



District Commissioner and Assistant District Commissioner Onboarding Progress Record

Commissioner Name: _____

Registration

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

Completion Date: _____

Training / Information

2. Complete District Commissioner/Assistant District Commissioner Online or Instructor-Led Position-Specific 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.

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 (If you are an 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 their units' health and their unit commissioners' status, 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.

Completion Date: _____

9. Log in to Commissioner Tools; review unit health, contact frequency, 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 adequate commissioners for the district.

Completion Date: _____

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

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach