Commissioner Progress Record for the Commissioner Award of Excellence in Unit Service

Requirements:

Any registered commissioner who is providing direct unit service is eligible to earn the **Commissioner Award of Excellence in Unit Service,** through unit service and a project that results in improved retention of members and on-time unit recharter, over the course of two consecutive years. If a commissioner who is not registered as a unit commissioner wishes to earn this award, they must work with the district commissioner where the unit(s) is/are registered.

Date started: _____

Unit type and number: _____

Youth retention at last recharter: _____ (%)
(See Journey to Excellence form.)

ADC/DC signature: _____

Technical Skills:

The commissioner shall consistently demonstrate the following:

1. The ability to use UVTS 2.0 to log unit visits

2. The ability to provide UVTS 2.0 visit reports to an ADC or DC

_____
Signature of ADC/DC

Participation:

Complete each item below:

1. Be a participant or staff member in **ONE** continuing education event for commissioner service.[1] For example: district, council, area, regional, or national College of Commissioner Science, commissioner conference, Philmont, Sea Base, or Summit training.

Date: _____

2. The commissioner shall make at least six physical visits to each assigned unit per year. All visits must be logged with UVTS 2.0. Examples: unit meetings, unit activities, leader meetings, and summer camp visitations

3. The commissioner shall make at least six significant contacts (in addition to those made in item 2) for each unit served, by telephone, two-way electronic communication, or in person. These contacts must be logged in UVTS 2.0.

_____
Signature of ADC/DC

Footnote 1: Participation or staffing in a continuing education event as noted above prior to the start date of this award shall not be applied. Participation or instructing during training sessions as part of regular staff meetings may not be applied.

Training and Experience:

Complete each item below:

1. Commissioner Basic Training
Date: _____

2. Provide rechartering service by holding membership inventories, training verification, and Journey to Excellence[2] progress review meetings. Perform charter presentations for the chartered organizations of the units you serve.

Unit Type and Number	Date of Recharter	Date Charter Presented
P999		
P999		
T999		
T999		
C999		
C999		

Footnote 2: Unit-specific requirements and performance criteria are founded on the BSA's Journey to Excellence guidelines. As changes are incorporated, the council commissioner must scope impacts and adjust expectations as required.

Performance:

Complete each item below:

A. Performance Goal: Through utilization of the annual unit self-assessment tool, identify a specific goal in a specific unit that would result in higher quality unit performance. The goal should target improvement in at least one of the unit self-assessment target areas.

_____
Signature of ADC/DC and the date

B. Action Plan: Provide a written plan to achieve the goal identified in item A above. Have the plan approved by the unit leader, with the unit leader's signature.

_____
Signature of ADC/DC and the date

C. Results:

1. **Unit self-assessment** conducted twice a year for two years:
   Dates: Year 1: _____ and _____
   Year 2: _____ and _____

2. **Unit retention:** On-time rechartering for two consecutive years:
   Dates: _____ _____

3. **Youth retention:** Youth retention percentages must show improvement:
   Year 1: _____% Year 2: _____%
   (See the Journey to Excellence form.)

_____
Signature of ADC/DC

A commissioner may earn this award up to three times while registered as a commissioner at any level. A square knot is available for uniform wear, with added devices awarded for the second and third achievements.

COMMITTEE ACTION

Upon completion, a commissioner shall provide a copy of this form to the district commissioner, who will then convey this document to the council for verification and final approval.

_____
Council commissioner Date

_____
Council Scout executive Date

Commissioner Progress Record

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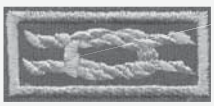

Commissioner Award of Excellence in Unit Service

Name: _____

Address: _____

City: _____

Council: _____

District: _____

BOY SCOUTS OF AMERICA