

Date: Sat, 10 Sep 1994 02:08:42 CST
From: "Settummanque, the blackeagle" <waltoml@WKUVX1.WKU.EDU>
Subject: Four Pound Binder

I tried and tried to find my copy of the posting that I made back in 1992 about the binder that sits beside me here in the office room of Blackeagle Services. This white four-inch binder weighs in at about 4.5 pounds and is literally the ultimate "Commissioners' Fieldbook".

While I may find through the archives in the coming week the original posting, here's what is PRESENTLY in this binder and why I deem it important.

Those of us from outside the BSA won't find most of this "informative", as it concentrates on basic information that each volunteer Commissioner should carry around with them. Those within the BSA, and especially those serving as Unit Commissioners (that's a commissioner with responsibilities to Cub, Scout, and Exploring units) would find this table of contents somewhat interesting:

The Binder is now divided into 31 sections. There are still eight broad categories:

INTRODUCTION AND GENERAL INFORMATION
CURRENT ACTIVITIES AND EVENTS
CALENDARS
MEMBERSHIP INFORMATION AND PROGRAM SUPPORT
COPIES OF IMPORTANT THINGS DEALING WITH *MY* JOB OR ROLE
REFERENCE ITEMS AND INFO
CONTACTS AND CARDS
BLANK FORMS AND MATERIALS

INTRODUCTION AND GENERAL INFORMATION

- 1: blank pieces of paper for notes
- BSA at a Glance Fact Sheet (BSA #2-501)
- Youth Protection Policies of the BSA Fact Sheet
- SCOUT OATH OR PROMISE sheet (from Cornerstone)
- SCOUT LAW sheet (from Cornerstone)
- OUTDOOR CODE sheet (from Cornerstone)
- MOTTO AND SLOGAN sheet (from Cornerstone)
- "Welcome to the World of Scouting" recruitment sheet
(from the Northwest Suburban Council BSA)
- LEVELS OF SCOUTING'S OUTDOOR PROGRAM (from Cornerstone)
- ALPHA PHI ALPHA FRATERNITY AND THE BSA (BSA #7-450)
- Personal Biography information for speeches and dinners
- "Murphy's Laws--and other Truths! (with various font examples)
- Personal calendar
- BSA "This way" signs (looks like "ONE WAY" roadsigns with a BSA logo on the corner and the wording "THIS WAY". Comes in *really handy* when you have to change a

meeting location at the last moment!)

- 2: "How to Form an Explorer Post" Scouts-L posting I wrote in November of 1991 (it does a great job outlining the way to organize a unit, any unit)
Exploring Techniques--Post Organization (BSA #6623)
- 3: Leadership Training: Plans, Procedures, Materials (BSA #4169)
- 4: Commissioner Basic Training Manual (BSA #3614)
- 5: Insignia Guide (BSA #3064)
- 6: Advancement Guidelines: Council and District Functions (BSA #33087)
- 7: "General Suggestions for Good Meetings" (from Cornerstone)
"Why Training" (from the Old Kentucky Home Council)
The BSA's Trainer's Creed (from the backside of some BSA item)
"Council's Training Mission" (from the Old Kentucky Home Council)
"Exploring Training Mission" (from the Old Kentucky Home Council)
** Application for the Professional Circle (Application for the Professional Training Award)
"The Aims of Wood Badge", _Scouting_ article written by Joe Merton (former director of the Boy Scout Division)
Boy Scout Leader Wood Badge Fact Sheet (BSA #2-539)
"Two Tiny Wooden Beads" (from Wood Badge training materials)
Exploring Leadership Skills (from Exploring Advanced Seminar)
various Wood Badge invite/interest flyers and email postings
"Recommendation to Attend Wood Badge" (from Transatlantic Council)
Exploring Leadership Institute information
- 8: National map of Regions/Areas/Councils
Numerical listing of local Councils (1983)(from Field Support Division)
Numerical listing of local Councils (1978) from Field Support Division)
- 9: Paraprofessional Creed (as used in 1976-79)
Exploring's Key Three at National, Regional and Area levels (1975-80)
BSA Local Council Directory (1986 version)
National map of Regions/Areas/Councils (1986 version)

- 10: Registration and Subscription information (compiled from various sources)
Jim Moyer (former SE Region Director of Personnel)'s note informing Regional volunteers and professionals to reregister.
General registration information from DuPage Area Council (extracted from a booklet they provide every Scouter)
Policies concerning moneyraising (from a variety of sources)
Unit Budget Plan (BSA # 28-426)
Unit Money-Earning Application (BSA #4427)
- 11: Charter and Bylaws of the Boy Scouts of America (BSA #4490)
- 12: Rules and Regulations of the Boy Scouts of America (BSA 4490A)
- 13: Foundations for Growth information
Quality Unit Award -Cub Scout Pack form (BSA #14-220)
Quality Unit Award -Boy Scout Troop form (BSA #14-221)
Quality Unit Award -Explorer Post or Ship form (BSA #14-223)
Ten Tests of Successful Packs (old Honor Unit form (BSA #))
Ten Tests of Successful Troops (old Honor Unit form (BSA #))
Southeast Region Honor Commissioner information
BSA Mission Statement and "SME" information I did for Georgia-Carolina Council
Exploring Per-For-Mance record (obtained at Leaders's Exchange during Philmont Training conference)
Commissioner Staff Roster
"Directions for the Employee Performance Review" (from Eastern Kentucky University's Division of Human Resources)
Employee Performance Review (from Eastern Kentucky University's Division of Human Resources)
Student Evaluation Form (from Eastern Kentucky University's Division of Student Life)
1990 Top Ten Career list (from a minicourse I attended; I used it to plan new Explorer Posts in the community by)
Funny "Guide to Resident Assistant Performance Appraisal (which I've whited-out the "Resident Assistant" part and substituted "Commissioner Staff")
Project Learning Tree information
Walton's "Program Evaluation Questionnaire" poster
various Exploring, Scouting and Cub Scout clip art (for "emergencies")
Poster of Scout emblem and space to write information (was the cover of a spring camporee in Germany)
"The Commissioner's Creed" (from "Howdy Commissioner!", from the Transatlantic Council)

Spreadsheets from monthly membership/unit/b-l/quality
 units/top leaders trained from various local Councils
 blank "spreadsheets"
 Open Letter to parents of kids residing in government housing
 in the Ludwigsburg Military Community (Troop 225)
 Standing Operating Procedures (SOP) (from Kentucky Army
 National Guard)
 National Eagle Scout Association (NESA) information]
 "Helpful Hints for Units visiting East Berlin" (from "Howdy
 Commissioner!", from the Transatlantic Council)
 sample military Information Paper
 Annual Scouting Report -Ludwigsburg/Kornwestheim Military
 Community

- 14: "Your Home, Your Boy and Scouting" (photocopied from the pamphlet and sent to me by Paul Wolf)
- 15: ALL RANKS PERSONNEL #15 (which explains the Army's "permissive temporary duty (Permissive TDY)" policy and program.)
- 16: East Central Region Exploring Recognition Program Council Guidebook (explains the procedure for the Bronze, Gold and Silver Big Horn Awards, the Exploring Leadership Awards and other Exploring recognitions).
- 17: not used
- 18: not used
- 19: not used
- 20: not used
- 21: not used
- 22: not used
- 23: not used
- 24: Exploring Reference Guide (BSA # 3171A)
Exploring Clipart (with old style "Big E")
- 25: various activity newsletters, flyers and other program information
- 26: Bluegrass Scouting Alliance Club information
- 27: Advancement information
Troop Operations Plan Fact Sheet (BSA #2-573)
new Tenderfoot, Second and First Class requirements cards
Council Advancement Guidelines from DuPage Area Council
blank Application for Merit Badge sheet
Life to Eagle packet (BSA #18-927)

Eagle Scout Award Application (BSA #58-728)
 Eagle Scout Award Application (old version, BSA #30-728)
 Letter of Recommendation for Eagle Award (from Transatlantic Council)
 Eagle Scout Service Project Workbook (from Transatlantic Council)
 Eagle Scout Court of Honor (also found in our archives)
 General Guidelines (from National Eagle Scout Association newsletter)
 "Making Eagles Fly -- and Keeping Them Flying" (Eagletips version one from Scouts-I)
 Distinguished Eagle Scout Fact Sheet (BSA #2-529)

- 28: illustration of 13 "Diamond Jubilee" patches
 Hometown USA Award notice sent to Scout Executives and Regional staffs
 Hometown USA Award application
 Eastern Kentucky University's Silver Scouter Award information
 Explorer Achievement Award information
 Quartermaster Award application
 Explorer Leadership Award information and application
 William H. Spurgeon Award information and nomination form
 The Congressional Awards information background
 Presidents' Environmental Youth Award (BSA #21-154)
 Scoutmaster Award of Merit Application (BSA #58-413)
 Staff Application -- 1993 National Scout Jamboree
 Staff Application -- 1989 National Scout Jamboree
 The Good Shepard Emblem Recommendation form (BSA #77-062)
 Fact Sheet: Scouting and Conservation (BSA #2-519)
 World Conservation Award application (from Transatlantic Council)
 current William T. Hornaday Award application (BSA #21-107A)
 old William T. Hornaday Award application (BSA #21-107)
 Youth Leadership in America Award information (BSA #27-112)
 Youth Leadership in America Award application (award don't exist anymore; BSA #27-113)
 Veteran Application (BSA #28-701)
 old Application for the National Camping Award (BSA#)
 full color copy of Scoutmaster Handbook pages showing square knots
 BGSA handout called "The BSA and the Environment" (done for Earth Day festival activities)
 President's or Buckskin Nomination form (from Old Kentucky Home Council)
 Recommendation for Nomination for the District Award of Merit
 Recommendation for Nomination for the Silver Beaver

Philmont Trading Post price list (from 1989)
Individual Scout Record (BSA # 6518)
Baden-Powell Patrol Star Record (BSA #)
Vigil Honor information (from Transatlantic Council)
Vigil Honor Recommendation (from Transatlantic Council)
Activity Segment Program information (from Northwest Suburban Council)

- 30: Fact sheets from the External Communications Division, BSA
- 31: Business cards from past Chief Scouts, from
National/Regional/Area/Council professionals and volunteers