



Commissioner Update

Provo District

Volume 1, Issue 2

March-April 2008

March-April Focus for Unit Visits

March — Unit Support

In March unit commissioner visits should focus on unit support. In addition, those who serve Troops and Teams should schedule a uniform inspection sometime in the spring. (See related article on page 2.)

Here are some tips for giving on-going unit support (see chapter 6 of the *Commissioner Fieldbook for Unit Service* for more details).

- **Be a Friend** — Your contacts with units must be as a friend, *not* as a district spy. Find out how you can help. You are to be the friend and coach of the unit leader, operating quietly in the background.
- **Follow Up** — In February, you should have completed the Quality Unit Commitment with each of your units. If you didn't get this done, do it right away and get a copy to the District Commissioner. The adage "better late than never" certainly applies.

April — Roster Updates

April is the time to review unit rosters and take care of any outstanding issues from re-chartering or new things that have come up. This will be very helpful when re-chartering time comes around in the fall.

- **Membership Inventory** — Are all possible youth registered in appropriate units? (See related article on this page.)
- **Leadership Inventory** — Are units fully staffed with registered and trained adults? (See related article on page 2.)

Commissioner Fieldbook of Unit Service—

This book is an invaluable resource for all commissioners. It is available for purchase at the Scout Office, or you can download an electronic copy from the Commissioner Google Group (to learn how to join, see the article on page 2.)

Membership Inventory

The purpose of a membership inventory is to make sure that as many youth as possible are participating in each Scouting unit. Here is one way to do it:

1. Ask the COR to appoint a unit adult to conduct the inventory.
2. Obtain roster printouts of all youth and adults registered in the unit.
3. Meet with the adult in charge of the inventory. Ask them to bring a list of youth that they think are (or should be) registered or participating in their unit. **Note:** Church-sponsored units should bring a membership printout, but don't let them forget about youth in the area who do not appear on Church records.
4. Compare the unit leader's list to the roster printout.

5. Identify any youth that are not currently registered in an appropriate unit, but are (or should be) attending.
6. Identify additional youth that can be invited or recruited to join.
7. Identify any youth that will be graduating (Pack to Troop, Troop to Team, or Team to Crew) in the next two months.
8. Create a checklist of needed youth applications and set a date (within a month) when they will have all of them completed.
9. Follow up to make sure that the applications are received and processed.

(See the *Commissioner Fieldbook for Unit Service*, p. 39 for more ideas on conducting membership inventories.)

Key Updates

District Charter Review

In April, the Key 3 re-charters our district. We need to make sure that **all** commissioners and merit badge counselors are registered. You can help by getting yourself registered for your current position now.

Commissioner Staff Meeting Reports

Each stake or sub-district should be holding monthly staff meetings. The Asst. District Commissioner should submit a report (by phone or e-mail) including attendance and unit needs by the 10th of each month.

Basic Training for Commissioners

Provo Sunset Stake will host a Commissioner Basic Training, on March 8 at 9:00 a.m. 131 S 1600 W, Provo Utah.

The council also plans to include a Commissioner Basic Training session at the council-wide session each month. Check the district calendar for dates:

www.utahscouts.org/districts/provo

District Key 3 Contacts

District Commissioner

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“Your contacts with units must be as a friend, *not* as the district ‘superspy.’ Find out how you can help if help is needed.”

Unit Leadership Inventory

The purpose of the leadership inventory is to make sure that every unit is fully staffed with registered and trained adults. It should be completed by April 30th of every year. Here are some ideas to keep in mind:

- The leadership inventory can be done at the same time as the membership inventory, however, it is the Chartered Organization Representative’s responsibility to make sure that enough qualified adults are registered to serve each unit.
- Every unit leader **must be registered** before they meet with Scouts. If you find a unit leader that is serving but not registered, this should trigger urgent action to get them registered.
- Another “hurry case” would be a unit that does not have registered adults serving in key positions, especially: Committee Chair, two Committee Members, a COR, and Unit Leaders.
- Discuss the unit’s plan to make sure that every direct contact unit leader is trained as quickly as possible. The minimum level of training for unit leaders includes: a) Fast Start, b) Youth Protection, c) New Leader Essentials, and d) Leader-Specific Training for their **current** position. We also highly recommend Health & Safety Training for direct contact leaders.
- All of this training is available on a monthly basis through the district and council or online at olc.scouting.org. Consult the district web-site calendar for dates & times.



Conducting Uniform Inspections

Uniform inspections are conducted in the spring for troops and teams, and in the spring and fall for troops, teams, and packs.

Commissioners set a personal example with correct uniforming and modest display of badges.

To conduct a unit uniform

inspection:

1. Schedule a time in advance with the unit leader. This could be at a troop or pack meeting or at a court of honor.
2. Ask unit leaders to distribute the uniform inspection scorecard to all adult leaders, boys & parents a few weeks

in advance.

3. As you inspect the unit, find positive things to compliment along the way.
4. Keep it short and snappy. This is not the major part of the meeting.

(For more ideas, see the *Commissioner Fieldbook of Unit Service*, p. 19-22.)

District News

Key 3 Changes—We sadly announce that Val McQuiston, our District Executive, has resigned his position with the BSA to take a job with Fidelity Investments. We will miss his service at the District level, but he will continue to serve the boys in his unit. The council is currently interviewing candidates to replace Val.

The district is also in the process of nominating a new District Chairman. Many thanks to Hal Miller who has given a full term of dedicated service.

Commissioner Communication —We have established a Google Group for commissioners.

The Google Group has three main functions:

1. Members share information with others in the group.
2. Members can receive e-mails with announcements or when new information is posted.
3. It serves as an archive of useful information for commissioners.

To join, send an e-mail to: nthurston@gmail.com



<http://groups.google.com/group/provodistrictcommissioners>