

# ASSISTANT DISTRICT COMMISSIONER AWARD OF EXCELLENCE

**Awarded annually for service ending the last day of your recharter month.**

This challenging award is to recognize **excellent achievement** in ensuring the health and quality of program in the units of an assigned service area.

To earn this recognition, an assistant district commissioner must complete, **in spirit and in letter**, eight or more items.

\*Initialed by District Commissioner when complete.

- \_\_\_\_\_ 1.     a. New untrained ADCs: Complete Commissioner Basic Training and ADC Basic Training and serve in your current assignment for at least six months prior to the end of your recharter month. (For example, with currently assigned sub district for six months.)  
                   b. Trained ADCs: Attend the Council Commissioner Conference or the Baden-Powell University of Scouting, and serve in your current assignment for at least six months *prior* to the end of your recharter month.
- \_\_\_\_\_ 2.     80% of units in service area have earned the Quality Unit Award, in spirit and in letter, at the time of most recent recharter .
- \_\_\_\_\_ 3.     90% of units in service area recharter correctly, during the recharter month or earlier .
- \_\_\_\_\_ 4.     Ensure that 80% of service area's unit commissioners have completed basic training.
- \_\_\_\_\_ 5.     Once yearly, for each unit in service area, ensure that Fast Start training is conducted, and a training inventory is completed at a unit committee meeting. Submit inventory to the district commissioner .
- \_\_\_\_\_ 6.     Ensure that each unit commissioner on your team is making meaningful monthly contacts to all assigned units, for at least eight months, including:
  - a.       At least three visits to youth meetings. Worksheet completed and reviewed with ADC.
  - b.       At least two visits to unit committee meetings.
  - c.       At least two visits with unit leaders (face-to-face, separate from other unit meetings, like, CM, SM, WL, UC meeting to plan Webelos transition, etc.)
  - d.       At least one visit to the head of the chartered partner or designee.
- \_\_\_\_\_ 7.     Strive to achieve a full staff, providing coverage to all units, with a trained active commissioner, and achieving at least a 3:1 ratio of units to unit commissioners.
- \_\_\_\_\_ 8.     Ensure that you and our team attend all monthly commissioner staff meetings, or submit a written report of monthly assignment completion to you.
- \_\_\_\_\_ 9.     Monthly, track unit commissioner completion of assignments.
- \_\_\_\_\_ 10.    Own and, when appropriate, wear a proper, full Scouting uniform.

# ASSISTANT DISTRICT COMMISSIONERS AWARD OF EXCELLENCE CERTIFICATION (ANNUALLY)

Applicant: \_\_\_\_\_

Position: Assistant District Commissioner

District: \_\_\_\_\_

These criteria were developed by the Council Commissioner Staff, the majority of which are District Commissioners.

We certify that the above-named applicant has achieved at least eight of the preceding criteria, in spirit and to the letter.

DISTRICT CHAIR

SIGNATURE \_\_\_\_\_

DISTRICT EXECUTIVE

SIGNATURE \_\_\_\_\_

COUNCIL COMMISSIONER

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

Please submit this form to the Council Commissioner during the month following your charter month.