assistant	Council Commissioner and Assistant
E-Learning				
Youth Protection	Required	Required	Required	Required
This Is Scouting	If new to Scouting	If new to Scouting	If new to Scouting	If new to Scouting
Fast Start	If new to commissioner service	If new to commissioner service	If new to commissioner service	If new to commissioner service
Commissioner Tools Video	Yes	Yes	Yes	Yes
Basic Training	UC-specific	RT-specific	DC/ADC-specific	CC/ACC-specific
Monthly Training	Yes	Yes	Yes	Yes
Annual Training	Yes	Yes	Yes	Yes
National Training	Recommended	Recommended	Recommended	Recommended

COMMISSIONER RECOGNITION CHANGES

Effective May 1, 2016, revisions to commissioner recognitions were implemented. The team that worked on that project had three simple goals:

1. Establish recognition opportunities for **all** commissioners (including roundtable, area, and regional commissioners).
2. Create consistent requirements that incorporate the contemporary tools and techniques commissioners use.
3. Provide easy access to recognition information, including opportunities, requirements, progress records, certificates, and available recognition items.

Commissioners who had *already started* working towards earning an award had the option of completing their efforts under its **existing** requirements. Except for the Commissioner Award of Excellence in Unit Service, which has requirements that take at least two years to complete, it should have been possible to convert to the new requirements by January 1, 2017. With that single exception, our commissioners should now be using the revised requirements for all recognitions.



PDF forms for recognition certificates have been well received, and that concept is being expanded to include all commissioner training certificates. The following certificates have been added to our Commissioner Awards and Recognitions web page at <http://www.scouting.org/scoutsorce/Commissioners/recognition.aspx>:

- Trained Commissioner
- Bachelor of Commissioner Science
- Master of Commissioner Science
- Doctorate of Commissioner Science
- Commissioner Science Continuing Education

The expanded use of PDF forms for our training certificates makes it easier to recognize training achievements and provides a consistent design for all commissioner recognition certificates.

Commissioners make sure that each of these assigned units has a great program planned for the month and year ahead.



CUB SCOUTING

For the latest program updates, please visit <http://www.scouting.org/scoutsorce/CubScouts.aspx>.

Cub Scouting has been developed especially for parents to use with their Cub Scout-age sons. It:

- Teaches a boy respect for his God, his country, his home, and his fellow man. The ideals and activities of the Cub Scout contribute to the fullest appreciation of American citizenship.
- Gives opportunities for activities—games, crafts, nature lore, collections, stunts, hobbies—in the Cub Scout's own neighborhood with trained and sympathetic leaders and natural boy companions.
- Offers opportunities to do things for others, and for the Cub Scout to take responsibility for and find satisfaction in carrying his share of the load.

Purposes of Cub Scouting

Leaders must realize the “why” of Cub Scouting so they can include items in the pack and den program to help boys grow.

Cub Scouting is for parents, leaders, and organizations to use with boys in second through fifth grade (or 8, 9, and 10 years of age) for the purposes of:

- Character development
- Spiritual growth
- Good citizenship
- Sportsmanship and fitness
- Family understanding

- Respectful relationships
- Personal achievement
- Friendly service
- Fun and adventure
- Preparation for Boy Scouting

Cub Scout Program Planning

To earn the badge of rank in Cub Scouts, each boy must complete seven adventures. An adventure is a multidisciplinary experience built around the Aims of Scouting (character development, participator citizenship, and personal fitness) plus outdoor skills and leadership development. For each rank, some of the adventures are defined (required: six for Tiger, Wolf, and Bear; five for Webelos; four for Arrow of Light). Each rank has its own set of electives to fill out the seven required and allow boys and dens to explore their interests beyond earning their rank.

Planning for den leaders recognizes these important points:

Required adventures. These adventures are required to advance from rank to rank.

Elective adventures. These add to the fun and adventure of Cub Scouting. One elective adventure is required to earn the Tiger, Wolf, and Bear ranks. Two are required to earn the Webelos rank, and three are required for boys to earn the Arrow of Light rank.

Coordinating your planning. Some of the adventures require coordination with other dens. A pack meeting is an ideal place to do this. There are some suggestions made in the Cub Scout Leader Book, but however your dens and pack wish to do this, work together with the other leaders in your pack to build this into your annual program. When working out your annual program plan, seek to deliver an entire year of fun programming. It is important to seek input from the Cub Scouts in the den to find out which adventures they would like to explore with the members of the den. Elective adventures that are not selected may be earned by boys at home, working with their families.

Audience for requirements. Many of the requirements state that a Scout should demonstrate a new skill or share something they have learned with other boys during a den meeting. We

all need to recognize that not all Scouts are able to make each meeting. While we recognize that the best approach is to carry out sharing tasks in a den setting, it may be necessary to allow Cub Scouts to share what they have learned while working on Cub Scout advancement requirements in other settings, such as in front of their family.

The duty to God adventures are primarily done with the family and, for some dens, may not be included as part of the den meeting planning. If that is the case, notify families that they will need to help their Cub Scouts. Complete the adventure at home.

Annual planning for den leaders follows this simple process:

Become familiar with the adventures of their rank. Read through the adventures, giving thought to which adventures will work the best for your location and climate. Write in the adventures you will use and the corresponding month that will work best in the Den Annual Adventure Plan.

Review the elective adventures with your boys and their families to determine those of interest to the den. Schedule those adventures you have chosen on the Den Annual Adventure Plan.

Coordinate with your Cubmaster if adventures need to be coordinated with other dens or for upcoming pack meetings.

MONTHLY PACK LEADERS' MEETING

This is perhaps the most important planning meeting in the packs you serve. It is a time for detailed planning of the themes already established.

Experience has shown that the monthly planning meeting for October, for instance, should come about a week before the September pack meeting, and so on through the year. This gives the leaders time to check on details for the coming pack meeting, in addition to planning for next month. If recognitions for advancement are needed as a result of September activities, the number of badges can be reported and obtained in time for the September pack meeting.

What happens when it's held? Well, the agenda can be thought of as falling into three parts:

Part 1—Den Plans

1. Meeting called to order.
2. Cubmaster comments on the upcoming month's theme and connection to the Scout Law and dens' preparation for pack meeting.
3. Den leaders report on their plans.
4. Pack committee chairman comments on pack needs, problems, and progress.
5. Ideas committee and activity badge counselor reports.
6. General discussion.
7. Separate groups to work out details.

At this meeting, the den leaders use the den leader guide for their rank as their basic planning tool. The *Cub Scout Leader Program Notebook* produced by *Boys' Life* also might be helpful.

Part 2—Pack Plans

1. Groups come together and develop plans for next month's pack meeting.
2. Loose ends tied up for this month's pack meeting, needed badges listed, and assignments reviewed.
3. Meeting adjourned.

Part 3—Social

Those who have to leave are free to go. The rest enjoy refreshments and talk about the good of the pack.



BOY SCOUTING

For the latest program updates, please visit <http://www.scouting.org/scoutsource/BoyScouts.aspx>.

A Boy Scout troop is a vehicle to deliver the aims of Scouting which are packaged in the form of program. A successful troop program will provide boys the opportunity to:

- Practice citizenship through patrol activities and patrol leaders' council meetings.
- Grow in self-reliance by participating in outdoor adventures.
- Gain an appreciation for the environment and God's handiwork through camping.
- Have a positive and understandable code to live by in the Scout Oath and Scout Law.
- Develop strength of mind and body through the challenges of Scout skills.
- Participate in activities that are good wholesome fun.

Signs of a Successful Troop Program

A troop should be evaluated against its use of the methods of Boy Scouting. A troop exists to help boys reach the aims of Scouting by using Boy Scout methods.

Aims of Scouting

Participating citizenship, growth in moral strength and character, and the development of physical and mental fitness are the aims of Scouting.

Methods of Boy Scouting

1. **Ideals.** Spelled out in the Scout Oath, Scout Law, motto, and slogan.
2. **Patrols.** Provide practice in participating citizenship.
3. **Outdoors.** Scouting takes place outdoors where boys learn to share responsibility close to nature.
4. **Advancement.** Boys grow in confidence as they work for and achieve goals.
5. **Adult Association.** Boys need contact with adults they can copy.
6. **Uniform.** Creates a positive image for youth and a visible force for good within the community.
7. **Leadership Development.** Continuous opportunity exists to practice skills of leadership.
8. **Personal Growth.** A conscious effort made to guide each boy's development.

Every troop meeting or activity should demonstrate some Scout method. Over a period of time all eight methods should be evident in troop operations.

TROOP PROGRAM TOOLS

These items are updated and printed each year, and are vital to a successful troop program. To provide real help to your troops, make sure they use all of these valuable tools.

Troop Program Features

Troop program features are available in a new format. The 36 features are now listed alphabetically in three volumes: *Troop Program Features Volume I*, No. 33110; *Volume II*, No. 33111; and *Volume III*, No. 33112. Supporting material such as special ceremonies, games, clip art, religious information, and Scoutmaster's Minutes are now included in a separate publication, *Troop Program Resources*, No. 33588, which

includes a CD-ROM. Troop program features are also available online at www.scouting.org. Click on “ScoutSource,” and click on “Boy Scouts.”

Roundtables support the troop program because the Scoutmasters vote on what program feature they wish to have each month. The *Roundtable Planning Guide* also contains support literature to assist the roundtable commissioner.

At the roundtable, the skills section includes a multilevel learning experience for new Scoutmasters, for experienced Scoutmasters, and for long-time Scoutmasters. Plus, there is a 15-minute training segment in each roundtable to support various issues in troop operations.

Troop Planning Worksheet, No. 331-018

Essential for outlining the troop’s plans for the next six months, this chart should be posted in the meeting room to show Scouts upcoming events and activities.

Boy Scout Leader Program Notebook, No. 331-015

This workbook provides a place to keep notes on all meetings a Scout leader attends. It also has a planning calendar for each month.

Journey to Excellence Scorecard

Planning the Annual Troop Program

A well-planned annual program will provide:

- At least 10 days and nights of camping for every Scout.
- Reinforcement of Scouting ideals through Good Turns and service projects.
- Full use of the patrol method in all activities.
- Leadership development through use of the patrol leaders’ council.
- Opportunity for each Scout to learn new skills.

To plan the annual program:

1. Prepare for a patrol leaders' council planning conference.
2. Hold the planning conference.
3. Share the plan.

Monthly Program Planning

Monthly program planning procedure:

1. Prepare for the monthly patrol leaders' council meeting.
2. Hold the monthly planning meeting.
3. Share the plan.

Varsity Scouting

Varsity Scouting is for boys 14 through 17. The purposes and objectives of Varsity Scouting are those of the overall Scouting movement, namely, to provide for Varsity Scout-age boys: development of desirable traits of character, training in participating citizenship, building of physical fitness, promotion of service to others, development of self-reliance, and growth in leadership abilities.

NOTE: For more information, contact your local council service center.



VENTURING

For the latest program updates, please visit <http://www.scouting.org/scoutsource/venturing.aspx>.

Venturing is a youth development program of the Boy Scouts of America for young men and women who are 13 years of age and have completed the eighth grade through 20 years of age. Venturing's purpose is to provide positive experiences to help young people mature and to prepare them to become responsible and caring adults.

A Venturing crew or ship achieves the aims of Scouting with young adults by providing adultlike experiences planned and carried out by the youths themselves with adult advice and assistance. The program focuses on four areas of emphasis (ALPS model):

Adventures and Activities

Leadership

Personal Growth

Service

Methods of Venturing:

The methods of Venturing have been carefully chosen to meet the needs of young adults.

- **Voluntary association between youth and adults.** Because Venturing is voluntary, youth are receptive to new ideas, experiences, and relationships. For the youth members, these relationships provide a connection to new ways of thinking and acting, as well as a new identity as a responsible young adult.
- **Ethical decision-making.** By asking young people to be responsible for themselves, for a program of positive activities and experiences, and for other people, Venturing provides numerous opportunities for youth to make decisions and ethical choices. With the influence of positive adult role models and structured activities, youth learn to make effective and ethical decisions.

- **Group activities.** Venturing activities are interdependent group experiences in which success depends on the cooperation of all youth and adults.
- **Recognition of achievement.** Recognition might come through the achievement of one of the many awards available to youth members, but peers and adults achieve it through the acknowledgement of a young person's competence and skills.
- **Democratic process.** Venturing crews provide exposure to democratic ideas and skills that are needed throughout life.
- **Curiosity, exploration, and adventure.** New experiences and Venturing activities provide an excellent opportunity for youth to acquire new skills and participate in adventures/activities of their choice.

The Venturing Process

Venturing identifies the needs and desires of today's young adults of high school and college age. It then matches these youth with community organizations that can satisfy these needs and desires. The result is a Venturing crew or ship.

The Crew or Ship Program

Venturing has no packaged program for use with ships and crews. It has a procedure whereby each Venturing unit can design a specific program to meet the needs of its members, using the resources of the chartered organization and community. The key to this program design is the program capability inventory (PCI), which actually lists the people and their resources available to the crew. The youths are then involved in designing a program, based on these resources, and what is meaningful to the crew's membership.

Venturers do many things defined by the interests of the crew members and the crew's adventures. In Venturing, youth have fun leading, planning, serving, growing, teaching, mentoring, being outdoors, learning, building relationships, and preparing for life, all guided by the values of Scouting. For some crew, volunteering in a soup kitchen or at a training event may be the adventures they choose. Other crews may choose horseback

riding or a weekend of rappelling and spelunking. The variety of adventures they choose is only limited by their imagination and willingness to do what it takes to achieve that goal.

In all crews, not only is the process of choosing, planning, and experiencing adventure a lot of fun, but it also will help them serve others, gain valuable leadership experience, and grow personally.

Signs of a Successful Crew or Ship Program

1. The crew president and Advisor work as a team—the president as the functioning leader with the Advisor assisting.
2. The crew has an up-to-date program capability inventory (PCI) as a source of programs and consultants and has an annual program plan.
3. The program shows some balance between the four areas of emphasis (ALPS model). There is no need for equal weight to be given to each experience area, but all should be found somewhere in the crew's activities.
4. Successful crews usually meet twice a month, with an additional monthly activity in addition to regular meetings and a monthly crew officers' meeting.
5. Crew meetings and activities should stress hands-on experiences with lectures directed toward the hands-on activity.
6. Elected officers should be active in the council's Venturing officers' association (VOA).
7. Leadership development should be evident with a trained Advisor, crew officer seminar scheduled and held, and Advisor and president graduates of the basic training and Venturing leadership skills courses.

Helps for Crews and Ships

The following resources will be helpful to the new or experienced Advisor, crew committee, and elected officers:

Venturing Advisor Guidebook, No. 34655, is a great tool for any Venturing leader, from novice to seasoned Advisor. The handbook guides Venturing leaders, committee members, and CORs toward a successful crew. The guidebook includes

information on Venturing basics, methods of Venturing, areas of program emphasis, and program resources and administration.

Handbook for Venturers, No. 33494, explains the Venturing advancement program, including the Venturing, Discovery, Pathfinder, and Summit awards. It also explains Venturing's areas of emphasis, which is the guide to getting the most out of the crew's adventures and preparing them for the future.

Venturing Awards and Requirements, No. 34784, is a comprehensive source for the requirements of the Venturing awards programs. It is the go-to book for every Venturer. The new edition combines the information previously found in the Venturing Quest, Trust, and Ranger Handbook. Information is also provided on many of the other awards and recognitions to alert Venturers to these opportunities, but because these awards are often bestowed by other agencies, the Venturer is encouraged to find the most current requirements from those organizations.

JOURNEY TO EXCELLENCE

Unit Recognitions

For details on Journey to Excellence criteria and JTE scorecards in English and Spanish for all program levels, please visit <http://www.scouting.org/scoutsource/Commissioners/Journey.aspx>.



100 Percent Boys' Life Units

Units that are 100 percent *Boys' Life* units qualify for the special 100 percent *Boys' Life* Gold, Silver, or Bronze award emblem.

Exploring

Exploring began as a senior program in early Boy Scout troops. In 1935, senior Scouts were called Explorers for the first time. In 1949, Exploring was revised to include senior Scouts still in troops, separate units called "posts" with an emphasis on outdoor activities, Sea Scout ships, and Air Scout squadrons. In the 1960s, career education

posts were added to the Exploring program. In 1998, the posts with traditional Scouting activities were split off from Exploring and became the Venturing program. The remaining Explorer posts moved under the umbrella of Learning for Life, an affiliate of the Boy Scouts of America. Explorer posts continued to be administered by local BSA councils through Learning for Life and Exploring committees and the professional staff. Service was provided by the professional staff and by volunteer Exploring Service Teams.

Chief Scout Executive Mike Surbaugh's renewed emphasis on growing the Exploring program has resulted in the need to provide service to these units. Where resources permit, the preferred approach is for the dedicated Exploring Service Team model to be utilized. Where this is not feasible, service to Explorer posts and clubs may be provided by utilizing current council and district structures and resources, much as unit service to traditional Scouting units is currently provided.

Commissioners serving Exploring provide unit service similar to traditional units using the primary focus areas:

- Annual Exploring unit registration renewal (Note: This is a different, though similar, process from that used by traditional Scouting units.)
- Supporting unit growth through Journey to Excellence
- Making contact with units and capturing their strengths/needs in Commissioner Tools coming in 2017
- Linking unit needs to district or service team resources

An Exploring service module is included in Commissioner Basic Training and addressed in district commissioner and assistant district commissioner training. An Exploring service elective is included in the master's track of the College of Commissioner Science.

Online Exploring Service Team training modules are now available at my.Scouting.org (Scouting U), and an orientation module specific to unit commissioners servicing Exploring units is under development and should be available this spring.

For information on best practices that were developed by Jeff Schweiger, assistant council commissioner for Exploring, National Capital Area Council, please visit [http://www.scouting.org/filestore/commissioner/newsletter/2017_winter/522-033_winter\(17\)_1.2.pdf](http://www.scouting.org/filestore/commissioner/newsletter/2017_winter/522-033_winter(17)_1.2.pdf).

ROUNDTABLE PLANNING

As roundtable commissioners, you realize that roundtable is the single most important event in the district. You are charged with teaching the program, informing leaders about upcoming events, and even entertaining the masses. You know that you will need help to be successful, so you recruit a staff and make sure everyone is fully trained.



In 2013 the assistant roundtable commissioner position replaced the position of roundtable staff.




Check out the latest editions of the roundtable guidebooks with all-new formats. They address roundtables based on best methods from across the country and feedback from Voice of the Scout. Online versions are available at <http://www.scouting.org/scoutsource/Commissioners/roundtable.aspx>.

Review JTE criteria with your unit.

SEPTEMBER 2017

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Featured this month in <i>BOYS' LIFE</i> magazine:  Scout Law/Pack Meeting Theme: Courteous  Boy Scout Troop Program Feature: Orienteering						
3	4	5	6	7	8	9
	 Labor Day					
10	11	12	13	14	15	16
				Make <i>BOYS' LIFE</i> 's feature of every roundtable		
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:




How I plan to help:

Review JTE criteria with your unit.

OCTOBER 2017

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9  Columbus Day (observed)	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Featured this month in BOYS' LIFE magazine:  Scout LawPack Meeting Theme: Thrifty  Boy Scout Troop Program Feature Soccer			

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:





How I plan to help:

Review JTE criteria with your unit.

NOVEMBER 2017

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Featured this month in <i>BOYS' LIFE</i> magazine:  Scout Law/Pack Meeting Theme: Revere it  Boy Scout Troop Program Feature Project CDPE			1	2	3	4
5	6	7	8	9	10	11 
12	13	14	15	16	17	18
19	20	21	22	23 	24	25
26	27	28	29	30	BOYS' LIFE subscriptions make great gifts for new Scouts! Go to boyslife.org	

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:


How I plan to help:

Review JTE criteria with your unit.

DECEMBER 2017

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	 Christmas Day					

Featured this month in *BOYS' LIFE* magazine:



By Scout Troop Program Feature: Winter Camping



Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:





How I plan to help:

Review JTE criteria with your unit.

JANUARY 2018

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1  New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15  Martin Luther King Jr. Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Featured this month in <i>BOYS' LIFE</i> magazine:  Scout Law/Pack Meeting Theme Helpful  Boy Scout Troop Program Features: Games		

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:




How I plan to help:

Review JTE criteria with your unit.

FEBRUARY 2018

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Featured this month in 2018' LIFE magazine:  Scout Life Pack Meeting Theme: Cheerful  Boy Scout Troop Program Feature: Communication						
4	5	6	7	8	9	10
Scouting Anniversary Week begins. Scout Sunday				Scouting Anniversary Day		Scouting Anniversary Week ends. Scout Sabbath
11	12	13	14	15	16	17
			Valentine's Day			
18	19	20	21	22	23	24
	 Presidents' Day			Founders Day		
25	26	27	28			
Pedometer relevant and exciting stories to readers of all ages. What's in the mailbag for you, Scouts?						

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

Review JTE criteria with your unit.

MARCH 2018

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Featured this month in *BOYS' LIFE* magazine:



Scout Luncheon Meeting Theme: **Trustworthy**

Boy Scout Troop Program Feature: **Living History**



Use the budget plan for 100 percent *BOYS' LIFE*

BOYS' LIFE
Anniversary Day

St. Patrick's Day

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:



How I plan to help:

Review JTE criteria with your unit.

APRIL 2018

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	Featured this month in BOYS' LIFE magazine:  Scout Law/Pack Meeting Theme: Loyal  Boy Scout Troop Program Feature: Fishing					

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:


How I plan to help:

Review JTE criteria with your unit.

MAY 2018

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
	BOYS' LIFE leaders stay in Scouting tonight.					
6	7	8	9	10	11	12
13	14	15	16	17	18	19
Mother's Day	20	21	22	23	24	25
27	28	29	30	31		
	 Memorial Day					
						Featured this month in BOYS' LIFE magazine: Scout Law Pack Meeting Theme: Friendly Boy Scout Troop Program Feature: Skateboarding

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:




How I plan to help:

Review JTE criteria with your unit.

JUNE 2018

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Featured this month in <i>BOYS' LIFE</i> magazine:  Scout Law/Pack Meeting Theme: Obedient  Boy Scout Troop Program Feature: Hiking					1	2
3	4	5	6	7	8	9
10	11	12	13	 Flag Day	15	16
17	18	19	20	21	22	23
Father's Day	25	26	27	28	29	30
24						

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:




How I plan to help:

Review JTE criteria with your unit.

JULY 2018

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4  Independence Day	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Featured this month in <i>BOYS' LIFE</i> magazine:  Scout Law/Pack Meeting Theme: Brave  Boy Scout Troop Program Feature: Music			

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:



How I plan to help:

Review JTE criteria with your unit.

AUGUST 2018

Things to do this month _____

Units due to reregister next month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Featured this month in <i>BOYS' LIFE</i> magazine:  Scout Law/Post Meeting Theme Clean  Boy Scout Troop Program Feature: Shotgun Shreding			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	<i>BOYS' LIFE is essential.</i>

Mark commissioner staff meeting and roundtable dates on the calendar.

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

No. _____ Date _____
Pack/Troop/Team/Crew

Visit unit meeting _____ Committee meeting _____ Activity _____

Unit needs:

How I plan to help:

NOTES

NOTES

NOTES

Boys' Life[®]

Boys' Life is an essential part of every boy's Scouting program.

Through exciting graphics and award-winning articles, *Boys' Life* encourages good reading with wholesome stories of heroism that portray positive, character-building role models.

Boys' Life helps to increase membership retention, and provides a direct link between Scout rank advancements and the enjoyment of learning new things.

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