

Progress Record for



***Commissioner Award of
Excellence in Unit Service***



Name: _____
Address: _____
Phone/Email: _____
District/Council: _____
Scouting America Member ID: _____

The Commissioner Award of Excellence in Unit Service is awarded to a commissioner who provides exemplary unit service to a unit assigned by the district commissioner and collaborates with units using the current Scouting America Commissioner Tools.

Prerequisites for the Commissioner Award of Excellence in Unit Service include:

- Current Youth Protection Training certificate
- Current registration as a commissioner
- Arrowhead Honor is earned (*for any commissioner position*)
- Develop connections with one or more units

Completion Date: _____

Award Criteria:

I. General Requirements

A. Any registered commissioner who builds meaningful relationships with units as set forth by the award criteria over a minimum period of one year is eligible. A commissioner may earn this award multiple times. Each subsequent award shall be earned independently of the previous award, and no criteria from a previous award may be used to satisfy the criteria for a new award.

B. The commissioner consistently exemplifies the commissioner culture statement, *Be the Heart-Build Relationships-Change Lives* in their work with units, recognizing that creating partnerships is fundamental to unit success.

II. Unit Service Criteria

A. Complete a unit connection and assist a unit in developing their unit goals, IF the unit chooses to set goals. A collaborative discussion with unit leaders is foundational for building a supportive relationship with unit leaders and identifying unit strengths and unmet needs.

Unit Type: _____ **Unit Number:** _____

- In collaboration with unit leaders, complete a unit connection in Commissioner Tools.

Date Completed: _____

- Encourage unit leaders to develop their unit goals and IF the unit sets goals, document them in Commissioner Tools¹. Encourage the unit to address one or more areas of improvement that strengthen the unit in membership, program, volunteer leadership, or planning and budgeting. Goals should be specific and measurable; however, a unit is not required to set goals.

Date Completed: _____

- Support the unit regularly, documenting at least 5 additional connections in Commissioner Tools (ideally 3 in-person) that include any progress the unit has made toward its goals or revisions to its goals. Unit connections must be made in different months and should be varied in scope to include unit meetings, unit activities, district campouts, summer camps, or leader/parent meetings.

Date of Contact #1: _____

Date of Contact #2: _____

Date of Contact #3: _____

Date of Contact #4: _____

Date of Contact #5: _____

B. Commissioner Service to Unit

- Link the unit to district/council resources by obtaining the resources and assistance necessary to support the written unit goals **OR** by discussing unit metrics/progress with the district commissioner staff during a monthly commissioner meeting.

Date Completed: _____

- Support the annual unit renewal process by connecting with unit leaders to answer any questions.

Date Completed: _____

III. Personal Development Criteria

- Routinely attend commissioner staff meetings and have your attendance verified by the district commissioner or another administrative commissioner.
- Attend one or more continuing education events specifically designed for commissioners while working toward this award. The continuing education events can include:
 - College of Commissioner Science²
 - Commissioner Conference³
 - Commissioner Workshop⁴
 - Commissioner Retreat⁵
 - National training conference for commissioners⁶

Training Event _____ **Date** _____

Approval

I certify that I have completed all criteria for this award as contained in this application.

Applicant's signature

Date

I have reviewed this application for the Commissioner Award for Excellence in Unit Service. The applicant has satisfactorily completed the criteria, documented connections in Commissioner Tools and fostered a supportive relationship with unit leaders.

Approved by District Commissioner

Date

Upon review of this application and the certification by the district commissioner or his/her designee, I approve this application for the Award of Excellence in Unit Service.

Approved by Council Commissioner

Date

Recognition Items:

1. Commissioner Award of Excellence in Unit Service certificate. Template available on the Awards and Recognition page of the Commissioner's website at Scouting.org.
<https://www.scouting.org/commissioners/recognition/>
2. Commissioner Award of Excellence in Unit Service knot. (#613223)
3. A Commissioner Device (#871) may be awarded for multiple achievements of this award and worn on the knot.

Notes:

1. Unit leaders develop unit goals; the unit may choose to develop no goals or multiple goals to suit its needs. While a commissioner collaborates with unit leaders on connections and encourages a unit to set goals, the commissioner enters these unit goals and connections.
2. College of Commissioner Science- A continuing education event for commissioners similar to a University of Scouting hosted by a council or group of councils using curriculum per the commissioner website.
3. Commissioner Conference- A commissioner conference is a council or territory event, e.g., a commissioner planning conference hosted by your council commissioner or council service territory commissioner. This is a local event.
4. Commissioner Workshop—This is similar to a commissioner conference but shorter in duration. It is a local event, such as a weeknight event for all commissioners to train commissioners.
5. Commissioner Retreat- This is a local event similar to a commissioner conference, but may include an overnight. Some retreats are combined with counterparts from the council/district/committee.
6. National training conference for commissioners- National training conferences include commissioner training hosted at high adventure bases (e.g. Commissioner Week at Philmont Training Center) and impact sessions. Impact sessions may be virtual or in-person and are hosted nationally. Information for these sessions is found on the national commissioner website.

For questions regarding this award, please contact the Commissioner Engagement Chair at commissionerserviceteam@scouting.org.