

**TRAINING FOR ALL SCOUT LEADERS,
OPEN TO ALL
NORTHERN LIGHTS COUNCIL, BSA**



**COLLEGE OF COMMISSIONER SCIENCE
SATURDAY, APRIL 13, 2019
OUR SAVIOR LUTHERAN CHURCH
1515 5TH AVE NW
EAST GRAND FORKS, MN 56721**

FOR THE MOST CURRENT INFORMATION PLEASE CHECK THE
NORTHERN LIGHTS COUNCIL WEBSITE FOR
REGISTRATION DETAILS AT
www.nlcbsa.org/college

NORTHERN LIGHTS COUNCIL, COLLEGE COMMISSIONER OF SCIENCE

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Perry Vogel	Roundtable courses
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Letter from the Dean of the College

I invite every commissioner, scout leader, volunteer and parent to attend the Northern Lights Council's College of Commissioner Science. These courses provide information about, and ways to solve, many of the issues that face scouting units and volunteers every day. National has updated all of the college courses with new material and focused on increasing student participation. Many of the courses are completely new so even if you have attended before, come to get the current information. The Dean's Council and the instructors look forward to your attendance, the contributions of each attendee, and this opportunity for learning and fellowship.

The **Bachelors program** is offered for commissioners who have completed Basic Commissioner Training and will increase your knowledge of scouting while providing useful skills. New this year is a program proving a **Bachelor's program** focused on training **Round Table Commissioners**.

The **Masters** and **Doctoral** program offer more advanced skills and problem-solving experiences. The **Doctoral** program challenges the candidate to develop, organize, research and conduct an approved project that will impact the quality of unit service. All courses are open to every volunteer and interested parent without pursuing a specific degree. Attending the complete college is not required. Degrees will be awarded to Registered Scouters and Commissioners. The registration fee covers course materials, certificate, patch, and meals. Attending the college provides an invaluable opportunity to not only learn what it is to be a commissioner, but also to network with and learn from commissioners with years of experience.

Steven Meinhardt, MCS
Dean of the College

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Schedule of Events and Room Assignments

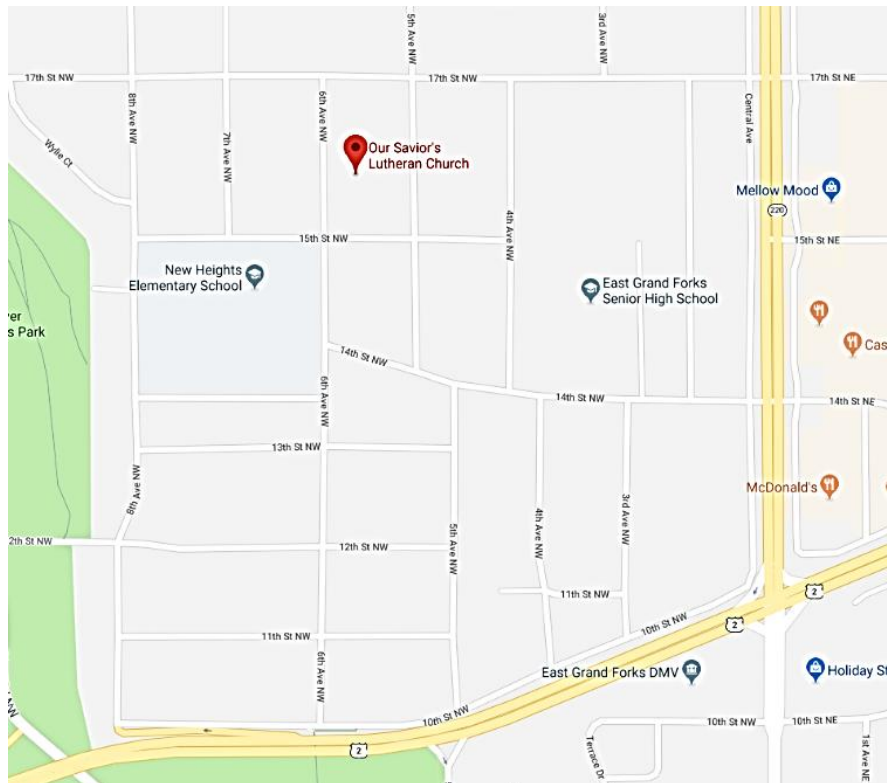
Northern Lights Council College of Commissioner Science 2019
OUR SAVIOR LUTHERAN CHURCH
1515 5TH AVE NW, EAST GRAND FORKS, MN

Revised 12-04-18

Schedule of Events and Room Assignments						
	Lunch/Gathering Area	Room A	Room B	Room C	Room D	Room E
	Fellowship Hall	BACHELORS*	BACHELORS ROUNDTABLE*	MASTERS*	DOCTORAL*	Continuing Education
Registration 7:30-8:00	Gathering					
Plenary 8:00-8:55	Plenary/Plenary MCS 350 Unit and Roundtable Commissioners Working Together					
Session 1 9:00-9:55	(electives)	BCS 112 Recruiting Unit Commissioners (elective)	BCS 154 Cub Scout Roundtables (elective)	MCS 302 On-Time Charter Renewal (elective)		CED 716 Conflict Resolution for Commissioners (elective)
Session 2 10:00-10:55	(core)	BCS 101 Core Concepts of Commissioner Service (core)	BCS 150 Roundtables in Commissioner Service (core)	MCS312 Recruiting a Commissioner Team (elective)	DCS 514 Building Meaningful Relationships (elective)	CED 701 Combatting Commissioner Stress and Burnout (elective)
Session 3 11:00-11:55	(core)	BCS 104 Contacting Units (core)	BCS 151 The Roundtable Commissioner Team (core)	MCS 304 Commissioner Service for Units at Risk (Core)	DCS 501 Selecting a Thesis Topic & DCS 502 Limiting the Scope of the Topic (core)	
Lunch 12:00-12:45	Lunch					
Social Time 12:45-12:55	Social Time / Trading Post					
Session 4 1:00-1:55	Plenary ECS 120.19.1 National Update					
Session 5 2:00-2:55	(core)	BCS 105 Resolving Common Unit Issues (core)	BCS 152 The Year Round Roundtable Planning Process & Promotion (core)	MCS 306 Mentoring Skills (core)	DCS 503 Developing the Thesis or Project (core)	
Session 6 3:00-3:55	(core)	BCS 116 Collaborative Assessments (Core)	BCS 153 Roundtable and Commissioner Tools (core)	MCS351 How to Conduct the Annual Planning Session (core)	DCS 506 Coaching for Administrative Commissioners (core)	CED 712 Friend storming (elective)
Session 7 4:00-4:55	(electives)	BCS 114 Understanding and Communicating with Today's Leaders (elective)	BCS 155 Boy Scout Roundtables (elective)	MCS314 The Commissioner and the Professional (elective)	DCS 516 Succeeding with the Unit Service Plan (elective)	
Session 8 5:00-5:30	ECS 120.19.2 Recruiting Parents to Help with Units (core)					
Dinner 5:30-6:30						

* The column headers BACHELORS, MASTERS, DOCTORAL pertain to only the core classes (highlighted classes), electives for all degree levels are add in were they fit.

Location
OUR SAVIOR LUTHERAN
CHURCH
1515 5TH AVE NW
EAST GRAND FORKS, MN
56721



Note: The Bachelor degree and Roundtable Bachelor degree will be available live online. See the NLC registration website for details at

www.nlcbsa.org/college

Bachelor of Commissioner Science Requirements

Steven Snowden, Dean

Submission of an application as a candidate for the Bachelors Degree, indicating the following:

- Current registration as a Commissioner
- Completion of Commissioner Orientation (Commissioner Field Book) & Commissioner Basic Training
- Complete seven (7) hours of instruction from the list below, composing of, **five (5) core courses and two (2) elective courses**, listed at the end of the document (electives include higher level courses)
- Approval by the Council Commissioner, Scout executive or staff adviser for commissioner service:

BCS 101	CORE CONCEPTS OF COMMISSIONER SERVICE – CORE The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the commissioner core concepts and identifies the key skills needed for commissioner to be able to assess the units they serve
BCS 104	CONTACTING UNITS – CORE This course examines the role of contacts between commissioners and their units.
BCS 105	PRACTICAL SOLUTIONS TO COMMON UNIT NEEDS – CORE A Commissioner’s primary purpose is to help units succeed, develop a better program, and operate effectively. Frequently Commissioners are called upon to assist units with concerns that could hinder the unit’s success
BCS 116	COLLABORATIVE ASSESSMENTS – CORE Why Collaborative Assessments? we’ll examine the need for collaboration in assessing unit strengths and needs.
ECS 120.19.1	NATIONAL UPDATE AND FAMILY SCOUTING, SUCCESSES AND CHALLENGES (REQUIRED FOR ALL) - CORE
MCS 350	UNIT AND ROUNDTABLE COMMISSIONERS WORKING TOGETHER (REQUIRED FOR ALL) – CORE This course will provide an opportunity to see how all the members of the commissioner corps in a district help units identify and resolve their problems
ECS 120.19.2	RECRUITING PARENTS TO HELP WITH UNITS (REQUIRED FOR ALL) – CORE
ECS #	_____ ELECTIVE
ECS #	_____ ELECTIVE

Bachelor of Commissioner Science Roundtable Requirements

Perry Vogel, Dean

Submission of an application as a candidate for the Bachelor Roundtable Degree, indicating the following:

- Current registration as a Commissioner
- Completion of Roundtable Commissioner Basic Training
- Complete seven (7) hours of instruction from the list below, composing of, **five (5) core courses** and two (2) elective courses, listed at the end of the document (electives include higher level courses)
- Approval by the Council Commissioner, Scout executive or staff adviser for commissioner service:

BCS 150	ROUNDTABLES IN COMMISSIONER SERVICE – CORE An effective roundtable is vital to the success of all commissioner service. This course reviews and reinforces how roundtables fit into the commissioner service structure by providing roundtable services to unit leaders
BCS 151	THE ROUNDTABLE COMMISSIONER TEAM – CORE An effective roundtable commissioner team is vital to the success of all roundtables. The roundtable commissioner team organization is as simple as it needs to be in a small district and can be a more complex organization in a larger district. It is important that all members of the commissioner roundtable team understand the unique position of roundtable in the Scouting world. Roundtable provides a different method of unit service, but it is just as important. Roundtable also supplements unit commissioner efforts by the program support it provides.
BCS 152	THE YEAR ROUND ROUNDTABLE PLANNING PROCESS & PROMOTION – CORE In this course, the participants will be learning how to plan a year roundtable program to best serve the units in their districts. They will also discuss how to promote Roundtables to the units they serve
BCS 153	ROUNDTABLE AND COMMISSIONER TOOLS – CORE In this course, the participants will learn how to use the roundtable tab on Commissioner Tools. They will also learn to create power pivot table reports. For a participant to be fully engaged in the course they need to have a computer to be able to access Commissioner Tools.
ECS 120.19.1	NATIONAL UPDATE AND FAMILY SCOUTING, SUCCESSES AND CHALLENGES (REQUIRED FOR ALL) - CORE
MCS 350	UNIT AND ROUNDTABLE COMMISSIONERS WORKING TOGETHER (REQUIRED FOR ALL) – CORE This course will provide an opportunity to see how all the members of the commissioner corps in a district help units identify and resolve their problems
ECS 120.19.2	RECRUITING PARENTS TO HELP WITH UNITS (REQUIRED FOR ALL) – CORE
ECS #	_____ ELECTIVE
ECS #	_____ ELECTIVE

Master of Commissioner Science Requirements

Mike Denke, Dean

Submission of an application as a candidate for the Masters Degree, indicating the following:

- Current registration as a Commissioner
- Previously earned Bachelors Degree in Commissioner Science
- Has been awarded the Commissioners Arrowhead Honor, see appendix for requirements
- Completion of seven (7) additional courses of instruction (total of 14), at least seven of the courses at the Master's level courses, listed at the end of the document (electives include higher level courses)
- Approval by the Council Commissioner, Scout executive or staff adviser for commissioner service:

- MCS 304** **COMMISSIONER SERVICE FOR UNITS AT RISK – CORE**
In this course indicators of units at risk, approaches for investigating units reported to be at risk and resolving the issues that have put the unit at risk are discussed.
- MCS 306** **MENTORING SKILLS – CORE**
The course will discuss the new mentoring model, differences of coaching and mentoring and how it applies to commissioner service.
- MCS 351** **HOW TO CONDUCT THE ANNUAL PLANNING SESSION – CORE**
An effective roundtable annual plan is vital to the success of all roundtables. Every district and council should have an annual roundtable plan. This course will discuss annual roundtable planning in your district or council
- ECS 120.19.1** **NATIONAL UPDATE AND FAMILY SCOUTING, SUCCESSES AND CHALLENGES (REQUIRED FOR ALL) - CORE**
- MCS 350** **UNIT AND ROUNDTABLE COMMISSIONERS WORKING TOGETHER (REQUIRED FOR ALL) – CORE**
This course will provide an opportunity to see how all the members of the commissioner corps in a district help units identify and resolve their problems
- ECS 120.19.2** **RECRUITING PARENTS TO HELP WITH UNITS (REQUIRED FOR ALL) – CORE**
- ECS # _____ ELECTIVE
ECS # _____ ELECTIVE

Doctor of Commissioner Science

Ken Buatala, Dean, Dean of Doctoral College

Submit an application as a candidate for the Doctors Degree, indicating the following:

- Current registration as a Commissioner
- Previously earned a Masters Degree in Commissioner Science,
- Completed the Commissioner's Key
- Complete a project that has been pre-approved by the Dean.
- Complete ten (10) hours of instruction from Doctorate or Continuing Education curriculum, composing of, **five (5) core courses plus five (5) elective courses**, listed at the end of the document (electives include higher level courses)
- Serve for at least one year on the College of Commissioner Science Staff (instructor or support staff while at the Masters level)
- Approval by the Council Commissioner, Scout executive or staff adviser for commissioner service:

- DCS 501&502** **SELECTING A THESIS/PROJECT TOPIC – CORE**
This session assists doctoral candidates in selecting their project/thesis concept.
LIMITING THE SCOPE OF THE TOPIC- Participants receive help in reducing the Doctoral candidates explore various procedures to reduce their topic to a workable size. A suggested approval process will also be shared.
- DSC 503** **DEVELOPING THE THESIS/PROJECT OUTLINE AND WRITING THE REPORT – CORE**
This session covers the project/thesis outline and a variety of suggestions for writing and revising the report.
- DCS 506** **COACHING FOR ADMINISTRATIVE COMMISSIONERS – CORE**
Coaching is about relationships. It is the ability to listen, to observe, to share, to support and to engage in a way that will help others solve their own problems, grow as individuals and attain their full potential. Coaching is the art of helping others arrive at their conclusions through their own analysis of the situation and facts.
- DCS 514** **BUILDING MEANINGFUL RELATIONSHIPS**
Commissioner service is all about relationships. This session suggests ways in which commissioners may go about building and maintaining positive relationships with those they serve. It also discusses possible pitfalls that can undermine relationships
(CONTINUED)

DOCTOR OF COMMISSIONER SCIENCE (CONTINUED)

DCS 516

SUCCEEDING WITH THE UNIT SERVICE PLAN

The Unit Service Plan is the roadmap to unit success. With appropriate guidance the commissioner staff can provide significant unit assistance. The district administrative s will need comprehensive data to set the course for unit success across the district.

ECS 120.19.1 **NATIONAL UPDATE AND FAMILY SCOUTING, SUCCESSES AND CHALLENGES (REQUIRED FOR ALL) - CORE**

MCS 350

UNIT AND ROUNDTABLE COMMISSIONERS WORKING TOGETHER (REQUIRED FOR ALL) – CORE

This course will provide an opportunity to see how all the members of the commissioner corps in a district help units identify and resolve their problems

ECS 120.19.2 **RECRUITING PARENTS TO HELP WITH UNITS (REQUIRED FOR ALL) – CORE**

ECS #

ELECTIVE

ECS #

ELECTIVE

ECS #

ELECTIVE

ECS #

ELECTIVE

ECS #

ELECTIVE

All candidates for the Doctors Degree must contact Dean no later than ten (10) months prior to the Doctoral Review Board to discuss their growth project.

Required 2019 College Courses

ECS 120.19.1 **NATIONAL UPDATE AND FAMILY SCOUTING, SUCCESSES AND CHALLENGES (REQUIRED FOR ALL) - CORE**

MCS 350

UNIT AND ROUNDTABLE COMMISSIONERS WORKING TOGETHER (REQUIRED FOR ALL) – CORE

This course will provide an opportunity to see how all the members of the commissioner corps in a district help units identify and resolve their problems

ECS 120.19.2 **RECRUITING PARENTS TO HELP WITH UNITS (REQUIRED FOR ALL) – CORE**

LOOKING FOR SUGGESTIONS FOR 2020 AND 2021, COURSE CURRICULUM WILL BE IN YOUR REGISTRATION PACKET, CIRCLE YOUR SUGGESTIONS AND DROP IT OFF AT THE REGISTRATION DESK.

Continued Education of Commissioner Science

Jeff Jones, Dean of Continued Education

[THESE COURSES ARE CONSIDERED ELECTIVE COURSES]

CED 701

COMBATTING COMMISSIONER STRESS AND BURNOUT

WE'VE ALL HAD OUR MOMENTS WHEN WE ASK OURSELVES, "WHY ARE WE INVOLVED IN SCOUTING?" THIS SESSION IS DESIGNED TO EXAMINE INDICATORS OF STRESS, HOW STRESS AFFECTS THOSE AROUND US, AND HOW WE MIGHT OVERCOME THESE NEGATIVE MANIFESTATIONS.

CED 712

FRIEND STORMING

IN THIS COURSE, YOU WILL REVIEW THE STEPS TO RECRUIT DISTRICT VOLUNTEERS AND LEARN TO USE FRIENDSTORMING AS A METHOD TO BUILD A STRONG PROSPECT LIST.

CED 716

CONFLICT RESOLUTION FOR COMMISSIONERS

CONFLICT ARISES FROM DIFFERENCES. IT OCCURS WHENEVER PEOPLE DISAGREE OVER THEIR VALUES, MOTIVATIONS, PERCEPTIONS, IDEAS, OR DESIRES. SOMETIMES THESE DIFFERENCES LOOK TRIVIAL, BUT WHEN A CONFLICT TRIGGERS STRONG FEELINGS, A DEEP PERSONAL NEED IS AT THE CORE OF THE PROBLEM, A NEED TO FEEL SAFE AND SECURE, A NEED TO FEEL RESPECTED AND VALUED

Elective Courses

Bachelors, Masters, and Doctoral students will be able to choose two of the following elective courses.

BCS 112

RECRUITING UNIT COMMISSIONERS

ONE OF THE DUTIES IN YOUR ROLE AS THE DISTRICT COMMISSIONER AS PART OF THE DISTRICT KEY 3 IS TO RECRUIT, TRAIN, GUIDE, AND EVALUATE THE REQUIRED COMMISSIONER PERSONNEL OF THE DISTRICT. DISTRICT COMMISSIONERS TAKE OWNERSHIP OF THE DISTRICT TEAM OF COMMISSIONERS TO ENSURE THAT ALL UNITS ARE WELL CARED FOR THROUGHOUT THE YEAR. THIS COURSE WILL FOCUS ON RECRUITING

BCS 114

UNDERSTANDING AND COMMUNICATING WITH TODAY'S LEADERS

WE, AS COMMISSIONERS, NEED TO UNDERSTAND THE DIFFERENCES IN RELATING TO GENERATIONS INVOLVED IN SCOUTING AND INCLUSIVENESS. AS COMMISSIONERS WE CAN EMBRACE THE DIFFERENCES AND SIMILARITIES TO MAKE THE SCOUTING PROGRAM STRONGER

BCS 154

CUB SCOUT ROUNDTABLES

CUB SCOUT ROUNDTABLES IS NORMALLY THE FIRST DISTRICT EVENT THAT A NEW LEADER ATTENDS. FOCUSED ON FUN AND GIVING NEW AND SEASONED LEADERS "THE WILL TO DO, AND

THE SKILL TO DO” IS IMPORTANT NOT ONLY FOR THE LEADERS BUT FOR THE YOUTH THEY BRING THE INFORMATION BACK TO.

BCS 155

BOY SCOUT ROUNDTABLES

BOY SCOUT ROUNDTABLES PROVIDE SCOUT LEADERS WITH THE RESOURCES THEY NEED TO PROVIDE A BETTER PROGRAM IN THEIR UNIT

MCS 302

ON-TIME CHARTER RENEWAL

ANNUALLY, SPONSORING ORGANIZATIONS AND UNITS APPLY TO BSA FOR A NEW CHARTER TO DELIVER THE SCOUTING PROGRAM. THIS SESSION EXPLORES LEADERSHIP TECHNIQUES TO PREPARE, GUIDE, AND SUPPORT UNITS IN COMPLETING ACCURATE CHARTER RENEWAL APPLICATIONS ON-TIME

MCS 312

RECRUITING A COMMISSIONER TEAM

EFFECTIVE RECRUITING IS VISION-BASED. YOUR SUCCESS WILL BE GREATER IF YOU HAVE A VISION FOR YOUR TERM OF SERVICE THAT GUIDES YOU.

MCS 314

THE COMMISSIONER AND THE PROFESSIONAL

IN THIS COURSE, LEARN MORE ABOUT THE RELATIONSHIP BETWEEN THE COMMISSIONER AND THE PROFESSIONAL. HOW CAN THEY WORK CLOSELY TOGETHER TO REACH A COMMON GOAL OF PROVIDING QUALITY SERVICE TO UNITS? WHAT CAN THE PROFESSIONAL DO TO HELP THE VOLUNTEER ACCOMPLISH THEIR GOALS AND WHAT CAN THE COMMISSIONERS DO TO HELP THE PROFESSIONAL ACCOMPLISH THEIR GOALS AND FULFIL THEIR CRITICAL ACHIEVEMENTS?

For the most current information and registration details please check the Northern Lights Council Website at <http://www.nlcbsa.org/commissioner>



Appendix - Arrowhead Honor Reference

Information obtained from

ADMINISTRATION OF COMMISSIONER SERVICE

34501 ISBN 978-0-8395-4501-9 ©2009 Boy Scouts of America 2011 Printing (starting on page 19)

<http://www.scouting.org/filestore/pdf/34501.pdf>

Commissioner training has the following seven elements to be carried out in a timely manner:

1. Online Unit Commissioner Fast Start
2. Personal coaching/orientation within two weeks
3. Commissioner Basic Training within two months
4. Continuing education (monthly and annually)
5. Arrowhead Honor within one year
6. Commissioner Key after three years
7. Distinguished Commissioner Service Award (after five years)

5. Arrowhead Honor

Only commissioners may wear the arrowhead emblem after completing Commissioner Basic Training and a series of performance projects. It is a visible sign of competence. Successful completion is the result of performance and the ability to put training into practice.

Commissioners assuming a new commissioner position are encouraged to complete the Arrowhead Honor projects for the new position.

Performance projects are as follows:

- **Council commissioner and assistant council commissioners (Field Service):**
 - (1) With your Scout executive or other staff adviser, evaluate all district commissioners in the council.
 - (2) Have an active, effective district commissioner in every district of the council.
 - (3) Develop and put into action a suitable recruiting plan throughout the council.
 - (4) Achieve a ratio in the council of one unit commissioner for every three units or a ratio approved by your council commissioner and your council's commissioner service adviser.
 - (5) Chair or actively take part in six council commissioner meetings.
 - (6) Give leadership to a council commissioner conference or other major event approved by your council.
 - (7) In consultation with the Scout executive or council commissioner, select and carry out a major project in the council.
- **Assistant council commissioners (Administrative):**
 - (1) Create a position description for the ACC role and obtain approval of the council commissioner (includes positions of ACC for training and recognition, unit health, new unit support, administration, conference/ college, diversity, etc.).
 - (2) Develop a work plan for your position that covers the program year.
 - (3) Implement the 21 work plan with continuous evaluation throughout the program year.
 - (4) Report on work plan progress at council commissioner meetings.
 - (5) Chair or actively take part in six council commissioner meetings.
 - (6) Give leadership to a council commissioner conference or other major event.
 - (7) In consultation with the Scout executive or council commissioner, select and carry out a major project in the council.

- **District commissioner and assistants:**
 - (1) Work with your district executive to evaluate all commissioners you supervise.
 - (2) Achieve a ratio of one-unit commissioner for every three units in the district or service area, or an approved ratio agreed upon by the council commissioner and the council adviser to commissioner service.
 - (3) Develop and put into action a suitable recruiting plan.
 - (4) Chair or actively take part in six district commissioner staff meetings.
 - (5) Attend six district committee meetings (not required for assistants).
 - (6) Attend a council commissioner conference or College of Commissioner Science with a majority of your staff.
 - (7) Provide personal coaching for the commissioners you supervise.
 - (8) Put in action a plan to track and hold your unit commissioners accountable for unit visits.
- **Unit commissioner:**
 - (1) Visit each assigned unit eight or more times throughout the year.
 - (2) Fill in and follow up on Commissioner Worksheets (pack, No. 34125C; troop, No. 34126A; crew, No. 33660B; post, No. 33619B) or use the Unit Self-Assessment Tool with each assigned unit.
 - (3) Conduct membership and leadership inventories in each assigned unit.
 - (4) Attend six district commissioner staff meetings and provide the training topic for one meeting.
 - (5) Participate in a charter renewal meeting resulting in on-time unit re-registration.
 - (6) Participate in a charter presentation.
 - (7) Attend a council commissioner conference or College of Commissioner Science.
 - (8) Help a unit resolve a specific problem or improve some aspect of their operations.
- **Roundtable commissioner:**
 - (1) Review all material in the current Venturing Monthly Program Forum, No. 34342; current Boy Scout Roundtable Planning Guide, No. 511-942WB; or current Cub Scout Roundtable Planning Guide, No. 34410(a).
 - (2) Review all material in Troop Program Resources and Troop Program Features (volumes 1–3), or Cub Scout Program Helps.
 - (3) Recruit a roundtable staff.
 - (4) Lead staff in preparing a one-year roundtable outline.
 - (5) Supervise the staff in conducting these roundtables.
 - (6) With the district commissioner and district executive, develop and use an attendance promotion plan.
 - (7) Attend a council commissioner conference, roundtable planning conference, or College of Commissioner Science.

6. Commissioner Key

The Commissioner Key is an important training award for completing Commissioner Basic Training, the Arrowhead Honor projects, and three years' tenure as a registered commissioner within a five-year period. Roundtable commissioners also must complete basic training for Cub Scout or Boy Scout roundtable commissioners. See appendix E for training award progress record cards. (Note: Roundtable staff members are not commissioners. They earn the Scouter's Training Award and wear the miniature device for their respective program level.)

Distinguished Commissioner Service Award,

The requirements can be found at

http://www.scouting.org/scoutsource/Commissioners/recognition/Distinguished_Commissioner_Service_Awd.aspx

A. Overview

1. The Distinguished Commissioner Service Award is the highest recognition that can be given to a commissioner. It recognizes an individual who has consistently engaged in distinguished and exceptional commissioner service resulting in significant, positive impact on youth, units, and a district and/or council. *In determining the value of such service, consideration must be given to the candidate recipient's commissioner position and the corresponding opportunity to render outstanding and exceptional service beyond the expectations for that commissioner position.*
2. In order to be considered for the Distinguished Commissioner Service Award, a candidate recipient must be nominated by a currently registered adult member of the Boy Scouts of America. Commissioners may not nominate themselves.
3. The Distinguished Commissioner Service Award may be awarded once to a commissioner.
4. There is no restriction on the number of Distinguished Commissioner Service Awards that may be awarded by a local council during a calendar year.

B. Prerequisites

In order to be considered for the Distinguished Commissioner Service Award, a candidate recipient shall:

1. Be currently registered as a commissioner or have served as a commissioner within the last five years. When nominating a former commissioner, the nomination must be based on the nominee's performance while a registered commissioner.
2. Possess the Commissioner Key (possession of the Commissioner Key automatically includes possession of the Arrowhead Honor).

C. C. Procedure

1. 1. The Distinguished Commissioner Service Award nomination form will be available on the Awards and Recognition section of the Commissioners website. The nomination form will be similar to the District Award of Merit nomination form, and will contain the following:
 - a. A record of the nominee's tenure as a commissioner and as a Scouter in general,
 - b. A listing of previous Scouting awards and recognitions received by the nominee.
 - c. A statement by the nominator as to the nominee's distinguished and exceptional service as a commissioner which qualifies the nominee to receive the Distinguished Commissioner Service Award, and
 - d. The nominator's signatory section on the nomination form will include the following statement:

"I confirm that the nominee lives by the principles of the Scout Oath and Scout Law in word and deed, and is exemplary in his/her personal, family, and professional activities".
2. The completed nomination form will be returned to the council commissioner.
3. The council commissioner may annually appoint a temporary Distinguished Commissioner Service Award Selection Committee of registered commissioners which will review all nominations and make recommendations of those nominees to receive the award to the council commissioner. The council commissioner will make the final determination regarding the granting of the award(s). If the council commissioner is an intended recipient, the issuance of the award will be approved by the council president

or his/her designee. Whenever possible, the members of the committee should possess the Distinguished Commissioner Service Award.

4. The council commissioner in conjunction with his/her professional liaison shall obtain the appropriate recognition items (see D below).
5. The Distinguished Commissioner Service Award should be presented at an appropriate council or district event.

D. Recognition Items:

1. Certificate: A certificate specifically designed for the Distinguished Commissioner Service Award. The template for the certificate will be found in the Awards and Recognition Section of the Commissioners website.
2. Recognition items:
 - a. Plaque: item # 17610 (Silver)
 - b. Bolo tie: item # 747 (Silver)
 - c. Uniform Knot: #5019

