

### 2008 Key Commissioner Service Dates

	J	F	M	A	M	J	J	A	S	O	N	D
Membership Inventory -----										X		
Unit Leadership Inventory -----				X								
Unit Program Planning -----								X				
Pack/Troop Uniform Inspection ---					X					X		
Youth Protection Visits -----					X				X			
Quality Unit Commitments -----	X	X										
Quality Unit Progress Check -----							X					
Quality Unit Evaluation -----											X	X
Charter Renewal Meeting -----											X	
Recharter -----												X
Charter Presentation -----		X	X									

#### The Annual Commissioner Service Plan: What is it?

The goal is to help units become and stay Quality Units. Specific steps are necessary during the year to make this happen.

**January** – Quality Unit Commitment. All districts have their commissioners meet with each unit to secure a date in February to complete the Quality Unit Commitment form so the unit will earn the Centennial Quality Award.

**February**– Charter Presentations & Quality Unit Action Plan meeting. All units are to have a formal presentation of the charter in the presence of the Charter Institutional personnel, the committee, & parents. Complete the Quality Unit Commitment form. Once completed the form is turned in to the council for recording. Districts work with each unit as part of the membership validation process to develop an action plan to help all units qualify for the Centennial Quality Award annually.

**April** – Unit Leadership Inventory. This is conducted by the commissioner and unit committee to find out who will continue and who will drop. It provides time to visit inactive adults and recruit new adults.

**May** – Troop uniform inspection & youth protection. The commissioner helps the Scoutmaster and lends dignity to a high-moral event. It should encourage uniforms for summer camp & develop unit pride. All troop adults should complete Youth protection training sessions or online.

**July** – Quality Unit Progress Check. This is a mid year health inventory to evaluate the units progress toward completing the Centennial Quality Award commitment made in February. This allows plenty of ‘fix it’ time before rechartering.

**August** – Unit program planning. This should help units get off to a great fall in programming & support unit roundups and recruitment drives. A good program is crucial to the maintenance of unit membership.

**September** – Youth protection. All troop adults should complete Youth protection training sessions or online.

**October** – Membership Inventory & Uniform Inspection. Membership must be evaluated prior to rechartering to lend time to check on youth and recruit if necessary. The commissioner helps the Scoutmaster and lends dignity to a high-moral event. It should encourage uniforms & develop unit pride.

**November** – Charter renewal meeting. This meeting is conducted at least 45 days before the renewal date. All appropriate signatures, memberships, applications, fees, and a Quality Unit check are completed.

**December** - Recharter. All units must finish the Charter renewal process by the end of this month to be considered rechartered on-time.