

COMMISSIONER'S MANUAL

(E-Book Edition)

Today, the Scout Commissioner must be able to multiply his efforts through the assistance of others.

The four cardinal principles of organization – *organize, deputize, train, and supervise* – must be followed if manpower problems are to be met successfully and if Scouting is to continue to be strong.

The *Commissioner's Manual* tells simply and graphically the fundamentals of that job.

This is the official *Commissioner's Manual* of the Boy Scouts of the Philippines.

This digitized copy of *Commissioner's Manual* was created by **Bong Saculles**
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BE A PROUD MEMBER OF THE SCOUT FAMILY



Introduction

The Philippines today is in the midst of the tremendous task of nation building. The Boy Scouts of the Philippines contributes its share in this task in no small measure by helping in training and educating our youth through the development of their character so that they may become God-fearing and law-abiding citizens of our Republic, worthy leaders of our nation tomorrow.

All of us, who are devoted to the cause of Scouting, have come to dedicate a large portion of our time, power, and efforts towards the ultimate realization of that goal. Boys all over the archipelago come into the folds of Scouting to be trained in the rudiments of manhood and the responsibilities of citizenship.

Just as the supervisor in our educational system aims to promote education policies and improve instruction, the Scout Commissioner seeks to promulgate the Scouting policies and improve the quality of Scouting in his area. His job is primarily to select, inform, guide, and inspire all the people working with him in units within his territory. Facilities and cost of transportation will naturally limit the individual Commissioner in the size of the area he can manage unless he organizes carefully his work through a staff.

Today, the Scout Commissioner must be able to multiply his efforts through the assistance of others. The four cardinal principles of organization – organize, deputize, train, and supervise – must be followed if manpower problems are to be met successfully and if Scouting is to continue to be strong.

The COMMISSIONER'S MANUAL tells simply and graphically the fundamentals of that job, emphasizing particularly that the District/Municipal and Institutional/Neighborhood Commissioners are responsible for serving KID Scouting, KAB Scouting, Boy Scouting, Senior Scouting, and Rover Scouting in the different Sponsoring Institutions under their jurisdiction. Very often, the Scout Commissioners are not completely aware of this responsibility. When this happens, KID Scouting, KAB Scouting, and Senior Scouting frequently become “orphan children,” with only very few Scouters and laymen concerning themselves with these important arms of our Scouting program. It is sincerely hoped that, with the publication of this Manual, this can be remedied.

The COMMISSIONER'S MANUAL has been developed as a vital part of the total operation of the whole Scouting Program in the Philippines.

The Commissioner Serves The Whole Scout Family



KID Scouting



KAB Scouting



Boy Scouting



Senior Scouting



Rover Scouting

When one Institution sponsors
these Scouting Units,
it sponsors the “WHOLE SCOUT FAMILY.”

Each Unit has its own Committee.

The Unit Committees or their
representatives form the
Institution's “Committee on Scouting.”

Chapter I – The Commissioner

The Commissioner's aim is to help Unit Leaders get better Scouting to boys. Commissioners work directly with these leaders to create the will to do the job, and to show them how to do it.

Types of Commissioners

There are three or sometimes four types of Commissioners:

- (1) **Council Scout Commissioner** – adviser to the Scout Executive, Council morale and inspection officer, and head of the Commissioner staff. The Council Scout Commissioner is assisted in his job by the Council Program Commissioner and Council Training Commissioner.
- (2) **District/Municipal Commissioners** – head of the Commissioners in each District or Municipality*.
- (3) **Institutional/Neighborhood Commissioner** – coaches the people who operate Units, whether KID, KAB, Boy, Senior, or Rover Scout.
- (4) **Council Field Commissioners** (in Councils where used) – advisors in special phases of Scouting on Council-wide basis.

This Manual is largely devoted to the work of District/Municipal and Institutional/Neighborhood Commissioners.

*A Scouting District, as used here, generally applies to the territory covered by one or more municipalities in a provincial council, or a city district in a city council. Its usage and application should not be confused with a school district especially when two or more are existing within a municipality.

A Brief View of the Whole Scouting Program

In the early years, Scouting was a program only for boys twelve years of age and over. From a purely Boy Scouting program, today it is for boys from five into early manhood. The addition of KID Scouting, KAB Scouting, Senior Scouting and Rover Scouting has greatly strengthened our Movement, in addition to catering to the changing needs and aspirations of boys and young people throughout these age ranges.

KID Scouting is a parent- and home-centered program recently designed and released for implementation for pre-school aged boys. Its activities take place in the home where the boy is introduced to activities that awaken their sense of responsibility in the home, through learning of skills relevant to their daily life. Early training in relevant social and moral values are done by parents and leaders with the latter having special skills and knowledge in early child education.

The genius of KAB Scouting lies principally in its appeal to the entire family. It is a program not merely for boys but for boys and their parents. Since it is home- and institution-centered much of its fun and benefits to the KAB Scout depend on how his father and mother and institution play and work along with him. They help him with his advancement in rank. When he becomes ten and graduates into a Boy Scout Troop, his parents and institution “graduate” with him. They look on Scouting not just as a

way of having someone do things for their boy; instead they see that they, too, have a stake in Scouting.

In the Troop, a boy starts a broader adventure. Through hiking and camping, he is more on his own and learns how to take care of himself in the open. He begins to understand the true meaning of democracy by being a working member of a Patrol. His parents carry on their interest by encouraging his advancement. Growth in character and citizenship are the great objectives of Scouting, and the boy is helped toward them by internalizing and living the Scout Oath and Law.

Senior Scouting opens a whole new level of adventure to the older boy – who now wants to be and should be regarded as a young man. His cruises and expeditions take him far afield. Senior Scouts learn about living in a democratic way by planning and running their own programs, with as little help as possible from their Advisers. Their normal interest in girls is encouraged by social activities. This flexible program helps the young man of thirteen or over through an important and critical period of his life.

Rover Scouting is offered as a service program for young people to continue their attachment with Scouting. Activities, on a more mature and wider scale are planned and carried out by the Circle with the underlying objective of service to the community.

Thus, we have modern Scouting – a continuing program for every boy from pre-school into young manhood, a program with five phases of activities: KID Scouting, KAB Scouting, Boy Scouting, Senior Scouting, and Rover Scouting – one program in ideals through which all leaders, no matter to which phase they may be related, deal with the same boy. And the Commissioner – District/Municipal and Institutional/Neighborhood – deal with the same boy and is related to all the phases of the program. It is important that he be acquainted with them so that he can be most effective in his service to all these units.

Commissioner Service Functions

The Commissioners function in the fields of Unit program, personnel, and relationships. Commissioners are concerned primarily with program, but personnel and relationships cannot be separated from it. Insofar as personnel and relationships are connected with program, they are dealt with by Commissioners.

WHAT COMMISSIONERS DO

The over-all service of the Commissioners as a group covers the following:

1. Advise those who select new leaders and committee men for existing Units.
2. Coach and help Unit Leaders, sharing ideas through Roundtables, personal conferences, etc.
3. Inform District and Council officials of Unit needs and desires.
4. Inform Unit leaders of Council policies and District programs – the help available from Council and District.
5. Coordinate the activities of Units in their neighborhood, District, or Council.
6. Take Commissioner training, better fitting themselves to serve.

A Commissioner Looks at the Whole Scouting Program

KID Scouting	KAB Scouting	Boy Scouting	Senior Scouting	Rover Scouting
KID Scouting is for boys 5 to 6-1/2 years old.	KAB Scouting is for boys 7 to 10 years old.	Scouting is for any boy from 10 to 17 years old.	Senior Scouting is for the same older boy from 13 to 17 years old.	Rover Scouting is for young people 17 to 24 years old.
KID Scouting activities are centered in the home.	KAB Scouting activities are centered in the home and institution.	Scouting activities are centered in the institution and community.	Scouting activities are centered in the institution and community and constitute Scouting's step in preparation for participating Citizenship.	Rover Scouting activities are community and outdoor centered, with a co-educational focus and service/development-oriented projects.
For KID Scouting-aged boys, formative character influences come from institutional and shared experiences with his parents, playmates, and leaders.	For the KAB-aged boy, the major character influence comes from sharing experiences with his family, his Color Group buddies, his Kawan, and its leaders.	As the boy grows older, Scouting adds the influence of another man-leader, the Troop Leader, plus the experiences of those participating in Patrol and Troop activities.	The young man is now almost on his own. He finds in Senior Scouting greater responsibility and opportunity, a wider circle of man-friends ready to advise and assist him.	The young man who is now more or less independent finds in the program opportunities for self development and co-educational and service-oriented activities.
A KID Scout with the help of his parents and leaders is encouraged to accomplish as many of the requirements as he is capable of doing without any advancement recognition. Progressive scheme is not dominant.	A KAB submits his Achievements to his father and mother for credit toward his Advancement, thus drawing the whole family closer together.	A Scout meets his requirements for Advancement within his Troop but his parents are very much interested and give him encouragement.	A Senior Scout advances in fields of special interest, working with men specially qualified in those fields.	The Rover Scout fulfills the requirement and goes through various advancement quests and recognitions. Rover peers undertake an unstructured personal development program.
The Langkay Leader, through the help of parents and assistants teach and lead the Scouts.	The Kawan Leader leads parents and the Chief Usa rather than KAB Scouts.	The Troop Leader leads Scouts acting through the Patrol Leaders.	The Senior Scout Advisor advises young men in Crews and Program Committees.	The Circle Manager through his Assistants coordinates the activities of the Circle teams and Rover peers.
The Langkay Leader supervises the unit, coordinating the policies of the sponsoring institution and Scouting.	The Kawan Committee supervises the Kawan, coordinating the policies of the sponsoring institution and KAB Scouting.	The Troop Committee supervises the Troop, coordinating the policies of the sponsoring institution and Scouting.	The Senior Scout Outfit Committee supervises the Senior Scout coordinating policies of the sponsoring institution and Senior Scouting.	The Circle Executive Committee coordinates the policies of the Sponsoring Institution and Rover Scouting.
KID Scouts meet and play together as needed between fortnightly unit meetings.	KABs meet one afternoon each week for a Color Group Meeting and play together between meetings.	Natural gangs of Scouts function as Patrols in the Troop Meetings and in other Troop and Patrol activities.	Natural groups of Senior Scouts meet as Crews. Program Committees of Senior Scouts meet for planning.	Teams of Rovers and Roverettes in the training and service stages are formed for Circle meetings and activities.

Assistant Leaders with parents lead sub-unit meeting as held.	Chief Usa leads weekly meeting with Assistant Kawan Leader's help. Parents supervise and may lead some activities.	Patrol Leader leads Patrol activities with Assistant Patrol Leader helping.	Crew Leader leads meeting with the help of his Assistant.	Asst. Circle Managers preside over meeting of their respective teams and peers.
The Langkay meets fortnightly with KID Scouts and parents present.	The Kawan meets once each month with KAB Scouts and their parents present.	The Troop meets usually each week with occasional parents' night.	The Senior Scout Outfit meets at such intervals as members desire, preferably each week, with occasional special functions taking the place of the regular meeting or scheduled as extra meetings as desired.	The Circle meets at least once every two months with extra meetings held as desired for special functions, projects, or activities.
KID Scouts play together almost daily right where they are – in their own homes and institution.	KAB Scouts play together almost daily right where they are – in their own homes and institution.	Since Scouts are older, they range beyond their own neighborhoods.	Senior Scouts are of high school age and over and undertake a still wider range of activities, consistent with their heavier responsibilities in school or work.	Rover Scouts are of college age and beyond and undertake a wider range of activities with special focus on service.
KID Scouts outdoor experiences are limited to immediate home surroundings under the close watch of parents.	KAB Scouts go on picnics in their own neighborhoods, but KAB Scouts do not hike or camp.	Scouts hike and camp with their Patrol and Troop Leaders.	Senior Scouts hike and camp, and take expeditions going farther and staying longer.	Rovers undertake wide-ranging outdoor expeditions and service projects.
Langkay Leaders look to the Institutional/Neighborhood and District Commissioners for guidance.	Kawan Leaders look to the Institutional/Neighborhood and District Commissioners for guidance.	Scout Leaders look to the Institutional/Neighborhood and District Commissioners for guidance.	Senior Scout Advisors look to the Institutional/Neighborhood and District Commissioners for guidance.	The Rover leadership looks to the Institutional/Neighborhood and District Commissioners for guidance in its activities.

Placement of Commissioner Staff in the District

Commissioners are not alone in helping Unit Leaders get a better program to the Scouts. Working alongside with them on the Council level are the Scout Executive's staff, the Executive Board, and the Standing Committees. On the District level are the District Committee and District Standing Committees.

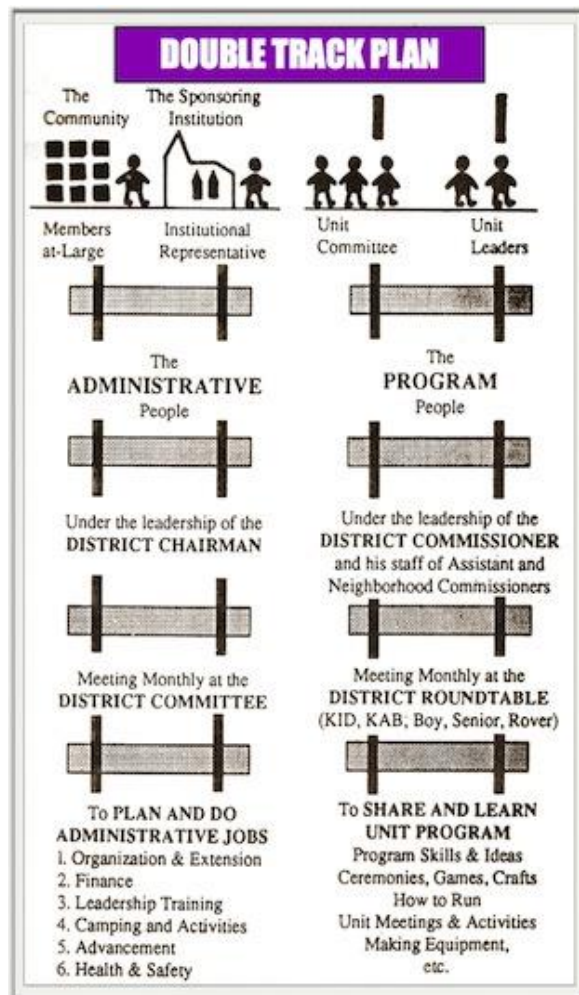
A District runs on what is known as the “Double Track Plan.” This divides the Scouters into two distinct groups – Program people and Administrative people. Each runs on separate tracks, from the Council and District to the Sponsoring Institution. They both have the same aim to help the Units deliver the best possible program to the boys – but they have separate jobs in doing so.

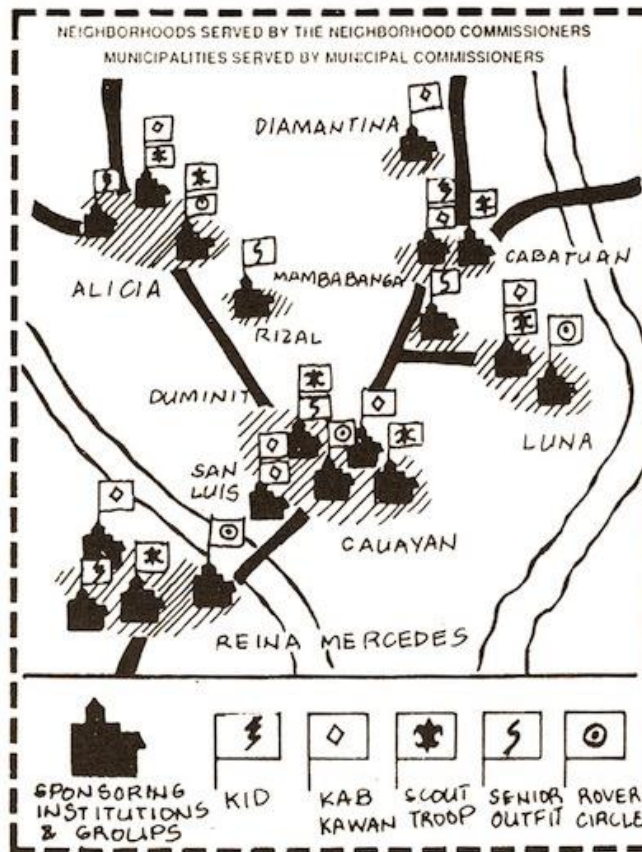
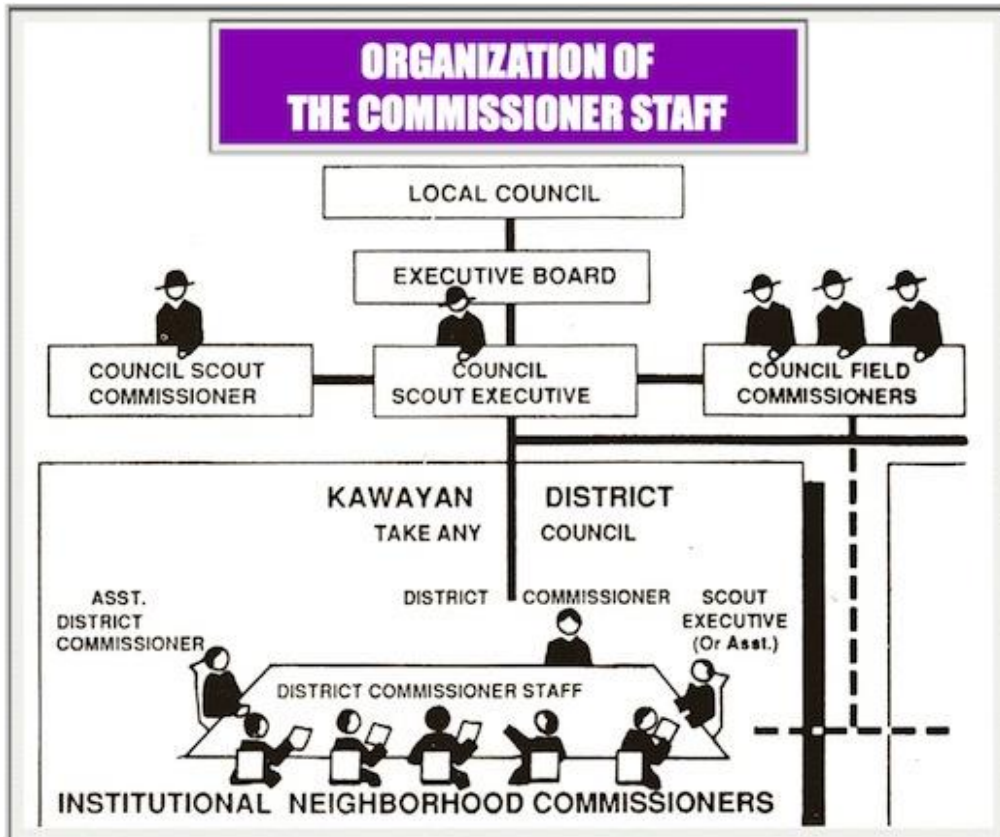
Program people include Unit Committeemen, Unit Leaders and their Assistants and Commissioners. They meet monthly under the leadership of the District/Municipal Commissioner in District Roundtables, one each for KID, KAB, Boy, Senior and Rover Scouting. The roundtables are well

planned and staged training shows aimed at renewing the “will to do” and putting the skills into the leaders' hands by means of demonstration, dramatization, and teaching.

Administrative people include Institutional Representatives (one from each institution sponsoring a Scout Unit) and Members-at-large from the community. They form the District Committee under the leadership of the District Chairman, and meet monthly to plan and carry on the administrative functions of (1) Organization and Extension, (2) Finance, (3) Leadership Training, (4) Camping and Activities, (5) Advancement and (6) Health and Safety. These functions can be accomplished best for all Units by the Administrative people of the whole District joining hands and pulling together on the District Committee. Then the Program people are free to concentrate on improving Unit programs.

In the final analysis the Institutional Representative (IR) and the Commissioner both work with the Unit program people, their relationship needs some explanation. The “IR” is an administrative man who heads up Scouting in his own institution – a sort of local manager there – and also represents his institution on the Local Council and the District Committee. The Commissioner is a program man who represents the Council and District to the Institution. These two men operate on separate tracts between the Institution and the Council. Both carry a two-way freight of information and helps. The “IR” emphasizes administrative matters, the Commissioner emphasizes program, both with the aim of better Scouting for boys. Since no sharp division can always be made between administration and program, these men must work hand in hand.





Appointment and Duties

Scout Executive – Chief executive officer of the Council, responsible for the administration of the whole Scout program. Note: Assistant and Field Scout Executive serve under the direction of the Scout Executive and are responsible to him. In many councils, each Assistant or Field Executive is responsible for one or more districts.

Council Scout Commissioner – Appointed by the Local Council, serves as chief morale officer, and in other special functions as directed by Executive Board.

District/Municipal Scout Commissioner – Appointed by the Executive Board, on recommendation of the Council Scout Commissioner and District Committee in consultation with the Scout Executive. Organizes and directs staff of Neighborhood Commissioners. Serves on District Committee. Advises District Standing Committees. Maintains cooperative relationship to Field Commissioners, Presides at District Roundtables/Meetings. Presides at meetings of District's Commissioner Staff where plans are made and developed.

Assistant District Commissioner – Appointed by the Executive Board on recommendation of the Council Scout Commissioner in consultation with the Scout Executive, District Committee, and District Commissioner. Assists the District Commissioner. He may also have territorial assignments with supervision over groups of Neighborhood Commissioners.

Institutional/Neighborhood Commissioner – Appointed by the Executive Board on recommendation of the Council Scout Commissioner, Scout Executive, District Committee, and District Commissioner. Related to not more than four (4) units. Serves those sponsors in the use of the Scouting Program. Maintains high standards. Assists Leaders of his Scouting units in programming, training, leadership, membership, etc.

Council Field Commissioners – Appointed by the Executive Board on recommendation of the Scout Commissioner and Scout Executive. A Specialist in a particular phase of the program. Advises and counsels the District and Neighborhood Commissioners when called to assist in special problems.

Now let us take up the appointment, qualifications, and jobs of the various Commissioners.

The District/Municipal Commissioner

(A) His Appointment

District/Municipal Commissioners are appointed by the Local Council Executive Board on the recommendation of the District Committee and the Scout Executive.

(B) His Qualifications

Persons twenty-one years of age or over who are of high moral character and who are willing to

subscribe to the Scout Oath and Law and to the declaration of religious principles may be commissioned to serve as District Commissioners.

(C) His Job

Develop and Supervise the District's. Commissioner staff:

- 1) Recruit and maintain a staff of Commissioners to serve all institutions sponsoring KID Scout, KAB Scout, Boy Scout, Senior Scout, Rover Scout in his District/Municipality.
- 2) Provide formal and informal training for his staff.
- 3) Supervise service given to Units.
- 4) Conduct regular meetings of District Commissioner Staff.
- 5) Substitute for Institutional/Neighborhood Commissioners when necessary.

Conduct Roundtable Meetings:

- 1) Establish regular date for meeting.
- 2) Have Unit Leaders discuss mutual problems and program suggestions.
- 3) Present and discuss District and Council plans and activities.
- 4) Provide informal training opportunities at each meeting, occasionally out of doors.
- 5) Develop fellowship and morale.

Cooperate with the District Committee:

- 1) Attend meetings as an officer of District Committee and report on Unit conditions in the District.
- 2) Request assistance of proper Standing Committee for Unit problems.
- 3) Serve as advisor to Standing Committees of his District.
- 4) Promote Council and District activities through his staff.

Cooperate with the Local Council:

- 1) Maintain close working relationship with Executive Staff.
- 2) Attend Council meetings of Commissioner Staff and report on condition of his District.
- 3) Urge his District Staff to participate in all Council-wide meetings and training sessions.
- 4) Make certain that Annual Charter Review and Charter Presentation are conducted with each Unit in his District.

The Assistant District Commissioner

(A) His Appointment

Assistant District Commissioners are appointed by the Executive Board at the recommendation of the District/Municipal Commissioner, the District Committee, and the Scout Executive.

(B) His Qualifications

The qualifications of the District/Municipal Commissioner, listed above, apply also to the Assistant District Commissioner.

(C) His Responsibilities

The Assistant District Commissioner will assist the District Municipal Commissioner in the performance of his duties of coordination and supervision of the work of the Institutional/Neighborhood Commissioners in his District/Municipality. As a general rule, Assistant District Commissioners are appointed in Districts with a large Unit density or with a large area to cover.

The Institutional/Neighborhood Commissioner

(A) His Appointment

Institutional/Neighborhood Commissioners are appointed by the Executive Board on the recommendation of the District/Municipal Commissioner, the District Committee, and the Scout Executive.

(B) His Qualifications

The qualifications of the District/Municipal Commissioner, listed above, apply also to the Institutional/Neighborhood Commissioner.

(C) His Job

Know All His Units:

- 1) Keep informed by a personal contact at least monthly with each Unit.
- 2) Make periodic analysis of his Units.
- 3) Maintain a working relationship with each Sponsoring Institution.
- 4) Help with inter-Unit relationships.

See that His Units Have Qualified, Trained Adult Leadership:

- 1) Become personally acquainted with each leader and his abilities.
- 2) Guide Unit Committees in proper selection of new leaders.
- 3) Get leaders to visit selected Units.
- 4) Urge attendance at training courses.
- 5) Get his Unit leaders and Committeemen to attend Roundtable meetings.

Assist His Units To Develop and Carry Out Good Programs:

- 1) Periodically review Unit's program plans and results.
- 2) Stimulate use of coordinated program helps in publications.
- 3) Promote Unit participation in Council and District activities.
- 4) Encourage maintenance of adequate records and use of budget plan.

Assist with Annual Charter Review and Charter Presentation For His Units:

- 1) Cooperate with Organization and Extension Committee in arranging Charter Review meetings at least 30 days before Unit Charter expires.
- 2) Participate in Charter Review meeting and help get charter application in on time.
- 3) Stimulate and participate in Charter Presentation Ceremony.
- 4) Encourages appropriate recognition of Unit leaders.

Know the Council and District Program and Carry It To His Units:

- 1) Maintain working relationship with Executive Staff and District/Municipal Commissioner.
- 2) Attend District Roundtable meetings.
- 3) Participate in Commissioner meetings.
- 4) Visit and learn about the Council camping facilities.
- 5) Cooperate with the institutional Representatives of his Units in using the Council and District program.

The Council Field Commissioners

These Commissioners are discussed in Chapter X of this Manual.

The Council Scout Commissioner

The Council Scout Commissioner is elected by the Local Council as a member of its Executive Board, and is Commissioned by the National Office. In some Local Councils the Board designates him as the head of the Commissioner Staff with duties as stated in the Bylaws of the Local Council and the National Bylaws of the Boy Scouts of the Philippines.

When the Executive Board designates him head of the staff his duties normally are the following:

- 1) Help the District Committees and Scout Executive recruit District/Municipal Commissioners, for appointment by the Executive Board.
- 2) Coordinate the work of the Council Commissioners for Program and for Training and the District/Municipal Commissioners through regular staff meetings and personal conferences.
- 3) Provide formal and informal training for his staff.
- 4) Report and interpret the needs and desires of Units as expressed through the District Commissioners, to the Executive Board, and Council Standing Committees.
- 5) Report and interpret Council policies and plans to the Units through the District/Municipal Commissioners.
- 6) Advise and work closely with the Scout Executive and his staff.

Council Program Commissioner

The Council Program Commissioner is appointed by the Local Council Executive Board upon the recommendation of the Council Scout Commissioner and the Scout Executive. He assists the Council Scout Commissioner through the performance of the following duties.

- 1) Assist the Council Scout Commissioner in the specific field of program promotion and standards, particularly in boy advancement and activities.
- 2) Coordinate his work with the plans and projects of the Council and District Committees on Camping and Activities, Health and Safety, and Advancement and Awards, etc.
- 3) Advise and work closely with the Scout Executive and his staff.

Council Training Commissioner

The Council Training Commissioner is appointed by the Local Council Executive Board upon the recommendation of the Council Scout Commissioner and the Scout Executive. He assists the Council Scout Commissioner in the performance of the following duties:

- 1) Assist the Council Scout Commissioner in the specific field of training promotion and standards, both for adult and boy leader training.
- 2) Coordinate his work with the plans and projects of the Council and District Committees on Leadership Training.
- 3) Advise and work closely with the Scout Executive and his staff.

Chapter II – The Commissioner: A Personnel Man

The Commissioner should consider himself as a personnel man, for many of the problems relating to the Langkay, Kawan, Troop, Outfit Advisor, or Circle Manager have their roots in personnel. The organization of the Troop, its leadership and training, the Troop operation, program and its financial status are only as strong and effective as the personnel responsible for the supervision and leadership of the Troop.

The Institutional/Neighborhood and District/Municipal Commissioners are constantly dealing in human relations. They should know the heads of sponsoring institutions, members of governing boards, Unit Committees, Unit Leaders and their assistants. More than this, they should be able to work with these leaders and understand their personalities, their strengths, and their weaknesses. They should be able to make constructive criticism without giving offense. They should recognize weak leadership situations, recommend changes in personnel and handle each situation with tact and diplomacy. All of this is essentially personnel – dealing in human Relationships.

The Commissioner Selects, Informs, Guides and Inspires

The Commissioner is called the service man for the Local Council and his task, first and foremost, is that of an interpreter of Scouting. Automatically, he becomes a keen personnel administrator; that is, if he uses established personnel techniques.


$$\begin{array}{l} \text{AN EXPRESSED INTEREST} \\ + \text{ A Job that Needs to be Done} \\ = \text{ A POSSIBLE LEADER} \end{array}$$

There are four personnel jobs for him to do:

- 1) He is the man who establishes the selection process in the sponsoring institution for the replacement of leaders in established Units. He does not personally select, but his is the responsibility to encourage institutional groups to use selection processes in the securing of their leadership.
- 2) The Commissioner must inform. His is the task of furnishing the simple information at the outset to all leaders. He must not crowd them with too much information, but he should encourage them to inform themselves about their jobs and their relationship to other men and the Movement.
- 3) He guides all those related to him, as he interprets Scouting fundamentals and as he works as the Local Council service man.

4) When a Langkay, Kawan, Troop, Outfit Advisor, or Circle Manager becomes discouraged in the performance of his task, the Commissioner has the responsibility to inspire. He should remember that an individual enjoys receiving recognition for successful achievement.

The Service Man in Scouting

When the Scout Program is adopted by a sponsoring institution, certainly the Local Council should stand behind it. If problems develop, then the sponsoring institution, the Unit Committee, and the Unit leader call on the Local Council for service. The Commissioner, being the service man, must know what to look for and must have special helps or “tools” to do the job.

The National Office has developed several “personnel tools” that not only provide the Commissioner with informal training, but also enable the Commissioner to spot weaknesses in organization, personnel or operation. These “tools” help the Commissioner in doing a more effective job. Three of the “tools” are discussed in this chapter. They have been widely used with excellent results by Commissioners. These forms change from time to time, but the essential thing is that the Commissioner has a kit of tools with which he can do his work more intelligently and more effectively.

The Recruiting Guide for Scouting Personnel

In every community, there are men who can and would do a job in Scouting if they were invited. These men represent what might be called “hidden manpower.” The responsibility to locate these men lies with the Local Council because the majority of them will not ask for a job in Scouting. However, many may be very receptive when asked to serve. The District/Municipal and Institutional/Neighborhood Commissioner works with men in the neighborhood where he serves, he comes in contact with fathers of boys, members of churches and other men who are not related to Scouting. Through his knowledge of the caliber of men needed for leadership, he is qualified to determine whether the man can be used in Scouting and in what capacity.

The Recruiting Guide for Scouting Personnel is a “tool” which the Commissioner can use to help locate manpower. This form gives briefly the job specifications for thirty-nine different capacities in which men may serve youth in Scouting. Space is provided for a man to list one or more men whom he feels have the necessary qualifications to do a job in Scouting as well as space to indicate the positions for which he feels the men are best fitted.

The Commissioner can make good use of this form for he knows men who can be listed on this Recruiting Guide. He can also encourage and stimulate the use of this guide by Scouters in their District or Neighborhood to provide additional names.

One of the most effective ways in which this guide can be used is for the Commissioner to place these in the hands of members of an organization that is looking for men interested in Scouting or in leadership for their own Scout Unit. Commissioners have used these very effectively to locate available manpower. It has also been used with good success in service organizations such as Rotary, Kiwanis, Lions, etc. It has also been used with good results by members and other similar organizations. In short, wherever there is a group of men interested in boys there is an opportunity to use this Recruiting Guide in locating manpower.

Care should be taken that after the names of men are secured, plans are made to follow through immediately on each name. Responsible Council, District, or Scout Unit officials should decide upon the job which they want the man to fill and the method they will follow to recruit him. Each man

should be placed in a position for which is best fitted and in which he will secure real satisfaction. There is a job in Scouting for every man of high purpose and good qualifications. The Commissioner can be of decided help in making sure that the “round peg” is placed in the round hole and the “square peg” is placed in the square hole.

Here's a model Recruiting Guide for Scouting Personnel:

RECRUITING GUIDE FOR SCOUTING PERSONNEL				
<p style="color: red;">This guide is not to be used in recruiting men for specific positions but rather to ____ the Local Council with the names of good men who can be considered for the positions in Scouting as set forth by the brief job specifications below.</p>				

Guide for Selecting Leaders of Boys

Another very important “tool” for the Commissioner from a personnel standpoint is the Guide for Selecting Leaders of Boys. There is no more important or vital job in Scouting than that of direct leadership of boys. The Local Council may develop the finest type of activities and provide the finest type of supervisory leadership: yet, if there is not an interested and capable man serving as Langkay Leader, Troop Leader, Kawan Leader, Outfit Advisor, or Circle Manager who will translate this program into terms of action for his boys, the boys do not benefit from real Scouting.

Yet in many Units today, the path of least resistance is followed in selecting this most important man. The Unit Committee will meet to select a Unit leader. Often when a good man is mentioned, the Committee will advance reasons as to why he cannot or will not serve without giving the man in question the opportunity to refuse the position himself. Then the Committee will decide upon a man who they know has the time and who they feel will take the job and go after him. In some cases this works out. In many, however, this man turns out to be a mediocre Unit leader. He is not capable enough to provide the boys with the brand of Scouting to which they are entitled, yet no one wants to accept the responsibility of telling him so and taking the initiative in replacing him. As a result, one or more years may pass while the Unit, under his leadership, fails to provide a satisfying program for the boys. Only when he leaves does the Committee try to rectify its mistake.

Often this situation is not the fault of the Committee because in many instances, the Committee does not know what qualifications a man should have to be a Unit leader and they therefore naturally think in terms of a man who likes boys, who has some time to spare and who will take the job.

This Guide for Selecting Leaders of Boys provides an educational “tool” for the members of the Unit Committee. On it, sixteen basic qualifications which a Unit leader should have are listed. No man is expected to have all of these qualifications in the highest degree. However, a man should have all the majority of them to a considerable degree. By placing this form in the hands of the Unit Committeemen, they have the job specifications of the Troop Leader and are able to use it as a guide in selecting the best man for the job.

The Committee should have a number of high-grade man under consideration, regardless of whether they think they would take the job or not! Under each qualification the Committee should list: first, the best man, then the second best man, and so on. It will be found that a man may be first under several qualifications, average on others and last under others. However, a final average for the appraisal given each man will result in the qualifications of one or more of these men standing out over the rest.

The Committee should then make plans to contact the best man and should carefully decide how to approach him. The Committee may not get the best man, for he may have other commitments, but they then go after the next best until they get the best man available to accept this responsible position of leadership.

This “tool” is particularly recommended to institutional/Neighbor hood Commissioners. When a sponsoring institution loses a Unit leader, the first man they turn to for help is the Commissioner. He has been working closely with the Unit and understands its problems and personnel situation. The Commissioner is in a position to recommend that they use this guide in selecting new leadership and to work with them in the final selection of a new leader.

Work Sheet for All Commissioner Staff Members

The Work Sheet for All Commissioner Staff Members is a “tool” that helps the Municipal/Neighborhood Commissioner review and analyze, from a personnel angle, the administration of a Unit. This form is designed not as a report by the Commissioner to someone else but as an aid to him in doing his job. The form includes:

- (a) Appraisal of the Sponsoring Institution and the Troop Committee.
- (b) Appraisal of the Troop Leader.
- (c) Appraisal of the Commissioner.
- (d) Guide for Selecting Commissioners.

In the Work Sheet “Troop Committee” covers Kawan and Outfit Committees, and the “Troop Leader” covers Kawan Leaders and Outfit Advisors. Use of the form is explained.

(a) Appraisal of Sponsoring Institution and Unit Committee

Under this part of the form, some very carefully worded questions will provide information to the Commissioner on the attitude of the sponsoring institution and the Unit Committee towards the Unit. For example: under administration, the institution is asked if formal action was taken on organizing the Unit. The Commissioner may find the institution rather hazy as to how the Unit got there and that the attitude is one of providing a meeting place for a neighborhood group of boys. If this is the case, then the Commissioner has certainly uncovered a very definite organization weakness and one that should be corrected immediately. Another question asks if the governing body carefully selected the members of the Unit Committee. It may be discovered that the Unit Committee consists of men selected by the Unit leader rather than the governing body and certainly this reveals another weakness that should be corrected.

There is an opportunity for the Commissioner to appraise the performance and needs of each Unit Committeeman. He may find that the Committeemen need training. Here is a job for the District

Training Committee. Perhaps he may find a Committeeman is unsatisfactory because he has never done anything. A closer examination will reveal the fact that he has never had anything to do. Here is a clear indication that the Committeeman needs responsibility and the Unit Leader needs guidance on how to use his Committeemen.

The few examples indicate how the Commissioner can effectively use the work sheet to locate weakness that may exist in the attitude and personnel of the sponsoring institution and the Unit Committee regarding a particular Unit. The Commissioner who will sit down with the head of a sponsoring institution or the Unit Committee and review these questions with them will not only secure important information for his own use, but will, in turn, provide a very fine informal training course for the officials of the sponsoring institution. They will be able to see very definitely the responsibilities which they assume when they use Scouting as part of their youth program.

(b) Appraisal of Troop Leader

This work sheet helps the Commissioner to appraise periodically the performance of Troop Leader (or other Unit leaders). Eighteen basic things are listed that the Troop Leader should be doing if he is doing the job effectively. Based on his knowledge of the Troop Leader's work, the Troop activities and job to be done, he can appraise the Troop Leader on each of these eighteen points. There is no recommended time that this form should be used. It is well for the Commissioner to appraise each Troop Leader at least once a year. Certainly, an appraisal would be in order if the Commissioner had reason to believe that the Troop's lack of progress was due to the Troop Leader's performance.

This appraisal form also serves as a fine informal guide and training sheet for the Commissioner. In other words, it gives him a clearer picture of those things which he should check when visiting Troop activities and reviewing Troop progress.

This form has also been very helpful when given to the Troop Leader and used by him as a self-appraisal of his Own performance and effectiveness.

After the Commissioner has appraised the Troop Leader, he may want to make recommendations at the bottom of this form for the Local Council. If the Commissioner does not feel that the man will prove satisfactory in the job, he should say so because boys and their experiences in Scouting are involved. Perhaps, it may be some time before anything can be done about the situation, but it is well to recognize that the situation exists so that steps can be taken to correct it as soon as possible. The Commissioner may record that the man can be improved by training. And here is a definite challenge to the District Training Committee. The Commissioner may find that he is satisfactory in every respect and then again, he may find that the man is qualified for more responsibilities. In the latter case, if he can be replaced with a good man, he could then be given a challenging position for serving youth in the Council on a wider scale.

Naturally, this appraisal form is used in more or less of a confidential manner. An appraisal should not become public property. The Commissioner will want to discuss it with the Scout Executive and together they can decide who else should see it. Perhaps it should be reviewed with the head of the sponsoring institution or with the members of the Troop Committee. Then, again, there will be occasion where they and the Troop Leader will make it possible for them to sit down together so that the Commissioner can review the Troop Leader's weak points with him in an effort to be helpful.

Below is a model form for the Profile Study of Chartered Institution:

PROFILE STUDY OF CHARTERED INSTITUTION

Unit No _____

Date _____

By _____

INSTRUCTIONS: This profile study of the chartered institution is your own measurement tool. Do not fill it out in the presence of institutional or unit leaders. Figures to the left of each statement correspond with the numbers which appear on the graph or profile at the right of the page. The numbers 2 and 4 appear only on the graph or profile and should be checked when the situation is between the situations which are described. When completed, draw in connecting lines from number to number. This will give you a profile or graph of the institution.

Check numerical value that applies.

FUNCTIONING MANPOWER		1	2	3	4	5
HEAD OF INSTITUTION						
1	Show little, if any, interest in Scouting program.					
3	Interested and attends special occasions.					
5	5. Participates regularly in Unit affairs and consideration of Unit problems. Considers Scouting an integral part of the Institution program.					
INSTITUTIONAL REPRESENTATIVE						
1	Show little, if any, interest.					
3	Active in Scouting within the Institution.					
5	Active in Scouting within the Institution, attends Council or or District meetings and accepts district- or council-wide responsibility.					
COMMITTEE						
1	Committee inactive.					
3	Committee cooperative but not operating fully as a committee of the chartered Institution.					
5	Appointed annually by governing body of institution and aware of responsibility to the institution. Chairman and members belong to the institution and in sympathy with its policies and objectives. Actively cooperates with Unit Leaders.					
UNIT LEADER						

1	Not a member of chartered institution.					
3	Belongs to the Institution.					
5	Active and respected member of the Institution, and has a vital interest in Scouting.					
TRAINING						
1	Institution shows little interest in training.					
3	Committee and Leaders urged to take training.					
5	Leaders trained.					
INTEREST OF INSTITUTION MEMBERS						
1	Members are not aware that they sponsor Scouting.					
3	Scouting enjoys support and goodwill of the members.					
5	Members consider Scouting Units as their own.					
RECOGNITION						
1	Institution provides no recognition of its Unit Leadership.					
3	Nominal recognition.					
5	Special recognition of its youth leadership is given at least annually at meetings attended by the Institution's major membership.					
QUALITY PROGRAM		1	2	3	4	5
CHARTER CEREMONY						
1	No formal ceremony.					
3	Charter presented at various meetings.					
5	Charter presented at a regular meeting of the Institution.					
UNIT PROGRAM						
1	Unit and Institution program rarely related.					
3	Occasional correlation of Unit and Institutional program.					
5	Unit program, including camping, geared into Institutional					

	policy and program to the mutual satisfaction of both Unit and Institutional Leaders.					
MEETING PLACE						
1	Room provided for unit meetings but other groups permitted to use it on meeting nights without due notice.					
3	Room provided regularly except on prearranged occasions.					
5	Room provided exclusively for Scouting use.					
REPORTS						
1	Institution does not except reports.					
3	Report called for annually.					
5	Committee required to report regularly.					
MEMBERSHIP		1	2	3	4	5
BOY MEMBERSHIP						
1	Less than 10% of boys belong to the Institution.					
3	10% to 50% belong.					
5	Majority of boys belong to the Institution.					

(c) Appraisal of Commissioner

This work sheet provides an opportunity for the Commissioner to appraise his own effectiveness and performance in relation to his responsibilities and the units which he serves. It also provides an opportunity for the District/Municipal Commissioner or Scout Executive to appraise the work of the Institutional/Neighborhood Commissioner who is related to one or more units.

If this is used as a self-appraisal, the Institutional/Neighborhood Commissioner may want to discuss this with his District/Municipal Commissioner or with the Scout Executive. If it is used by the District/Municipal Commissioner or the Scout Executive to appraise the work of an Institutional/Neighborhood Commissioner, it should be used on a confidential basis. They may want to discuss the results with one another or with the man himself. All of this will provide further opportunity for the exchange of ideas, informal training, and guidance in his work.

(d) A Guide for Selecting Commissioners

This work sheet provides an opportunity for listing the personal, Scouting, and business qualifications

of one or more men who are under consideration for the position of District/Municipal, Institutional/Neighborhood, or Field Commissioner. If a man has had previous experience as a Troop Leader or Institutional/Neighborhood Commissioner, then it is recommended that a qualified official appraise his past performance in this job. A study of the information provided by the appraisal and the qualifications as recorded on this sheet will materially help to determine whether or not the man should be considered for the job.

A Tool – Not a Report

Again, it should be stressed that this Commissioner's Work Sheet is not in any sense a report to be filled out and sent to the District/Municipal Commissioner, Scout Executive, or Council office. As such, it would lose much of its value and appeal. It should be used, all or in part, by the Commissioner as a "personnel tool" to help him do a job when the job needs to be done and when he feels that it will be helpful.

NOTE: To secure copies of the following forms that have been referred to above, please coordinate with your Scout Council or contact the BSP Program Division in the BSP National Office:

- GUIDE FOR SELECTING LEADERS OF BOYS
- WORK SHEET FOR ALL COMMISSIONER STAFF MEMBERS
- GUIDE FOR SELECTING COMMISSIONERS
- APPRAISAL OF TROOP LEADER
- AN APPRAISAL OF THE SPONSORING INSTITUTION AND TROOP COMMITTEE
- AN APPRAISAL OF THE COMMISSIONER

In Conclusion

In closing this discussion of the Commissioner as a personnel man, emphasis is again placed on the need for a well-organized and functioning Commissioner Staff in the Local Council, if Scouting is to go forward. Each position of leadership in the Council is important and each must be filled by the best man that can be recruited to do the job.

Part of the Commissioner's job is that of performing the four personnel functions – select, inform, guide and inspire. To help him do this job, the personnel forms described in this chapter were developed. They are basic to the job.

It is, of course, obvious that the Commissioner Staff should be fully manned at all times. The Local Council with a full team of District/Municipal and institutional/Neighborhood Commissioners is assured of fine Langkay, Kawan, Troop, Outfit, and Circle Service. In the development of the full Commissioner Staff, it is not out of place for each Commissioner to look upon himself as a recruiting agent for the Local Council. In carrying on their duties, Commissioners often meet others whom they can interest in becoming volunteer Scouters, either on the Commissioner Staff or in other positions of Scouting leadership.

The Commissioners by holding steady to their jobs are able to be of great help in stabilizing the

leadership of Langkay, Kawan, Troop, Outfit, and Circle Units and have an opportunity to inspire leaders through their many associations with Langkay Leaders, Kawan Leaders, Troop Leaders, Outfit Advisors, and Circle Managers. They are a real influence in building *esprit de corps* and should never overlook any opportunity to be helpful.

Boys are in Scouting because they want to be and not because they have to be. They stay only as long as the program satisfies them and only as long as it holds their interest and enthusiasm. The Langkay, Kawan, Troop, Outfit, and Circle Unit meets this challenge by giving every boy a live program filled with good Scouting. This can be assured if the Commissioner Staff realizes early in the game that their service is vital in maintaining healthy units, so that a greater number of boys will receive a better program of Scouting.

Select, inform, guide, and inspire – those are the watchwords for the Commissioner in carrying out his duties as a personnel man for Council. There is no more important task for him to do in his service to Langkay, Kawan, Troop, Outfit, and Circle Units.

Chapter III – The Fields of Commissioner Service

Chapter I of this Manual explains why it is important that the District/Municipal and Institutional/Neighborhood Commissioner serve sponsoring institutions in the Whole Scouting Program. At first glance, this may seem to be too difficult, but it should be remembered that the District/Municipal or institutional/Neighborhood Commissioner isn't expected to be a technical expert in all details of Scouting. Rather, he is expected to understand the fundamentals of all phases and to seek the help of the Executive Staff and others in special problems.

Field of Service

The District/Municipal or Institutional/Neighborhood Commissioner serves all his Scouting groups in six general fields of service. These fields are important in all the five phases of Scouting, and this means that his service to Langkay, Kawan, Troop, Outfit, or Circle follows the same general pattern. The fields of service are explained in greater detail in later chapters, bringing out the fundamentals of each field as it pertains to KID Scouting, KAB Scouting, Boy Scouting, Senior Scouting and Rover Scouting. However, there are many details of Commissioner Service that are common to all and these are discussed first.

1. POLICIES AND PRACTICES

There are certain basic policies for each phase of the Scouting Program. KID Scouting activities are centered in the home. Kiddies meet and play together as needed between fortnightly unit meetings. KAB Scouting has its home and institution-centered emphasis, Scouting its “outing” emphasis, and Senior Scouting its social and vocational emphasis. Scouting has its Patrol system and its weekly Troop meeting; KAB Scouting its Color Group plan and its weekly Color Group meeting and monthly Kawan

meeting; Senior Scouting its Crews and Program Committees to run its program. Rover Scouting has its Team fortnightly meeting and its bi-monthly Circle meeting for its service-oriented Brotherhood of the open air.

Then, there are certain basic policies of the Boy Scouts of the Philippines, which pertain to all three branches of the Program. One of the most important is that regarding the declaration of religious principle. The purpose of character building and citizenship training are fundamental in each of the five program phases, expressed in ways suitable to the age level of the boys it serves. There are other established practices, such as the use of the uniform and the placing of badges, rules and procedures governing Unit financial operations, etc.

THE COMMISSIONER'S JOB

- **HE SERVES**
 - KID LANGKAYS
 - KAB KAWANS
 - SCOUT TROOPS
 - SENIOR SCOUT OUTFITS
 - ROVER CIRCLES
- **IN THESE FIELDS**
 - POLICIES AND PRACTICES
 - LEADERSHIP
 - PROGRAM
 - COOPERATION
 - MEMBERSHIP AND REGISTRATION
 - RECORDS AND FINANCE
- **THROUGH**
 - VISITS
 - PROGRAM HELPS
 - ROUNDTABLES
 - ENCOURAGING TRAINING
 - BOOSTING MORALE

All such policies and practices are matters which the Commissioner can help to emphasize. They are policies and practices that have been tried and found true over the years and every Langkay, Kawan. Troop. Outfit or Circle should abide by them.

2. LEADERSHIP

Practically every problem to be found in any Langkay, Kawan, Troop, Outfit, or Circle can be traced directly to a personnel or leadership situation. Every unit should have its full leadership personnel and the Commissioner can be of great help to the sponsoring institution by suggesting ways for getting the right person for the right job, and by helping each leader function effectively. He should understand essential differences in the type of leadership needed. For example, the Kawan Leader is a leader of men and women, the Troop Leader, a leader of boy leaders, and the Outfit Advisor is advisor of young men leaders.

The Commissioner should remember that he is a personnel as well as a program man and in this capacity should see that Unit Committees make use of recommended personnel procedures in recruiting, selecting, and appraising of leadership.

3. PROGRAM

While the content of each of the various program phases differs greatly, the same general points apply to each. The Commissioner can help by stressing the need for careful advance planning, then following through with the plan. If the activity is to be successful, the boys have a part in developing the plans for their own Color Group, Patrol, Crew, or Team activities. The good leader in Scouting never imposes a program which he himself develops, because he realizes that as far as boy-growth is concerned, the experience of planning activities is more valuable to boys than simply taking part in an activity even though it does "go over with a bang."

4. COOPERATION

Here is a field of service in which no one is better qualified to serve than the District/Municipal and Institutional/Neighborhood Commissioner. For example, when he visits a Kawan he will want to ask the Kawan Leader the names of KAB Scouts who will become ten years old during the next month. Then when he visits the Troop, he will pass these names along to the Troop Leader urging him to contact the boys and their parents in preparation for their joining the Troop. He can also make a contribution through helping the Troop Leader to challenge his older Scouts with Troop leadership opportunities, as well as helping them find the type of Senior Scouting activity they prefer.

Then, too, there are many ways where cooperative effort with the Council and the District are needed. These are discussed in chapters IV and V. Of particular importance are the many opportunities for cooperative effort and undertakings between the Troop and its sponsoring institution. Excellent cooperative relationships here mean strength in the Troop and constant care must be maintained to further cooperation on this front.

5. MEMBERSHIP AND REGISTRATION

Registration procedures are the same for all phases of Scouting so the Institutional/Neighborhood Commissioner can handle any registration problems which arise in Langkay, Kawan, Troop, Outfit, and Circle. KAB Scouting has its special membership problems arising from the fact that every KAB discontinues his KAB Scouting at a definite age, so that every Kawan has a turnover of about one-third of its membership each year.

These are problems with which the Institutional/Neighborhood Commissioner is best able to deal, because of his contact with the leaders of all five phases of the movement.

What does a Commissioner look for when visiting?

KID LANGKAY

Parents Participation	Thrift Plan
Langkay Fortnightly Meeting	Membership
Activity Book Accomplishment	Pangako at Batas
Leaders Trained	Home & Institution-based Activities

KAB KAWAN

Family Participation	Thrift Plan
Color Group Basis	Membership
KABs Advancing	Promise – Law
Leaders Trained	Neighborhood Activities

SCOUT TROOP

Camping & Hiking	Budget Plan
Parents Interested	Membership
Patrol Method	Oath – Law – Service
Scouts Advancing	Good Tenure
Leaders Trained	

SENIOR OUTFIT

Camping & Hiking	Budget Plan
Parents Interested	Membership
Social Events	Oath – Law – Service
Vocational Exploration	Good Tenure
Leaders Trained	

ROVER CIRCLE

Community Dev't Activities	Budget Plan
Parents Interested	Membership
Social Events	Oath – Law – Service
Vocational Exploration	Good Tenure
Leaders Trained	

TENURE SHOWS BOY SATISFACTION
Living the Scout Oath & Law Realizes
Our Objectives of Character & Citizenship

Annual Charter Review

Most Councils require this as a step in Unit reregistration. At a Charter Review meeting at least a month before the charter expires, someone representing the District sits down with the Unit Leaders and the Institutional Representative. Those who should be there are the Institutional Head, Institutional Representative, Unit Committeemen, Unit Leaders, and – representing the District and Council – an member Of the Organization and Extension Committee and the District/Municipal or Institutional/Neighborhood Commissioner.

Because of what he knows about the program and the Unit, and because he can be objective in his approach, the Commissioner is in a helpful position in the review process. He may be the one who has delivered the charter renewal application to the institution head two months or more before the review meeting. If an official inspection of the Unit is part of the procedure, he makes it.

The meeting should accomplish the following:

- 1) Review progress of the past year by completing the “Annual Report of the Unit Committee to the Sponsoring Institution.” This covers such essentials as policies/practices, leadership, program, cooperation, membership, and finance.
- 2) Review relationships and personnel. This covers relationship between the sponsor, Unit Committee, Unit Leaders, District, and Council (Refer to Chapter II).
- 3) Discuss plans for the year ahead, including District and Council events on which the Commissioner has the information. This is the time to adopt objectives and make plans, based on the Unit's needs as shown in the review.
- 4) Review the “Application for Institutional Charter and Unit Registration (AUR)” including a review of sponsor's and committee's duties.
- 5) Plan a public charter presentation ceremony (allowing three weeks for preparation of the charter). Often, the Commissioner makes the presentation for the Council.

6. RECORDS AND FINANCES

Business-like management is necessary in all branches of Scouting. The budgeting of funds is much alike in all Units, but each has its own special record forms and own financial system. The Commissioner should be acquainted with these and be prepared to suggest recommended procedures that will strengthen the financial program of the Unit, eliminate weaknesses and problems, and produce the best results. These same principles hold true regarding attendance, advancement, and other vital records.

Chapter IV – The Commissioner and His Council

All the work that the Commissioner does for Scouting is service to the Local Council. His efforts are extending the Council service on all fronts. Standing as he does as a field representative of the Local Council in his territory, the District/Municipal or Institutional/Neighborhood Commissioner has a unique opportunity and responsibility to see that those programs and practices, methods and organization procedures commonly agreed upon by Council authority are not only brought to the attention of leaders but are also used by them. Such promotional effort on his part is not only a service to the Council but also a distinct service to the Scout Unit and its leadership.

The Commissioner approaches the Scout Unit in each instance with a desire to help. His approach is one of helpfulness, ready to assist the leaders, offering suggestions, encouraging the leaders and

committeemen, thereby strengthening the leader's efforts. Thus the Commissioner enters into a partnership with the Langkay Leader, Kawan Leader, Troop Leader, Outfit Adviser, or Circle Managers – all working for the single objective – the welfare of the Langkay, Kawan, Troop, Outfit, or Circle.

Commissioner Meetings

The District/Municipal Commissioners are the key members in the Commissioner organization. They are the inner cabinet working with the Scout Executive. As a rule, the District/Municipal Commissioners meet at a scheduled time with the Scout Executive and his staff. This meeting should be carefully planned with an order of business to follow. Time should be given to reviewing the work of the past as well as for planning the work ahead. The District/Municipal Commissioners can carry back to the Institutional/Neighborhood Commissioners or the District roundtables the important matters that are of interest to all Scouters but, more particularly, the plans that affect Langkay Leaders, Kawan Leaders, Troop Leaders, Outfit Advisers, and Circle Managers and the programs of their Troops, Kawan, and Senior Scout Outfits.

Many District/Municipal Commissioners also schedule regular meetings with their Institutional/Neighborhood Commissioners to review Council matters and activities affecting their District and to plan their work.

Some Institutional/Neighborhood Commissioners even have informal meetings with their group of leaders from time to time to discuss plans and activities that affect these units under their supervision.

Some of their larger Councils have a “Commissioners' Pow Wow” once a year, or more often, to which all Commissioners are invited. Often this meeting is during the period immediately after the summer camping season and just prior to the new school year. The meeting is instructive, inspirational, fraternal, and a great morale builder.

Keeping Up with Scouting

Scouting is a dynamic movement and Commissioners, to be of greatest help to the Kawan and Troops of the Council, must keep up-to-date. The Commissioner will want to be acquainted with the Philippine Scouting Magazine, for it contains program material.

Besides periodicals which are explained in Chapters VII, VIII and IX of this manual, there are books and pamphlets about each phase of Scouting. The Commissioner can greatly increase his helpfulness to Unit leaders by becoming familiar with available Scouting publications.

Some Councils as a rule issue a bulletin from time to time covering the items of Local Council interest that the Commissioner should know about. The bulletin contains the announcements of all dates, as well as program suggestions and material of training value to leaders.

Committee-Commissioner Cooperation

In discussing the Commissioner's relationship to the District Standing Committees it was pointed out that the six Council Standing Committees – Health and Safety, Advancement, Leadership Training, Finance, Organization and Extension, Camping and Activities – are responsible for determining the Council programs and policies in their respective fields with approval by the Council Executive Board. It was further pointed out that the District Standing Committees carry through the work of the Council

Standing Committees through the Commissioner's Staff.

The Commissioner should understand clearly his relationship to the Council Operating Committee and the following statements are made as pointers:

Committee on Camping and Activities

The Local Council's program of camping and activities is set up by the Council's Committee on Camping and Activities and is carried out through the District Committee of like name. The Local Council Manual on Camping and Activities is a full reference on this subject. It is obvious that there must be a close relationship between the Committee and the Commissioners of the Units participating. Indeed, wise practice provides that leaders of the Units involved have an adequate share in the formulation of plans for activities and that District, Neighborhood or area activities be on an inter-Unit basis with Units participating as Color Groups, Patrols, Crews, or Teams.

For example, the inter-Troop activity productive of largest results is that which motivates activity within the Troop. A good example of this is the Camporee which starts with activity in the individual Patrols of each Troop. Each Patrol endeavors to perfect itself until it attains the Camporee standard for camping. Then, all the Patrols within the Troops of a given District enter into a District Camporee for completion against the standard. Finally, Patrols from all the Districts of the area may enter into an Area Camporee where the highest degree of excellence in Patrol camping is demonstrated.

Commissioners have responsibility for seeing that this sort of situation prevails as they share in the building and promotion of inter-Unit activities. It is one thing for the Commissioner to drive his Units and Scouters into participation in District or Area activities through the power of coercion. It is an entirely different thing, and it must be confessed a more Scout-like thing, for the Commissioner to see to it that the inter-Unit activities in his District are set up in such a manner as to cause Units to earnestly desire to participate because of the benefits which will accrue and the enjoyment involved.

The KAB Scouting Program is a home and institution-centered program for younger boys and care must be taken to avoid Council-wide KAB Scouting events which are not in accord with this basic policy.

Striking a Balance

One thing which good Commissioners and Council or District committees will be careful to observe is a proper balance between the Unit program, as such, and the District or Area program of inter-Unit activity. In determining a proper balance, it should also be kept in mind that the sponsoring institution has activities for its Units and Scouts to do. This relationship of the Unit to its sponsoring institution is of primary importance and must be protected. The balance is important. A proper injection of inter-Unit activities of the type mentioned will do much to build Unit morale, Unit interest, Unit effectiveness. To go beyond the point of a proper balance, however, may mean unfair and unwise competition with the Unit program becoming secondary. Units might get to depend simply upon inter-Unit activities. This, of course, would be most unfortunate.

One cannot indicate a universal standard as to the number of community, district or area activities which should be planned in the course of a year, for local situations will vary so greatly. In some Councils, one area-wide event during a year may be sufficient, and most of the inter-Unit activities will be held on a local community basis. On the other hand, in some closely knit territory, three or four area-wide events in the course of a year may properly be held with relatively fewer District or community events. By and large, it can be said that there should be no more inter-Unit activity than will serve a

useful purpose in stimulating the programs of the individual Units, and certainly there should never be such a number as will compete with these basic programs.

Camping

The camping plans of the Unit are referred to in Chapter VII. The Commissioner and more particularly the Institutional/Neighborhood Commissioner on his visitations should keep in close touch with the short-term and the long-term camping of the Troop or Outfit. One of the readiest guides to follow is a review of the percentage of attendance of Scouts taking part in outdoor activities. He should keep in close touch with the short-term camping of the Troop, including hikes – reviewing the record every three months. The Commissioner will find that a Troop having a large percentage of Scouts participating in outdoor activities is a strong Troop and a Troop with an active live program. The Commissioner can also be of help in planning with the leaders ways and means for developing camp equipment. Every Troop and Outfit can use more camp equipment, and the Commissioner can ever be so helpful in this respect.

The Vacation Program

One season of the year offers an opportunity to the District/Municipal or Institutional/Neighborhood Commissioner for the programming of inter-Unit events cooperating with the Camping and Activities Committee – the summer vacation season. If each Troop and Outfit spends two weeks in summer camp, there still remains a sizable period of the summer vacation when boys in those Units have plenty of time on their hands for good Scouting.

Committee on Advancement

Activities related to the Advancement Program such as Courts of Honor. Boards of Review, are set up by the Advancement Committee in the Council and its several Districts. The District Committee on Advancement has the responsibility of seeing to it that the record of advancement in its territory both in terms of quantity and in terms of quality performance is kept at a high standard.

Where the Local Council has extended the privilege of operating under the Troop Advancement Program to certain of its Troops which measure up to the required standards, it is important that adequate facilities be provided and here the Commissioner Staff has a special responsibility to make certain that proper standards are maintained. An annual visit to a Troop is not sufficient for this purpose. At an occasional Troop Board of Review meeting a representative of the Commissioner Staff should be present as well as the meetings of the Troop Court of Honor.

The Commissioner attending such meetings reports to the Local Council or District Committee on Advancement.

Senior Scout Outfits with their specialized programs are urged to conduct their own Boards of Review and Courts of Award. The Unit Council, consisting of officers and Unit committeemen, is designated to sit as board or court. Its actions on advancement are subject to approval of the Local Council Advancement Committee.

Councils which have received approval for operation of the Troop Plan of Advancement are required to maintain, nevertheless, District Boards of Review and/or Council Boards of Review to provide for those Troops within the Council which have not been authorized to conduct the Troop Advancement

Plan. In distinctly rural communities, one-Troop towns, and the like, the Committee on Advancement may further divide authority under the District Advancement Committee so as to provide for community Board of Review within the District.

Thus, by one means or another, facilities are provided whereby every Scout finds opportunity for review and certification in his attaining of advances in rank. At each of these Boards of Review there is, as a general rule, a representative of the Commissioner Staff in attendance, either the District/Municipal Commissioner or one of the Institutional/ Neighborhood Commissioners. The Commissioner serves as a member of the Board of Review and in many cases as its secretary. This close relationship of the Commissioner Staff to the Committee on Advancement keeps the Commissioners informed of the advancement record of the Troops and Outfits under their supervision.

The Court of Honor is the ceremony of recognition at which the Badges of Rank are presented. The District Court of Honor may include members of the District Committee on Advancement and other outstanding men of the District. This Court meets less frequently than the Board of Review. In a simple Troop Court of Honor ceremony, the Troop Leader serves logically as secretary; in the District Court of Honor, the District/Municipal Commissioner quite properly fills this post and in the Council Court of Honor, the Scout Executive or a member of his staff serves as secretary and clerk to the Court. In the last analysis practically every Committee in the Council has some part in influencing Scout advancement. Obviously, too, the work of the District/Municipal and Institutional/Neighborhood Commissioners is vitally related to the success of the advancement program.

Committee on Leadership Training

It should be an objective of the Commissioner to see that each and every unit in his territory is operating under trained leadership. To that end, he has a very definite responsibility to promote attendance at the training courses made available by the Leadership Training Committee as well as to make the committee aware of any needs for training not being met. This brings to our attention the specific problem of the new Langkay Leader, Kawan Leader, Troop Leader, Outfit Advisor, or Circle Manager in an established Langkay, Kawan, Troop, Outfit, or Circle. It is one thing for a leader to start in fresh with a new Unit but entirely another matter for him to take over responsibility for an existing Unit. The Commissioner should help the new leader in becoming oriented and in getting started in Council or District training courses. Every Troop should have at least one leader (not a Committeeman) who has completed his basic training for unit leadership.

The District/Municipal and Institutional/Neighborhood Commissioners work hand-in-hand with the Council and District Committees on Leadership Training in seeing to it that every leader is given an opportunity to take the introductory training session to all training courses. The introductory session covers the basic information concerning the Boy Scout Movement, and is included in the pamphlet, Fundamental Principles of the Boy Scout Movement. Everyone who is interested or active in the Scouting Movement should have this training.

It is important that the Commissioner knows at all times the percentage of Troops and Kawan operating under trained leadership, the percentage of trained leaders, and what courses are in process or being planned to meet the needs for additional training.

Committee on Organization and Extension

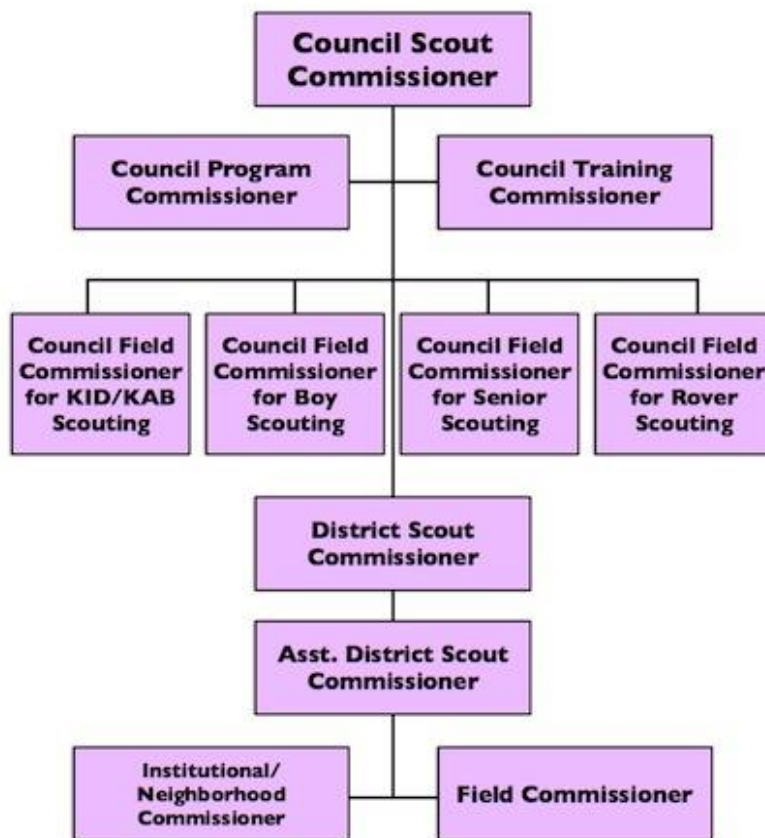
As KID, KAB, Boy, Senior, and Rover Scouting programs that the Boy Scouts of the Philippines

makes available for use by established institutions and groups all over the country, the Council's Organization and Extension Committee makes contacts with institutions and groups of citizens to help them in establishing the Units, Langkay, Kawans, Troops, Outfits, or Circles. The Commissioner Staff helps the Kawan Leaders, Troop Leaders, and other leaders of these Units after they are established.

The Institutional/Neighborhood Commissioner formally enters the picture at the installation or charter-presentation night. The Organization and Extension Committee member after signing the charter application and sending it with the required fees to the Council Office, has completed his initial responsibility. (Under the discussion of Field Commissioner, it will be noted that Kawan and Troop organizers are sometimes commissioned as Organization Commissioners to cooperate with the Organization and Extension Committee.)

However, even though it is the responsibility of the Organization and Extension Committee to organize new Kawan and Troops, the Commissioner can often provide the opening wedge that brings a new Kawan or Troop into being through his many associations and contacts in his district or neighborhood. The Organization and Extension committee not overlook this fact in planning the organization of Troop or Kawan Organization of Council Commissioner

Organization of Council Commissioner



The Commissioner Staff should at all times keep informed as to the possibilities for new Units, together

with such information as the number of available boys, the attitude of possible sponsoring institutions, and the most likely persons to contact. The Commissioner should be alert to detect the need for an Outfit in the Institution. In cases where needed, he should urge the organization of such a group and see that it is carried through to completion in accord with usual Council procedures.

Occasional conferences between the staff of Commissioners and the Organization and Extension Committeemen of a District are desirable. Such conferences make possible joint consideration of Unit problems which may have arisen within the district. There is also a joint relationship between the Commissioner Staff and the Organization and Extension Committee to the renewal of charters for Kawans or Troops as outlined in Chapter VIII.

Organization Problems in Units

The Commissioner is perhaps more aware than any other Scouter of conditions in his District. He knows his Units; he knows their weaknesses and their strengths; and his close cooperation with the Committee on Organization and Extension is vital. There will be occasion when reorganization problems develop in Units within the Commissioner's territory. In such instances the Commissioner will call upon the Committee on Organization and Extension to function. Many of these problems have been reviewed in this manual where Units review at the time of reregistration, replacement of leadership, recruiting of new leaders. etc., have been discussed.

The test of the quality of the organization's program, both in terms of the original job done and in terms of dealing with organization problems that may arise lies in analyzing the number of dropped Units. It will be recognized by those related to the organization and extension program that the following factors are important in the reduction of dropped Units.

1. Sound organization.
2. Good leadership.
3. Properly organized Color Groups, Patrols, Crews, or Teams.
4. A sound Scouting Program.
5. Eternal vigilance on the part of the Council through its District/Municipal and Institutional/Neighborhood Commissioners to insure the proper correlation of these four factors.

Committee on Health and Safety

The Health and Safety Program of the Local Council is divided into three parts:

1. Protection of Scouts while they are participating in Scout activities.
2. The education of Scouts in positive health knowledge and safety skills.
3. Service to others in times of emergency and at other times in various community health and safety projects.

It is readily seen that the Commissioner Staff is closely related to many phases of the Health and Safety Program of the Local Council. It is important that the Health and Safety Committee keep the Commissioner Staff thoroughly informed on the program and its growth. The cooperation between the

Committee and the Commissioner Staff must be complete and constructive.

Committee on Finance

The Finance Committee fulfills an unusually important role in the operation of the Council, for upon its ability to finance the Council Program depends on the Council's capacity to provide the Scout Program for a high percentage of the boys in all parts of the Council territory. The Commissioner Staff is not closely associated with the Committee on Finance and the financial projects of the Council, but it is only good organization that the Commissioner Staff be prepared to help in any way possible.

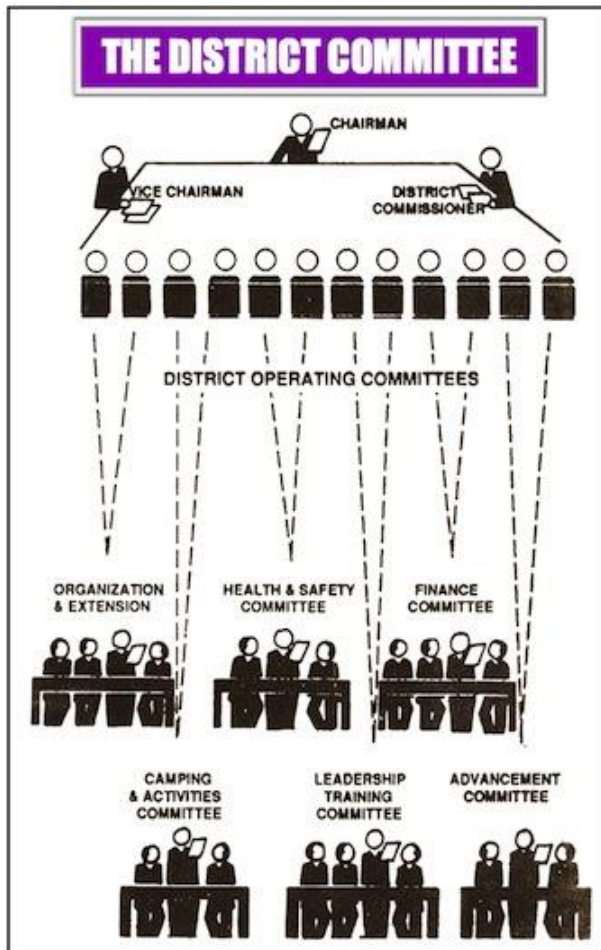
Chapter V – The Commissioner and His District

Every Scouter works toward the goal of making effective in the lives of boys the Scout ideals of service and citizenship. The Commissioner has the privilege of bringing to every Scouting Unit in his District/Municipal or Institutional/Neighborhood the programs and plans developed by the Local Council and its Districts. Every act of the Commissioner must serve to energize and strengthen the whole District and Council organization. The Commissioner should not come to look upon his duties and opportunities for service as fitting into small cubbyholes marked “Troop” – “District” – “Scouting” but rather into a large flat-topped desk marked “Scouting” where every effort should be effective in making Scouting available to boys.

The District is an administrative unit within the Local Council organization. It derives its right to operate from, and is responsible to the Council. As such it does not have legislative or policy-making power, but participates democratically in developing Council policies and programs through its representation on the Executive Board and the Council Committees. The District puts into operation the Council programs and policies in terms of District conditions.

The District Organization

The properly organized District has in operation a District Committee made up of representatives from the sponsoring institutions as well as the Council and District members-at-large within its area. In many respects the District is a miniature Council except that the District Committee does not have legislative or policy-forming authority. The presiding officer of this Committee is the District Chairman. Because the District Committee is called upon to put into operation the policies and programs approved by the Executive Board of the Council acting on behalf of the Council, the District chairman is a man who understands and appreciates the Council point of view and has the ability to direct the District Committee so that it makes operative within the policies of the Council. The Standing Committees of the Council are – Organization and Extension; Leadership Training; Finance; Health and Safety; Advancement, and Camping and Activities. These Committees are duplicated in the District with the Chairman of each Committee being a member of the Council Committee of like name. Each Operating Committee of the Council develops the programs and policies in its field of operation for the entire area and, following the approval of the Executive Board, is responsible for making them effective. The Committee of like name in each District has the responsibility for carrying them out within the District.



The District Chairman and District/Municipal Commissioner

As stated, the District Chairman is the presiding officer of the District Committee. He is elected by the members of the District Committee and is a member of the Council Executive Board.

The District Commissioner, however, is appointed by the Council Executive Board on recommendation of the Scout Executive and District Committee, and serves as the chief service officer of the District. He also is a member of the District Committee. The District/Municipal Commissioner, his Assistants, and Institutional/Neighborhood Commissioners keep in direct contact with all the Scout Units of the District. The District commissioner and his staff, therefore, are in an excellent position to counsel with the District Chairman and District Committee on what is needed and desired by the Langkays, Kawans, Troops, Outfits, or Circles.

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The District Chairman and the District/Municipal Commissioner working as a team can bring needed and desired service to the District, its Langkays, Kawans, Troops, Outfits, and Circles. As a result of their team work, the District will grow, both in the quantity and quality of

its leadership and membership.

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The Commissioner Staff And the District Operating Committee

Each Standing Committee of the Council develops the programs and policies in its field of operation for the entire area. The committee of like name in each District has the responsibility for making such programs and policies effective within the District. But contacting Units in the interest of promoting the work in any of these committee fields is the work of the Commissioners. Normally the Commissioners are the ones who promote leadership training, camping and activities, advancement, health and safety, etc. within the Langkay, Kawan, Troop, Outfit, or Circle. This must not be interpreted as meaning that representatives of the committees may not, in any case, visit Langkays, Kawans, Troops, Outfits, or Circles. However, such visitations should be properly coordinated with the regular program of visitations by Commissioners.

The wisdom of thus defining the relationship of the Commissioner Staff and the Standing Committees is clear. It would be obviously poor management to have six other lines of promotion, in addition to Commissioner service, all focusing upon the unit through individuals acting for the six committees. Through the Commissioner Staff as the ambassadors of all committees and as the men interested in the Whole Scout Family, this situation is obviated. The Commissioner Staff, therefore, assumes responsibilities of great significance as related to the program of individual Langkays, Kawans, Troops, Outfits, and Circles and also in making effective the entire Local Council Program.

District Roundtables

The District/Municipal Commissioner should schedule District Roundtables. These roundtables are held for Scouters in the District especially Langkay Leaders, Kawan Leaders, Troop Leaders, Outfit Advisors, and Rover Circles. The roundtable should be a carefully planned meeting lasting an hour and a half to two hours. It should follow an agenda covering the regular order of business, clearing up any problems common to all, providing opportunity for announcements, and preparation for coming events, as well as analyzing the status of the Langkay, Kawan, Troop, Outfit, and Circle regarding registration, advancement, outdoor work, tenure, etc., so as to provide for better Scouting. Often a Unit plans a snappy demonstration, all of which adds to the enjoyment as well as the education qualities of the roundtable meeting.

A word of caution should be given here. District roundtables are bodies of conference for exchanging ideas. They are not to be administrative or legislative units. They should follow methods that are in accord with what experience has led the Council to adopt as policy. They may make recommendations as to procedures that they feel to be desirable, but it is the Local Council with its basis of years of successful operation and a knowledge of conditions over a wide area that by virtue of its charm is the legislative and administrative body for the Council.

If the Scouters feel that what they get at the roundtable discussions is of practical use there will be no problem about getting them to attend. Where practical, it is a good plan to split part of the session into sections for KID Scouting, KAB Scouting, Boy Scouting, Senior Scouting, and Rover Scouting after the opening assembly. Many District roundtables devote part of their time to Leader Training Courses – first basic courses, then advanced or specialization courses for which training certificates may be

awarded.

On the following pages are listed some topics that may be discussed, together with a few sample outlines. They are classified as those of general interest to all leaders. These outlines are only suggestive of possible subjects for discussions and can be readily enlarged upon and developed by the Commissioner in cooperation with unit leaders.

Suggestions for Roundtable Presentations and Discussions

A. General Interest to All Leaders:

1. Aims and Objectives of Scouting (led by a District Officer).
 - a. Aim – enrichment of character, development of personality, training in citizenship.
 - b. An educational program using recreational methods that is available to institutions for use with their boys or boys of the Community.
 - c. Review and remind ourselves of Scouting's objectives.
 - d. Is the Oath and Law woven through all of our Scout activities?
 - e. Do we think of the individual boy and the ways Scouting can help him develop?
 - f. Discussion of ways of accomplishing these ends and watching for results.
 - g. Discuss aims and objectives as described in the Fundamental Principles of the Scouting Movement.
2. The Whole Program in a Sponsoring Institution (led by Institutional Head)
 - a. KID Scouting, KAB Scouting, Boy Scouting, and some form of Senior Scouting and Rover Scouting.
 - b. Advantage of a program for boys 7 to 17-1/2 in the same institution.
 - c. Coordination and cooperation of Langkay Leaders, Kawan Leaders, Troop Leaders, Outfit Advisors, and Circle Managers.
 - d. One coordinated Group Committee related to the whole program – certain men related to each part.
 - e. If only KAB Scouting now, cultivating institutions toward using other programs. Leaders to suggest to their committee – request assistance on organization through Field Executive.
3. Adequate Scouting in a large Church or Institution (led by Troop Leader or Commissioner).
4. Relation of Scouting to Sponsoring Institution (led by Chairman of a good Troop Committee).

5. Your Institutional/Neighborhood Commissioner (led by an Executive or the District/Municipal Commissioner).

6. Use of various handbooks, manuals, and pamphlets.

7. Boy's Reading

a. Need for wholesome reading – excess of undesirable reading on most newsstands.

b. Value to all Units, both boys and parents to have magazine arrive at home every month – part of Scouting's leisure-time program.

c. Tie up articles to Unit meetings as stimulation for boys to read – discuss stories, etc.

d. Cost – concession offer – when and how to order – distribute order blanks – part of Budget Plan.

e. Unit testimonies and discussion.

f. Sale of magazine to homes in the neighborhood – commission – means of raising money.

8. Ceremonies. including samples.

9. Meeting Facilities-Storage.

10. Parents' Cooperation (led by a Langkay Leader, Kawan Leader, Troop Leader, Outfit Advisor, or Rover Manager).

11. Year-round Programs (led by a Commissioner, Langkay Leader, Kawan Leader, Troop Leader, Outfit Advisor, or Circle Manager).

12. Know the Facts – All Cards on the Table – the Real Lowdown on Ourselves.

a. Troop and Kawan Ratings – not what we think but rating with others.

b. Percentage of Scouts in summer camp. How often do Troops go on week-end camps?

c. How much advancement do we have?

d. Do we have trained adult leadership?

e. Do Troops take part in Rallies, Camporees, District Affairs, Annual Meetings, etc.?

f. Are boys really getting their money's worth? Is there fun? Is Scouting really a game?

g. Are we gaining or losing boys? Percentage of boys reached in our neighborhood?

- h. Are we using boy leadership through Color Groups? Patrols?
- i. Be honest – look at facts. What will our community do about it?

13. Preparing and receiving New Recruits.

14. Just for Fun! Scouting is a game on this night – play it! Snappy games for fun. Try to hunt up new ones. Everybody get in! Rest now, you're not so young! Next week our Troops and Kawans will appreciate these games. Be sure to include both KAB and Scout games.

15. Play Method of Teaching.

- a. Schoolroom study methods vs. Scouting methods.
- b. Sample games for teaching KAB and Scout requirements – play them (see Games and Recreational Methods and Handbook for Troop Leaders).
- c. Accident! vehicle crash – men hurt – cuts – five minutes for each Patrol. What, no splints? Grab that stick. No bandages? Gimme that shin!

B. For Langkay Lenders, Assistants, and Langkay Committee

1. Year-round Program

- a. Setting objectives
- b. A program to meet the objectives
- c. Fortnightly Langkay meeting
- d. Parental cooperation/participation in preparing the program

2. Langkay Activities (led by the Langkay Leader/Assistants)

- a. Educational Field trips, etc. Discuss Summer program.
- b. Sub-units activities – how to stimulate-training in KID Scouts responsibility for such activities.
- c. Accomplishment of requirements: Character Building; Citizenship Training; Self Reliance; Useful Skills; Service to Others.

3. Using the Langkay Committee (led by the Langkay Committee Chairman)

4. Use of the Aklat ng KID Scout

5. Help from Assistants and Parents

6. KID Scout Achievement Requirements

7. Handicraft

8. Good Uniforming

9. KID Scouts Records

10. Parent-Child Relationship

11. Cooperating with the Kawan

12. Graduating into KAB Scouting

C. For Kawan Leaders:

1. The Year-Round Program.

- a. Setting objectives.
- b. A program to meet the objectives.
- c. The monthly Kawan meeting highlights.
- d. Parental cooperation in building the program.

2. Kawan Activities (led by a Kawan Leader)

- a. Educational field trips, museum, zoo, beach, etc. Trade ideas on places to go, things to see, cost, transportation, etc. Make a list for Kawan file. Discuss Summer Program.
- b. Color Group activities – how to stimulate – training Chief Usas in their responsibility for such activities.
- c. Schedule made during the rainy season for major events for balance of the year – where, when, who? Arouse interest of KAB Scouts and parents – publicity.
- d. Outdoor activities. picnics, etc.

3. Using the Kawan Committee (led by a Kawan Committee Chairman).

4. Use of the KAB Scout's Handbooks.

5. Use of Assistants and Junior Leaders.
6. Color Group System.
7. Kawan Equipment.
8. KAB Advancement.
9. Summer Programs (plan in April and June).
10. Handicrafts.
11. Good Uniforming.
12. KAB Scouting and Character Values.
13. KAB Tenure.
14. KAB Scouts Records.
15. Why Are boys Like That? (led by an educator)
16. Cooperating with the Scout Troop.
17. Graduating into Boy Scouting.

D. For Troop Laden, Animate and Troop Committeemen

1. Year-round Program (see Troop Leaders Manual)
 - a. Setting the objectives.
 - b. A Program to meet the objectives.
 - c. The monthly highlight. Value of building the program ahead, with junior and senior officers and Troop Committee. What things a Scout should expect from the Troop program.
2. Troop Activities (led by a Troop Leader).

- a. Day hikes, industrial trips, museums, zoo, beach, etc. Trade ideas on places to go, things to see, cost, transportation, etc. Make lists for Troop file. Discuss The Summer Program.
- b. Patrol hikes – places to go, how to stimulate – training Patrol Leaders in his responsibility for such hikes.
- c. Weekend camping, the Council camps – where they are, how to register, facilities of each. Other spots?
- d. Schedule made during rainy season for major events for balance of the year. Where, when, who? Arouse interest of Scouts and parents. Publicity.

3. How Can the Troop Committee Help? (led by a Troop Committee Chairman.)

4. Use of Handbook for Troop Leaders (led by a Troop Leader).

5. Use of Assistant Troop Leaders and Junior Leaders.

6. The Patrol Method.

7. Troop Equipment.

8. Scout Advancement.

9. Summer Program (plan in April and May).

10. Handicraft.

11. Good Uniforming.

12. Camping and Character Values.

13. Older Boy Programs.

14. Scout Tenure.

15. Good Troop Records.

16. Why Are boys Like That? (led by an educator)

17. Training the Junior Leaders.
18. The Assistant Troop Leader.
19. Cooperating with Kawans.
20. The Senior Scouting Program and how to use it.

E. For Outfit Advisor:

1. Year-Round Program (led by an Outfit Adviser).
 - a. Building programs ahead with Program Committees in detail on paper.
 - b. The Summer Program. What?
 - c. Rainy Season Program. What? The real test of officers' ability.
 - d. What things do young men expect from Senior Scouting?
 - e. Outfit organization.
 - f. Outfit records.
 - g. Outfit Rating Plan.
 - h. Outfit projects in instruction.
 - i. Vocational Guidance Projects.
2. Cruises and Expeditions
 - a. Safety regulations. Who may use the equipment?
 - b. Where stored. how to secure permit? Checking in and out? Who is responsible for condition of equipment?
 - c. How to qualify for cruising papers? Restricted-Unrestricted.
 - d. Discussion on use – promotion.
3. Psychology of the Older Boy.
4. Using the Unit Committee (led by a Unit Committee Chairman).
5. Hints on Senior Scout Leadership.

6. Use of Junior Officers.
7. Crew System.
8. Equipment.
9. Senior Scouting Advancement.
10. Handicraft.
11. Good Uniforming.
12. Senior Scout Activities and Character Values.
13. Senior Scout Tenure.
14. Senior Scout Rendezvous.
15. Why Are Young Men Like That? (led by an educator)

F. For Circle Managers:

1. The Year-Round Program
 - a. Meets periodically at specified intervals.
 - b. Composed a General Purposes Committee.
 - c. Periodic Report.
 - d. Circle Organization.
 - e. Unit and other Rover Ceremonies.
 - f. High Adventure Outdoor Activities.
 - g. Service-Oriented Projects/Activities within the Scouting Movement and in the Community.
2. Circle Projects/Activities
 - a. Hiking, Camping, Aquatics, Mountain trek, etc.

- b. Long-Term Expedition
 - c. Conferences
 - d. Jamborees
 - e. Moots
 - f. Special Events: forums/seminars/workshop/socials; etc.
 - g. Dancing/Parties/Cultural Shows
 - h. The “how” of Project Management for a community development activity.
3. Personal Development Activities/Projects
 4. Livelihood Projects
 5. Community Service Activities or Community Development Projects
 6. Service to the Scouting Movement Activities/Projects
 7. Religious/Spiritual Upliftment Activities/Projects
 8. Advancement Plan
 9. Team System
 10. Vocational and/or Professional Skills
 11. Scoutcraft
 12. Physical Development
 13. Service to Others
 14. Values and Virtues

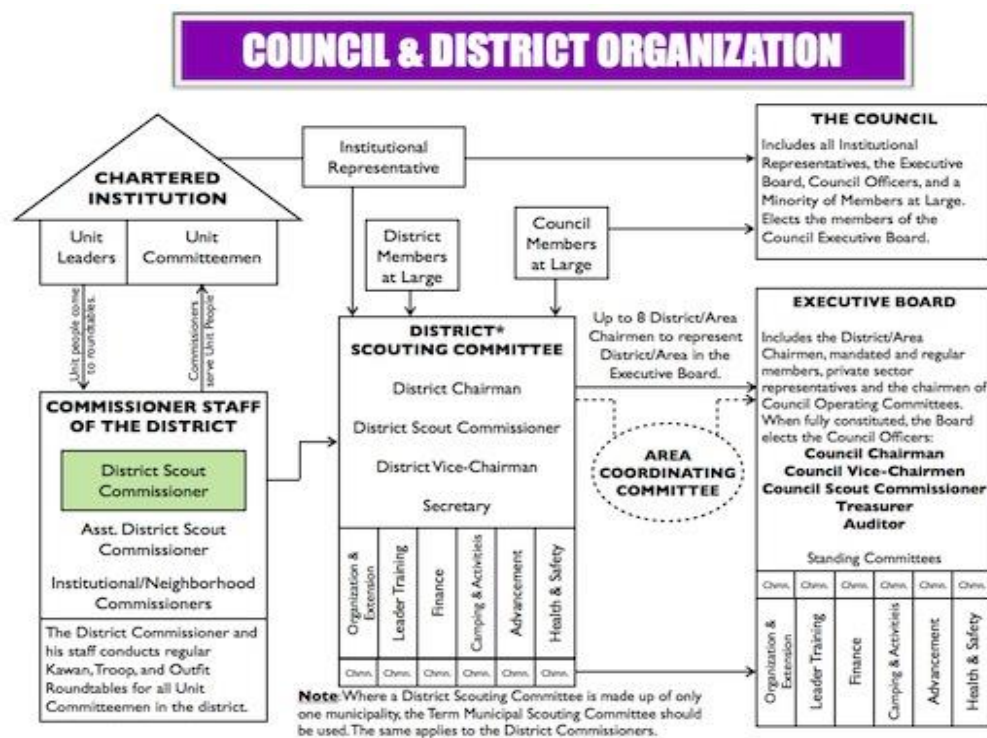
Inter-Unit Activities

Because the Institutional/Neighborhood Commissioner is able to check on the operations and programs of three or four Units to see where they are successful and where they are weak, and the District/Municipal Commissioner is in a position to judge the activities within an entire District, these

officers should be qualified to supervise all activities involving more than one Unit in their respective territories.

In this connection, they will make sure that there is a nice balance between Unit and inter-Unit activities, between the normal Unit program and the District or Council program. They will make sure that the inter-Unit activity remains what it should be – a stimulation to Unit activity, to Scout Advancement, to the ideal Scout life, and not a competing event to outweigh all other activities. They will see to it that participation in such an event as a Scout Rally, Demonstration or Exhibition is on a Unit and Color Group, Patrol, Crew, or Team basis, that the Unit as a whole is adequately represented, not just by a few star performers. Only someone who knows the Unit first-hand, like the Institutional/Neighborhood Commissioner, would be prepared to render judgment in this case.

However, the successful Commissioner knows how to subordinate himself. He remembers always that the Troop Leader is the key man. He makes certain that Troop Leaders have an adequate share in planning and operating inter-Unit activities, and from his personal knowledge of the Scouters and the different Scouts, it is his privilege as well as responsibility to make sure that all inter-Unit activities do have a happy outcome in terms of boy satisfaction and Unit morale. This involves an understanding of a basic policy of the Boy Scouts of the Philippines with regard to competition; namely, that the best type of competition is that in which all who match an established standard can be declared winners.



Chapter VI – The Commissioner Serves KID Scouting

A Commissioner's Glance at KID Scouting

The KID (*Kabataang Iminumulat-Diwa*) Scouting program in the Philippines was a brainchild of former BSP President Isidro Cariño who expressed the desire to introduce “Kinder Scouts” in 1991. The Program and Training Division was tasked to develop the program. A Task Group was therefore convened on 18 January 1991 to explore the possibility of introducing the pre-KAB program.

The KID Scouting program is another medium to attain the objectives of character building and citizenship training. Boys of KID Scouting age are at the formative stage of development. The introduction therefore of this program contributes towards the early formation of the boys' character.

There are many boys of pre-school age who are left with no organized worthwhile activities simply because they are not in school. Many of them are street children, especially in Metro Manila. They can therefore be gathered together and offered a program tailored for them.

The introduction of the KID Scouting program also boosts not only the boy but also the adult membership of the organization as it attracts a new crop of leaders, especially parents.

1. POLICIES AND PRACTICES

KID Scouting is family- and institution-centered, hence activities are closely supervised by both parents and Langkay Leaders. Activities are non-competitive and consist of character building, citizenship training, self-reliance, and useful skills that pre-school boys enjoy doing.

Parent Participation. One of the major responsibilities of the Commissioner as leader is to work closely with parents, since the KID Scouting program is family centered. Parents are required to assist and guide their sons not only in their progress in the development of skills but in all activities of KID Scouting. Their attendance at meetings is therefore a “must.”

To motivate the parents to be involved, they should know what is expected of them, and they should know this before, not after, their son's application has been accepted. The parents' orientation seminar should be an integral part of your program. It is therefore not wise to accept and register a boy unless the leaders have met his parents and apprised them of their responsibilities towards their son and towards KID Scouting. They should know what KID Scouting can do for their son and their family. They should accept their responsibilities as a condition for the acceptance of their son in KID Scouting. The enthusiasm of their son will be a big factor in having the parents work actively in the program.

The following are the duties and responsibilities of parents:

1. Attend all Langkay meetings with their sons.
2. Host some Langkay meetings.
3. Guide their sons in all their activities.
4. Cooperate with the Langkay Leader in every way possible.
5. Take an all-around interest in what their sons are doing in KID Scouting, especially in connection with their preparations for activities and meetings. There are ways to motivate parents to participate in KID Scouting activities:

- a. Insist that parents be present and participate in ceremonies where their son is included.
- b. There's nothing like reinforcement to make the parents stay in the program, so take every opportunity to recognize parents and publicly praise them for their cooperation and support.
- c. Give parents specific responsibilities in the Langkay. Find out the special skill of each parent and harness this talent. An information sheet for parents can be filled out to identify their special skills and how they might help in the Langkay. A father might be assigned each fortnight to remind other fathers of the Langkay meeting. In like manner, a mother might also do the same for the other mothers.
- d. Recognize parents who are “always there.”
- e. Teach parents how they can guide their sons. If they realize that they can learn useful things in KID Scouting they will become interested in the program.
- f. Make sure that all meetings are planned and enjoyable not only for the KID Scouts but for the parents as well.

PARENT INFORMATION SHEET

Name: _____
Father Mother

Name of KID Scout Son: _____

Langkay: _____

Address: _____
Tel. No. _____

Is there something about your work that would be of interest to KID Scouts?

Would you be willing to assist the Langkay as a:
 Langkay Leader? ___ Asst. Langkay Leader? ___

Were you ever a Scout? ___ Are you a Scouter at present? ___

Please check the areas you would be willing to help in:
 Bookkeeping ___ Transportation ___ Health & Safety ___
 Cooking, Refreshments ___ Others ___

Activities

___ Crafts	___ Games
___ Dramatics/Skits	___ Outdoor Activities
___ Music/Songs	___ Care of plants
___ Care of Pets	___ User of tools
___ Storytelling	___ Dance & Rhythmic Activities
___ Drawing, Art	___ Others _____

2. LEADERSHIP

The Unit is called Langkay. There should be a minimum of 12 and a maximum of 18 KID Scouts in a Langkay. A sub-unit may be organized for administrative purposes with a minimum of 4 KID Scouts and a maximum of 6 members.

Sponsoring Institution. A school, church or an institution who has the eagerness to conceive a KID Scouting program must first organize the Langkay Committee and orient each member of his/her responsibilities and provide suitable meeting facilities.

A Sponsoring Institution has to ensure that programs are in keeping with the principles and program objectives of KID Scouting and become familiar with the regulations and fundamental principles of KID Scouting so that it may support the Langkay Leader effectively. The institution or the Commissioner should see the needs of the Langkay in such a way as to ensure its permanency, so much so, that the institution has to make ways and means to raise funds for Langkay operations and activities and see the safety of its property.

In case of inability of the Langkay Leader to serve, the institution assumes active direction until such time that a successor is appointed and commissioned.

Langkay Committee. When the Sponsoring Institution creates the Langkay Committee, this follows that the Langkay Committee has to recruit a Langkay Leader and his/her assistant. The program of the sponsoring institution through the institutional representative/coordinator has to be coordinated with the program of the Langkay and assist with the Langkay charter renewal.

The Langkay Committee has to work hand-in-hand with the Langkay Leader for various programs to work, like:

- stimulate the interest of parents;
- supervise finances and equipment;
- work with the Langkay Leader;
- assure a year-round KID Scouting program;
- participate in District Scouting activities;
- conduct with the Langkay Leader periodic training for parents;
- cooperate with other Scout units.

Langkay Leader. The Langkay Leader works directly with the Assistant Langkay Leaders to make certain that the sub-units are all functioning as they should.

The Langkay Leader together with the Assistant Langkay Leader plans the program of the Langkay and coordinates it with the program of the sponsoring institution, as well as, cooperates and coordinates with other units in the institution.

Being the father/mother of the KID Scouts, the Langkay Leader encourages and stimulates parent and boy interest in activities, takes a personal interest in each KID Scout and even arranges for them to join a Kawan on their seventh (7) birthday.