

*Progress Record for*



***Commissioner Award of  
Excellence in Unit Service***



**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**District/Council:** \_\_\_\_\_

**BSA Member ID:** \_\_\_\_\_

***The Commissioner Award of Excellence in Unit Service is awarded to a commissioner who provides exemplary unit service to a unit which has been assigned by the district commissioner, and by developing a Unit Service Plan through use of the current Boy Scouts of America Commissioner Tools.***

***Prerequisites for the Commissioner Award of Excellence in Unit Service include:***

- Current Youth Protection Training certificate
- Current registration as a commissioner
- Arrowhead Honor is earned (*for any commissioner position*)
- Providing direct unit service to one or more units

***Completion Date:*** \_\_\_\_\_

***Award Criteria:***

***I. General Requirements***

A. Any registered commissioner who provides direct meaningful unit service as set forth by the award criteria over a minimum period of one year is eligible. A commissioner may earn this award multiple times. Each subsequent award shall be earned independently of the previous award and no criteria from a previous award may be used to satisfy the criteria for a new award.

B. The commissioner consistently exemplifies the commissioner culture statement, *Be the Heart-Build Relationships-Change Lives* in their work with units, recognizing that relationship building is fundamental to unit success.

**II. Unit Service Criteria**

A. Complete a collaborative assessment and develop a Unit Service Plan for an assigned unit. A collaborative discussion with unit leaders is foundational for building a supportive relationship with unit leaders and identifying unit strengths and weaknesses.

**Unit Type:** \_\_\_\_\_ **Unit Number:** \_\_\_\_\_

- In collaboration with unit leaders, complete an assessment in Commissioner Tools.

**Date Completed:** \_\_\_\_\_

- Working with unit leaders, develop a Unit Service Plan that is documented in Commissioner Tools. The plan should address one or more areas of improvement that strengthens the unit in membership, program, volunteer leadership or planning and budgeting. Goals must be specific and measurable.

**Date Completed:** \_\_\_\_\_

- Provide unit support by visiting the unit on a regular basis, documenting at least 5 additional contacts in Commissioner Tools (at least 3 in-person) that include any progress the unit has made toward goals defined in the Unit Service Plan or revision made to those goals. Unit visits must be made in different months and should be varied in scope to include unit meetings, unit activities, district campouts, summer camp or leader/parent meetings.

**Date of Contact #1:** \_\_\_\_\_

**Date of Contact #2:** \_\_\_\_\_

**Date of Contact #3:** \_\_\_\_\_

**Date of Contact #4:** \_\_\_\_\_

**Date of Contact #5:** \_\_\_\_\_

**B. Commissioner Service to Unit**

- Link the unit to district/council resources by obtaining the resources and assistance necessary to support the written Unit Service Plan **OR** by discussing unit health/progress with the district commissioner staff during a monthly commissioner meeting.

**Date Completed:** \_\_\_\_\_

- Support the annual recharter process by helping unit leaders develop a plan to conduct membership inventories, verify leader YPT/CBCs and collect yearly membership fees.

**Date Completed:** \_\_\_\_\_

- Conduct a formal Charter presentation directly to the unit at a unit meeting or another appropriate function.

**Date Completed:** \_\_\_\_\_

### III. Personal Development Criteria

- Routinely attend commissioner staff meetings and have your attendance verified by the district commissioner or another administrative commissioner.
- Attend one or more continuing education events specifically designed for commissioners while working toward this award. The continuing education events can include: College of Commissioner Science, National Impact Session, Commissioner Conference, Philmont Training Center, Florida Sea Base, or Summit Training.

**Training Event** \_\_\_\_\_ **Date** \_\_\_\_\_

### Approval

I certify that I have completed all criteria for this award as contained in this application.

\_\_\_\_\_  
**Applicant's signature**

\_\_\_\_\_  
**Date**

I have reviewed this application for the Commissioner Award for Excellence in Unit Service. The applicant has satisfactorily completed the criteria, documented contacts in Commissioner Tools and fostered a supportive relationship with unit leaders.

\_\_\_\_\_  
**Approved by District Commissioner**

\_\_\_\_\_  
**Date**

Upon review of this application and the certification by the district commissioner or his/her designee, I approve this application for the Award of Excellence in Unit Service.

\_\_\_\_\_  
**Approved by Council Commissioner**

\_\_\_\_\_  
**Date**

Recognition Items:

1. Commissioner Award of Excellence in Unit Service certificate. Template available on the Awards and Recognition page of the Commissioner's website at Scouting.org.  
<https://www.scouting.org/commissioners/recognition/>
2. Commissioner Award of Excellence in Unit Service knot. (#613223)
3. A Commissioner Device (#871) may be awarded for multiple achievements of this award and worn on the knot.

Revision Date: 06/08/23