

Hawkeye Area Council

2012 Commissioner College



February 24 – 25, 2012
Howard H. Cherry Scout Reservation
Camp Wakonda
4514 Boy Scout Road
Central City, Iowa 52214

Friday evening February 24:

We will be presenting “Commissioner Basic Training”. If you haven’t been through training yet, or it’s been a long time, here is your chance to get caught up.

Also time for fellowship, cracker barrel, and a night in the beautiful Allsop Center and breakfast Saturday morning.

Saturday February 25:

Bachelor’s Degree

This is the first degree in the series. If you do not have a commissioner “degree”, you should register for the Bachelor’s program. This session will contain topics related to unit visitation and helping units succeed, as well as basic roundtable administration. Topics covered will help you to fine tune your skills for helping units provide a successful program.

Master’s Degree

This program is for those who already hold a Bachelor’s Degree. Topics are more advanced, and build on the Bachelor’s program. As with the Bachelor’s Degree, unit service as well as roundtable topics will be included.

Due to limited facilities, we must limit participation to 50 students.

Please bring these with you

- BSA Health form A and B required
- Class A uniform for Saturday activities, Friday evening casual Scouting attire
- A notebook and pencil to take notes

College Schedule for Friday Feb 24

All at Dakin Dining Hall

- Registration 5:00 – 6:15 pm
- Commissioner Basic Course 6:30 pm
- Cracker Barrel and Fellowship Approx. 9:30 pm
- Overnight accommodations at Allsop Center

Fees:

- Saturday classes only (includes class fee, lunch, and certificates) \$10.00
- Friday and Saturday (includes overnight in Allsop Center, and Saturday fees) \$20.00
- **Late registration fee surcharge after February 10 \$ 5.00**

College Schedule for Saturday Feb 25

- Breakfast for overnight participants 6:30 am – Dakin Dining Hall
- Registration for Saturday participants 7:00 – 7:45 am – Dakin Dining Hall

8:00 am	8:30 9:20 am	9:30 10:20 am	10:30 11:20 am	11:30 12:20 pm	12:30 1:20 pm	1:30 2:20 pm	2:30 3:20 pm	3:30 4:00 pm
Opening	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Closing
Dakin Dining Hall all participants	BCS 101 Dakin 1	BCS 103 Dakin 1	BCS 113 Dakin 1	Lunch Program	BCS 102 Dakin 1	BCS 105 Dakin 1	BCS 106 Dakin 1	Dakin Dining Hall
	BCS 108 Dakin 2	BCS 109 Dakin 2	BCS 119 Dakin 2	Dakin Dining Hall	BCS 112 Dakin 2	BCS 110 Dakin 2	BCS 117 Dakin 2	
	MCS 301 Allsop 1	MCS 302 Allsop 1	MCS303 Allsop 1	all participants	MCS 304 Allsop 1	MCS 402 Allsop 1	MCS 403 Allsop 1	all participants
	MCS 306 Allsop 2	MCS 309 Allsop 2	MCS 405 Allsop 2	MCS 307	MCS 406 Allsop 2	MCS 407 Allsop 2	MCS 408 Allsop 2	

Lunch Program For All (In Dakin Dining Hall for all participants)
MCS 307 Webelos-to-Scout Transition - Covers important ways commissioners can help boys make the transition from a Cub Scout pack to a Boy Scout troop.

Online registration instructions To register for the Hawkeye Area Commissioner College

Please register individually under one user ID.

1. Access website - <http://meritbadge.info>
2. If you have an account, press **Sign On** and fill in your email and password.
3. If not, press **Register New User**. Select options for state, council, district and unit from the drop down menus, pressing OK after each. The Profile page required fields are email address, full name, city, state, and password. Other fields are optional. You may want to remove the “Visible” checkmark. Press **Add User** at the bottom. You will receive a message of success. Then click **Sign On** and fill in your email and password
4. Events: Locate line for 2/24/2012 – 2012 Commissioner College – Hawkeye Area Council. Click on Title for the class listing and room numbers or **Sign Up** to register.
5. Participant Registration: Fill in all fields – first and last name, age (select adult), phone, email and session. All you need after the first registration is the next period and class.
6. Listed at the bottom is the summary of total fees due, the participants and the classes registered. Verify and press edit on a line to make changes. Print roster for your own use.

If you are attending Friday night's Commissioner Basic Training, you should add Commissioner Basic Training to your class list for Friday Evening.

See the last page of this packet for further registration instructions

Questions? Call Dave Windisch 319-331-7691 or Bruce Dolder 319-530-3537

For those attending Commissioner College for the first time, we recommend attending the sessions with course numbers starting with “BCS”. The “Administration of Commissioner Service” manual notes the following: *“Completion of seven courses of instruction, at least five of the courses at the bachelor’s program level.”*

Choosing from that list of classes will earn a Bachelor's Degree of Commissioner Service.

For those attending Commissioner College and already having a Bachelor's Degree, note that the manual states: *“Completion of seven additional courses of instruction (total of 14), at least seven of the courses at the master’s program level.”*

Choosing from that list of classes will earn a Master's Degree of Commissioner Service.

For those attending Commissioner College and already having a Master's Degree, you can register for any of the Bachelor's Degree or Master's Degree Program sessions. But be aware if you mix Bachelor's and Master's sessions, you would have to hustle between the Dakin Dining Hall and Allsop Center. They are some distance (over 1/8 mile) apart.

Sorry, but we do not have the facilities to offer a Doctorate degree program at this time.

Classroom Course Descriptions – Bachelor’s Program

BCS 101 – Introduction to Commissioner Science - An overview of commissioner service and the single most important resource: The Commissioner Fieldbook.

BCS 102 – Unit Charter Renewal - Review a proven plan for reregistering Scout units on time with minimal loss in membership and leaders. Learn the role of the commissioner to facilitate and achieve on-time charter renewal.

BCS 103 – The Commissioner and the District - Interaction of the commissioner with the district executive and district committee. Understanding district and council operation.

BCS 105 – Practical Solutions to Common Unit Needs - Helps commissioners understand how to respond to unit needs. Participants become familiar with Unit Commissioner Worksheets and Commissioner Helps for Packs, Troops and Crews.

BCS 106 – A Commissioners Priorities - Suggests the priorities for a unit commissioner’s Scouting time and energy, reviews steps in handling unit problems, and covers the important Quality Unit Award.

BCS 108 – Effective Roundtables I - Designed for roundtable commissioners and roundtable staff members. Covers basic roundtable ingredients, planning cycle, and resource materials.

BCS 109 – Effective Roundtables II - Designed for roundtable commissioners and roundtable staff members as a continuation of BCS 108. Covers promotion and publicity, roundtable location, and a variety of morale builders.

BCS 110 – Commissioner Style - Presents important qualities of commissioner diplomacy, a concept of “exceptional service,” thoughts about “roots and wings,” service recovery, and explains how to remove a volunteer.

BCS 112 – What Would You Do? - A group participation/discussion session on 10 fascinating situations that commissioners might encounter.

BCS 113 – Service to New Units -Reviews specific commissioner actions to provide adequate care for new units.

BCS 117 – Selecting Quality Leaders - This session outlines the seven-step process that the commissioner uses to help the unit select the best possible leadership.

BCS 119 – The Relevance of Roundtables - In this Internet age, program resources and calendars are just a click away. So why come to Roundtable? Because today’s Roundtables offer so much more than mere program tips. Come discover how to put your Roundtable to work helping you and your adult leaders grow in their positions and learn to meet the developing needs of the youth you serve.

Classroom Course Descriptions – Master’s Program

MCS 301 – No-Lapse/No-Drop Commitment - This course will explore why units lapse or drop and how to prevent it, how to develop a no-lapse/no-drop plan for a district, and why this is so important.

MCS 302 – Unit Finance - An overview of the unit budget plan, who pays for Scouting at all levels, a variety of successful unit money earning projects, and how to help units with special financial needs.

MCS 303 – Commissioner Lifesaving I - This course sets the stage for saving a unit and reviews the basic unit lifesaving steps.

MCS 304 – Commissioner Lifesaving II - This is an in-depth continuation of MCS 303, dealing with the seven unit “hurry cases”.

MCS 306 – Counseling Skills - This session presents counseling as an effective method for commissioners to help units succeed. It covers many elements of good counseling.

MCS 309 – Good Commissioners Need Both Head and Heart - Includes great reflections for experienced commissioners. Take home thought- provoking tips and anecdotes.

MCS 402 – Recruiting New Commissioners - This bread-and-butter course covers all the steps of recruiting commissioners; group recruiting techniques and sources of prospects.

MCS 403 – Orienting and Training Commissioners - Covers all aspects of commissioner training, including new commissioner orientation, basic training, Arrowhead Honor, the Commissioner’s Key, and continuing education. A variety of classroom techniques are reviewed.

MCS 405 – Effective Unit Service in Low-Income Urban Communities - This session emphasizes the importance of Scouting for low-income urban communities and suggests practical methods for recruiting local unit adults, helping units with special financial needs, and providing effective commissioner help.

MCS 406 – Effective Unit Service in Remote Rural Areas - This session helps commissioners tailor their service to sparsely populated rural areas, with practical methods for recruiting rural adults and working with rural units.

MCS 407 – How to Remove a Volunteer: An open discussion of a topic only recently put in print. The session provides a variety of practical guidelines on this sensitive topic.

MCS 408 – The Commissioner Leader’s Top 10 List - Today everyone has their top 10 list. This group will explore a top 10 list to guarantee good commissioner service.

College location:

Howard H. Cherry Scout Reservation
Camp Wakonda
4514 Boy Scout Road
Central City, Iowa 52214

From Iowa City/Cedar Rapids: North on I-380 to exit 28, turn right (east) onto County Home Road (E34), go east to Hwy 13, and continue east 5 miles into town of Whittier, turn left (north) onto Whittier Road (X-20), go 5 miles to town of Waubeek, turn right crossing bridge onto Boy Scouts Road, go 2 miles to Camp Wakonda.

OR

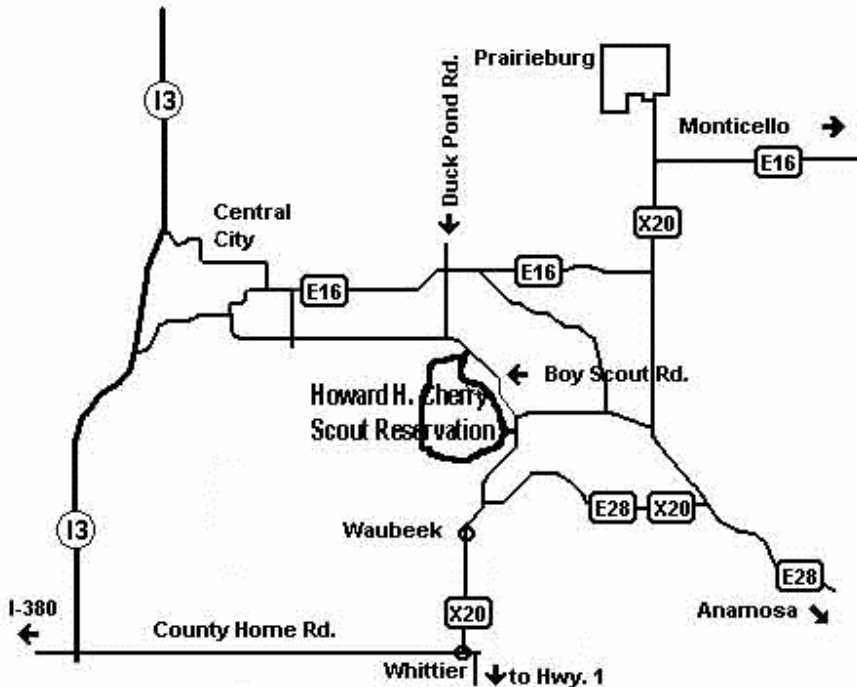
North on I-380 to exit 16, turn right (east) onto IA 151/30, go east 6.8 miles to exit 259 turn right onto Hwy 151/13, continue north 11.5 miles to County Home Road (E34), and turn right, go 5 miles to town of Whittier, turn left (north) onto Whittier Road (X-20), go 5 miles to town of Waubeek, turn right crossing bridge onto Boy Scouts Road, go 2 miles to Camp Wakonda.

OR

From Central City: (Hwy 13) East 3 miles on E16, turn right (south) onto Duck Pond Road, go .7 miles, turn left onto Boy Scouts Road, go .7 miles to Camp Wakonda.

OR

From Monticello: Turn right (west) onto E16, go 12.4 miles, turn left (south) on X-20, go 1.2 miles, turn right onto E16, go 2.2 miles, turn left (south) onto Duck Pond Road, go .7 miles, turn left onto Boy Scouts Road, go .7 miles to Camp Wakonda.



Registration information - Please use one registration form for each participant

Questions? Call Dave Windisch 319-331-7691 or Bruce Dolder 319-530-3537

Reservations must be in our office by Friday February 10, 2012.

Due to limited facilities, we must limit participation to 50 students.

Your name: _____

Address: _____

City, State, Zip _____

Phone: Best number to reach you _____

Email _____

Council: _____ District _____

Any special dietary or medical concerns? Please explain:

Online registration instructions - Please register individually under one user ID.

To register for the Hawkeye Area Council Commissioner College:

1. Access <http://meritbadge.info/>
2. If you have never used the website, you need to register as a new user. (see pg 2 for more info)
3. Once your account is created, locate the line for this event:
2/24/2012 – 2012 Commissioner College - Hawkeye Area Council.
4. Click on the Sign Up button to register
5. Participant Registration: Fill in all fields – first and last name, age (select adult), phone, email and session. All you need after the first registration is the next period and class.
6. Listed at the bottom is the summary of total fees due, the participants and the classes registered. Verify and press edit on a line to make changes. Print roster for your own use.

If you are attending Friday night's Commissioner Basic Training, be sure to add Commissioner Basic Training to your class list for Friday Evening.

Payment method

Check # _____ Amount \$ _____ (Payable to "Hawkeye Area Council BSA")

Credit Card # _____ Exp date _____

Name as it appears on card _____

After online registration, return completed form (This sheet only) with payment to:

Fees:

- Saturday classes only (includes class fee, lunch, and certificates) \$10.00
- Friday and Saturday (includes overnight in Allsop Center, and Saturday fees) \$20.00
- **Late registration fee surcharge after February 10 \$ 5.00**

Hawkeye Area Council
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Cedar Rapids, IA 52406
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FAX 319-862-0544