

THE COMMISSIONER

A PUBLICATION FOR COMMISSIONERS AND PROFESSIONALS



www.scouting.org/commissioners

The role of the unit commissioner is to help every unit be successful. Unit success is defined by the unit achieving Centennial Quality Unit status and demonstrating an improvement in the retention of its members.

National Commissioner Minute



My fellow commissioners:
Are you aware that the "wreath of service" is worn by only two groups within the Boy Scouts of America—the professional Scouters and the commissioners?



The reason is some of the first BSA volunteers in early 1910 were commissioners who later became the first professional Scouters. Today, commissioners and professional Scouters work together to support Scouting units in our local councils.

The wreath of service has a long history, and we were fortunate to have it captured in a special PowerPoint presentation developed by one of our commissioners, Randy Worcester, who organized it for his doctorate degree in the College of Commissioner Science. It is called, "Commissioner Service: The First Hundred Years," and you will find a good portion of his presentation inside this anniversary edition of *The Commissioner*.

This is an exciting time in the history of the Boy Scouts of America and commissioner service. Both are celebrating their 100th Anniversary in 2010!

As we draw nearer to the BSA's centennial celebration on February 8—and to commemorate this special occasion—I have received special permission from the National Council to introduce the first and only centennial commissioner patch! All of the patches are presented in this newsletter on page 3.

These patches will be available for purchase from the National Supply Division for all commissioner positions. Your patch can only be ordered if you are a registered commissioner in 2010. It is our way of saying "thank you" for a century of service to youths. Keep up the good work for the next 100 years!

God bless you all.

Tico A. Perez

100 Years of Service

The Boy Scouts of America isn't alone in turning the page on its first century. Commissioner service is also celebrating 100 years of coaching, consulting, and supporting adult leaders. Take a tour of the history of commissioner service.

Pages 4-9

Welcome to Our 3,019 New Unit Commissioners

By Scott Sorrels, National Commissioner Service Chairman



We were excited to pass the recruitment threshold in August for new unit commissioners, year over year. That's old news. Now, there are 3,019 more unit commissioners than last year. On the council/district committee front, we have added more than 2,500 newly registered volunteers.

Thank you, and congratulations on your efforts to recruit and register quality commissioners. Your enthusiasm and hard work are evident.

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Continued from Page 1

We have already accomplished much as a team. Our regional and area commissioners are building a strong volunteer/professional network to support our councils, we have developed great newsletters and other resource materials, and we continue to enhance the Unit Visit Tracking System. We have revised the Philmont Training Center curriculum, changed the national Web site (the public side is still in progress), developed new training materials, and Tico Perez and our commissioners continue to speak across the country to spread the message about how special it is to be a commissioner on the eve of our 100th Anniversary.

Our efforts should continue to focus on improving the quality and quantity of successful unit visits. We accomplish this goal by supporting our councils and reaching these volunteers, including finding ways to use technology as a communications advantage. In the near term, we should focus on building relationships with our council commissioners and council commissioner leadership. By doing that, we'll demonstrate that we exist to help them be successful by supporting their council commissioner corps.

Thanks for all you do for Scouting.

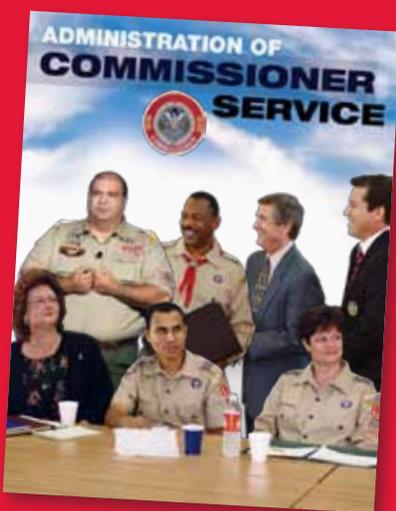
Commissioner's Best Methods

If we could capture the BEST METHODS of the great program ideas and activities generated by commissioners and their staffs from across the country, we could share them with other commissioners on the national commissioner Web site, or feature articles in *The Commissioner* newsletter. Everyone would benefit! To submit your great ideas and best methods, please e-mail Tim Acree, the national commissioner service resources chair, at tim.acree@comcast.net.

Administration Manual Revised

The *Administration of Commissioner Service* manual, No. 34501, has been revised slightly for 2010.

The resource has a new cover, and inside, alterations have been made to improve the table of contents and include new BCS Venturing course outlines. The publication will be available on the Commissioners Web site in 2010.



Register for Philmont Commissioner Training 2010

There is a new policy change for volunteer Scouters attending the Philmont Training Center. A volunteer/commissioner can sign up early for PTC 2010, and local council/Scout executive approval is no longer needed.

Go to www.myscouting.org and register under the Events Registration tab. Click on Philmont Scout Ranch, then Philmont 2010 Conference Registration. View the 2010 schedule online at www.scouting.org/Training/Adult.aspx.

Week 2 Schedule (June 13–19, 2010)

- The Unit Commissioner—Supporting Units' Needs
- The Council Commissioner (NEW!)
- Council Key 3
- District Key 3: Leadership for the Future
- How to Conduct a College of Commissioner Science (NEW!)
- Effective Leadership of Commissioner Service

For more information on training at Philmont, contact Bob Coons at bcoons@Curative.org.

New Commissioner Patches Help Commemorate the Centennial

You must be a registered commissioner in 2010 to purchase and receive the 2010 centennial commissioner patch for your position.

The new National Commissioner Service Chairman and National Commissioner Support Staff centennial patches will be handled at the National Council and are only available to these positions. Requests to purchase these patches should be placed by national personnel only and sent to Belynda Dean at Belynda.Dean@scouting.org.



The new regional and area commissioner centennial patches will be handled through Supply at the National Council and are only available to these positions. Requests to purchase these patches should be placed by regional personnel only and sent to Tina Barsanti at Tina.Barsanti@scouting.org.



The new district and council centennial patches are available through Supply for these positions for purchase. Please contact your local council Scout shop or call National Supply Group at 1-800-323-0732 for customer service.



History of Commissioner Service: The First 100 Years

Royal Beginnings

com · mis · sion (k) [kuh-mish-uhn]

The word “commission” dates back to 1344, when it was derived from the Latin word *commissionem*, meaning “delegation of business.” Monarchs delegated authority to a deserving few.

Baden-Powell’s Gentlemen (1908)



Robert Baden-Powell

Individuals identified by the monarch to be commissioners had to qualify as a “gentleman.” As legally defined, a gentleman earned his income from property, and as such was independently wealthy with time to devote to other agendas. It was exactly these kind of men that Robert Baden-Powell, the founder of Scouting, wanted

as his volunteer commissioners—those of money and leisure.

Some of Baden-Powell’s early commissioners included W. F. de Bois MacLaren, who donated Gilwell Park, and Rudyard Kipling, author of *The Jungle Book*.



Rudyard Kipling

The BSA Needs a Few Good Men (1910)

As communities formed more troops, it became evident that some form of leadership was needed to maintain standards, provide camping opportunities, recruit leaders, facilitate training, establish local courts of honor, and stimulate local Scouting. This person was the commissioner.

The Scout Commissioner (1911)

While originally serving as a volunteer, some areas of a community were able to raise enough funds for the Scout commissioner to become a salaried position. The areas with paid leadership, known as the Scout executive or executive secretary, became identified as First Class Councils. Meanwhile, those areas with a volunteer head called the Scout commissioner were known as Second Class Councils.



The deputy Scout commissioner (left) and Scout commissioner badges. The Scout commissioner badge was one of the originals.

Wreath of Service (1914)

Today, our society is less connected to military tradition, and the commissioned wreath insignia is thought of more as “the wreath of service” that surrounds all commissioner and professional position badges. This wreath is a symbol for the service rendered to units. It also symbolizes the continued partnership between volunteers and professionals. The wreath represents the commissioner and executive commitment to program and unit service.



The 1914 Scout commissioner (left) and Scout executive insignia featured the wreath of service for the first time.

National Field Commissioners (1910–20)

Volunteer national field commissioners were available as early as 1910 to help communities organize their local council and troops. There were 68 volunteer field commissioners in 1913.

Many of the volunteer field commissioners worked for other agencies and traveled extensively, helping with Scouting wherever they went. Besides organizing new councils, they had to spend time correcting “false starts” and restraining those who wanted to implement their own brand of Scouting.



Guided by the Scout Commissioners Handbook, volunteer national field commissioners traveled throughout the United States overseeing the early stages of the Boy Scouts of America movement.

James West's Influence



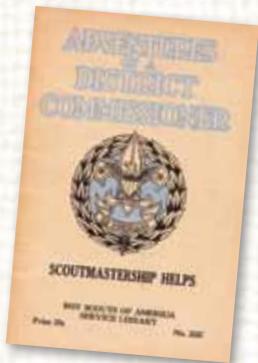
James West

Chief Scout Executive James West, speaking at the first National Conference of Scout Executives in 1920, suggested that the Scout executive should be the general in the background with the Scout commissioner, as the ranking uniformed officer, giving leadership to Scoutmasters and acting as the ranking officer in public appearances. West recognized that Scout executives moved around and that the

council would benefit from finding and developing a good Scout commissioner.

The District Commissioner (1931)

District commissioners were introduced in 1931 as an outgrowth of the deputy Scout commissioner position. The book, *Adventures of a District Commissioner*, was the first printed material from the BSA for guiding commissioners.



Howdy, Neighbor (1933)

The growth of Scouting overloaded the district commissioner and his deputy. This made it necessary to add commissioners to serve specific troops, ships, packs, and Rover crews. Scouting at that time was very community focused, so the neighborhood commissioner position was conceived to serve up to four units in his immediate local area.

Local Field Commissioners (1930s)

Field commissioners were specialized representatives of the council and served a functional responsibility such as Cubbing, Senior Scouting, Catholic Scouting, Camping, Emergency Service Corps, or Sea Scouts. He was "on call" to the district or neighborhood commissioners as a technical expert in his program. Later, Exploring posts had commissioners known as the Service Team.



Field commissioner for Cubbing



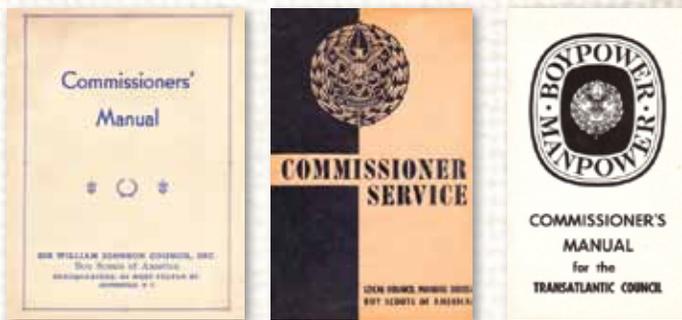
Assistant field commissioner for Cubbing



Exploring Service Team

The Commissioner Manual (1943)

Councils developed their own commissioner manuals. Following a four-year study, a manual was finally produced by the national office in 1943 that was meant to be used alongside the council's version. Most manuals contained forms and reference materials that a commissioner may need.



Commissioner's manuals from Sir William Johnson Council (1939), national office (1943), and Transatlantic Council (1976).

Commissioner Arrowhead (1952)

The silver Arrowhead Honor was introduced in 1952. It is now unique to the commissioner service and is unusual in that it requires the application of the knowledge learned in basic commissioner training. The Arrowhead Honor was changed to white in 1970.



The Commissioner Council (1950s and 1960s)

The Scout commissioner at this point became the council commissioner. The position was still honorary in many councils. However, it was beginning to transition into a job with active leadership of the commissioner staff.



Unit Focus (1970-72)

The neighborhood commissioner evolved into the unit commissioner, and the mission of the commissioner became clear: Help units succeed. The *Commissioner Fieldbook* was introduced in a handy loose-leaf design to be able to place in a binder and replace pages as needed.



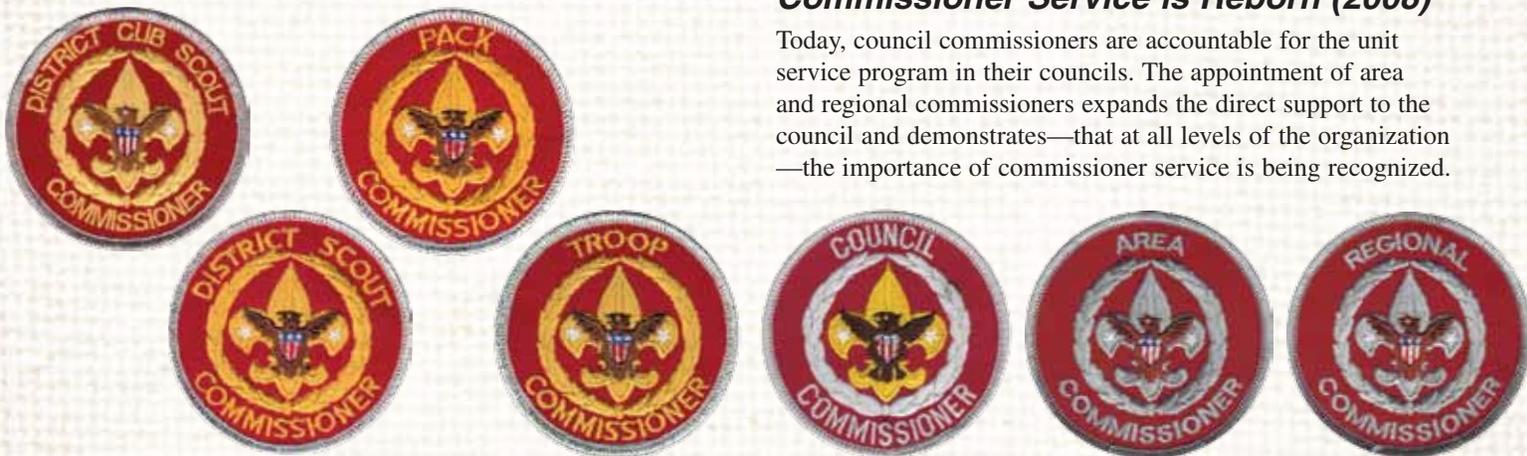
Commissioners of the Roundtable (1970s)

From early on, district commissioners were expected to hold a monthly meeting of the “District Scouters Round Table.” Eventually, this became too much for the district commissioner to handle, and was delegated to a roundtable leader. Later, an ADC was designated for the task. In the 1970s, the roundtable commissioner became an official title. This also completed the district commissioner’s evolution into an administrative commissioner.



Experimentation Continues (1975)

In 1975, an alternative was offered whereby councils could have their commissioners specialize in a program area. Both organizational structures remained focused on the unit. By 1980, the optional plan disappeared from the manuals.



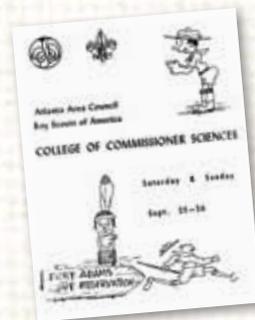
Female Commissioners (1973–76)

Women were allowed to become Cub Scout unit commissioners or Cub Scout roundtable commissioners in 1973. Three years later, women could hold any commissioner position and were given the khaki uniform to wear.



Commissioner College (1976)

The first College of Commissioner Sciences was held in Atlanta in 1976. Course topics included physical education, staging roll call and inspections, and exciting charter presentation ceremonies.

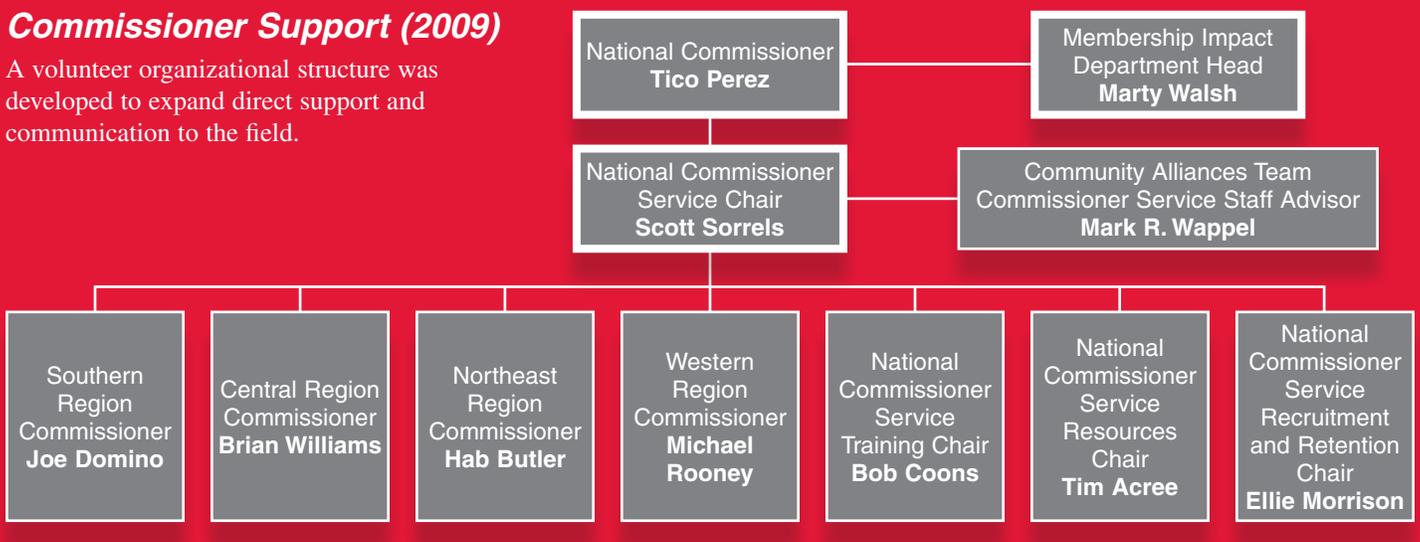


Commissioner Service is Reborn (2008)

Today, council commissioners are accountable for the unit service program in their councils. The appointment of area and regional commissioners expands the direct support to the council and demonstrates—that at all levels of the organization—the importance of commissioner service is being recognized.

Commissioner Support (2009)

A volunteer organizational structure was developed to expand direct support and communication to the field.





Tico Perez, National Commissioner

National Commissioners

- 2008–present Tico Perez
- 2004–2008 Donald D. Belcher
- 1999–2004 William F. “Rick” Cronk
- 1995–1999 Frances Olmstead
- 1990–1995 Earl G. Graves
- 1943–1960 George J. Fisher
- 1910–1941 Daniel Carter Beard
- 1910–1911 Peter S. Bomus
- 1910–1911 William Verbeck

Role of the National Commissioner



National commissioner badge used today

Dan Beard was the chairman of the National Court of Honor. He became a known symbol of and cheerleader for Scouting. Today’s national commissioner, Tico Perez, while still a cheerleader for Scouting, has a much more participatory role in improving commissioner service and leading the commissioner corps.

National commissioner badge from the 1930s used by Dan Beard



The International Commissioner

The Boy Scouts of America is represented in world contacts and developments by the volunteer international commissioner. The first international commissioner was Mortimer Schiff.



Famous Commissioners

Theodore Roosevelt

- Scout commissioner of the Nassau County Council
- President of the United States
- First (and only) Chief Scout Citizen



George J. Fisher

- National commissioner
- Inventor of volleyball

“Uncle” Dan Beard

- National commissioner
- Illustrator of Mark Twain books



“Uncle Dan’s” 90th birthday celebration, Boy Scout Day, New York World’s Fair, 1940

A Century of Service

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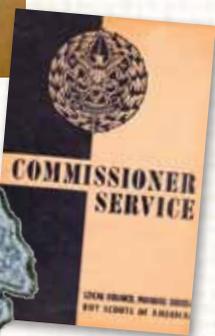
Baden-Powell



Daniel Carter Beard



Teddy Roosevelt



Earl Graves



Rick Cronk



Don Belcher



Tico Perez

- 1344** The word *commissionem* is introduced to the English language during the rein of Edward III.
- 1908** Baden-Powell appoints the first volunteer commissioners.
- 1910** Daniel Carter Beard is named national commissioner. Local council Scout commissioners are named.
- 1911** A national field commissioner is named.
- 1914** The wreath of service is added to the commissioner insignia.
- 1917** First British Conference of Scout Commissioners at Matlock. First British commissioner manual is introduced. Teddy Roosevelt is named Scout commissioner of the Nassau County Council.
- 1931** The district commissioner position is introduced.
- 1933** *Adventures of a District Commissioner* is published. The neighborhood commissioner position is introduced.
- 1936** All councils become first class councils headed by professional staff.
- 1941** Daniel Carter Beard passes away at 90 years of age.
- 1943** A commissioner's training course is introduced. The *Commissioner Service* manual is introduced. George Fisher is named national commissioner.
- 1948** First international commissioners meeting at Kandersteg International Scout Centre in Switzerland.
- 1951** First commissioner training at Philmont Training Center.
- 1952** Commissioner Arrowhead award introduced.
- 1973** Women are allowed to become Cub Scout unit commissioners or Cub Scout roundtable commissioners.
- 1975** Alternative council's commissioner structure is offered based on program areas.
- 1976** Women are allowed to hold any commissioner position. First Commissioner College is held in Atlanta.
- 1989** The Distinguished Commissioner Award is introduced.
- 1990** National commissioner position is restructured. Earl Graves is named national commissioner.
- 1991** *The Commissioner* quarterly national commissioner newsletter is started.
- 1995** Frances Olmstead Jr. is named national commissioner.
- 1999** Rick Cronk is named national commissioner.
- 2003** The national commissioner Web site is activated. A line of commissioner products is offered.
- 2004** Don Belcher is named national commissioner.
- 2008** Tico Perez is named national commissioner. Area and regional commissioner positions are established. The College of Commissioner Science doctorate square knot is introduced. The Unit Visitation Tracking System is officially launched.
- 2009** Introduction of volunteer national commissioner service support staff.
- 2010** Commissioners celebrate 100 years of service to units!

Commissioner Titles/Positions Through The Years



- AREA COMMISSIONER
- ASSISTANT COMMISSIONER
- ASSISTANT COUNCIL COMMISSIONER
- ASSISTANT DEPUTY COMMISSIONER
- ASSISTANT DEPUTY SCOUT COMMISSIONER
- ASSISTANT DISTRICT COMMISSIONER
- ASSISTANT DISTRICT SCOUT COMMISSIONER
- ASSISTANT FIELD COMMISSIONER
- ASSISTANT ROUNDTABLE COMMISSIONER
- BOY SCOUT ROUNDTABLE COMMISSIONER
- CAMP COMMISSIONER
- COMMUNITY COMMISSIONER
- COUNCIL COMMISSIONER
- CUB ROUNDTABLE COMMISSIONER
- CUB ROUNDTABLE STAFF
- CUB SCOUT ROUNDTABLE COMMISSIONER
- DEPUTY COMMISSIONER
- DEPUTY SCOUT COMMISSIONER
- DISTRICT ASSISTANT CUB SCOUT COMMISSIONER
- DISTRICT ASSISTANT SCOUT COMMISSIONER
- DEPUTY SPECIAL NATIONAL FIELD SCOUT COMMISSIONER
- DISTRICT COMMISSIONER
- DISTRICT CUB SCOUT COMMISSIONER
- DISTRICT SCOUT COMMISSIONER
- DIVISION COMMISSIONER
- EXPLORING ZONE COMMISSIONER
- FIELD COMMISSIONER
- INTERNATIONAL COMMISSIONER
- INTERNATIONAL SCOUT COMMISSIONER
- NATIONAL FIELD SCOUT COMMISSIONER
- NATIONAL SCOUT COMMISSIONER
- NATIONAL COMMISSIONER
- NATIONAL COMMISSIONER SERVICE CHAIRMAN
- NATIONAL COMMISSIONER SERVICE SUPPORT STAFF
- NEIGHBORHOOD COMMISSIONER
- NEIGHBORHOOD SCOUT COMMISSIONER
- PACK COMMISSIONER
- REGIONAL COMMISSIONER
- ROUNDTABLE COMMISSIONER
- SCOUT COMMISSIONER
- SCOUT ROUNDTABLE COMMISSIONER
- SPECIAL NATIONAL FIELD SCOUT COMMISSIONER
- TROOP COMMISSIONER
- UNIT COMMISSIONER
- VARSITY HUDDLE ROUNDTABLE COMMISSIONER
- ZONE COMMISSIONER
- ZONE COMMISSIONER VARSITY SCOUT

Looking into the Future



During all these years, commissioner service was the one unifying factor that made Scouting permanent. The commissioner has remained the line of service from council to unit and chartered organization. With your help, commissioner service will continue to be the catalyst for growth and quality in the BSA for the next hundred years.



The Unit Visit Tracking System (UVTS) Update

Once the Unit Visit Tracking System is adopted throughout the country, and all councils are using it for all unit visits, we will have a true national reporting system that will show us the effectiveness of our commissioner service.

The UVTS is now in Phase 2, and improvements have been made during the first nine months of use. Feedback from users at conferences and webinars has been most helpful. Some changes are not visible to users but important to the system.

Enhancements made to UVTS

1. Eliminated the server error 500 that could occur when users with multiple commissioner roles, including unit commissioner, entered or edited visits and attempted to save information.
2. Enhanced the Role Selection process to provide appropriate results when unit visit reports are filtered based on the selected commissioner role.
3. Clarified the steps of the Add Visit and Edit Visit processes to assist the user with the entry of Quality indicators and comments. The navigation buttons become active when the basic visit entry information is saved.
4. Added the Unit Visit Tracking Overview video link to the home page for easy access by commissioners.
5. Enhanced the date calendar that is used to set visit report dates—to set dates for the data sort filters, and to select dates when creating a focus. This enhancement significantly improved the calendar function.
6. Enhanced the validation on required fields to trigger when Save is clicked at Add Visit or Edit Visit to streamline the entry of new visit reports and the editing of existing reports.
7. Enhanced the Export File and PDF report to return the appropriate visit reports when the unit visit reports data has been filtered by user selection.

UVTS Enhancements Coming in 2010

The two most requested UVTS enhancements from the field are:

1. Administrative commissioners will have access to add comments to unit visit reports entered by unit commissioners within assigned council positions.
2. Administrative commissioners will have the capability to use Add Visit to create unit visit reports for all units within assigned council and district positions.

These two enhancements are on the 2010 priority list of the BSA's national information technology department to be developed and proposed to be activated by the National Annual Meeting in May. They will take about five months to develop.

Unit Visit Tracking System Statistics

	3/23/2009	5/15/2009	7/21/2009	9/10/2009	10/2/2009	12/14/2009
Councils with unit visit reports entered	122	148	164	177	186	224
Total visit reports entered by unit commissioners	2,596	5,757	7,981	9,669	11,710	16,273
Distinct number of units with unit visit reports	1,264	2,389	2,901	3,332	3,806	4,760



BOY SCOUTS OF AMERICA®

UVTS Implementation Plan

Phase 1: Test UVTS pilot with all councils. Completed December 2008–May 2009.

Phase 2: UVTS enhancements are completed. June 2009–May 2010.

Phase 3: All councils are using and adopting UVTS on a volunteer basis to prepare for 2011. June 2010–December 2010.

Phase 4: Possible utilization of UVTS by all councils, areas, and regions for the new 2011 Centennial Award. January 2011–December 2011.

The Unit Visit Tracking System continues to be well received by councils throughout the country. It is being utilized by **224 councils** that have registered and entered reports—more than half of all councils in the country. Councils that have not adopted it are encouraged to do so. In the councils that have adopted it, more than **4,760 units** have had reports filed about visits to them. The total number of reports filed to date is approximately **16,273**.

For commissioners to access the Unit Visit Tracking System:

1. You must be a registered commissioner in a multiple or primary position.
2. To access MyScouting, go to www.scouting.org and create an account. Use your registration membership ID to create your MyScouting account.
3. Unit commissioners must be assigned to units in ScoutNET by the local council.

For assistance and support with UVTS:

Go to the UVTS section on the commissioner Web site, www.scouting.org/commissioners, or contact the BSA Help Desk by sending an e-mail to myscouting@netbsa.org.



Recruitment and Retention

In 2006, the Boy Scouts of America chartered 13,833 new units nationally. By the end of September 2009, only 4,817 of those units were still chartered. For every dropped unit, there are disappointed kids and parents.

There are some very important steps that should be taken in the new-unit organization process to ensure retention. Several councils across the country have focused on this situation, and the following is an overview of their strategies.

How Commissioners Can Help Retain New Units

- The district commissioner should meet with the district executive and district membership chair to review the list of prospective new units. At this stage, a volunteer new-unit organizer is identified along with a new unit commissioner before any new unit is organized.
- Once recruited, the district executive, new-unit organizer, and unit commissioner meet with the prospective chartered organization. A district executive should not go alone.
- Commissioners should work with the new-unit organizers during the organization process to encourage the new unit to begin with at least 10 youths: two full dens or patrols, or a crew of 10. Units most likely to succeed will have at least five adults in leadership roles.
- Commissioners should help new units set goals to achieve their Quality Unit Award and help with a program plan.
- Once the unit is chartered, the new-unit commissioner stays with this new unit for 36 months to ensure its longevity. Many councils use a color code to identify unit health, such as: green=active units; yellow=slightly active; red=dropped units; orange=new units, regardless of strength.
- Unit commissioners should add unit visits in UVTS.

- Commissioners continue to meet with unit leadership to keep the unit organized and on target with its goals.

For more information, check out the two new PowerPoint presentations on the Web site—Retention: New Unit Focus, and Strengthening Your Unit.

New-Unit Focus

The National Capitol Area Council recently put new-unit retention at the top of its priority list. Through extensive research and a creative action plan, the council has begun to see real results. Other councils have contributed ideas, and the result is a new national strategy that will be part of a pilot study this year.

New-unit focus is a multi-faceted approach. Research revealed that although many new units successfully recharter after the first year, the success rate has dropped with the second- and third-year recharterers. We need to change commissioner thinking about how long a unit should be considered “new.”

The plan recommends that a unit receive special attention for three years. The plan combines the use of an assistant council commissioner for new units as defined in the commissioner manual with other “specialty” assistant district commissioners for new units. In addition, there will be unit commissioners who specialize in serving new units. They will be called new-unit commissioners (N-UC), and will have special training as well as a service plan focused on the needs of the units they serve. The plan encourages the early involvement of the N-UC in the organization of new units and outlines the ideal role the district committee should play in supporting these units during the first three years.

If your council would like more information on this project, please contact National Commissioner Support Chair for Recruitment and Retention Ellie Morrison at esmorrison@sbcglobal.net.

Unit Commissioner Box Score

As of December 2009

Region	Traditional Units*		Unit Commissioners Needed		Unit Commissioners Registered		Need to Recruit		Percent of Need Filled		Commissioner Ratio	
	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year	Last Year	This Year
Northeast	18,962	18,364	6,320	6,120	4,101	4,335	2,219	1,785	64.9%	70.8%	4.6	4.2
Southern	29,905	29,500	9,966	9,836	6,765	7,646	3,201	2,190	67.9%	77.7%	4.4	3.9
Central	26,272	25,742	8,752	8,577	5,926	6,726	2,826	1,851	67.7%	78.4%	4.4	3.8
Western	45,021	44,582	15,006	14,859	9,498	10,602	5,508	4,257	63.3%	71.4%	4.7	4.2
National	120,160	118,188	40,044	39,392	26,290	29,309	13,754	10,083	65.7%	74.4%	4.6	4.0

* Does not include Explorer posts or Learning for Life groups

National Commissioner Service Team

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Roundtable Administrative Ideas

By changing some of the ways you and your assistants administer basic roundtable functions, you may find you are improving your roundtable AND making your own duties more organized and less hectic. Here are some ideas:

1. Make your sign-in sheet more “semi-automatic.” That is, since many of the same leaders attend roundtable each month, use preprinted sign-in sheets that list the usual attendees in unit number order and by position such as unit leader, assistant, committee member, or parent. This helps speed up the sign-in process.
2. Still looking at the sign-in process? You may wish to arrange the room so all of the literature and sign-in sheets are placed on tables in the back of the room. Then late arrivals will be less likely to disturb the rest of the attendees and they will feel encouraged to

check their names on the preprinted roster and grab the handouts.

3. One of those handouts at the back of the room is the agenda. It serves as a good way to help everyone understand the flow; gives them a preprinted outline for note taking; contains contact data for those making announcements, the presenter, and the Scouting professionals; and includes future district events such as next month’s roundtable topic.
4. Let’s go back to the numerically ordered sign-in sheets. Now that it is easier to tally the attendance, you can place the information in a spreadsheet to track monthly—not only by total per unit attending, but also by position. How is this helpful? Send that spreadsheet to those helpers called unit commissioners. They will help in their monthly calls to encourage unit leaders to attend your roundtable programs.

2010 Dates of Interest

February 8-10, 2010

BSA 100th Anniversary Celebration, Omni Shoreham Hotel, Washington, D.C.

May 26-28, 2010

National Annual Meeting, Hilton Anatole, Dallas, Texas

June 13-19

Week 2 Commissioner Service, Philmont Training Center, Cimarron, New Mexico

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