

## ROUTINES

If we have lived up to our “Expectations” we have developed new “Routines” and our past “Expectations” will be carried forward into the future.

The Annual Commissioner Unit Service Plan “Routine” for January is a review of the previous year’s JTE accomplishments with the Unit leadership coupled with a review of the 2014 JTE “Expectation” turned in with the registration. Using the JTE Unit Service Action Plan sheet, the Unit Commissioner and Unit Leadership will form a plan with actions and deadlines in order to satisfactorily complete the goals of the Unit for the current Scouting year.

The Unit Service Plan Action Plan Sheet, along with notes can be used by the Unit Commissioner throughout the year to check progress with the Unit and make adjustments as necessary to achieve the goals. This form can also be used to generate reports of progress to the District Commissioner and/or District Committee or Sub Committee as requested. This process should begin at the first meeting the Unit Commissioner attends in January.

“Expectation”; District Commissioners must give training instructions as to how using and updating the Action Plan Sheet will help both the Unit Commissioner and the Unit. Unit Commissioners are “expected” to retain the form and have it available for the Administrative Commissioners in his District as requested.

This is a good time to introduce the idea of a Unit Program meeting for the year where scheduling of meetings and events can take place. Unit meetings, ceremonies and activities are scheduled on a calendar that can be made available to all Unit members. It is not too early to mention summer camp reservations and any fund raising opportunities to aid Scouts in making payment. Boy Scout Troops should make plans for Webelos family camping opportunities and crossover date.

A firm date and time should be set for a follow up meeting to include the Unit Commissioner in February with Unit Leaders where the plan can be finalized.