



Unit Commissioner Onboarding Progress record:

1. Completed the online unit commissioner Basic Training or attended an instructor led session.
Completion Date: _____
2. Reviewed dates/places for commissioner staff meetings, roundtables and Council/District events.
Completion Date: _____
3. Discussed contents of Commissioner Fieldbook and Unit Performance Guide.
Completion Date: _____
4. Logged into my.scouting tools and reviewed unit rosters, adult training records in Training Manager
Completion Date: _____
5. Reviewed any issues concerning your assigned units with your ADC/DC.
Completion Date: _____
6. Attend 1 monthly district commissioner staff meeting.
Completion Date: _____
7. Completed one contact for each of your assigned units and recorded them in Commissioner Tools.
Completion Date: _____
8. Exchanged contact information with each of the Key 3 leaders of your assigned units as well as with the ADC and DC.
Completion Date: _____
9. Reviewed the information available on the Commissioner website and resources available on scouting.org
Completion Date: _____
10. Downloaded and read the current Commissioner newsletter, reviewed the awards and recognition on the commissioner's website and reviewed the JTE section.
Completion Date: _____
11. Discussed how to develop Unit Service Plan
Completion Date: _____
12. Developed a plan to earn the Arrowhead Honor.
Completion Date: _____

Approved by: _____

Mentor

Role of the Onboarding Mentor

The role of the mentor is to form a relationship with the new Commissioner to help them feel comfortable in their new role. The mentor can be anyone designated by the District or Council Commissioner. Depending on the position, it may be the Commissioner who recruited the them, an Assistant District Commissioner to whom they may report, the Assistant District Commissioner for Training, the Assistant Council Commissioner for Training, any Assistant Council Commissioner, or another Unit Commissioner or Roundtable Commissioner who is considered well versed in their role. The decision lies with District or Council Commissioner as to whom should be the mentor.

The mentor should be involved in completing all items in the onboarding worksheet. The items on the worksheet can be completed in any order. The mentor and protégé are on their honor for completing the tasks and entering the information into the interactive onboarding worksheet. These items are considered critical for the success of a new Commissioner.