



BOY SCOUTS OF AMERICA®
DENVER AREA COUNCIL

2013 College of Commissioner Science



Commissioners Paperwork Basics

February 2, 2013



Pay It Forward

Commissioners Paperwork Basics

2013 College of Commissioner Science

Introduction

Concept

Forms

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Results

Questions

Commissioners Paperwork Basics

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Doc Doolittle

Arapahoe District Trainer

Unit Commissioner

Scouter

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Concept

While you are attending the College of Commissioner Science you might be here just to gain knowledge or you might have a goal of earning your Doctorate of Commissioner Science.

Regardless of you reason, keeping track of your efforts & progress is IMPORTANT!

Commissioners Paperwork Basics

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Forms

There are four basic forms to track progress of your participation & progress in the different Commissioner Qualifications & Degrees

Arrowhead Award

Commissioners Key

Record of Course Completion

Progress Record for the Doctorate of Commissioner Science Knot Award

Commissioners Paperwork Basics


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Forms

UNIT COMMISSIONER PROGRESS RECORD FOR THE COMMISSIONER KEY ARROWHEAD HONOR AWARD

**UNIT COMMISSIONER PROGRESS RECORD FOR THE COMMISSIONER KEY/
ARROWHEAD HONOR AWARD**

Cut along solid lines; fold along dotted lines.
(Reproduce locally.)



<p>ARROWHEAD HONOR RECORD</p> <p>1. Visit each assigned unit eight or more times throughout the year.</p> <p>2. Visit in and follow up on Unit Commissioner Work Sheets or self-assessment forms for each assigned unit.</p> <p>3. Conduct membership and leadership inventories in each assigned unit.</p>	<p>COMMITTEE ACTION</p> <p>The following meeting committee has reviewed the application and accepts the requirements as presented to ensure the award is granted.</p> <p>Approved: _____ Date: _____</p>	<p>TRAINING</p> <p>Complete basic training including the following:</p> <p>_____ "Why Commission?"</p> <p>_____ "Visit the Commissioner's Element"</p> <p>_____ "The Commission"</p> <p>_____ "Learn the Arrowhead Honor Award"</p>
<p>Arrowhead Honor (cont.)</p> <p>4. Attend a council commissioner conference or planning conference or participate in a joint council event.</p> <p>5. Participate in a charter renewal meeting and presentation.</p> <p>6. Participate in a charter presentation.</p>	<p>UNIT COMMISSIONER PROGRESS RECORD FOR THE</p> <p style="text-align: center;"></p> <p style="text-align: center;">COMMISSIONER KEY/ ARROWHEAD HONOR AWARD</p> <p>Name _____ Address _____ City _____ Council _____ District _____</p> <p style="text-align: center;">BOY SCOUTS OF AMERICA</p>	<p>TRAINING</p> <p>Complete basic training including the following:</p> <p>_____ "Why Commission?"</p> <p>_____ "Visit the Commissioner's Element"</p> <p>_____ "The Commission"</p> <p>_____ "Learn the Arrowhead Honor Award"</p>



ARROWHEAD HONOR RECORD

Name _____
Address _____

City _____
Council _____
District _____

Complete basic training and the following projects:

1. Visit each assigned unit eight or more times throughout the year.

Approved _____ Date _____

2. Fill in and follow up on Unit Commissioner Work Sheets or self-assessment forms for each assigned unit.

Approved _____ Date _____

3. Conduct membership and leadership inventories in each assigned unit.

Approved _____ Date _____

Commissioners Paperwork Basics


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Forms

ROUNDTABLE COMMISSIONER PROGRESS RECORD FOR THE COMMISSIONER KEY ARROWHEAD HONOR AWARD

ROUNDTABLE COMMISSIONER PROGRESS RECORD FOR THE ARROWHEAD HONOR/COMMISSIONER KEY

Cut along solid lines; fold along dotted lines.
(Reproduce locally.)



<p>1. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p> <p>2. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p> <p>3. Recruit a roundtable staff.</p>	<p>COMMITTEE ACTION</p> <p>The leadership team has reviewed the application and assigned the committee to the roundtable meeting. The required number of the award is a project.</p> <p>4. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p> <p>5. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p> <p>6. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p>	<p>7. Attend a council commissioner conference, roundtable, or planning conference.</p> <p>8. With the district commissioner and district representatives use the award template to complete the award.</p> <p>9. Recruit a roundtable staff.</p> <p>10. Recruit a roundtable staff.</p> <p>11. Recruit a roundtable staff.</p> <p>12. Recruit a roundtable staff.</p>
<p>Arrowhead Honor Record (cont.)</p> <p>1. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p> <p>2. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p> <p>3. Recruit a roundtable staff.</p>	<p>COMMISSIONER KEY/ARROWHEAD HONOR AWARD</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Council _____</p> <p>District _____</p> <p>BOY SCOUTS OF AMERICA</p>	<p>COMMISSIONER KEY RECORD</p> <p>1. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p> <p>2. Review all material in the current <i>Venturing Roundtable Planning Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Varsity Scout Roundtable Guide</i>.</p> <p>3. Recruit a roundtable staff.</p>

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ARROWHEAD HONOR RECORD

Name _____

Address _____

City _____

Council _____

District _____

1. Review all material in the current *Venturing Roundtable Guide*, current *Boy Scout Roundtable Planning Guide*, current *Cub Scout Roundtable Planning Guide*, or the current *Varsity Scout Roundtable Guide*.

Approval _____ Date _____

2. Review all material in the *Troop Program Features*, *Cub Scout Program Helps*, *Varsity Scout Game Plan*, or *Venturing Leader Manual*.

Approval _____ Date _____

3. Recruit a roundtable staff.

Approval _____ Date _____

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
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Forms

DISTRICT AND ASSISTANT COMMISSIONER PROGRESS RECORD FOR THE COMMISSIONER KEY / ARROWHEAD HONOR AWARD

DISTRICT AND ASSISTANT DISTRICT COMMISSIONER PROGRESS RECORD FOR THE COMMISSIONER KEY/ARROWHEAD HONOR AWARD

Cut along solid lines, fold along dotted lines.
(Reproduce locally.)



<p>1. With your district executive to evaluate all commissioners in your district.</p> <p>2. Make a ratio of one unit commissioner for every three units in the district or service area.</p> <p>3. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>4. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>5. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>6. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>7. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>8. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>9. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>10. Take a ratio of one unit commissioner for every three units in the district or service area.</p>	<p>11. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>12. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>13. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>14. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>15. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>16. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>17. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>18. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>19. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>20. Take a ratio of one unit commissioner for every three units in the district or service area.</p>	<p>21. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>22. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>23. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>24. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>25. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>26. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>27. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>28. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>29. Take a ratio of one unit commissioner for every three units in the district or service area.</p> <p>30. Take a ratio of one unit commissioner for every three units in the district or service area.</p>
<p>Arrowhead Honor (cont.)</p> <p>1. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>2. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>3. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>4. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>5. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>6. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>7. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>8. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>9. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p> <p>10. Check One <input type="checkbox"/> District Commissioner <input type="checkbox"/> Assistant District Commissioner</p>	<p>COMMITTEE ACTION</p> <p>The leadership training committee has reviewed this application and agrees the candidate as in the candidate's meeting the required standards. The award is appropriate.</p> <p>Approved: _____ Date: _____</p>	<p>DISTRICT AND ASSISTANT DISTRICT COMMISSIONER PROGRESS RECORD FOR THE COMMISSIONER KEY/ARROWHEAD HONOR AWARD</p> <p>COMMISSIONER KEY/ARROWHEAD HONOR AWARD</p> <p>Name _____ Address _____ City _____ Council _____ District _____</p> <p>BOY SCOUTS OF AMERICA</p> <p>2008 Printing</p>



ARROWHEAD HONOR RECORD

Name _____
 Address _____
 City _____
 Council _____
 District _____

1. Work with your district executive to evaluate all commissioners you supervise.

Approved _____ Date _____

2. Achieve a ratio of one unit commissioner for every three units in the district or service area.

Approved _____ Date _____

Commissioners Paperwork Basics

2013 College of Commissioner Science

Progress Record for the Doctorate of Commissioner Science Knot Award



DENVER AREA COUNCIL, B.S.A.
 PROGRESS RECORD FOR THE
 DOCTORATE OF COMMISSIONER
 SCIENCE KNOT AWARD

Commissioner Name:
 Commissioner Position:
 District:

GENERAL REQUIREMENTS		
District Commissioner or a commissioner at the council level must approve all requirements.		
APPROVAL	DATE	DESCRIPTION OF REQUIREMENT
		Complete commissioner orientation projects (see Commissioner Fieldbook for Unit Service).
		Complete Commissioner Fast Start Training.
		Complete Commissioner Basic Training.

REQUIREMENTS FOR BACHELOR DEGREE		
APPROVAL	DATE	DESCRIPTION OF REQUIREMENT
		Current registration as a commissioner.
		Complete a minimum of 7 courses of instruction, at least 5 of the courses at the bachelor's program level.
		Approval of council or assigned assistant council commissioner.
		Approval of Scout executive of Advisor to Commissioner Service.
		Bachelor of Commissioner Science degree awarded.

REQUIREMENTS FOR THE MASTERS DEGREE		
APPROVAL	DATE	DESCRIPTION OF REQUIREMENT
		Current registration as a commissioner.
		Have been awarded a Bachelor Degree.
		Earned the commissioner Arrowhead Honor.
		Completion of 7 additional courses of instruction (total of 14), at least 7 of the courses at the master's program level.
		Approval of council or assigned assistant council commissioner.
		Approval of Scout executive of Advisor to Commissioner Service.
		Masters of Commissioner Science degree awarded.

REQUIREMENTS FOR THE DOCTORATE DEGREE		
APPROVAL	DATE	DESCRIPTION OF REQUIREMENT
		Current registration as a commissioner.
		Have been awarded a Masters Degree.
		Have been awarded the Commissioner's Key.
		Completion of 10 additional courses of instruction (total of 24), at least 5 of the courses at the doctor's program level.
		Serve on the College of Commissioner Science faculty (instructor or support staff) for at least one year.
		Recruit one new commissioner (any level). Name: <input type="text"/>
		Recruit one new commissioner (any level). Name: <input type="text"/>
		Recruit one new commissioner (any level). Name: <input type="text"/>
		Completion of a thesis or project on any topic of value to Scouting in local council. The topic and final paper must be approved by the dean of the doctor's program and the staff advisor.
		Doctorate of Commissioner Science degree awarded.

APPROVAL FOR DOCTORATE OF COMMISSIONER SCIENCE DEGREE

Council Commissioner or assigned Assistant Council Commissioner

Scout Executive or Advisor to Commissioner Service



REQUIREMENTS FOR THE DOCTORATE OF COMMISSIONER SCIENCE KNOT AWARD		
APPROVAL	DATE	DESCRIPTION OF REQUIREMENT
		Serve as a commissioner for a minimum of 5 years. Service can be in one or more commissioner roles or positions of service.
		Have been awarded the Doctorate of Commissioner Science.

APPROVAL FOR THE DOCTORATE OF COMMISSIONER SCIENCE KNOT AWARD

Council Commissioner or assigned Assistant Council Commissioner

Scout Executive or Advisor to Commissioner Service

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Actions

The action rests with each Commissioner to track their individual progress.

Interaction with the District Commissioner is necessary in completing the Arrowhead Award for Unit, Roundtable & Assistant District Commissioners. District Commissioners must interact with the Council Commissioner in completing the Arrowhead Award.

Interaction with the District Training Chairman is necessary in completing the Commissioner Key Award for Unit, Roundtable & District /Assistant District Commissioners.

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Results

At each level of effort there are positive results.

Arrowhead Award

Commissioner Key

Bachelor Degree

Masters Degree

Doctorate Degree

Doctorate Knot

None of these accomplishments comes without individual effort. At each level there are Scouters that will assist you in the successful completion of your goals

Commissioners Paperwork Basics

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Questions

**You can Always ask your District Commissioner
Or contact me**

**Doc Doolittle
Arapahoe District Trainer
Scouterdock@gmail.com**

720.218.5113

Cell or Text