



## **COMMISSIONER ANNUAL SERVICE PLAN (CASP)**

HEART OF AMERICA COUNCIL, BOY SCOUTS OF AMERICA  
COMMISSIONER BEST PRACTICE MEMORANDUM, 2014, No. 003 (CBP 14-003):  
(Prepared by: Robert Kline, Assistant Council Commissioner, April 2014)

### **I. DESCRIPTION:**

The Commissioner Annual Service Plan (CASP) is adopted as a best practice by the Heart of America Council.

The CASP is composed of Monthly Service Plans for Unit Commissioners. The CASP will be developed on an annual basis by the assigned Assistant Council Commissioner (ACC) and updated monthly with input from the District Commissioners. The ACC will ensure that updated plans for the next three months are timely distributed to the District Commissioners. Highlights of "the next 90 days" of the CASP should be reviewed at each Commissioner meeting.

The CASP guides Unit Commissioners in serving assigned units; helps ensure that unit visits are productive; and is intended to help guide unit activities so that all units become quality units. The plan gives specific purposes for regular and supportive contact with units by the Commissioner staff, usually the Unit Commissioner.

### **II. BACKGROUND AND NEED SERVED:**

The primary responsibility of the Unit Commissioner is to help units succeed. No other member of the unit service team has a more important or demanding responsibility. Units need to be strong and efficient so that the scouting program will retain the Scouts they have recruited. Today's Commissioners must be result oriented and successful in their mission of helping their units operate effectively, including recruiting new youth members; promoting advancement; promoting program improvement; and helping the unit deliver the ideals of Scouting to their members.

### III. RESPONSIBILITY:

The primary responsibility of the Commissioner staff is to help each unit succeed. This responsibility falls primarily to the Unit Commissioner. Unit Commissioner will use the CASP to ensure that they successfully fulfill their responsibility to their assigned units. The following is a list of specific Commissioner tasks that need to be accomplished to ensure units succeed:

- Help each unit achieve the Journey to Excellence (JTE). Help the units improve their JTE scores.
- Use the CASP and its planned and scheduled opportunities for commissioner contact with units.
- Facilitate the on-time annual charter renewal of all assigned units.
- Help select and recruit unit leaders and see that all unit leadership completes their required training.
- Visit their units on a regular basis and enter visits in the Unit Visit Tracking System (UVTS) or its successor.
- Focus on Weak/Poor/Fair units. Be aware which units need the most help and in what areas the help is needed. Keep your District Commissioner and Assistant District Commissioner (ADC) up to date on your progress with these units.
- Promote the use of the Ideal Year of Scouting (IYOS) program.
- Cultivate and maintain the best possible ongoing relationship through regular visits with the unit leaders, committee chairman and chartered organizational representative.
- Work to assure effective and active unit committees.
- Observe the unit to determine if the Scouting program is being followed.
- Help units with spring and fall recruiting activities.
- Help with the Webelos to Boy Scout transition and cross-over.
- Promote relationship building between Cub Scout Packs and Boy Scout Troops.

- Work with units to ensure that Scouts are regularly advancing in rank and that the advancement is reported timely to the Council.
- Set the example by being concerned about proper uniforming. Help the units conduct uniform inspections.
- Help the unit conduct a membership inventory of youth and adults at least annually.
- Promote attendance at district roundtables to unit leadership.
- Continue to grow as a Commissioner through training and experience. Regularly attend the District Commissioner and District Roundtable meetings.
- Know the leadership of the District. Use members of the district operating committees to help meet special needs of your units.

#### IV. PROCEDURES:

The Council Commissioner will assign responsibility for develop and maintenance of the CASP to an ACC.

The assigned ACC will create the CASP annually and update the CASP monthly with advice of the District Commissioners, the other ACCs and subject to the review and approval of the Council Commissioner and the Director of Field Services. The CASP is composed of 12 Monthly Service Plans for Unit Commissioners (sample attached). The CASP will be prepared using the Commissioner Service Plan Matrix (sample attached).

The ACC will ensure that Monthly Service Plans for the Unit Commissioners are updated, approved, released to the District Commissioners for distribution.

District Commissioners will ensure that the Monthly Service Plans for Unit Commissioner are distributed to the Unit Commissioners. The District Commissioner, or designated ADC, will review the Monthly Service Plans during District Commissioner meetings. The District Commissioner or designated ADC will collect any feedback from Unit Commissioners for improvement of the CASP and ensure it is communicated to the ACC assigned responsibility for the CASP.

Unit Commissioners will establish a working relationship with the units assigned by the District Commissioner. Unit Commissioners will use the CASP to help the unit leadership provide the best possible program for the youth of the unit. Unit

Commissioners are encouraged to provide feedback for improvement of the CASP through the District Commissioner.

V. REPORTING:

Reporting regarding the CASP is as described in IV. Procedures.

VI. REFERENCES:

Administration of BSA Commissioner Service and the Commissioner Field Book for Unit Service

VII. PROPOSED REVISIONS:

Please report proposed revisions to the person who prepared this memorandum.

# Commissioner Service Plan - 2014



ACTION	CONDUCTED BY: WITH 'WHO'	CYCLE											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advancement	Commissioner & Unit Leader	X		X		X			X		X		
Charter Presentation	Commissioner & COR		X	X	X								
Commissioners College	Commissioner Staff			X									
District Camping Events	Commissioners & Event Staff						X			X	X		
District Planning Fair	Commissioner Staff					X							
Ideal Year of Scouting	Commissioner & Unit Leader		X										
Journey to Excellence	Commissioner & Unit Leader		Set Goals	Set Goals		Eval Goals						Eval Goals	
Membership Inventory	Commissioner & Unit Committee					X					X		
Merit Badge Forum Support	Commissioners & Event Staff	X											
Popcorn	Commissioners & Unit Committee Chair								X		X		
Re-Charter Packet Submission & Commitment Form	Commissioner & Unit Committee Member	KS X											MO X
Re-Charter Renewal Meeting	Commissioner & Unit Committee Chair										MO X	KS X	
Recruiting Support	Commissioner & Unit Recruiting Leader				X	X			X	X			
Support University of Scouting	Commissioners & Event Staff											X	
Uniform Inspection	Commissioner & Unit Leader					T					P		
Unit Leader Training Inventory	Commissioner & Unit Training Coordinator	X				X						X	
Unit leadership Inventory	Commissioner & Unit Committee					X				X			
Unit Program Planning	Commissioner & Unit Committee						P		T				
Unit Re-Charter Training	Commissioner & District Executive										MO X	KS X	
Visit Units at Camp	Commissioner Staff						X	X	X				
Webelos Crossover Support	Commissioner & Unit Leader	X	X	X									X

# Monthly Service Plan for Unit Commissioners

January 2014

## Monthly Program Theme – January

Cub Scout: Positive Attitude  
Webelos: Fitness / Readyman  
Boy Scout: Wilderness Survival



## Priority Commissioner Service Action Plan

- Webelos to Scout Transition Support
- Scheduling Investment in Character Presentations
- Unit Leader Training Inventory
- Promote IYOS Training to Units
- Unit Re-Charter Support
- Merit Badge Forum Support

## Webelos to Scout Transition

- Troops host Webelos II and their parents at a troop mtg.
- Packs and Troops plan a crossover ceremonies
- Troops attend meeting for 1st year Webelos to introduce them to Boy Scouts

## Fundraising / Investment in Character

- Investment in Character Unit Presentations
- 1/26 Investment in Character Kick-Off

## Advancement

- Both Packs and Troops should be turning in advancement reports

## Membership / Re-Chartering

- January charters are due by 1/31
- December charters are past due as of 12/31

## Camping and Outdoor Programs

- 1/13 Webelos Camp Draw
- 1/25 VOA Winter Event
- District Winter Camping Events
- District promotion to all youth and parents, Cub and Boy Scouts

## District Specific

- Packs should be having their Pinewood Derby events
- Packs should be holding their Blue and Gold Banquets in February
- \_\_\_\_\_
- \_\_\_\_\_

## February Training Opportunities

- District Roundtable
- District Commissioner Meetings
- 12 IYOS Police Academy, 6885 NE Pleasant Valley Rd, KCMO 6:30pm
- 22 Campmaster Training HOAC
- 24 IYOS Paradise Park, 1021 NE Colbern Rd, Lee's Summit, MO 6:30pm
- 27 IYOS First Baptist Church of Olathe, 2024 E 151<sup>st</sup> St, Olathe, KS 6:30pm

## Program Planning / Advanced Lookout

- District Recognition Dinners
- Blue and Gold Banquets
- Spring Recruiting Planning

## Training / Adult Leadership / Succession Planning

- Will leadership be stepping down at the end of the year? Has the unit identified who will replace them?

## Journey to Excellence

- Commissioner's should be working with their units to complete the JTE results for 2013
- Commissioner's should be working with their units to set the goals for JTE 2014

## Unit Service Needs

- Commissioner's log unit visits in UVTS System
- Encourage Units to log Service Hours

## Key February Council Calendar Dates

- 1 Bartle Workday
- 2 Scout Sunday
- 8 Scout Sabbath
- 12 Bartle & Naish Boy Scout Camp ½ Payment Due
- 15 Naish Workday
- 17 President's Day Scout Office Closed
- 22 District Key 3 Conference

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