Appendix H

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UNIT COMMISSIONER WORKSHEET (CREW)

FOR USE AFTER VISITING A MEETING OF CREW NO. _____

Under each heading (bottom half of this page and reverse), circle the number of the statement that most closely resembles the crew's situation.

1 = An ideal situation
2 = Typical unit or could be improved
3 = Weak situation or needs action

To profile these statements, place a dot in the Unit Profile next to the heading and under the number that corresponds to the number you circled under that statement below and on reverse. Form the profile by connecting the dots with a line.

For example, in the category titled "Adult leadership," a nearly ideal situation would be indicated by circling the "1" next to "Activity has at least two adults involved who train, guide, and coach youth with a minimum of directing or ordering"; and placing a dot in column 1 on the "Adult leadership" line of the Unit Profile.

Check the ways you intend to help by dating the appropriate boxes (bottom half of this page and reverse).

Keep this form with the unit roster.

UNIT PROFILE			
	1	2	3
Adult Advisors			
Elected officers			
Planned program			
Adult assistance			
Membership			
Meeting operation			
Service projects			
Program capability inventory			

ADULT ADVISORS

1. Activity has at least two adults involved who train, guide, and coach youth with a minimum of directing or ordering.
2. Adults give a lot of direction with elected officers only moderately involved.
3. No adults are present, or adults dominate the meeting with little youth involvement.

Some Ways to Help

- ☐ Be sure Advisors get training–Venturing Fast Start immediately following selection and Venturing Leader Specific Training as soon as possible.
- ☐ Coach Advisors and crew committee members on the values of having elected officers run the crew.
- ☐ Review the job of the crew Advisor.
- ☐ Congratulate the Advisor as you see elected officers taking more initiative in running the crew.

ELECTED OFFICERS

1. Elected youth officers are involved in decision making and share with adult Advisors in planning program.
2. Youth officers have been elected but adults do much of the crew program planning.
3. No youth officers and/or adults run the show.

Some Ways to Help

- ☐ Convince the Advisor to have a monthly crew officers' meeting chaired by the crew president.
- ☐ Point out places in the *Venturing Leader Manual* that refer to elected youth officers.
- ☐ Help the Advisor run the crew officers' seminar.
- ☐ Discuss the advantages of elected officers as a key method of Venturing.

PLANNED PROGRAM

1. Crew has a year's program outline based on both the program capability inventory (PCI) and Venturing interest survey, planned at the elected officers' seminar with activity details planned in advance.
2. Specific meetings and activities are planned on a month-by-month basis.
3. There is little or no advance planning.

Some Ways to Help

- ☐ Help the Advisor run the crew elected officers' seminar.
- ☐ Help the Advisor use the Venturing interest survey and PCI, available in *Venturing Fast Start.*
- ☐ Review with Advisors the steps in good program planning.
- ☐ Congratulate officers on planning steps they have taken.

ADULT ASSISTANCE

1. The Advisor, associate Advisor, crew committee, and consultants are involved with the crew.
2. The crew has only an Advisor and associate Advisor.
3. The crew has only one adult leader.

Some Ways to Help

- ☐ Help develop specific assignments for adults.
- ☐ Suggest appropriate ways for adults to help youth leaders.
- ☐ Encourage the use of consultants to help with the Bronze, Gold, Silver, Quest, TRUST, and Ranger award programs.
- ☐ Be sure coed crews have both men and women as Advisors or associate Advisors.
- ☐ Help recruit additional adults.
- ☐ Help adults get trained.

MEMBERSHIP

1. Systematic recruiting is evident, including an annual open house.
2. Recruiting seems hit or miss.
3. No new youth have joined recently.

Some Ways to Help

- ☐ Show Advisors how to conduct an open house.
- ☐ Suggest that the Advisor have elected officers devise a recruiting plan.
- ☐ Help Advisor chart age groupings to show potential vacancies.
- ☐ Encourage leaders to have crew members recruit their friends.
- ☐ Talk with your professional staff about the council hobby interest survey.

MEETING OPERATION

1. Crew meetings are run by elected officers, business items are handled quickly, and a major portion of meetings is devoted to a well-planned activity.
2. Business items take much time and the activity is weak.
3. Meetings lack planning and seem poorly run.

Some Ways to Help

- ☐ Visit monthly crew officers' meeting to review the steps in good program planning.
- ☐ Help the Advisor determine the interests of crew members and plan hands-on activities.
- ☐ Encourage crew officers to plan details so crew meetings have a minimum of business and a maximum of activities.
- ☐ Take the Advisor and crew president to visit a good meeting in another crew.

PROGRAM CAPABILITY INVENTORY

1. The crew has a program capability inventory (PCI) and uses it for planning meetings and activities.
2. The crew has a PCI but seldom uses it.
3. The crew does not have a PCI.

Some Ways to Help

- ☐ Supply PCI forms and encourage the chartered organization to use them. See PCI in *Venturing Fast Start* or *Venturing Leader Manual.*
- ☐ Explain to crew officers how the PCI brings together adults and youth with similar interests.
- ☐ Show the Advisor and crew committee how to screen and organize the items on the completed PCI for use in program planning.
- ☐ Congratulate the Advisor when you see ideas from the PCI being put to use.

SERVICE PROJECTS

1. The crew's program has frequent service projects for the community, its chartered organization, and/or a pack or troop.
2. The crew seldom carries out a service project.
3. The crew never has a service project.

Some Ways to Help

- ☐ Help crew leaders brainstorm a list of community needs.
- ☐ Share a list of service project ideas from the *Activities and Civic Service Committee Guide* or the *Venturing Leader Manual.*
- ☐ Share the seven criteria for selecting a project from the *Activities and Civic Service Committee Guide.*
- ☐ Encourage crews to report their community service projects on the Good Turn for America Web site.

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