

Montana Council

A Dean's Manual of Operation

for the

College of Commissioner Science

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Introduction

The purpose of this paper is to present a plan of operation for the Montana Council College of Commissioner Science for the use of the Dean of the College. It can be used as is or as a jumping off point for the Dean to modify to suit the then current circumstances.

In the past a new Dean has had to reinvent the wheel, either from scratch or by piecing together a plan by studying any materials and records left by previous Deans and provided to him by the prior Dean. It was in this second manner that I evolved this plan over the first six months that I served as Dean. I would like to thank and acknowledge the materials and assistances provided by two previous Deans, Dan Ferguson and Kevin Katzenberger, in developing this plan. Over the subsequent two years, I have modified the plan on an ongoing basis. It is now such that it can be used to run the Commissioner College, with minor modification in details for each College session, as specified in the plan itself.

Throughout this paper I refer to the training occurring on a given date as a "session", the material constituting a given topic as a "class" or "subject", and the classes that together result in fulfilling the requirements for a given degree as a "school", "course" or "program". When there are several classes offered, within a course, among which a student may choose, I refer to them as "electives". The Commissioners who are attending the session for training are referred to as "students" or "participants".

The curriculum content is, for the most part, that which is outlined in "Continuing Education for Commissioners" (BSA# 33615). At the time of this writing, it is no longer available and is scheduled to be replaced by BSA# 34501), which should contain similar material.

Responsibilities of the Dean of the College

- The Dean is one of the Assistant Council Commissioners. The Dean should be in regular communication with the Council Commissioner.
- Schedule the College of Commissioner Science at least three times annually in different places around the State.

It is the responsibility of the Dean to establish a set of dates for the sessions of the College. This should be done in consultation with the Council Commissioner and the Council Commissioner's Cabinet. At the time of this writing, we are planning three sessions per year. The current policy of Montana Council is to set the calendar three years in advance. Each year, the dates of the scheduled sessions for that year should be reviewed, adjusted if needed, and the dates for the third year out set. The locations for the current year should be decided on by the Cabinet, at the time that the dates are reviewed for the then current year. Prior to this meeting, which is currently held by teleconference, the Dean and the Council Commissioner should discuss where recent sessions have been held and select at least one site for each session for consideration for the upcoming year. The purpose in this is to provide the opportunity for most Commissioners to attend a session located relatively near their home, at least once on a biyearly basis. The three sessions should be held so that there is one located in each of the eastern, western, and central areas of Montana Council.

- Conduct each session of the College, overseeing the operation of each session as it progresses.

The Dean should plan the curriculum for each session for each degree and the Postgraduate program, conforming to the the national standards, adjusting the curriculum as needed to accommodate any current needs of the Council.

The Dean is responsible for recruiting the faculty for each course and providing teaching materials to each faculty member, well in advance of each session. Among the faculty should be an Assistant Dean for Administration for each session. The Assistant Dean should be local to where the session is to be held, ideally the District Commissioner. The Dean must prepare and provide a list of responsibilities for the Assistant Dean. The Assistant Dean is responsible for recruiting support staff (such as kitchen and front desk staff), providing the facility, food, and major equipment (such as tables, chairs, video players, TVs, etc), with all costs reimbursed from College fees.

As the registrar, the Dean should register the students, collect fees, and provide copies of the subject materials to each student. The portion of this activity that takes place at the session, rather than in advance, may be delegated to the Assistant Dean and his staff.

The Dean will present those portions of the session that involve all participants.

Before the session the Dean should prepare diplomas for each degree, certificates for Doctorate, Postgraduate, District Commissioner, and Roundtable course work, and certificates of appreciation for the faculty and staff. The Dean will also provide the

College patch for Bachelor students and the appropriate recognition segment for each program, as well as the metal badges for those who opt for them.

The Dean will prepare and submit a final budget to the Council, in the person of the professional scout leader who is serving as the advisor to the Commissioner Service, after the close of each session, accompanied by receipts for expenses and all fees collected.

➤ Select and prepare the materials for use in each subject in the curriculum

The Dean must keep current on the materials available from the national office.

The Dean should prepare and maintain instructors' materials for each subject, including but not limited to videos, national publications, copies of handouts that students will receive, Powerpoint (or equivalent) presentations, and supporting materials where appropriate.

The Dean should maintain an adequate stock of student materials for each course and elective, to avoid last minute rush orders before a session. In order to achieve this end, the Dean should restock after each session for the next one.

➤ Provide registration materials for distribution to prospective students

This should include an overview of the session, a registration form, and maps to the facility. Distribute said materials to interested and prospective students, District Commissioners, Council and Assistant Council Commissioners and professional staff advisers, as well as arranging to have it posted on the Council web site.

- Provide brief ongoing training for Commissioner Cabinet teleconferences, as requested by the Council Commissioner

- Advise District Commissioners, as needed, for the conduct of Basic Training in their Districts

Keeping Current

It is necessary for the Dean of the College to keep current with regard to the structure, needs, and operation of the Commissioner service, on both a Council and national basis, as well as the national Commissioner training standards and materials.

You should check the national web site and the Council office regularly in order to be aware of any new publications and changes to current ones, that are relevant to the Commissioner service. Publications in this sense include manuals, pamphlets, videos, online training and presentations, and computer based materials, such as Powerpoint presentations. Whenever new material comes to your attention, you need to obtain a copy to review, in order to decide if it should replace something in the current training, be added to the training, or modify the training program. Online material can be either reviewed online or downloaded for review, depending on what it is. Physical materials should be ordered through the Council office. In such cases, I recommend getting one copy to review, after which, if it will become part of the College program, whatever quantity you need for inventory stock should be ordered. Whether ordering one copy or many, this is a legitimate expense for the operation of the College and should be charged against the Commissioner College account. Be sure to get a receipt from the office and enter the expense as a line item in the budget for the next College session.

Looking through the Commissioner section of the national website, you will find newsletters to download and review, notices of changes and new policies, and Powerpoint presentations created for national use or uploaded from other Councils for general access.

At this time, I am using several Powerpoint presentations in the College programs that were created by Commissioners in other Councils, which I downloaded from the national website and edited as needed for changes since they were uploaded, as well as to be customized for Montana Council.

Another source of Powerpoint and other computer based presentations is those that are created by members of Montana Council. I would like to thank John Manz for creating several of these that I am currently using in the elective, PhD, and Master programs and Tom Russell for those in the District Commissioner program.

The downside of Powerpoint presentations is that you have to have a computer capable of using Powerpoint, with Powerpoint installed on it, and a computer projector available at the College session. To try and mitigate this, which at the time of this writing can be quite an issue, you should convert (or have someone else do it for you) Powerpoint presentations to as many formats as possible. At this time, I am converting them to both Macintosh Keynote format and DVD slide shows, which can be run from any DVD player with a remote control. Powerpoint presentations can also be converted by NeoOffice and OpenOffice software on the fly and run in their native modes. NeoOffice is an open software format for Macintosh OSX operating system, derived from the Linux based open software OpenOffice.

Timelines

There are two timelines that the Dean needs to consider. The first is the timeline for the planning, preparation, and associated activities that the Dean must accomplish in order to have a successful College session. I will refer to this as the Dean's Timeline. The second one is the timeline for what happens on the day of the session. This is the one that everyone at the session will be using. I will refer to this as the Session Timeline.

The Dean's Timeline

After closing out the book keeping on the latest College session, begin the planning process for the next session.

The first step is to recruit the Assistant Dean for Administration. It is essential to get this person on board at the earliest opportunity. The first priority for the Assistant Dean is to establish the venue for the session. Until this is done, no registration materials can be prepared, since the location and directions to the facility must be included on the forms. The preferred person for this position is the District Commissioner of the host District. If the District Commissioner is not able to be the Assistant Dean, another Scouter from the host District should be recruited for the position. After recruiting the Assistant Dean, provide him or her with a summary of what needs to be done. (See Assistant Dean for Administration in the Faculty chapter.)

Once the Assistant Dean has been recruited, the next step is to recruit the remainder of the faculty. These consist of the Deans of the Bachelor program, Master program, Postgraduate program, Doctorate program, District Commissioner program, and Roundtable program. It is usually best to assign each of the electives to one of the program Deans. Otherwise, instructors for the electives should also be recruited at this time.

As soon as the venue for the session is established, prepare the announcement and registration form for the upcoming session. The form should be standardized, requiring only that the dates, location, and selection of electives be filled in, along with adding appropriate maps to the form, for out of town students to use to find the location. Maps can be downloaded from any online mapping service, such as Google Maps, Yahoo Maps, Mapquest, or a similar service. I have found it most expedient to include two or three maps. One showing the region, for locating the best route to the city. A second showing the city, to show routes to the location of the facility. In the case of larger cities, a third map is needed to show the names of the streets in the neighborhood. (See Appendix E for a registration form template.) The announcement and registration form should be sent to the Council webmaster for posting on the Council website in the Commissioner's page, with a link to it from the Training section, since some people will expect to find it under Training instead of in the Commissioner area. It should also be sent to all District Commissioners and District Executives for distribution to interested Scouters. Besides these sources of dissemination, it should be sent to all recent College participants and all known Commissioners. I have found that the best way to accomplish this distribution is by sending an email with the announcement and registration as

attachments to the Council webmaster and a second email, in which the announcement is the body of the message and the registration form is attached, to a mailing list consisting of all the rest of the persons referred to above. In order to be sure the material is accessible to all computer systems, make the announcement a plain text format and the registration form a printable pdf. Besides the date of the College session, the registration form and announcement should include an advance registration deadline date. I have found a date approximately two weeks before the session to be optimal. This will permit the Dean to have enough time to prepare the materials for the session. Be sure to obtain a receipt from the Council office for all fees paid directly to the Council, as the registrations arrive. This will prevent any confusion when you turn in the final budget. Record the student information in a data base, either on paper or better in a computer spreadsheet or database, as the registrations arrive. (See Appendix B)

Set up the budget for the coming session. The fee for the students should be consistent from one session to the next, although it may be necessary to adjust it up or down periodically, based on experience. The goal is to break even or show a minimal profit on average. There will be sessions where the budget is a loss, due to low attendance. Similarly, there will be sessions where there is a significant profit. If the fee is well chosen, these should average out in each calendar year. (See the Budget chapter.)

About 60 days before the session, send the appropriate instructor manuals and associated materials, such as videos and reference books, to the program Deans and elective instructors. Depending on circumstances, this could be delayed until as late as 30 days before the session. The idea is to provide the faculty with plenty of time to review the

material and prepare their presentations for the session but to not be so far in advance that it is not fresh in their minds at the time of the session.

After the advanced registration deadline, you will have a good idea of about how many people will be attending the session and what courses and electives they will be taking. Usually, you should have sufficient inventory of all booklets, manuals, and patches, if you have been restocking after each session. Occasionally, you will have an unusually large number of students and will need to order additional materials. This is to be avoided if possible, by anticipating the approximate number of students who will be attending in advance through discussion with the District Commissioners, since it will add substantial shipping costs. Check your inventory and be sure you have an adequate supply of these materials for the number of students plus several more. There will almost always be additional students who either register after the advance deadline or just show up at the door. Be sure you have adequate stock to cover this eventuality. If you determine that you are short of stock, order more as soon as possible, so you will not be short at the College session. At this time, I am maintaining an inventory sufficient for twenty Bachelor students, ten to fifteen each Master and Postgraduate students, ten Doctorate students, and five or six District Commissioner program students. Since the Roundtable program does not include publications for the students, there is no inventory for that program. Once the advance registration deadline has passed, inventory the handouts for each course and elective and make sufficient copies for all known and potential additional students. I have found it usually adequate to have a half dozen copies more than the number of registered students, at the time that you make the additional copies. It is better to have a few too many than too few. You can always use the extra

ones in the next session. If you have too few, you will be rushing about at the last minute making more copies. Do not make excessive numbers of copies, as this will increase the cost of the session and blow the budget. It may also leave you with copies that you will end up throwing out, if there are significant changes before the next session. Do not make copies of handouts that are merely copies of pages in the Commissioner Fieldbook. Have the instructors direct the students to the appropriate pages instead. At this time purchase any other materials that the students will need, notably folders or ring binders, note pads, and pens.

During the week before the session, assemble the student notebooks, including in each all appropriate manuals, booklets, and handouts. I include notepads and the appropriate program timeline in the course notebooks. Since anyone taking an elective will also be taking a course, I do not include these in the elective notebooks. Notebooks may be either two pocket folders or three ring binders, depending on your preference and the budget. In general, other than when I come across a really great deal on ring binders, I have found the two pocket folders to be quite adequate and more cost effective. The exception is for the Masters and District Commissioner programs. The "Administration of Commissioner Service" (BSA# 34501), which is included in both of these programs, is thick enough that a three ring binder is necessary. The number to prepare is the number of students registered for a given course or elective plus two extra to allow for at the door registration. I have found it best to assemble additional notebooks, for late registrations that come in before the session date, at the time that they arrive, in order to maintain the two extra for potential use at the door. Any unused ones will be that many fewer needed to be put together for the next session. At this time, look over any left from the last

session and make any changes in them that you have decided on since the last session. You don't want to build up too many excess as this will blow the budget. I will also take the unused stock with me to the session, in case more than two students for any course register at the door. That way, I can assemble additional notebooks, if needed, on site.

When leaving for the session, be sure to take the extra inventory, the materials for distribution and use at the registration desk, the student notebooks, the handouts for the general subjects, the videos for the start and lunchtime, the diplomas and certificates, and the patches.

During the session follow the Session Timeline. (See below)

Either at a convenient time during the session or after the close, collect receipts from the staff for the session (not personal) expenses and reimburse them. It is simplest when doing the final budget to have already reimbursed everyone else out of your pocket and then submit the receipts you received from them, along with your own, to obtain one check for the total to reimburse yourself.

After returning home, write a personal thank you note to each staff member. Inventory the stock of materials. Order the amount used during the session of each BSA item to bring stock inventory back to whatever amount you have decided is appropriate for the next session, with adequate extra. (See my remarks on this subject above.) Include this expense in the final budget for the session just completed, not the next one! (See Budget chapter.) Turn in all checks and cash paid at the door to the Council office and get a receipt. I have found it useful to obtain a receipt for each student, rather than one for the

total amount. Complete the final budget. You can use whatever forms are currently being used for Council and District activities or a spreadsheet that includes all needed information. (See Appendix D for the one that I use.) Make a copy for yourself of all receipts for both income and expenses, as well as the final budget itself. File the copies, along with the registration or sign in sheets, in the past College sessions folder in the physical College files. Turn in the final budget and all receipts to the Commissioner Staff Advisor. At this writing that is the Field Director. Do not turn them in to the office staff. When it has been turned in to the office staff in the past, it has often resulted in the income being attributed to something other than the Commissioner College, with a resulting negative in the Commissioner Service budget.

Transfer the student participants from the session participants database to the ongoing database record of trained Commissioners. (See Appendix B)

Start planning for the next session!

The Session Timeline

There are seven versions of the Session Timeline: Timeline of the Day and the six program timelines (Bachelor Timeline, Master Timeline, Postgraduate Timeline, Doctorate Timeline, District Commissioner Timeline, and Roundtable Timeline).

The Timeline of the Day is the Dean's session timeline. It contains all the information for the Dean's use during the day, as well as a composite of the schedule from the other six session timelines.

Timeline of the Day (see Appendix A)

The set up information is what needs to be done before the session registration time arrives. This includes making sure that the classrooms and main meeting room are set up with tables, chairs, video equipment, and any other aids that the faculty will need. The registration table should be set up near the door and stocked with the general handouts, course and elective notebooks, pens, name tags, cash box, receipt book, sign in sheets, Commissioner Program Notebooks, and an ice breaker of some sort that is relevant to Commissioners and will be referred to during the "Food For Thought" segment. Give the person(s) who will be staffing the registration table an instruction sheet, specifying what is to be done. When there is a line of folks waiting to register, steps that were discussed before starting will often be forgotten in the heat of the moment, if there are no written instructions to refer to. (see Appendix K)

Start promptly at the designated opening time. An opening ceremony follows a brief welcome by the Council Commissioner or the Dean. This can be a ceremony organized

by the host District, perhaps a flag ceremony by Scouts, or the Dean can lead the group in the Pledge of Allegiance followed by the Commissioner's Creed. After the opening ceremony, thank the host District for hosting the session and introduce the host District Commissioner, faculty, the Professional Advisor, if present, and host District Executive, if present. Then have the Assistant Dean brief the group on the facility layout and any special rules regarding it.

Following the opening, is the morning general subject. This is conducted by the Dean. After a brief "Food For Thought" talk, which builds off the ice breaker, show the Commissioner fast start video: Unit Commissioner's Orientation - Helping Units Succeed (BSA# AV-04V001R or the DVD version). After a brief discussion of the material covered in the video, the group breaks out to the classrooms for the morning course subjects.

There is a ten minute break mid morning for snacks, beverages, and R&R. At noon everyone adjourns to the lunch room. Depending on the layout of the facility, this will usually be the same room used for the opening and closing ceremonies. After about a half an hour, when everyone is settled and while they continue to eat lunch, make any announcements or special presentations that are scheduled and then show the video "Training the Chartered Organization Representative" (BSA# AV-02DVD17 or equivalent VHS tape version). Commissioners need to know what the COR does, in order to work with CORs. (Although both this video and the Commissioner Orientation video will be seen at each session by students returning for advanced course work, they are both immensely important and worth reviewing regularly. For this reason I place them in the

general course rather than in the Bachelor program.) Following discussion of the COR video, pass out the handout "Everything I Need To Know I Learned From Noah", which is extracted from MCS 309 "Good Commissioners Need Both Head and Heart"¹. This is a group discussion topic. Have students, one at a time, read one of Noah's lessons and discuss the meaning for Commissioners, covering all the lessons. Then break out for the afternoon program classes.

As in the morning, there is a ten minute mid afternoon break. Following this is the last class of the day. There are three options to consider when planning this last class period. You can select additional course classes to be included in the session. You can select a number of electives for students to choose among. You can have a special general class, covering some recent development in Scouting. I have participated in all three formats. However, I favor the electives. I think that any special presentations can usually be presented during the announcement time slot at lunch, which I have done. Occasionally, it will be necessary to allow a full class time slot for such a presentation, due to the length and complexity of the presentation, for example when we switched to online rechartering. My preference for offering electives rather than an additional "required" course topic is based on the differing needs of various Commissioners. The electives are all drawn from the standard course subjects. There are far more subjects in the Bachelor and Master course outlines than can fit into a College session. It is intended that College Deans select which ones to use. By offering three electives, drawn from those not currently included in our course selections, students can select the one(s) that are most relevant to their current Scouting situation, while still fulfilling the number of subjects required by

¹ Continuing Education for Commissioners (BSA# 33615)

BSA National standards to receive their diplomas. The students select which electives to take when filing out the registration forms, allowing the Dean to know how many students will be signed up for each. Periodically, the Dean should change some or all of the electives offered, in order that returning advanced students will have fresh material. Since the time needed for an adequate and thorough class for a given subject varies considerably, the Dean needs to consider whether an elective should consist of a single subject or more than one, in order to usefully fill the time slot.

Following the last class period, everyone assembles for the closing ceremonies. The Council Commissioner gives the Commencement Address. (If the Council Commissioner is not at the session, the Dean or the Staff Advisor gives the address.) Next the Dean of the College assists the Deans of the Schools in presenting the Diplomas, certificates, (see Appendix G) and patches. Note that the Doctorate students receive a certificate of course class work completion, not a diploma and rocker patch. The diploma and patch are presented after the completion of the thesis, at a future session. Bachelors receive a round College patch and a Bachelor rocker patch. Master and Postgraduate students receive the appropriate rocker. District Commissioner and Roundtable program students receive a certificate. If you choose, you can also give them the round College patch without a rocker. If anyone present has completed their thesis since the last session, now is the time to have the Dean of the Doctorate School present the diploma and rocker patch. The Doctorate knot will be presented at the next Council Annual Meeting, to those who have received their Doctorate diplomas during the preceding year. After completing the presentation of diplomas, the Dean recognizes the staff and faculty and presents each of them with a certificate of appreciation. (see Appendix H)

Alternatively, you could choose to do the staff and faculty recognition before the presentation of diplomas.

Finally, the Dean thanks everyone for attending, thanks the host District for their efforts, asks everyone to help clean up, and dismisses the session.

On the Timeline of the Day, during each class time period, the Dean should list all the subjects being taught during that time, in order to keep track of what is going on.

Program Timelines (see Appendix A)

The program timeline for each course is included in the instructors' manuals and the student notebooks. It is the day's agenda. It is broken up into the same time periods as the Timeline of the Day, starting with the opening of registration, but omitting the preparation events.

For the opening, closing, lunch, and general class periods, it lists the items that will be covered but includes no details. For the break out class periods, unlike the Timeline of the Day, it only lists the subjects that will be covered by that program and includes the details not shown in the Timeline of the Day. These details are the videos and references that will be used, as well as the subtopics for the subject. All four program timelines list the same electives during the elective class time, since anyone can select any of them.

The subjects chosen for each program are left to the discretion of the College Dean. A core course of study should be selected from the "Continuing Education for Commissioners" section of "Administration of Commissioner Service" (BSA# 34501) for each of the Bachelor, Master, and Doctorate programs. I recommend that the selected

topics be ones that are appropriate for all Commissioners at that level of training. The list of topics should be reviewed regularly but only changed if there are changes in the needs of the Commissioner service, although the content of each class should be kept up to date on a regular basis. My selections will be found in the timelines in Appendix A. Supplemental material, that may change frequently, should be included in the elective subjects, the general class periods, or the Postgraduate program, as appropriate. Due to the desire of Roundtable Commissioners and staff, we have added a Roundtable program to the Montana Council Commissioner College. It consists of all the Roundtable topics from "Continuing Education for Commissioners" plus an open ended seminar section for the Roundtable Dean to supplement the material. In an effort to help new District Commissioners get up to speed in their position with minimal difficulty, we have also added a District Commissioner program, which is based on the relevant topics in "Continuing Education for Commissioners", the Philmont District Commissioner training, and topics specifically germane to Montana Council District Commissioners. Both of these additional programs award a certificate of completion of the specified program, rather than a degree.

The subjects included in the Postgraduate program should be varied every year or two. They are chosen from the list of topics not being used by the other programs, from "Continuing Education for Commissioners". Since the Postgraduate program awards a Certificate of attendance rather than a diploma, changing the content periodically allows interested Commissioners to attend the College sessions more than once in the Postgraduate School, covering new material each time. It also permits the Dean to focus

the Postgraduate program on different areas as needs arise. There is an example of this in Appendix A, focused on general Commissioner topics.

The subjects chosen for the electives should come from the same list used to select subjects the Postgraduate program. However, electives may also include topics specifically developed for Montana Council, when appropriate.

Faculty

A faculty list is provided to all students. It consists of the names and contact information for the faculty, including email addresses and which courses and/or electives they teach.

Assistant Dean for Administration

The Assistant Dean should be a Scouter from the host District, ideally the District Commissioner. The Dean should recruit whatever staff seems appropriate to assist with food, registration, facility, and the opening ceremony.

The duties of the Assistant Dean follow (blanks are filled in after the advance registration deadline):

arrange for facility

set up meeting rooms (main room and 6 for classes) with tables and chairs and AV equipment

Room needs:

main: seating and tables for __ minimum, DVD player, (optional VCR), TV -

can use set from a classroom and move it as needed

Bachelor classroom: seating for __ minimum

Master classroom: seating for __ minimum

Postgrad. classroom: seating for __ minimum

Doctor classroom: seating for __ minimum

Roundtable classroom: seating for __ minimum

District Commissioner classroom: seating for __ minimum

provide flip charts or white/black board for each classroom

AV equipment for classrooms varies depending on the instructor. (Be sure to find out who wants what equipment and let the Assistant Dean know as soon as possible.)

Typically we need:

- 3 or 4 VCRs and/or DVD players, plus a TV for each
- 2 or 3 computer projectors (for PowerPoint) (DE may have one)

provide flags (1 USA, 1 Montana Council (optional), 1 District, 1 Montana state)

recruit registration staff to:

- register participants on arrival
- collect payment from those not paid in advance
- distribute notebooks and handouts
- distribute name tags
- keep accurate records

opening ceremony of your choice

orientation to facility

food

- recruit kitchen staff
- provide snack and beverages at morning and afternoon breaks
- provide lunch
- consult with College Dean regarding budget for food - see below

(Be sure to let the Assistant Dean know what the food budget is. I include the following lines at the end of the instructions.)

Staff (___) + Paying Participants (___) + extra (___) + registration and kitchen staff (RK)
= Participants

Budget limits for meals and snacks: $\$7.00 \times (___ + RK) \text{ Participants} = \$___ + (\$7 \times RK)$

“extra” allows for a couple of unexpected people to register at the door.

Program Deans

There are six program Deans: Dean of the Bachelor's School, Dean of the Master's School, Dean of the Postgraduate School, Dean of the Roundtable School, Dean of the District Commissioner School, Dean of the Doctorate School.

Each School Dean is responsible for conducting the classes for the corresponding students. The School Dean may choose to teach all the classes himself or recruit as many instructors as he deems appropriate to assist. The instructional staff must follow the curriculum and materials supplied by the College Dean but the details of how the course is conducted is up to the School Dean.

The Bachelor Dean should be a Commissioner who has previously earned the Bachelor degree or higher. The Master and Postgraduate Deans should be Commissioners who have previously earned the Master degree or higher. The Doctorate Dean should be a Commissioner who has previously taken the Doctorate course, ideally but not necessarily

someone who has completed the thesis and received the PhD degree. The Roundtable Dean should be a Commissioner experienced in conducting Roundtables. The District Commissioner Dean should be a Commissioner who has taken the District Commissioner course, an experienced District Commissioner, an Assistant Council Commissioner, or the Council Commissioner.

Elective Instructors

The elective instructors should be familiar with the material that they will be teaching. Ideally, each elective should be assigned to one of the School Deans. However, when appropriate, the College Dean may choose to recruit an elective instructor otherwise.

Student Materials

Materials should be organized into collections, which I will refer to as notebooks. There should be separate notebooks for each course of study and for each elective subject. If an elective will consist of more than one subject, the student should receive a separate notebook for each. I have found that two pocket folders work very well as notebooks for the most part. Notebooks should be clearly labeled on the front. Printed stick on labels work very nicely and can be produced by many computer programs. The ones that I use may be found in the Dean's computer files. (These files are not included in this paper but are present on the accompanying CD-ROM supplied to the new Dean.)

All course notebooks include a personal course record, the Commissioner Creed, a sample mini-issue of "Boys Life", and a pad of note paper. At the registration desk, all students receive the material that the Dean has selected as an ice breaker, a pen, a name tag, a faculty list, and a copy of the "Commissioner Program Notebook" (BSA # 26-006 : have office order from Boy's Life division - as of this writing these are ordered in the early spring for the entire Council for the coming year by the Field Director). The "Everything I Need to Know I Learned From Noah" handouts for the noon hour session are retained by the Dean and distributed when needed.

The other contents of the course notebooks are as follows:

BACHELOR PROGRAM

HANDOUTS

- CCollege of Commissioner Science Bachelor Program (*BCS Timeline*)
- Commissioner's Creed
- Commissioner Record Card
- Purpose of the Boy Scouts of America (*Purpose*)
- How Scouting Works (*How*)
- How Do I Get Started (*Get-Started*)
- Unit Commissioner Operating Procedure (*UCOP*)
- The Lifesaving Commissioner (*Pro Speak*)
- Charter Renewal Process
- Charter Renewal Instructions
- Charter Signature instruction sample
- Unit Leader Training Inventory Letter
- Unit Leader Training Inventory
- Sample Charter
- The Annual Charter Agreement (*28-182N*)
- Membership Inventory (*28-176Q*)
- January Registration and Subscription Information (*28-851F*)
- Charter Renewal Checklist
- Unit Budget Plan / Budget Worksheet (*28-426V*)

- Current year Journey To Excellence
- Boy Scouts of America Be A Volunteer Leader *(28-501D)*
- Boy Scouts of America Youth Application *(28-406A)*
- Commissioner Organization & Responsibilities *(COR)*
- Standard District Operations
- Four Regions Map *(USA)*
- Montana Council Map *(MONT_BSA)*
- The Mission of the Council
- BSA Articles VII, VIII, IX
- Sample Commissioner Annual Service Plan
- Uniform Inspection *(Uniform)*
- Signs Of Child Abuse *(Sign_CA)*
- Child Abusers— Who are they? *(Abusers)*
- Helping the Child Resist *(Resist)*
- Troop Planning Worksheet
- Unit Visit Tracking System *(slides & sign on instructions)*
- Powerpoint slide handouts *(BCS 101, 102, 103, 104, 105)*

BOOKS AND PAMPHLETS

- Commissioner Fieldbook For Unit Service *(33621E)*
- Commissioner Helps For Packs, Troops and Crews *(34618D)*

MASTER PROGRAM

HANDOUTS

- College of Commissioner Science Master Program (*MCS Timeline*)
- Commissioner's Creed
- Commissioner Record Card
- Purpose of the Boy Scouts of America (*Purpose*)
- Unit Budget Plan / Budget Worksheet (28-426V)
- Sample Troop Budget
- Unit Money Earning Application (34427)
- Unit Funding: Best Methods For District Volunteers Serving Rural Communities
- Unit Funding: Best Methods For District Volunteers Serving Low-Income Urban Communities
- Be A Lifesaving Commissioner (*refer to Commissioner Fieldbook*)
- Practical Solutions To Common Unit Needs
- Service Recovery: How To Right A Wrong
- Charter Partner Discussion Points
- Unit Inventory of Training
- Reaching the Untrained Leader
- Performance Rating Guide
- Self Evaluation For unit Commissioners (34424A)
- Commissioner Priorities

- Meeting Place Inspection Form
- Counseling Skills (*refer to Commissioner Fieldbook*)
- Webelos-To-Scout Transition For Webelos and Pack Leaders (3870)
- Commissioner Orientation (*refer to Commissioner Fieldbook*)
- The Commissioner Conference (*refer to Administration Of Commissioner Service:Continuing Education for Commissioners*)
- Commissioner Job Description Sheet
- Four Regions Map (USA)
- Montana Council Map (MONT_BSA)
- Commissioner Organization & Responsibilities
- What Does a District Commissioner Do?
- Journey to Excellence for Districts
- Highlights For Unit Commissioners... an Overview (33721)
- Highlights For District Commissioners... an Overview (33723)
- Selecting Quality Leaders (18-981) (*available online only: Council website>Commissioners>resources*)
- Selecting Cub Scout Leadership (13-500)
- Powerpoint printout (MCS 302, 303, 306, 307, 402, 403, and UC Prospect List)

BOOKS AND PAMPHLETS

- Administration Of Commissioner Service (34501)
- Webelos To Scout Transition (18-086)

DOCTORATE PROGRAM

HANDOUTS

- College of Commissioner Science Doctorate Program (*DCS Timeline*)
- Commissioner's Creed
- Commissioner Record Card
- Purpose of the Boy Scouts of America (*Purpose*)
- Montana Council Map
- Be A Lifesaving Commissioner (*Commissioner Fieldbook*)
- Reaching the Untrained Leader
- Service Recovery: How To Right A Wrong
- Preface: Continuing Education for Commissioners
- Note Paper
- Powerpoint printout DCS 608
- Powerpoint printout DCS 610
- Powerpoint printout DCS 611
- Powerpoint Thesis printouts DCS 601, 602, 603
- Selecting Quality Leaders (*18-981*) (*available online only: Council website>Commissioners>resources*)

BOOKS AND PAMPHLETS

- The Aims & Methods of Boy Scouting *(18-917)*
- The Values of Men and Boys in America...a Call to Action for Parents *(2-121)*
- The Scouting Difference *(2-146)*
- The Building Blocks of Scouting *(18-343)*

The contents of the Postgraduate student notebooks will vary depending on what courses the Dean has selected as the curriculum. However, at the time of this writing, the contents are as follows:

POSTGRADUATE PROGRAM

HANDOUTS

- College of Commissioner Science Postgraduate Program *(PGCS Timeline)*
- Commissioner's Creed
- Commissioner Record Card
- Purpose of the Boy Scouts of America *(Purpose)*
- Parent and Family Talent Survey
- Meeting Place Inspection Form
- Commissioner Priorities
- Self Evaluation For unit Commissioners *(34424A)*
- The Lifesaving Commissioner *(Pro Speak)*

- Journey To Excellence
- Dealing with interference from opinionated parents (Front Line Stuff)
- How to Remove a Volunteer (*Commissioner Fieldbook*)
- Selecting Quality Leaders (18-981) (*available online only: Council website>Commissioners>resources*)
- Powerpoint presentations handouts

BOOKS AND PAMPHLETS

- Aims & Methods of Boy Scouting (18-917)

ROUNDTABLE PROGRAM

HANDOUTS

- College of Commissioner Science Roundtable Program (*Timeline*)
- Commissioner's Creed
- Commissioner Record Card
- Roundtables (*one page handout summary of Roundtables*)
- Cub Scout Roundtable Commissioner & Staff Basic Training Manual (*excerpt*)
- Boy Scout Roundtable Commissioner Training (*excerpt*)
- Cub Scout Roundtable Planning Guide (*excerpt*)
- Boy Scout Roundtable Planning Guide (*excerpt*)
- Venturing Monthly Program Forum (*excerpt*)

- Roundtable for Fun and Know-How (*Scouting Magazine*)
- Recipe for Roundtable Success (*Scouting Magazine*)
- Sample Roundtable Newsletter
- Sample District Calendar
- Roundtable Fall Recruiting Kickoff
- Roundtable Online Resources
- Cub Scout Planning Cycle
- Roundtable Bucks Information Sheet
- Roundtable Bucks sample six bucks
- Cub Leader Monthly Organizer
- Powerpoint presentations handouts

BOOKS AND PAMPHLETS

- Highlights of District Volunteer Recruiting... an Overview (34730B)

INSTRUCTOR REFERENCES

(These are not part of the student handouts but are given to the Dean to use as needed)

- Cub Scout Roundtable Commissioner & Staff Basic Training Manual (33013)
- Cub Scout Roundtable Planning Guide (34239)
- Boy Scout Roundtable Commissioner Training (34256)

- Boy Scout Roundtable Planning Guide (34253)
- Venturing Roundtable Guide (34342)

VIDEOS

(These are not part of the student handouts but are given to the Dean to use)

- Highlights of District Operations: Recruiting District Volunteers (AV-06V002A)
- Powerpoint presentations with Instructor Guides

DISTRICT COMMISSIONER PROGRAM

HANDOUTS

- College of Commissioner Science District Commissioner Program Timeline
- Commissioner's Creed
- Commissioner Record Card
- Monthly District Commissioner Meeting
- Assistant Council Commissioners List
- Goals for the Commissioner Corps of the Montana Council
- Journey to Excellence District Form (*preferably for current year*)
- Basic Training Schedule
- Basic Training Student Kit
- Basic Training Resources

- District Commissioner Powerpoint 1 printout: Commissioner and Key-3 Responsibilities
- District Commissioner Powerpoint 2 printout: Commissioner Human Relations
Management
- District Commissioner Powerpoint 3 printout: Evaluating Your Effectiveness as a District
Commissioner
- District Commissioner Powerpoint 4 printout: Relations with the Montana Council
Commissioner

BOOKS AND PAMPHLETS

- Administration Of Commissioner Service (34501)
- A Self-Evaluation Guide For Successful District Operation (34207E)

INSTRUCTOR REFERENCES

(These are not part of the student handouts but are given to the Dean to use)

- Four District Commissioner Powerpoint presentations
- Instructors notes for the four Powerpoint presentations (Instructor's Guide)
- National BSA Journey To Excellence District Tools Powerpoint presentation

The materials in the elective notebooks will depend on the subjects being used and what the Dean has found that is appropriate for inclusion. The following is the material that I am currently using, subdivided by subject title.

ELECTIVE PROGRAMS

HANDOUTS - BCS 117 Selecting Quality Leaders

(same as those in Master program)

- Selecting Quality Leaders (18-981) (*available online only: Council website>Commissioners>resources*)
- Selecting Cub Scout Leadership (13-500)

HANDOUTS - BCS 110 Commissioner Style

- Service Recovery: How To Right A Wrong (same as those in Master program)
- Keynote/PowerPoint slide printout

HANDOUTS - MCS 112 What Would You Do?

- Keynote/PowerPoint slide printout

HANDOUTS - MCS 406 Effective Unit Service in Rural Areas

- Best Methods for District Volunteers Serving Rural Communities (07-504)
- Lone Scout Friend and Counselor Guidebook (7-420)
- Scouting Alone
- Keynote/PowerPoint slide printout

HANDOUTS - MCS 301 No-Lapse/No-Drop Commitment

- Keynote/PowerPoint slide printout

HANDOUTS - MCS 308 Venturing and the Commissioner

- Venturing BSA (25-871)
- Venturing Scouting's Next Step (25-031)
- Venturing Highlights (25-200)
- Venturing Leader Manual (34655)
- Climb On Safely (20-099)
- Guide to Safe Scouting (34416)
- Age-Appropriate Guidelines for Scouting Activities (18-260)

Diplomas and Certificates

The qualifications to enroll in the Bachelor, Roundtable, and District Commissioner courses are simply being interested. For the Master program, the student must have received a Bachelor diploma previously. After completing the Master program and receiving a Master diploma, the student is qualified to enroll in either the Postgraduate or Doctorate programs. The Postgraduate program is additional studies not leading to a degree and may be taken multiple times, whenever there is a change in the Postgraduate offerings. The Doctorate classes can be taken before or after the Postgraduate. However, due to the number of classes required for the Doctorate degree, it will be necessary for a student to take the Postgraduate course at least once in addition to the Doctorate classes in order to qualify for the PhD diploma.

Diplomas are awarded for completion of the Bachelor and Master programs. On completion of the Postgraduate, Doctorate, Roundtable, and District Commissioner class work, the student is awarded a Certificate of Completion. The Doctorate students receive a Diploma after completing a thesis. Each year beginning in 2009, students completing their PhD thesis and receiving their diploma that year will be awarded the PhD knot at the Montana Council Annual Meeting.

Certificates of appreciation are presented to faculty at each College session.

There are many designs that can be used for diplomas and certificates. After reviewing several different designs, some of which have been used in Montana Council in the past, I designed diplomas and certificates that I am now using. Printouts (pdfs in the case of the

computer version of this paper) may be found in Appendix G. Although larger formats have sometimes been used in the past, I feel that the 8.5 x 11 inch format is best. It is large enough to be suitable for framing but the appropriate size to be placed in a folder, binder sleeve, photo album, or file, if the recipient prefers. I print them out on a heavy parchment appearing paper to emulate the appearance of a true university diploma. Similarly, since most universities use black ink only, so do I. I have chosen a font that is both decorative and formal. The diplomas should be printed using a laser printer rather than ink jet to be minimize the chance that the diploma will be damaged if it gets wet.

Records to Maintain

You need to keep a record of all people who participate in the Commissioner College. No one in the Council office keeps a record. Since the College of Commissioner Science is an optional method of Commissioner training nationally, the national office does not keep a record of participants either, although they do set standards and suggest methods for the operation of the College. You are the record keeper for Montana Council for the College of Commissioner Science.

I recommend that this record be maintained as a computer database. Previously, record keeping was patchy and scattered. I have gathered what records I have been able to find and created a spreadsheet database. The database shows the names and contact information of the College participants, including address, phone numbers, and email addresses (when available). Besides the contact information the database contains the dates that the participants received their Bachelor and Master diplomas, Postgraduate, Roundtable, District Commissioner, and Doctorate class completion certificates, and the date Doctoral candidates completed their theses and received their diplomas. In addition, the dates of any College sessions, for which the participants were on the faculty, is recorded. This database should be updated whenever you become aware of changes or prior participants who were not previously in it. In addition, after each College session, you need to add the new participants and update the records of those who are already in the database. Keep copies of the current version of this database in multiple places: on more than one computer; on more than one hard drive; on CD-ROM; or any other method

that you prefer. However, you must have backups in some format because there is no other record!

I am also using two other databases derived from the above master database and recommend that you do so as well. The first is a database of potential faculty. It consists of prior participants who have been on the faculty, expressed interest in being on the faculty (either by checking the option on a College session registration form or letting you know directly), and those others who you think would do a good job as faculty. In all cases, you can simply copy their information from the master database into the potential faculty one.

The other database is the PhD database. I copy the contact information from the master database to this one for everyone who has taken the PhD class. A diploma received column is marked "yes" or "no". If I know the date of their diploma, I enter that instead of "yes". The thesis column contains the name, or the subject if the name is not known, of their thesis, for those who have earned their diplomas. The knot column is marked similarly to the diploma column to indicate whether or not they have been awarded their PhD knot.

The other record that you need to maintain is an inventory of what materials you have on hand or in stock. If you do not do this, you will either be wasting your time recounting everything or wasting the Colleges funds by accumulating excess quantities of everything, in order to be sure that you don't run short, as you prepare for each session. After each session, update the database by subtracting the number of each item used from the number shown. Then order the quantity of everything used from the office. Order

immediately after each session to avoid confusion and express shipping costs before the next session. Include the cost of the items ordered in the budget for the session just completed. Don't forget to add the new items to the inventory database as you receive them.

Appendix I contains the inventory database, as of today, and blank samples of the three people databases.

Inventory Stock

Instructor Supplies

Create two copies of each instructor manual. One is the archive copy. The other is to be given to the faculty member for the session. Do not give out the archive copy. That way if the session copy is lost you can make a new one by referring to the archive copy, instead of trying to remember everything that should be in it. Whenever you make a change in the materials or plan for a subject, be sure to make the changes in both the archive and session copies immediately, so you don't forget to do so. At the end of each session be sure to collect the session copies and associated materials from the faculty before they leave. Be sure to keep archive copies of any supplemental materials that you give the faculty, such as videos. Unless they have been lost along the way, you should not need to create new program manuals nor manuals for previously used electives, since you should inherit them from the prior College Dean. However, you still need to keep them up to date!

Each instructor's manual should be a three ring loose leaf binder and contain all the handouts, pamphlets, booklets, and manuals that students will receive for the included subjects. In addition, the instructor's manuals should contain a list of everything that the students receive and an outline of the curriculum for the relevant subjects, taken from "Continuing Education for Commissioners" or created by you if the subject is not one of the national ones, as well as any supplemental reference material that you think the

instructor may need. In addition, the manual should be accompanied by any reference materials too bulky to place in the manual and any relevant videos, DVD slide shows, and computer presentations, along with instructors' guides for the presentations (prepared from the presenter's comments view of Powerpoint or similar program). In the case of DVDs, CD-ROMs, and DVD-ROMs, they may be included in the manual in a sleeve designed, whether commercially or by you, for the purpose. Do not keep a copy of the timeline in the manuals. Instead place the one for the current session in the front of the manual before giving it to the faculty member.

If a School Dean plans to have a staff of instructors, you and the School Dean can decide if you or the School Dean should provide sufficient copies of the relevant materials to them. One option is for the School Dean to share out the relevant portions of the materials in the session manual copy. However, the School Dean must collect and reassemble it all at the end of the session to return to you. If additional copies are made by the School Dean, he should get receipts for any expenditures. You will collect the receipts, reimburse the School Dean, and enter the costs in your final budget.

Student Materials

Student notebooks are assembled prior to each session, in the quantity needed. I have found the folders with two pockets to be the most cost effective and convenient notebook cover for the materials. If an inexpensive supply of three ring loose leaf binders is available, they make a classier notebook. However, the binders usually cost significantly more and require more work on the College Dean's part, since holes must be punched in

all the materials. This may not seem like much but time spent punching holes in a couple of thousand pieces of paper adds up!

The list of handouts, found in the general file, is used to assemble the notebooks. The handouts consist of single page and multiple page printouts, BSA pamphlets, BSA booklets, and BSA Commissioner manuals. In addition, I place a copy of the Commissioner personal training record, the program timeline, and the Commissioner Creed in each notebook, along with a sample mini "Boys Life" and a notepad, plus any current BSA or Montana Council pamphlet that seems relevant. The sample mini "Boys Life" is there to call the Commissioners' attention to the mini version's availability for use in promoting "Boys Life" in their units.

There are four Commissioner manuals. "Commissioner Fieldbook For Unit Service" (BSA# 33621) and "Commissioner Helps For Packs, Troops and Crews" (BSA# 34618) are placed in the Bachelor program notebooks. Master students are expected to bring the two manuals from their Bachelor course with them to the session. They receive "Administration Of Commissioner Service" (BSA# 34501) (consists of three sections: "Commissioner Basic Training Manual" "Commissioner Administration Of Unit Service" and "Continuing Education for Commissioners") in their notebooks. Postgraduate and PhD students are expected to bring all three of the previously issued manuals with them to the College session. District Commissioner students receive "Administration Of Commissioner Service" (BSA# 34501) and "A Self-Evaluation Guide For Successful District Operation" (BSA# 34207E) in their notebooks. It is not cost effective nor necessary to supply repeated copies of the same manuals to students returning for

advanced studies. However, be sure to have a few extra on hand at each session for students who have lost or forgotten to bring theirs.

General supplies

In addition to the student notebooks and instructor supplies, the College Dean maintains a stock of general supplies, which should be brought to each session. This includes the videos used in the general class sessions and the handouts for the general class sessions and the ice breaker. Besides the general class materials, there are the College patches, registration supplies and miscellaneous supplies. These include a poster of the Commissioner Creed, marking pens for flip charts, dry markers for white boards, a cash box and the sign in sheets, as well as pens, faculty lists, and name tags to be given to students at the registration desk. There are also the archive copies of the instructors' materials, in case someone forgot theirs, and spare videos, that you are not using in the current session. You could leave the last item at home but I have found it convenient to have them along, to let their availability be known to interested people.

Storage

At this time the various handouts are stored in individual plastic hanging file boxes. This is convenient for a number of reasons. They have hinged lids and handles, which makes them easy to transport and store. When putting the notebooks together, it is convenient to have the hanging files in order and just pull a handout from each one to put in the notebooks. Similarly, when preparing to put the notebooks together it is simple to place the new copies in the appropriate file. There are seven of these file boxes. One for each

program (except that the Roundtable and Postgraduate programs share a box and the Venturing elective has its own box) and one for general handouts. At the time of this writing, the other electives are in the same box as the District Commissioner materials. The general files also contain material not being used for any given session, such as ice breakers, both serious and humorous.

The general supplies (except the poster), instructors' materials, and student notebooks are kept in plastic storage containers with removable lids of similar size to the file boxes. These are just the right size to hold file folders, manuals, and binders standing on edge. They are also a convenient size to place in a vehicle and are not too heavy or awkward to move around. I store the Commissioner manuals in one of these. The "office" supplies (copies of "Continuing Education for Commissioners" BSA # 33615, records of past sessions, blank labels, etc.) are in another. A third stores the videos, patches, registration, and miscellaneous supplies that need to go to the session. There are three more that I use to store and transport the instructors' manuals and the student notebooks. This has been enough for the typical number of students in the low twenties or less.

I take all of the storage and file boxes, except the office supply box, with me to each session. The ones with student notebooks in them are obviously needed. Those, along with the one with the registration supplies in it, are placed at the registration table. The rest can be placed off to the side or left in the car. They are there in case more students register at the door than you planned on. With the materials on hand, you can put together more student notebooks, if needed. Be sure that you have some spare empty folders in the registration box, along with a selection of stick on cover labels. The

archives are also on hand, in case you need them for one of the instructors. After the session ends, the instructor materials can be collected and placed in one of the empty containers for transport home and storage until you are ready to give them out for the next session.

Computer Files

In general, there are two groups of computer files that you will need: files of materials that are used during the session and files that you use to prepare for the session. The second group includes files that you change from session to session and then use during the session. Let's call the first group session files and the second one preparation files.

Session files

Even though you will use these files repeatedly for the sessions, that does not mean that you won't be working with them. You will add to them and change them as time goes by and you tweak the College programs. If you decide not to use one anymore, don't delete it. Just stop using it. Somewhere in the future, either you or a future College Dean may decide that it is exactly what you are looking for.

These files include computer versions of the handouts. Whether they are pdf, doc, rtf, txt or other formats, you are going to be printing them out. These are the files that produce the handouts stored in the hanging files. By the way, I recommend always keeping a "master" copy of the handout in the hanging file. That way when you need more, you can just take the master to wherever you make copies.

Besides the handouts, this group includes any videos that are in a computer storable format and Powerpoint type presentations and their derivatives. I also like to keep my timeline templates in this group. They have all the "fixed" elements built in and markers where session specific changes go. I just load one up and edit the marker areas for the

upcoming session. Frequently the session timelines are the same as the last ones. In that case, I can just copy the old one to the directory for the upcoming session.

Preparation files

These files include lots of variety. The Inventory, Participants, Potential Faculty, PhD records (see the Records chapter for all four), and the computerized version of this manual are all found in this group. There are the files used to produce the labels for the notebooks and instructor manuals, files of images that you will use to create new materials, diploma templates, samples of ideas that you have come across but not used yet, records of past College sessions, templates of forms you use repeatedly, and the current session that you are planning.

How you organize this depends on what works best for you. What constitutes a logical organization of files for one person looks like a mess or too much complication to another. That said, I will give you an overview of how I have it organized at this time. All of it is located in a directory for the College, which I call "CCS". Where you would keep this directory is up to you. Mine is buried several subdirectories deep in a place that is logical to the way I think. By the way, if "directory" and "subdirectory" are confusing terms to you, they are the same things as "folder" and "subfolder".

Within CCS, I have a folder called "Past Colleges" and one titled with the date and location of the next session. After I close out the books on the current session, I move the folder for it into Past Colleges and create a new one in CCS for the next session. How many old sessions you keep is up to you. I like to keep several years worth for referring

to, when planning the next one. Often, I can pull files from an old session folder and do a little editing to create the file I need for the next session, instead of making a new one from scratch. Even if it is one for which I keep a template, frequently the changes from the old session are so few that it is simpler to edit the old one than use the template.

Another subfolder of CCS is the Diplomas folder. Within Diplomas I keep a folder containing templates for all the diplomas and certificates. Also within Diplomas are folders for each session. Within those are the actual diploma and certificate files that were printed out for the session, personalized for each participant. The diploma templates are set up so that only the date of the session and the name of the participant need to be added. Each diploma has four signatures on it. You can collect the signatures with a pen on every diploma for each session. However, due to both all the signing involved and the distance between cities where the signatories may reside, I have found it easier to get a digitized signature from each person and make that part of the template. You just need to remember to get new signatures and change the templates when the office holders change. The four signatures are the Dean of the College (you), the Council Commissioner, the Council President, and the Council's Scout Executive.

The templates previously alluded to are the timeline (see the timeline chapter and Appendix A), the sign in sheet (see Appendix C), the faculty list (see Appendix H), the registration form (see Appendix E), the Budget (see Appendix D and the Budget chapter), the participants record (see Appendix B), the registration desk procedure (see Appendix K), and the Assistant Dean for Administration's duties (see the Faculty chapter). These reside in their own "Templates" folder within CCS.

As preparation for the session proceeds, besides the filled in and edited versions of the templates, the session folder contains the maps for the registration form, pdf versions of the diplomas and certificates (which are the ones I take to get printed on a laser printer, since I don't have one), and eventually the personal thank you notes that I send to the faculty and support staff. I also put the announcement of the upcoming session in here. Although I write it specifically for the upcoming session, I have at this time gotten it into a format that I find useful. So, I have been simply copying and then editing the one from the previous session. If you are using the files that I created, you will find this labeled either Notice or Announcement.

If you have taken over as College Dean from me or if the Deans between you and me have decided to continue operations as described in this paper, you will receive, in addition to the physical materials described herein, CD-ROM(s) or DVD-ROM(s) with all these files on them. I use a Macintosh, so these files are all initially in Macintosh formats. However, when I pass them on, they will be accompanied by a duplicate of each, wherever possible in a Windows format. For anything that does not translate well, a pdf version will be included instead, which Window users can use as a model to make their own document.

Budget

You should start your new budget for the next session immediately after closing out your last one. I recommend using a spreadsheet. However, if you are doing it on paper, set up the forms for your new budget. This way whenever you make an expenditure or registration forms come in, you will enter the amounts in the appropriate place rather than setting the receipts aside until the end of the session. With an ongoing budget of this kind, you will always know where you stand with the session's finances.

Anything that gets purchased for the College gets entered in the current session budget, whether it is a new video that you are considering using in the College or a ream of copy paper or anything else. It does not matter if you use it, some of it, or none of it in this session. You should regard the College as an ongoing budget with the session budgets, which you turn in, being merely progress reports. Your financial goal for the College is to break even or come out a little ahead on the average each calendar year.

You need to include the following information in your budget:

1. the event, which is "College of Commissioner Science"
2. the location
3. the date
4. who is running it (YOU)
5. number of students registered in advance

6. number of students registered in advance who canceled
7. number of students who registered at the door
8. number of staff
9. total number of students attending
10. fee charged per student
11. income from fees (occasionally this will not be the same as number of students times fees, because you may have had to adjust or waive someone's fee for financial reasons)
12. donations (this may include people who want to pay extra on the fee or extra towards meals, staff who feel they should pay for meals, canceled students who tell you not to refund their fee, etc.)
13. donations in kind (any materials that show up on your expense side for which you have a receipt but were donated, including food - for example the person buying the food gets a donation of funds, which are then used to buy some of the food, all of which is on one receipt)
14. income from the sale of the optional Montana Council College of Commissioner Science metal degree badges

15. income totals that should show on the final budget include

15.1. amount paid at the office (this is the total student fees that were included in the registration forms received at the office and recorded by the office staff - be sure to get a receipt for each of them as they come in!)

15.2. cash received at the door (both fees and donations) - get a receipt when you turn it in at the office

15.3. checks received at the door (both fees and donations) - get a receipt when you turn it in at the office

15.4. in kind donations

15.5. the total of the above four totals, which is the total income

16. all expenses:

16.1. if they are charged to the College account, indicate this

16.2. if someone paid for them, indicate who paid

16.3. in both cases be sure to get receipts, keep them with the budget, and turn them in with the final budget

16.4. show the total to be reimbursed to each person that you show as having paid out funds

- 16.5. for simplicity, I recommend reimbursing anyone else who pays for anything, not charged to the account, and indicating yourself as having paid
 - 16.6. include everything that you still have on order through the office when closing out the budget, marked as "on order and charged to the College account". If you don't know what the items cost, ask when you order them, so you can put them in the budget.
 - 16.7. show separate totals for items paid for and items still on order, and a grand total of them both (this is the total expense)
 - 16.8. don't forget to enter on the expense side the cost of the optional Montana Council College of Commissioner Science metal degree badges sold
17. Total income or loss (this is total income minus total expense)

I have included a pdf of the template for the budgets that I use in Appendix D. I have tweaked it over the past couple of years to the point where it is very simple to use, yet provides all the information that the Council accounting needs in a format that they find acceptable. With the appropriate formulas you only need to enter the expenses, number of students, and income items. Everything else will calculate. If you are inheriting the Dean's job from me, either directly or down the line, you should find the template, with the formulas built in, on the Dean's CD-ROM.

Appendix A - Session Timelines

COLLEGE OF COMMISSIONER SCIENCE

TIME LINE OF THE DAY

PRE-OPENING

Set up chairs in gathering room	Flags
Drinks ready	Breakfast snacks (if any)
Podium (and mic?) ready, head table	Decorations (if any)
VCR, DVD player and TV set up	

TRAINING ROOMS

6 rooms (one for each program)	TV, VCR, DVD player each
Easel & Tablet or Chalk/Dry Erase Board	Instructor Kits
computer projectors	

REGISTRATION TABLE

name tags	faculty list	sign-in sheets
cash box and change	receipts	Commissioner Program Notebooks
ice breaker sheet	pencils/pens	elective and program folders/notebooks
humor item	paper	instruction sheet for registration staff

GREETERS READY!!!!

8:30	Registration & Fellowship
9:00 - 9:05	Opening Ceremony - Our Host _____ District Welcome: Council Commissioner
9:05 - 9:20	Introductions: Dean of College - _____

Assistant Dean for Administration - _____
 Dean of Bachelor School - _____
 Dean of Master School - _____
 Dean of Doctorate School - _____
 Dean of Postgraduate School - _____
 Dean of Roundtable Studies - _____
 Dean of District Commissioner Studies - _____
 Instructors - _____

 Support Staff - _____

 Professional Advisor - _____

- Briefing on facility: restrooms, meeting rooms, parking, etc.
- Announcements:
 - Those handouts that show pictures in poor black and white are printouts from online. They are available in color on the National website.
 - Record card
 - Commissioner Program Notebooks
 - Sample Boys' Life
 - Refer to opener and humor pieces

9:20 - 9:50 EVERYONE
 Food for Thought
 BCS 101A : Video
 "Unit Commissioner's Orientation: Helping Units Succeed"
 Break out to separate courses

10:00 - 10:50 BCS 101 Introduction to Commissioner Science
 BCS 103 The Commissioner and the District
 MCS 302 Unit Finance
 MCS 303 Commissioner Lifesaving
 DCS 601 Selecting A Thesis/Research Project Topic
 DCS 602 Limiting The Scope of the Topic
 PGCS: BCS 106 A Commissioner's Priorities

PGCS: BCS 114 Good Volunteer Professional Relationships
 RT: BCS 109 Effective Roundtables I
 DC: Commissioner and Key-3 Responsibilities

BREAK Snacks and drink

11:00 - 11:50 BCS 102 Unit Charter Renewal
 MCS 306 Counseling Skills
 DCS 603 Developing the Thesis Outline and Writing the Report
 DCS 604 Thesis Workshop
 PGCS: MCS 304 Commissioner Lifesaving 2
 RT: BCS 109 Effective Roundtables II
 DC: Commissioner Human Relations Management

12:00 LUNCH

12:30 - 1:00 Charter Representative video
 Announcements

1:00 - 1:10 EVERYONE
 MCS 309 Good Commissioners Need Both Head and Heart
 Everything I Need To Know I Learned From Noah
 Break out to separate courses

1:20 - 2:10 BCS 104 Unit Visitation
 MCS 307 Webelos to Scout Transition
 DCS 610 Preventing Commissioner Burnout
 DCS 611 Consider Your Spouse and Family
 PGCS: MCS 401 Just For Assistant District Commissioner
 PGCS: MCS 407 How to Remove a Volunteer
 RT: MCS 404 Advanced Roundtable Leadership
 DC: Evaluating Your Effectiveness as a District Commissioner

2:20 - 3:10 BCS 105 Practical Solutions to Common Unit Needs
 MCS 402 Recruiting New Commissioners
 MCS 403 Orienting and Training Commissioners
 MCS 408 The Commissioner Leader's Top Ten List
 DCS 608 Advanced Commissioner Lifesaving
 PGCS: BCS 113 Service To New Units
 RT: MCS 404 Advanced Roundtable Leadership (continued)

& Creative Roundtable Ideas
DC: Relations with the Montana Council Commissioner

BREAK

Snacks and drink

3:20 - 4:30

Electives

(Elective 1: MCS 406 Effective Unit Service in Rural Areas

MCS 301 No-Lapse/No-Drop Commitment

Elective 2: MCS 308 Venturing and the Commissioner

Elective 3: BCS 110 Commissioner Style

BCS 117 Selecting Quality Leaders

Elective 4: BCS 112 What Would You Do?

(group discussion of problems Commissioners may encounter)
or others)

or special presentations such as Operational Risk Management

4:30 - 5:00

Assembly and Graduation

Commencement Address

Dean of College or Council Commissioner

Graduation by Schools - Deans of Schools

Dean of College recognizes and thanks Deans of Schools
and Instructors

Thank you to hosts

Clean up and dismiss

Bachelor Program Timeline

Montana College of Commissioner Science BACHELOR DEGREE PROGRAM

8:30 - 9:00 REGISTRATION

9:00 – 9:25 Welcome, College Assembly, and Introductions Facility
District Delegations – DC Introduction Our Host District
Schedule and Method of Operation Today

9:25 – 9:50

BCS 101A COMMISSIONER SERVICE ORIENTATION

VIDEO – THE UNIT COMMISSIONER: *HELPING UNITS SUCCEED*

Food for Thought

ALL DEGREE PROGRAMS GO TO THEIR SCHOOL LOCATIONS

Bachelors Masters Doctorate Postgraduate (if offered)

10:00 – 10:50

BCS 101 INTRODUCTION TO COMMISSIONER SCIENCE

VIDEO – HIGHLIGHTS OF DISTRICT OPERATION: *HELPING UNITS SUCCEED*

REFERENCE - The Commissioner Fieldbook

Commissioner Field Book of Unit Service

Commissioner Concept

Be a Lifesaving Commissioner

Unit Commissioner Training

The District Commissioner Staff

Counseling

Commissioner Resources

Commissioner Orientation

Providing Unit Service

Unit Charter Renewal

Commissioner Worksheets

BCS 103 THE COMMISSIONER AND THE DISTRICT

REFERENCE - The Commissioner Fieldbook

Volunteers and Professionals Working Together

Council Organization

District Organization

Let's Talk About a Successful District

BREAK Snacks and drink

11:00 – 11:50

BCS 102 UNIT CHARTER RENEWAL

REFERENCE - The Commissioner Fieldbook

Why Recharter?

The Charter Renewal Process

Charter Renewal Application

When do Units Recharter?

Failure to Recharter

Two Principles Assure Success

12:00 – Lunch

12:30 – 1:00 Announcements

VIDEO - *CHARTER ORGANIZATION REPRESENTATIVE*

1:00 – 1:10

MCS 309 GOOD COMMISSIONERS NEED BOTH HEAD AND HEART

Everything I Need to Know I Learned From Noah

Montana College of Commissioner Science
BACHELOR DEGREE PROGRAM

1:20 – 2:10

BCS 104 UNIT VISITATION

REFERENCE - The Commissioner Fieldbook

Types of Visits

Visitation Strategy- Before You Go

Brainstorm Ways to Help a Unit

Keep a Positive Attitude

During the Visit

Prioritize your Units

Uniform Inspection Counseling

After the Visit

2:20 – 3:10

BCS 105 PRACTICAL SOLUTIONS TO COMMON UNIT NEEDS

REFERENCE – Commissioner Helps for Packs, Troops, and Crews

VIDEO – Unit Problem Solving

A Commissioner's Primary Mission is to Help Units

Commissioner Response to Unit Needs

Unit Commissioner Worksheets

"Find a solution" Contest

Class Project

BREAK Snacks and drink

3:20 – 4:20

Electives:

INSERT ELECTIVE LIST HERE

4:30 – 5:00

ASSEMBLY AND GRADUATION

PRESENTATIONS: Bachelor of Commissioner Science Degrees

Master of Commissioner Science Degrees

Certificates of Achievement for Postgraduate Studies

Doctor of Commissioner Science Degrees/Studies Certificates

THANK YOU TO FACULTY, STAFF, AND OUR HOST DISTRICT

CLOSING - Clean up - Have a Safe Trip Home

Master Program Timeline

Montana College of Commissioner Science MASTER DEGREE PROGRAM

8:30 - 9:00 REGISTRATION

9:00 – 9:25 Welcome, College Assembly, and Introductions Facility
District Delegations – DC Introduction Our Host District
Schedule and Method of Operation Today

9:25 – 9:50

BCS 101A COMMISSIONER SERVICE ORIENTATION

VIDEO – THE UNIT COMMISSIONER: *HELPING UNITS SUCCEED*

Food for Thought

ALL DEGREE PROGRAMS GO TO THEIR SCHOOL LOCATIONS

Bachelors Masters Doctorate Postgraduate (if offered)

10:00 – 10:50

MCS 302 UNIT FINANCE

REFERENCE – *Best Methods for District Volunteers Serving Rural Communities*

Best Methods for District Volunteers Serving Low Income Urban Communities

Scout Master Handbook

Cub Scout Leader Book

Reviewing Our Resources

Who Pays for Scouting?

Unit Budget Plan

Unit Money-Earning Projects

Local Council Finances

National Council

Helping Units With Special \$ Needs

MCS 303 COMMISSIONER LIFESAVING I

VIDEO – *Unit Problem Solving For Commissioners*

REFERENCES – *Commissioner Fieldbook*

Commissioner Helps for Packs, Troops, and Crews

What is Commissioner Lifesaving?

Watch the Vital Signs

Go Into Action Fast

Continue Normal Care

BREAK Snacks and drink

11:00 – 11:50

MCS 306 COUNSELING SKILLS

Elements of Good Counseling

Making Suggestions

12:00 – Lunch

12:30 – 1:00 Announcements

VIDEO - *CHARTER ORGANIZATION REPRESENTATIVE*

1:00 – 1:10

MCS 309 GOOD COMMISSIONERS NEED BOTH HEAD AND HEART

Everything I Need to Know I Learned From Noah

**Montana College of Commissioner Science
MASTER DEGREE PROGRAM**

1:20 – 2:10

MCS 307 WEBELOS-TO-SCOUT TRANSITION

REFERENCE: *Webelos-to-Scout Transition*

The Pack/Troop Relationship Joint Activities Early Spring Graduation
From Den to Patrol Webelos Tracking Webelos Den Chief

2:20 – 3:10

MCS 402 RECRUITING NEW COMMISSIONERS

REFERENCE: *Commissioner Administration of Unit Service*

VIDEO: *Highlights of Recruiting District Volunteers*

Fielding a Completer Team Recruiting Commissioners - Step By Step
Group Recruiting Where Do You Find Them

MCS 403 ORIENTING AND TRAINING COMMISSIONERS

REFERENCES: *Commissioner Fieldbook - Commissioner Basic Training Manual*
 Commissioner Administration of Unit Service
 Commissioner Basic Training Manual

Three Approaches to Training Commissioners Orientation
Basic Training Arrowhead Honor Commissioner's Key
Continuing education For Commissioners Techniques

BREAK Snacks and drink

3:20 – 4:20

Electives:

INSERT ELECTIVE LIST HERE

4:30 – 5:00

ASSEMBLY AND GRADUATION

PRESENTATIONS: Bachelor of Commissioner Science Degrees
Master of Commissioner Science Degrees
Certificates of Achievement for Postgraduate Studies
Doctor of Commissioner Science Degrees/Studies Certificates

THANK YOU TO FACULTY, STAFF, AND OUR HOST DISTRICT

CLOSING - Clean up - Have a Safe Trip Home

Postgraduate Program Timeline

(program varies)

Montana College of Commissioner Science POSTGRADUATE CERTIFICATE PROGRAM

8:30 - 9:00 REGISTRATION

9:00 – 9:25 Welcome, College Assembly, and Introductions Facility
District Delegations – DC Introduction Our Host District
Schedule and Method of Operation Today

9:25 – 9:50

BCS 101A COMMISSIONER SERVICE ORIENTATION

VIDEO – *THE UNIT COMMISSIONER: HELPING UNITS SUCCEED*

Food for Thought

ALL DEGREE PROGRAMS GO TO THEIR SCHOOL LOCATIONS

Bachelors Masters Doctorate Postgraduate Roundtable
District Commissioner

10:00 – 10:50

BCS 106 A COMMISSIONER'S PRIORITIES

REFERENCES - *The Commissioner Fieldbook*

Know Your Units Prioritize Unit Needs Typical Priorities
Steps in Handling a Problem The Quality Unit Award

BCS 114 GOOD VOLUNTEER PROFESSIONAL RELATIONSHIPS

Qualities Of A Good Relationship
Tips For Better Relationships

BREAK Snacks and drink

11:00 – 11:50

MCS 304 COMMISSIONER LIFESAVING 2

REFERENCES - *The Commissioner Fieldbook*

Commissioner Helps for Packs, Troops, and Crews

VIDEO - *Unit Problem Solving For Commissioners*

Typical Hurry Cases

12:00 – Lunch

12:30 – 1:00 Announcements

VIDEO - *CHARTER ORGANIZATION REPRESENTATIVE*

1:00 – 1:10

MCS 309 GOOD COMMISSIONERS NEED BOTH HEAD AND HEART

Everything I Need to Know I Learned From Noah

**Montana College of Commissioner Science
POSTGRADUATE CERTIFICATE PROGRAM**

1:20 – 2:10

MCS 401 JUST FOR ASSISTANT DISTRICT COMMISSIONER

REFERENCE - *The Commissioner Fieldbook*

ADC Responsibilities
ADC Work Sessions

Good ADCs Have Good People Skills
Evaluation

MCS 407 HOW TO REMOVE A VOLUNTEER

REFERENCE - *The Commissioner Fieldbook*

Overview
If All Else Fails
Now Act

What To Do
Who Has The Authority
Learn For The Future

2:20 – 3:10

BCS 113 SERVICE TO NEW UNITS

REFERENCE - *The Commissioner Fieldbook*

Commissioner Tasks In Serving A New Unit

BREAK Snacks and drink

3:20 – 4:20

Electives:

INSERT ELECTIVE LIST HERE

4:30 – 5:00

ASSEMBLY AND GRADUATION

PRESENTATIONS:

Bachelor of Commissioner Science Degrees
Master of Commissioner Science Degrees
Certificates of Achievement for Postgraduate Studies
Certificates of Achievement for Roundtable Studies
Certificates of Achievement for District Commissioner Studies
Doctor of Commissioner Science Degrees/Studies Certificates

THANK YOU TO FACULTY, STAFF, AND OUR HOST DISTRICT

CLOSING - Clean up - Have a Safe Trip Home

Doctorate Program Timeline

Montana College of Commissioner Science DOCTORATE DEGREE PROGRAM

8:30 - 9:00 REGISTRATION

9:00 – 9:25 Welcome, College Assembly, and Introductions Facility
District Delegations – DC Introduction Our Host District
Schedule and Method of Operation Today

9:25 – 9:50

BCS 101A COMMISSIONER SERVICE ORIENTATION

VIDEO – *THE UNIT COMMISSIONER: HELPING UNITS SUCCEED*

Food for Thought

ALL DEGREE PROGRAMS GO TO THEIR SCHOOL LOCATIONS

Bachelors Masters Doctorate Postgraduate (if offered)

10:00 – 10:50

DCS 601 SELECTING A THESIS/RESEARCH PROJECT TOPIC

Definitions Selecting a Topic – First Step Discussion of Topic Selection
Selection of Typical Topic and Initial Development
What Constitutes a Good Thesis or Project?

DCS 602 LIMITING THE SCOPE OF THE TOPIC

Reducing To Workable Size Practical Example
Preliminary Exploration of the Problem or Topic Thesis/Project Research

BREAK Snacks and drink

11:00-11:50

DCS 603 DEVELOPING THE THESIS OUTLINE AND WRITING THE REPORT

Types of Theses Sample Thesis Writing the Thesis
Reread, Revise, Rewrite Type in Final Form, Edit, Correct, Submit

DCS 604 THESIS WORKSHOP

Individual Progress

12:00 – Lunch

12:30 – 1:00 Announcements

VIDEO - *CHARTER ORGANIZATION REPRESENTATIVE*

1:00 – 1:10

MCS 309 GOOD COMMISSIONERS NEED BOTH HEAD AND HEART

Everything I Need to Know I Learned From Noah

**Montana College of Commissioner Science
DOCTORATE DEGREE PROGRAM**

1:20 – 2:10

DCS 610 PREVENTING COMMISSIONER BURNOUT

Time Management Commissioner Wellness

DCS 611 CONSIDER YOUR SPOUSE AND FAMILY

Let's Talk About It Other Problems To Discuss Spouse Recognition

2:20 – 3:10

DCS 608 ADVANCED COMMISSIONER LIFESAVING
REFERENCE - *The Commissioner Fieldbook*

Life Saving Team Approach The Temporary Team
The Permanent Team The Decision

MCS 408 THE COMMISSIONER LEADER'S TOP TEN LIST

REFERENCE - *The Commissioner Fieldbook*
 Commissioner Helps for Packs, Troops, and Crews
 Commissioner Administration of Unit Service
 Commissioner Basic Training Manual

BREAK Snacks and drink

3:20 – 4:20

Electives:

INSERT ELECTIVE LIST HERE

4:30 – 5:00

ASSEMBLY AND GRADUATION

PRESENTATIONS: Bachelor of Commissioner Science Degrees
Master of Commissioner Science Degrees
Certificates of Achievement for Postgraduate Studies
Doctor of Commissioner Science Degrees/Studies Certificates

THANK YOU TO FACULTY, STAFF, AND OUR HOST DISTRICT

CLOSING - Clean up - Have a Safe Trip Home

District Commissioner Program Timeline

Montana College of Commissioner Science DISTRICT COMMISSIONER PROGRAM

8:30 - 9:00	REGISTRATION	
9:00 – 9:25	Welcome, College Assembly, and Introductions District Delegations – DC Introduction Schedule and Method of Operation Today	Facility Our Host District
9:25 – 9:50	BCS 101A COMMISSIONER SERVICE ORIENTATION VIDEO – <i>THE UNIT COMMISSIONER: HELPING UNITS SUCCEED</i> Food for Thought	
	ALL DEGREE PROGRAMS GO TO THEIR SCHOOL LOCATIONS Bachelors Masters Doctorate Postgraduate Roundtable District Commissioner	
10:00 – 10:50	Commissioner and Key-3 Responsibilities	
BREAK	Snacks and drink	
11:00 – 11:50	Commissioner Human Relations Management	
12:00 – Lunch		
12:30 – 1:00	Announcements VIDEO - <i>CHARTER ORGANIZATION REPRESENTATIVE</i>	
1:00 – 1:10	MCS 309 GOOD COMMISSIONERS NEED BOTH HEAD AND HEART Everything I Need to Know I Learned From Noah	

Montana College of Commissioner Science
DISTRICT COMMISSIONER PROGRAM
Evaluating Your Effectiveness as a District Commissioner

2:20 – 3:10

Relations with the Montana Council Commissioner

BREAK Snacks and drink

3:20 – 4:20

Electives:

INSERT ELECTIVE LIST HERE

4:30 – 5:00

ASSEMBLY AND GRADUATION

PRESENTATIONS: Bachelor of Commissioner Science Degrees
Master of Commissioner Science Degrees
Certificates of Achievement for Postgraduate Studies
Certificates of Achievement for Roundtable Studies
Certificates of Achievement for District Commissioner Studies
Doctor of Commissioner Science Degrees/Studies Certificates

THANK YOU TO FACULTY, STAFF, AND OUR HOST DISTRICT

CLOSING - Clean up - Have a Safe Trip Home

Roundtable Program Timeline

Montana College of Commissioner Science ROUNDTABLE COMMISSIONER PROGRAM

8:30 - 9:00 REGISTRATION

9:00 – 9:25	Welcome, College Assembly, and Introductions	Facility
	District Delegations – DC Introduction	Our Host District
	Schedule and Method of Operation Today	

9:25 – 9:50

BCS 101A COMMISSIONER SERVICE ORIENTATION

VIDEO – THE UNIT COMMISSIONER: *HELPING UNITS SUCCEED*

Food for Thought

ALL DEGREE PROGRAMS GO TO THEIR SCHOOL LOCATIONS

Bachelors	Masters	Doctorate	Postgraduate	Roundtable
District Commissioner				

10:00 – 10:50

BCS 108 EFFECTIVE ROUNDTABLES I

REFERENCES: *Cub Scout Roundtable Planning Guide*
Cub Scout Roundtable Commissioner and Staff Basic Training

Manual

Boy Scout Roundtable Planning Guide
Boy Scout Roundtable Commissioner Training
Venturing Roundtable Guide

Roundtable Structure
The Planning Cycle
Resource Materials

Basic Ingredients of a Roundtable Program
Roundtable Planning Checklists

BREAK Snacks and drink

11:00-11:50

BCS 109 EFFECTIVE ROUNDTABLES II

Promotion And Publicity	Location
Roundtable Moral Builders	Quality Roundtable Ingredients

12:00 – Lunch

12:30 – 1:00 Announcements

VIDEO - *CHARTER ORGANIZATION REPRESENTATIVE*

1:00 – 1:10

MCS 309 GOOD COMMISSIONERS NEED BOTH HEAD AND HEART

Everything I Need to Know I Learned From Noah

**Montana College of Commissioner Science
ROUNDTABLE COMMISSIONER PROGRAM**

1:20 – 2:10

MCS 404 ADVANCED ROUNDTABLE LEADERSHIP

REFERENCE: *Highlights of District Volunteer Recruiting: An Overview*

Recruiting a Full Staff
Roundtable Fine Points

Roundtable Evaluation
Case Studies

Roundtable Finance

2:20 – 3:10

**MCS 404 ADVANCED ROUNDTABLE LEADERSHIP (continued)
and
CREATIVE ROUNDTABLE IDEAS**

BREAK Snacks and drink

3:20 – 4:20

Electives:

INSERT ELECTIVE LIST HERE

4:30 – 5:00

ASSEMBLY AND GRADUATION

PRESENTATIONS:

Bachelor of Commissioner Science Degrees
Master of Commissioner Science Degrees
Certificates of Achievement for Postgraduate Studies
Certificates of Achievement for Roundtable Studies
Certificates of Achievement for District Commissioner Studies
Doctor of Commissioner Science Degrees/Studies Certificates

THANK YOU TO FACULTY, STAFF, AND OUR HOST DISTRICT

CLOSING - Clean up - Have a Safe Trip Home

Appendix B: Participation list

This list is for the Dean's record keeping. I never print it out. I have reduced all columns to the width of the titles to show it here. It shows as two pages here because it is too wide otherwise. However, the two pages are one in the computer file. The students information is placed in the blank upper part of the spreadsheet (which is only being used as a database list). The staff contact information is placed in the lower part, where the faculty positions and titles are partly filled in. I use the E1, E2, E3 designations for convenience to designate three electives. The names of the electives are then shown by the codes at the bottom and can be changed easily as the electives change.

	A	B	C	D	E	F	G	H	I	J	K
1	STUDENTS										
2	First Name	Last name	Address	City	Zip	Home Phone	Work Phone	Email	Position	Program	Elective
3											
4											
5											
6											
7											
8											
9											
10											
11											
12	STAFF									Position	
13									Asst. Council Commissioner	Dean College	
14										Dean Master	E1
15									Council Commissioner		
16										Dean Post Graduate	
17										Dean Bachelors	E3
18										Asst. Dean Admin.	
19										Dean Doctorate	E2
20										Head kitchen staff	
21											
22									E1 = No-Lapse & Rural Service		
23									E2 = Venturing and the Commissioner		
24									E3 = Roundtables I & II		

	L	M	N	O
1				
2	Paid	cash/check	Future Instructor	Cell Phone
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

Appendix C: Sign in sheet

The sign in sheet is two pages wide. The sample here has headings and blank lines only. Before each session you fill it out with the advanced registered information. Have the students check it for errors and omissions, when they sign in.

First Name	Last name	Address	City	Zip	Home Phone	Work or Cell Phone	Email
.							
.							
.							
.							
.							
.							
.							
.							

Position	Program	Elective	Paid	cash/ check	Future Instructor	Corrections to Preceding Columns

Appendix D: Budget Spreadsheet model

The items in the spreadsheet set off by arrows (--> <-- or -> <-) are to be filled in for each session. Under "Expenses" enter the items, "Quantity" when appropriate, and "Cost". Under "Method of Payment" enter whether charged to College account or paid by whomever. Items shown here are examples. Enter actual numbers where this shows "0". Text items in the expense column are examples.

College of Commissioner Science			0	students registered in advance		
Location: -->enter city here <--			0	students cancelled		
Date: -->>enter date here <--			0	students registered at door		
Dean of College: --> YOUR NAME HERE <--			0	staff		
Expenses	Quantity	Cost	Method of Payment		Income 0	Amount
				charged to CCS account	students	
				charged to CCS account	(at \$30 each)	\$0.00
				charged to CCS account		
				charged to CCS account		
				charged to CCS account	cash donation	\$0.00
				charged to CCS account	donation in kind	\$0.00
folders with 2 pockets				cash paid by --> YOUR NAME HERE <--		
notepads				cash paid by --> YOUR NAME HERE <--		
pens				cash paid by --> YOUR NAME HERE <--		
					Product sold	Amount
					Bachelor pins	\$0.00
					Master pins	\$0.00
					PhD pins	\$0.00
postage to mail Postgraduate Instructor manuals				cash paid by --> YOUR NAME HERE <--		
postage to mail Doctor Instructor manuals				cash paid by --> YOUR NAME HERE <--		
postage to mail Master Instructor manuals				cash paid by --> YOUR NAME HERE <--		
postage to mail Bachelor Instructor manuals				cash paid by --> YOUR NAME HERE <--		
food and beverages				cash paid by --> YOUR NAME HERE <--		
Total Items Paid for as of --> DATE <--		\$0.00				
Materials on Order Through Scout Office						
(as of --> DATE <--)						
Commissioner Helps For Packs, Troops, and Crews (33618)				will be charged to CCS account		
Commissioner Fieldbook For Unit Service (34751)				will be charged to CCS account		
				will be charged to CCS account		
				will be charged to CCS account		
				will be charged to CCS account		
				will be charged to CCS account		
Venturing BSA (25-871) bin item - no charge				will be charged to CCS account	Totals	
Webelos to Scout Transition (18-086) bin item - no charge				will be charged to CCS account	Paid at Office	\$\$
Montana College of Commissioner Science (round patch) (315047)				will be charged to CCS account	Cash at door	\$\$
Bachelor of Science (segment) (315048)				will be charged to CCS account	Checks at door	\$\$
				will be charged to CCS account	In Kind	\$\$
Total Items on Order		\$0.00				
Total Expenses		\$0.00				
					Total Income	\$0.00
Amount to be reimbursed to --> YOUR NAME HERE <--		\$0.00			Net Income (Loss)	

Appendix E: Registration form

(The registration form as shown here needs to have the appropriate information filled in to show where and when the College session will be held, the date of the advance registration deadline, the name of the Council Commissioner, the name and contact information of the Dean, and the electives that will be offered. The Postgraduate courses are listed since that can change. Don't forget to fill them in on the second page below. If you want the forms mailed somewhere other than the Billings field office, you will need to change that as well. The maps are inserted where shown. The basic form here is three pages long. The final length will depend on how many maps you add. Most of mine are six pages, since I use large maps (usually three) that take up a page each.)

**MONTANA COUNCIL DISTRICT COMMISSIONER STAFF
PLEASE NOTIFY ALL YOUR CURRENT COMMISSIONERS
AND INTERESTED PROSPECTS OF THE
MONTANA COUNCIL-COLLEGE OF COMMISSIONER SCIENCE**

WHEN --> DATE <--

WHERE --> LOCATION AND ADDRESS <--
 "See Maps below"

WHO All Commissioner Staff Members and Prospects

WHY To present the Curriculum of the College of Commissioner Science, to qualify
 the Commissioners of the Montana Council for:
 Bachelor of Commissioner Science Master of Commissioner Science
 Postgraduate Studies in Commissioner Science Doctor of Commissioner Science
 Roundtable Studies District Commissioner Studies

TIME Registration 8:30 am
 Opening Ceremony 9:00 am
 Graduation Ceremony 4:30 pm
 Closing 5:00 pm
 (You must be present at all sessions to graduate)

COST \$30.00 per Participant
 Includes: Course Material, Lunch, Snacks, Recognition, Mailings and Preparation

Questions? --> Contact:
 "DEAN'S NAME", Assistant Council Commissioner for Commissioner Training
 "DEAN'S MAILING ADDRESS"
 "DEAN'S PHONE NUMBER"
 "DEAN'S EMAIL"

MAPS :

 --> INSERT MAP HERE <—

Programs in the art of Commissioner Service to be offered:

Bachelor Degree of Commissioner Science

New Commissioners and those planning to become a member of the Commissioner's Staff

Requirement: Completion of a minimum of seven courses of instruction being offered.

Performance: Approved by the District Commissioner, District Executive, and faculty headed by the Dean of the School of Bachelor of Science.

Master's Degree of Commissioner Science

Prerequisite: Completion of the Bachelor's Degree or have been awarded the Commissioner's Key and earned the Arrowhead Honor.

Requirement: Completion of seven additional courses of instruction (total of 14).

Performance: Approved by the District Commissioner, District Executive and the Dean of the Master's program.

Doctor of Commissioner Science

Prerequisite: Completion of Master's Degree, awarded the Commissioner's Key, and currently registered as a Commissioner.

Prerequisites: Completion of ten additional courses of instruction (total 24). At least five of the courses must be at the Doctor's program level. Completion of a thesis or research project on any topic that is of value to Scouting in the Montana Council. The Dean of the Doctor's program and the Staff Advisor must approve topic and final paper.

Performance: Serve on the College of Commissioner Science faculty as an instructor or a support staff member for at least one year.

Recruit at least three new commissioners, approval of the District Commissioner and District Executive.

Certificate of Achievement in Postgraduate Studies

This certificate may be earned as often as a participant desires (whether or not they have complete the Doctor's Degree).

Prerequisites: Completion of the Master's Degree, and currently registered as a Commissioner.

Requirement: Completion of any seven additional courses of instruction.

Performance: Approval of the District Commissioner and District Executive.

Postgraduate Courses offered in this session of the College will be:

BCS 106 A Commissioner's Priorities

MCS 304 Commissioner Lifesaving 2

MCS 407 How to Remove a Volunteer

BCS 114 Good Volunteer Professional Relationships

MCS 401 Just for Assistant District Commissioner

BCS 113 Service to New Units

Certificate of Achievement in Roundtable Studies

Roundtable Commissioners and those planning to become a member of the Roundtable Staff

Requirement: Completion of the program of courses of instruction being offered.

Performance: Approved by the District Commissioner, District Executive, and faculty headed by the Dean of Roundtable Studies

Certificate of Achievement in District Commissioner Studies

District Commissioners and those interested in the duties of the District Commissioner

Requirement: Completion of the program of courses of instruction being offered.

Performance: Approved by the Council Commissioner, District Executive, and the Dean of District Commissioner Studies

THE PLAN

THE SCOUT LEADERS UNIFORM WILL BE THE DRESS OF THE DAY

The official College of Commissioner Science will open at 8:30 am with registration, tuition and fellowship. At 9:00 am the program will open with a welcome, introductions and orientation. Following lunch will be a brief joint session. Each program will then regroup. The College Assembly and Graduation will begin at 4:30 pm.

Join us in this Council wide College of Commissioner Science. We are looking forward to sharing ideas and getting acquainted with you during this Commissioner Training opportunity. Each participant is asked to bring pencil, paper, a smile and an interest in Scouting. **If you have already earned the Bachelor's degree, please bring your Commissioner Fieldbook and Commissioner Helps manuals with you. If you have already earned the Master's degree, please bring your Administration of Service and Basic Training manuals with you, as well.**

Please fill out the enclosed reservation form, return it along with your check to:

Montana Council, BSA

Attention: College of Commissioner Science Registrar

2409 Arnold Lane

Billings, MT 59102

Be sure to enclose your check for \$30.00 per participant to cover the expenses. Join us for the College Commissioner of Science.

"COUNCIL COMMISSIONER'S NAME"
Council Commissioner

"DEAN'S NAME"
Dean of College

The Council has decided to make available to recipients of the Commissioner College Bachelor, Master, and PhD degrees a newly designed set of metal pin badges, which can be worn instead of the cloth badge with rockers. There are three pins, one for each of the degrees. A Commissioner should wear only the pin for the degree most recently earned. These badges are held to the uniform by a small powerful two part magnet, similar to the ones used by many police forces for their badges, rather than by an actual through the fabric pin. The new metal badges are two inches in diameter. They are all the same except for the color of the wreath: bronze for Bachelor, gold for Master, silver for PhD.

The cost per badge is \$12. If you would like to receive the new badge, along with your patch and rocker, at the College session, please include an additional \$12 with your registration fee and mark the appropriate badge in the badge order box. Similarly, if you would like to purchase the badge for the degree(s) that you already hold, please include \$12 per badge and mark the appropriate badge(s) in the badge order box, indicating which one(s) you want, in order that we can have them for you at the College. We will have a few of each extra on hand at the College session, available for purchase for anyone who has not ordered ahead and will take payment for any more than the amount on hand, which will be mailed to you afterward. If you know that you would like to purchase a badge, please order it with your registration, so we can have them on hand for you at the College.

Photographs of the three badges are below. (photos not actual size, which is 2 inches across)

Bachelor: Bronze wreath



Master: Gold wreath



Doctor (PhD):
Silver wreath

(Please note that the PhD badge can only be purchased if you have earned the PhD degree, not for only taking the Doctorate course work.)

RESERVATION FORM FOR THE MONTANA COUNCIL
COLLEGE OF COMMISSIONER SCIENCE

(Make Copies of Registration Form as Needed)

Return Reservation Form(s), and Your Check For \$30.00 As Soon As Possible But No Later Than

--> DATE MINUS TWO WEEKS GOES HERE <--

(If you cannot pay by the deadline, you may pay at the door but please register in advance!)

Registration in advance will allow us to be sure we have enough course materials for everyone!

MAIL IT TO: Montana Council, BSA
Attention: College of Commissioner Science Registrar
2409 Arnold Lane
Billings, MT 59102

Degree Badge order (optional)	
\$12 per badge (<i>see page above</i>)	
Bachelor	_____
Master	_____
Doctor	_____

Reservation Form for of College Commissioner Science --> DATE GOES HERE <--
(Make checks payable to: Montana Council, BSA) **Payment enclosed** _____ **Pay at door** _____

Name: _____ Address: _____

City: _____ Zip: _____ Phone: (h) _____ (w) _____ (cell) _____

Email: _____ District: _____

Commissioner (or other Scouting) Position: _____

I have completed the following Commissioner Training (Circle all that apply)

Orientation Basic Arrowhead Award Commissioner Key Roundtable Commissioner Studies
Bachelor of CS Master of CS Postgraduate Studies Doctor of CS District Commissioner Studies

Enroll me in the: (*Please Circle One of the six programs*)

BACHELOR PROGRAM	POSTGRADUATE STUDIES PROGRAM
MASTER'S PROGRAM	ROUNDTABLE COMMISSIONER STUDIES PROGRAM
DOCTORATE PROGRAM	DISTRICT COMMISSIONER STUDIES PROGRAM

I would like to be an instructor at a future college: (*Please Circle One*) Yes Not now

My choice of Elective for the last hour of the day is: (*Please Circle either Elective 1, 2, 3 or 4 (only one of the four). (Note that Electives 1 and 3 each include 2 topics)*)

Elective 1: MCS 406 Effective Unit Service in Rural Areas
 And MCS 301 No-Lapse/No-Drop Commitment

Elective 2: MCS 308 Venturing and the Commissioner

Elective 3: BCS 110 Commissioner Style
 And BCS 117 Selecting Quality Leaders

Elective 4: BCS 112 What Would You Do? (group discussion of problems Commissioners may encounter)

Appendix F: The Announcement

(The following is a sample of the announcements that I send out and post on the Council website, accompanied by the registration form.)

We will be holding a College of Commissioner Science in Northwest District in Columbia Falls on Saturday, April 21, 2012. All four traditional programs (Bachelor, Master, Postgraduate, and Doctor) will be offered, as well as our two newer program tracks. These are a Roundtable program, for anyone involved or interested in presenting Roundtables, and a District Commissioner program, for District Commissioners and anyone else interested in what a District Commissioner does. In addition there will be four elective classes offered. Each attendee will select one of the four to attend. The fourth of the elective choices will be in a seminar format for the discussion of situations that Commissioners may deal with in their ongoing aid to the unit. Training in the use of the online Unit Visitation Tracking System (UVTS) has been incorporated into the Bachelor program and will no longer be presented separately.

We would like to have as many as possible register in advance, in order that we can be sure to have adequate class materials for all. For the same reason we are asking that each person select the elective preferred on the registration form.

I cannot emphasize too much the importance of registering in advance, by the deadline date, which is April 6, 2012. We need to have a pretty good idea in advance how many people will attend. The materials used for the classes are prepared after the deadline date but in advance of the College. Before that, only master sets of materials exist. We need to know how many sets to prepare. Most of the cost of the College is in the materials and the food. We always prepare for a couple of extra, since usually a few people just show up at the door, but we can only do this if we already know about how many will come. If you plan to come but cannot pay until the date of the College, please register in advance and check the line on the form that you will pay at the door. We can accommodate a few participants in this manner, as long as we know that you are coming. However, please note that if no one has signed up for a particular program by the deadline date, that program will be cancelled and not offered at this College session, although all other programs will proceed as scheduled and the cancelled program will again be offered at the next College session.

Please see the registration form for details.

I encourage you to attend and to share this with other interested Scouters.

Appendix G: Diplomas and Certificates

(The documents as displayed here are reduced in size to fit this format, for reference only.

The actual diplomas and certificated are located on the CD-ROM in the Dean's files.)



*The Board of the College of Commissioner Science upon recommendation of
the faculty and the approval of the Montana Council has conferred upon*

the degree of

*Bachelor of Commissioner Science
with all the rights, honors and privileges to that degree.*

*In witness whereof the college grants this diploma under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.*



President of the Council

Scout Executive of the Council

Council Commissioner

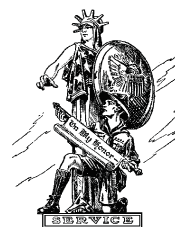
Dean of the College



*The Board of the College of Commissioner Science upon recommendation of
the faculty and the approval of the Montana Council has conferred upon*



the degree of
Master of Commissioner Science
with all the rights, honors and privileges to that degree.



*In witness whereof the college grants this diploma under seal of the
Boy Scouts of America this D.A.Y day of MONTH, Y.E.A.R.*

President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



*The Board of the College of Commissioner Science upon recommendation of
the faculty and the approval of the Montana Council has conferred upon*



the certificate in
Post Graduate Studies
with all the rights, honors and privileges to that degree.



*In witness whereof the college grants this certificate under seal of the
Boy Scouts of America this D.A.Y day of MONTH, Y.E.A.R.*

President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



*The Board of the College of Commissioner Science upon recommendation of
the faculty and the approval of the Montana Council has conferred upon*



*this certificate of completion of course work for the
Doctorate of Commissioner Science
with the thesis still pending to earn that degree.*

*In witness whereof the college grants this certificate under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.*



President of the Council

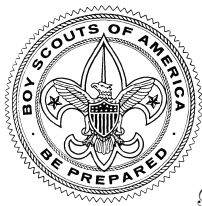
Scout Executive of the Council

Council Commissioner

Dean of the College



*The Board of the College of Commissioner Science upon recommendation of
the faculty and the approval of the Montana Council has conferred upon*



*the degree of
Doctor of Commissioner Science
with all the rights, honors and privileges to that degree.*

*In witness whereof the college grants this diploma under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.*



President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



Know ye that, having special trust and confidence in the abilities of



this Warrant is given for service as
Assistant Dean for Administration
of the Montana College of Commissioner Science



In witness whereof the college grants this certificate under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.

President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



Know ye that, having special trust and confidence in the abilities of



this Warrant is given for service as
Dean of Bachelors Studies
of the Montana College of Commissioner Science



In witness whereof the college grants this certificate under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.

President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



Know ye that, having special trust and confidence in the abilities of



this Warrant is given for service as
Dean of Masters Studies
of the Montana College of Commissioner Science



In witness whereof the college grants this certificate under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.

President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



Know ye that, having special trust and confidence in the abilities of



this Warrant is given for service as
Dean of Post Graduate Studies
of the Montana College of Commissioner Science



In witness whereof the college grants this certificate under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.

President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



Know ye that, having special trust and confidence in the abilities of



this Warrant is given for service as
Dean of Doctorate Studies
of the Montana College of Commissioner Science



In witness whereof the college grants this certificate under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.

President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



Know ye that, having special trust and confidence in the abilities of



this Warrant is given for service as
Instructor
of the Montana College of Commissioner Science



In witness whereof the college grants this certificate under seal of the
Boy Scouts of America this DAY day of MONTH, YEAR.

President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



The Board of the College of Commissioner Science upon recommendation of
the faculty and the approval of the Montana Council has conferred upon

the certificate in



District Commissioner Studies

with all the rights, honors and privileges to that degree

In witness whereof the college grants this certificate under seal
of the Boy Scouts of America this DAY day of MONTH, YEAR.



President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



The Board of the College of Commissioner Science upon recommendation of
the faculty and the approval of the Montana Council has conferred upon

the certificate in



Roundtable Studies

with all the rights, honors and privileges to that degree

In witness whereof the college grants this certificate under seal
of the Boy Scouts of America this DAY day of MONTH, YEAR.



President of the Council

Scout Executive of the Council

Council Commissioner

Dean of the College



Know ye that, having special trust and confidence in the abilities of

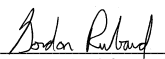


this Warrant is given for service as
Dean of District Commissioner Studies
of the Montana College of Commissioner Science

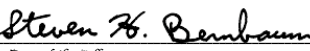
In witness whereof the college grants this certificate under seal
of the Boy Scouts of America this DAY day of MONTH, YEAR.




President of the Council


Scout Executive of the Council


Council Commissioner


Dean of the College



Know ye that, having special trust and confidence in the abilities of

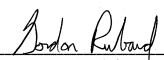


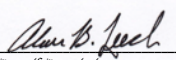
this Warrant is given for service as
Dean of Roundtable Studies
of the Montana College of Commissioner Science

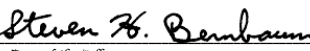
In witness whereof the college grants this certificate under seal
of the Boy Scouts of America this DAY day of MONTH, YEAR.




President of the Council


Scout Executive of the Council


Council Commissioner


Dean of the College

Appendix H: Faculty list template

(One Instructor is shown here, in the Doctorate program. There may be any number of instructors in a particular program or none. Each program is taught by the Program Dean and the instructors. It is up to each Program Dean to decide about Instructors.)

MONTANA COUNCIL

BOY SCOUTS OF AMERICA

Montana College of Commissioner Science

Faculty

DATE

CITY, Montana

Montana Council Commissioner

NAME

ADDRESS

CITY MT ZIP

PHONE EMAIL

Dean of the College

NAME

ADDRESS

CITY MT ZIP

PHONE EMAIL

Assistant Dean for Administration

NAME

ADDRESS

CITY MT ZIP

PHONE EMAIL

Dean of the Bachelor Program

NAME

ADDRESS

CITY MT ZIP

PHONE EMAIL

Dean of the Master Program

NAME

ADDRESS

CITY MT ZIP

PHONE EMAIL

Dean of the Postgraduate Program NAME

ADDRESS
CITY MT ZIP
PHONE EMAIL

Dean of the Doctorate Program

NAME
ADDRESS
CITY MT ZIP
PHONE EMAIL

Dean of the District Commissioner Program

NAME
ADDRESS
CITY MT ZIP
PHONE EMAIL

Dean of the Roundtable Program

NAME
ADDRESS
CITY MT ZIP
PHONE EMAIL

Instructor

NAME
ADDRESS
CITY MT ZIP
PHONE EMAIL

Electives:

#1: ELECTIVE 1
#2: ELECTIVE 2
#3: ELECTIVE 3
#4: ELECTIVE 4

DEAN or INSTRUCTOR'S NAME
DEAN or INSTRUCTOR'S NAME
DEAN or INSTRUCTOR'S NAME
DEAN or INSTRUCTOR'S NAME

Appendix I

Stock Inventory

	A	B	C	D	E
1	BSA #	Publication Status as of 04/08/09	In Stock	On Order	New Order
2	33090	A Local Council Guidebook on Serving Rural Communities (33090)	1 (instructor)		
3	18-260	Age Appropriate Guidelines for Scouting Activities (18-260)	3 + many copies		
4	07-504	Best Methods for District Volunteers Serving Rural Communities (07-504)	1 (instructor)	Not Available	
5	34256	Boy Scout Roundtable Commissioner Training (34256)	Download from online		
6	34253	Boy Scout Roundtable Planning Guide (34253)	got from office		
7	20-099	Climb On Safely (20-099)	20+		
8	33618	Commissioner Helps For Packs, Troops, and Crews (33618)	24		
9	34128	Commissioner Administration of Unit Service (34128)	21		see red below
10	33613	Commissioner Basic Training Manual (33613)	12		see red below
11	34501	New Book (available WHEN???) will include:		not yet available	
12		Commissioner Administration of Unit Service (34128)			
13		and Commissioner Basic Training Manual (33613)			
14		and Continuing Education for Commissioners			
15	33621	Commissioner Fieldbook For Unit Service (33621)	25		
16	33013	Cub Scout Roundtable Commissioner & Staff Basic Training Manual (33013)	1		
17	34239	Cub Scout Roundtable Planning Guide (34239)	1 (+ 15 copies)		
18	34416	Guide to Safe Scouting (34416)	1 (instructor)		
19	34723	Highlights For District Commissioners... an Overview (34723)	8	make copies	Not Available
20	34730	Highlights For District Volunteer Recruiting... an Overview (34730)	4	make copies	Not Available
21	34721	Highlights For Unit Commissioners... an Overview (34721)	7	make copies	Not Available
22	7-420	Lone Scout Friend and Counselor Guidebook (7-420)	15 (+ 2 instructor)	make copies	
23	13-500	Selecting Cub Scout Leadership (13-500)	0	make copies	GET ONLINE
24	18-981	Selecting Quality Leaders (18-981)	0 (M), 0(PG),2(D)	make copies	GET ONLINE
25	18-917	The Aims and Methods of Scouting (18-917)	8(PG),25(D)		
26	18-343	The Building Blocks of Scouting (18-343)	14		
27	2-146	The Scouting Difference (2-146)	12		
28	2-121	The Values of Men and Boys in America (2-121)	dozens		
29	34505	Troop Committee Guidebook Guidelines (34505)	0		
30	26-006	Unit Commissioners Program Notebook (26-006)	28		
31	25-871	Venturing BSA (25-871)	5	Not available	
32	25-871-1	Venturing Planning Meeting Agenda (25-871-1)	16		
33	25-200	Venturing Highlights (25-200)	25		
34	34655	Venturing Leader Manual (34655)	2		
35	34342	Venturing Monthly Program Forum (34342)	1		
36	25-031	Venturing Scouting's Next Step (25-031)	5	Not available	
37	18-086	Webelos to Scout Transition (18-086)	27		
38					
39	BSA #	Patches Status as of 04/08/09	In Stock	On Order	New Order
40	315047	Montana College of Commissioner Science (round patch) (315047)	25		
41	315048	Bachelor of Science (segment) (315048)	25		
42	315049	Master of Science (segment) (315049)	32		
43	315050	Doctor of Science (segment) (315050)	16		
44	315051	Post Graduate (segment) (315051)	28		
45					
46		Forms & Misc.			
	A	B	C	D	E
47		Youth Applications	18		
48		Adult Applications	11		
49		Centennial Quality Unit forms	30		
50		Boys Life mini magazine samples	25		
51					

Column Labels for Permanent Record of College Participants

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	Address	City	State	Zip	Phone	Email	Bachelor
2									
3									
4									
5									

	J	K	L	M	N	O
1	Master	Post Graduate	PhD class	PhD degree	Thesis	Faculty
2						
3						
4						
5						

Column Labels for Potential Faculty List

(The Latest Degree and BA Position columns aid in deciding what program the potential instructor would best fit. Otherwise, it is all contact information.)

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last name	Address	City	State	Zip	Home Phone	Work Phone	Cell Phone	Email	BSA Position	Latest Degree
2												
3												
4												
5												

Column Labels for PhD Record

(Use dates when known in Class, Degree, and Knot columns. Otherwise, use "YES" and "NO". Use name of thesis when known. Otherwise subject if known. If neither is known, leave blank or use "YES".)

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Last Name	Address	City	State	Zip	Phone	Email	PhD class	PhD degree	Thesis
2											
3											
4											
5											

Appendix J: Cover sheets and labels

Since the cover sheets are all the same other than the program or elective name, only the Bachelor, Bachelor Instructor, and a sample elective are shown. Change the relevant words to make a different program or elective cover. Covers are for use with three ring binders or stapled together materials.

MONTANA COUNCIL BOY SCOUTS OF AMERICA

College of Commissioner Science



BACHELOR DEGREE PROGRAM

Instructor Manual

**MONTANA COUNCIL
BOY SCOUTS OF AMERICA**

College of Commissioner Science



BACHELOR DEGREE PROGRAM

**MONTANA COUNCIL
BOY SCOUTS OF AMERICA**

College of Commissioner Science



**MCS 407
How To Remove A Volunteer**

Instructor Manual

Label formats are printed out on stick on labels, such as Avery, for use on folders. Once again, a Bachelor and an elective example will suffice.



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



BACHELOR'S PROGRAM



Effective Unit Service in
Rural Areas



Effective Unit Service in
Rural Areas



Effective Unit Service in
Rural Areas



Effective Unit Service in
Rural Areas



Effective Unit Service in
Rural Areas



Effective Unit Service in
Rural Areas

Appendix K: Registration Desk Procedure

1. Have each person registered in advance look over the sign-in sheet, verify that the information is correct, and fill in any missing information. Any incorrect information should be crossed out and the correct information entered in the LAST column.
2. If the person has not already paid, collect the registration fee (\$30) and record it on the sign-in sheet, including whether it is check or cash. Put cash and checks in the money box. If a receipt is asked for, there is a receipt book in the bottom of the money box.
3. If anyone wants a College Degree pin for a degree that they already hold or for the Bachelor or Master degree for which he/she is signed up today and for which they have not already paid, collect and record the cost (\$12) similarly to the fees in number 2 above.
4. Put a check mark in the left margin, in front of the person's name, so we know that they are here.
5. For anyone not registered in advance, have them fill out their information on a blank line, then proceed as in numbers 2, 3, and 4 above.
6. Give each person a folder or notebook for the program for which they are registered. There are two extras for each program for people not registered in advance. If you need more, get the Dean.
7. Give each person a folder for the elective for which they are registered. There are two extras for each elective, for people not registered in advance. If you need more, get the Dean.
 - "E1" is "Effective Unit Service in Rural Areas" and "No-Lapse/No-Drop Commitment"
 - "E2" is "Venturing and the Commissioner"
 - "E3" is "Commissioner Style" and "Selecting Quality Leaders"
 - "E4" is "What Would You Do?" (seminar)
8. Ask anyone not wearing a name tag of some sort fill out and use one of the stick on name tags.
9. Give each person one each of the following items:
 - Faculty list
 - Pre-opening activity
 - Humor
 - Commissioner Program Notebook
 - Pen
10. Faculty need not sign in but give them any of the items in number 9 that they decide they need.

Bibliography

1. Boy Scouts of America, Administration Of Commissioner Service (BSA# 34501), (Irving, Texas: Boy Scouts of America, 2011)
2. Boy Scouts of America, Commissioner Fieldbook For Unit Service (BSA# 33621)), (Irving, Texas: Boy Scouts of America, 2006)
3. Boy Scouts of America, Commissioner Helps For Packs, Troops and Crews (BSA# 34618)), (Irving, Texas: Boy Scouts of America, 2007)
4. Boy Scouts of America, Commissioner Program Notebook (BSA # 26-006)), (Irving, Texas: Boy Scouts of America, 2008)

Videos

1. Boy Scouts of America, Unit Commissioner's Orientation - Helping Units Succeed (BSA # AV-04V001R)), (Irving, Texas: Boy Scouts of America, 2000)
2. Boy Scouts of America, Training the Chartered Organization Representative (BSA # AV-02DVD17)), (Irving, Texas: Boy Scouts of America, 2003)

Powerpoint Presentations (These presentations were used as the basis of presentations in the Montana Commissioner College. Their content was edited and updated as needed. In some cases parts of different presentations were combined into one.)

1. George Crawl, Unit Commissioner, Sam Houston Council, Bachelor of Commissioner Science powerpoint, January 2003
2. George Crawl, Unit Commissioner, Sam Houston Council, Master of Commissioner Science powerpoint, January 2003
3. George Crawl, Unit Commissioner, Sam Houston Council, Doctor of Commissioner Science powerpoint, January 2003
4. Bob Koch, District Commissioner, Trailblazer District, MCS 301 No-Lapse/No-Drop Commitment, Suffolk County Council BSA, Commissioners College, November 14, 1998
5. John Manz, Assistant Council Commissioner, Montana Council, Doctor of Commissioner Science powerpoint, 2009
6. Tom Russell, District Commissioner, Montana Council, Mullan Trail District, District Commissioner Development powerpoint, 2010 and 2011