

# The Annual Commissioner Service Plan

The Annual Commissioner Plan gives **specific reasons for recurring and supportive visits with units** by the commissioner.

This plan follows the natural flow of adding new members, purchase of uniforms, preparation for summer camp, unit program planning, and replacement of adult leadership. The plan includes the following commissioner functions:

1. **Membership inventory.** Conducted in December and again two months before the unit's charter expiration. It's surprising how many youth may not be registered.
2. **Uniform inspection.** Held for Cub Scout packs in the fall, and Boy Scout troops in the spring and fall. The commissioner helps pack and troop leaders and lends dignity to a high-morale event. Encourage a complete uniform for all members. Develop unit pride.
3. **Journey to Excellence Unit measurement.** It is completed based on a calendar year. Completion of the commitment form for the year is conducted by the commissioner during the early part of the year, usually between December and February. An evaluation of their achievement toward qualifying is conducted between October 31 and December 31.

Commissioners should work regularly on a monthly basis to help their assigned units to achieve the award and most importantly to improve the quality of their unit's program.

The goal for the district is to have at least 60 percent of all units qualify in order for the district to qualify for the award.

4. **Unit leadership inventory.** Conducted by the commissioner and unit committee by April 30 of each year. Find out who will continue and who will drop. Visit inactive adults. Recruit new adults. Is there two-deep leadership? Are direct-contact leaders trained?
5. **Charter presentation ceremony.** Held 30 days after the renewal of the charter. The commissioner presents the charter at an event of the chartered organization (not at a meeting of the unit). Make it special.
6. **Unit program planning.** Commissioners visit with unit leaders to help where necessary with the planning process. With a new program year starting in the early fall, a unit's annual plan should be completed by the first of August.
7. **Youth Protection training visit.** Explain and promote latest training, booklets, and videos about BSA Youth Protection at a fall meeting of unit adults, usually in November.
8. **Other commissioner functions.** Ongoing—help units solve problems, improve unit program, and provide other help as needed.

## KEY COMMISSIONER SERVICE DATES

ACTION	WHO	CYCLE																																																																																				
<b>• CHARTER RENEWAL</b> - Executive officer visit - Membership inventory - Charter renewal meeting - Internet rechartering help - Submit to service center - Charter presentation - Journey to Excellence Unit measurement	District executive and head of the chartered organization Commissioner and unit committee Commissioner and unit committee chairman Commissioner and unit committee chairman Commissioner or unit committee Commissioner and chartered organization representative Commissioner and unit leadership	90 days prior to the charter renewal date 60 days prior to charter renewal date 45 days prior to charter renewal date 45 days prior to charter renewal date 15 days prior to charter renewal date 30 days after charter renewal December–February of each year the commitment is made October 31–December 31—achievement evaluation																																																																																				
<b>• COMMISSIONER SERVICE PLAN</b> - Membership inventory - Unit leadership inventory - Troop uniform inspection - Unit program planning - Pack/troop uniform inspection - Youth Protection visit	Commissioner and unit committee Commissioner and unit committee Unit leader and commissioner Unit leader and commissioner Unit leader and commissioner Commissioner	<table border="1"> <tr> <td>J</td><td>F</td><td>M</td><td>A</td><td>M</td><td>J</td><td>J</td><td>A</td><td>S</td><td>O</td><td>N</td><td>D</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td> </tr> <tr> <td></td><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>X</td><td></td> </tr> </table>	J	F	M	A	M	J	J	A	S	O	N	D												X				X													X															X														X													X	
J	F	M	A	M	J	J	A	S	O	N	D																																																																											
											X																																																																											
			X																																																																																			
				X																																																																																		
							X																																																																															
									X																																																																													
										X																																																																												