



District Commissioner and Assistant District Commissioner Onboarding Progress Record:

1. Complete district commissioner/assistant district commissioner online basic training.
Completion Date: _____
 2. Register as a district commissioner or assistant district commissioner.
Completion Date: _____
 3. Create a personal *my.scouting.org* account and log in.
Completion Date: _____
 4. Obtain contact information for the district chair and district executive. Meet with them to review district goals and health (If ADC, obtain your district commissioner's contact information and meet with your district commissioner to discuss your role).
Completion Date: _____
 5. Confirm the dates and location of all district meetings.
Completion Date: _____
 6. Log in to Commissioner Tools to identify units without an assigned commissioner and become familiar with unit commissioner assignments.
Completion Date: _____
 7. Meet with other ADCs; obtain a summary of the health of their units and the status of their unit commissioners, including length of service and training status. Obtain a summary of roundtable plans from the ADC-RT.
Completion Date: _____
 8. Log in to Commissioner Tools; review unit health, contact frequency and completion of detailed unit health assessments and development of unit service plans.
Completion Date: _____
 9. Chair or attend one district commissioner staff meeting.
Completion Date: _____
- For District Commissioners, only:**
10. Confirm the dates and frequency of all council commissioner cabinet meetings.
Completion Date: _____
 11. Meet with the council commissioner to discuss the number of unit commissioners required and your plans to recruit an adequate number of commissioners for the district.
Completion Date: _____
 12. Discuss with council commissioner or designee your plans for training your team.
Completion Date: _____

Approved by: _____

Coach

Role of the Onboarding Coach

The role of the coach is to form a relationship with a new commissioner and help them become effective in their role. The coach can be anyone designated by the council or assistant council commissioner or the district executive.

The coach should be involved in completing all items on the Onboarding Progress Record, which may be completed in any order. The coach and coachee are on their honor for completing the tasks and entering the information. These items are considered critical for the success of a new commissioner.