



District Commissioner and Assistant District Commissioner Onboarding Progress Record

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Commissioner Name: _____ BSA ID Number: _____

Registration

1. Register as a district commissioner or assistant district commissioner.

Completion Date: _____

Training / Information

2. Complete district commissioner/assistant district commissioner online basic training or the instructor led basic training.

Completion Date: _____

3. Review the information and resources available on www.scouting.org and www.scouting.org/commissioners, including the current issue of the commissioner newsletter, the awards and recognition section, and the Commissioner Manuals and Resources section, and Journey to Excellence sections.

Completion Date: _____

4. Confirm the dates and location of all district meetings.

Completion Date: _____

5. Create a personal *my.scouting.org* account and log in.

Completion Date: _____

6. Obtain contact information for the district chair and district executive. Meet with them to review district goals and health (If ADC, obtain your district commissioner's contact information and meet with your district commissioner to discuss your role).

Completion Date: _____

Performance

7. Log in to Commissioner Tools to identify units without an assigned commissioner and become familiar with unit commissioner assignments.

Completion Date: _____

8. Meet with all ADCs. Obtain a summary of the health of their units and the status of their unit commissioners, including length of service and training status. Obtain a summary of roundtable plans from the ADC-RT. If you are an ADC or DC without ADCs, meet with your unit commissioners and discuss their assigned units. Review their Unit Service Plans.



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Completion Date: _____

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9. Log in to Commissioner Tools; review unit health, contact frequency and completion of detailed unit health assessments and development of unit service plans.

Completion Date: _____

10. Chair or attend one district commissioner staff meeting.

Completion Date: _____

District Commissioners complete 11-13, ADCs skip to #14:

11. Confirm the dates and frequency of all council commissioner cabinet meetings.

Completion Date: _____

12. Meet with the council commissioner to discuss the number of unit commissioners required and your plans to recruit an adequate number of commissioners for the district.

Completion Date: _____

13. Discuss with council commissioner or designee your plans for training your team.

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach

Coach's instructions:

The onboarding coach is responsible to ensure that the new commissioner has completed the prescribed online training or the facilitated in-person training. The coach will review the new commissioner's training record to verify that the online courses listed below have been completed or verify that the new commissioner has attended an in-person training session.



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The coach will then review each of the onboarding requirements with the new commissioner and verify their completion by entering the completion date and signing the onboarding progress record.

When all of the training has been taken and the onboarding requirements have been met, the coach will add the D18 trained code to the new commissioner's training record using the training manager tool in My.Scouting.

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DISTRICT COMMISSIONER ASST. DISTRICT COMMISSIONER	COURSE DESCRIPTION
SCO_906	Unit Service Concepts-District Commissioner
SCO_771	District Level Unit Service
SCO_777	The District
SCO_900	Unit Service in the District
SCO_901	Selecting & Assigning Unit Commissioners
SCO_902	Monitoring Unit Service in the District
SCO_774	Commissioner Tools Navigation and Simple Assessments
SCO_775	Detailed Assessments and Unit Service Plan
SCO_792	Commissioner Tools Reports
SCO_793	Commissioner Tools for Administrative Commissioners
SCO_794	Commissioner Tools for Roundtable Commissioners
SCO_903	Monthly District Commissioner Meeting
SCO_907	Charter Renewal in the District
SCO_908	Developing and Recognizing Commissioners - District

Revised: June 2022