

2010 Centennial Quality Commitment and Achievement of Unit Award Interpretation of Criteria

“To improve the QUALITY of program in every unit in America!”

Use this information to guide your understanding of the criteria. Use actual numbers from the previous year to guide your improvement as you establish your goals. The unit leadership should meet with the district leadership to discuss what the unit wants to accomplish. Together, you can develop an action plan for excellence. (If any of the criteria are at an agreed-upon number, then the goal might be to maintain them for this year.) Additional details and other resources in support of the Centennial Quality Awards program can be viewed by going to www.scouting.org.

After you have completed the form, submit it to the council for recording and filing. The first page is the council copy; the second page is the commissioner/district representative copy; and the third page is the unit copy.

1. We will have ____ percent of our direct-contact leaders qualify as “trained” leaders for their position. “Trained” means the following:

All leaders: Fast Start, Youth Protection, and This Is Scouting.

In addition:

Cub Scout: Cub Scout leader specific.

Boy Scout: Boy Scout leader specific and Introduction to Outdoor Skills.

Venturing: Venturing leader specific.

Direct-contact adult leaders include: Cubmaster, den leaders, Webelos leaders and all assistants; Scoutmaster and assistants; Varsity coach and assistants; crew Advisor and associates. These are adults who meet with youth regularly. If in the fall a new leader is registered within the past two months, their training status will not keep the unit from qualifying. To help with this achievement, each unit should have a **unit trainer** to work with all adults who need training. The position description can be found on the Web site under the Centennial Quality Awards program details. The national standard calls for 60 percent trained direct-contact leaders. Units should strive to achieve this and more.

- 2. We will provide excellent programs to achieve our youth membership goal of ____ percent retention, recharter on time, and recruit ____ new members.** The youth retention goal and the number of new youth should be set with the commissioner and unit leadership at the beginning of the calendar year. You should also work with your commissioner to recharter on time. The national retention standard is 70 percent for traditional units. The national standard for gain in traditional youth members is 3 percent. Unit leaders should plan on recruiting enough new members to reach a recommended standard of a net gain in youth membership over the previous year.
- 3. In the spirit of the National Parent Initiative, we will recruit ____ new parents/adults to assist our unit program.** The purpose of the National Parent Initiative is for each unit to involve more parents/mentors with their unit’s program. Every parent should be asked to help with at least one specific task. Go to www.scoutparents.org for more details and tools available to support these efforts. Other adults who do not have children in the unit can also be recruited as mentors. Units should strive for parental involvement from at least 50 percent of their families to be registered as leaders, committee members, or Scout parents.
- 4. We will have ____ percent of our youth earn advancement awards.** This includes the basic rank awards in Cub Scouting, Boy Scouting, and Varsity Scouting. For Venturing, this includes the earning of individual core requirements and electives in the Ranger, Quest, Trust, Bronze, Gold, Silver, and Quartermaster awards, as well as completion of the Venturing Leadership Skills, Kodiak, Kodiak X, or SEAL courses.
- 5. We will have ____ percent of our youth participate in at least ____ outdoor experiences or group activities.** Specify in advance the events that will be used and how many are required to qualify. For Cub Scouting, this could include pack meetings. For Boy Scouts or Varsity Scouts, the emphasis is outdoor activities, not meetings. The types of outdoor activities may vary for each type of program. Venturing crews can develop an activity schedule centered on their planned programs of emphasis. The focus is to measure participation in activities and meetings for packs, outdoor activities for troops, and crew activities. A comparable national standard for this item is camp attendance. Therefore, 70 percent participation can serve as a recommended standard for all unit programs.
- 6. We will conduct an annual program-planning conference, develop an annual budget, and provide the financial resources to deliver a quality program to all members.** Your unit should develop an annual program plan and 12-month budget, and share it with all members. The unit develops a budget of expenses and a plan to provide the finances to achieve quality programs, through unit fund-raisers and member dues.

Additional goals: When commissioners meet with unit leaders as part of the **annual action planning meeting**, they can review other important areas. Use the **unit self-assessment** tools as a part of this process. To include, but not limited to: 100 percent of families subscribing to *Boys’ Life*, all boys working on the 100th Anniversary Year of Celebration, Century of Making a Difference patch program, two-deep leadership, active committee, youth training for Boy Scouting and Venturing, use of patrol method for Boy Scouting, and other important items.



2009 CENTENNIAL QUALITY UNIT RECOGNITION



Major Features of the Program

"To improve the **QUALITY** of program in every unit in America!"

- **Improve** and increase adult leader training.
- **Improve** youth recruitment and retention.
- **Improve** parent participation.
- **Improve** youth advancement.
- **Improve** outdoor program participation.
- **Improve** annual program planning.

How Does a Unit Know When It Has Qualified?

Between October 31 and December 31 of each year, a "Centennial Quality Achievement form" is completed and signed by unit and district leadership—usually a commissioner—after they meet to review their achievements for the calendar year compared to the goals they established at the beginning of the year.

The achievement form to be completed will help each unit and the district leadership to:

- Evaluate where the unit is on accomplishing the goals established for each criterion.
- The meeting will allow the district leadership to meet with the unit leadership before year-end.
- If the unit has not yet accomplished all of its goals, it will have time to develop an action plan to achieve the award before year-end.



The Centennial Quality Unit Award recognizes outstanding packs, troops, teams, crews, and ships that conduct a quality program for their youth on an annual basis.

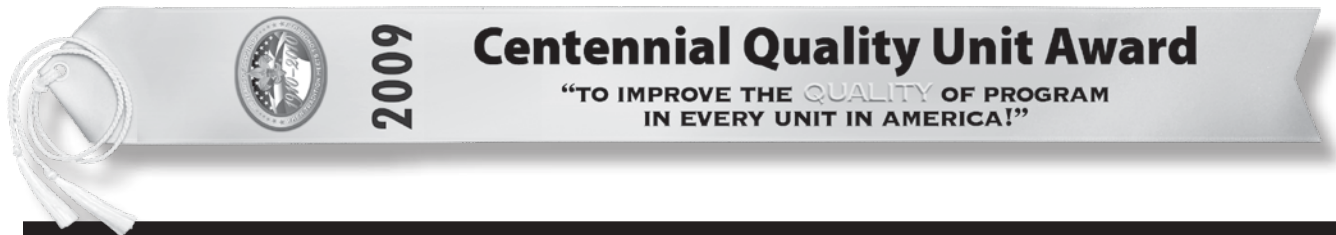


BOY SCOUTS OF AMERICA.

Unit Recognitions Available Through Council or the Scout Shop

Awards can be ordered from the Order Form for Units, (No. 513-192).

- Unit ribbon or streamer:
For packs, troops, teams, crews, or ships—pennant streamer for the unit flagpole or as a room display will be presented to you. There is no charge for this recognition.
- Plaque:
This is designed to recognize the chartered organization, unit leadership, and unit members for their accomplishment. You can order and purchase from the Scout shop. A plate is provided for engraving.



Individual Recognitions Available Through Council or Scout Shop

Awards can be ordered from the Order Form for Units, (No. 513-192).

- Emblems:
If the unit qualifies, you can order and purchase them for your youth and adult members to wear on their uniforms. If the unit is a 100% *Boys' Life* unit, it can order a special emblem. They are worn on the right sleeve, 4 inches down from the shoulder seam. **(Only the most recent earned emblem may be worn on the uniform.)**
- Lapel Pins:
These can be ordered and purchased, and are available for wear on civilian clothing by youth members, adult leaders, and parents.



Centennial Quality Award Discussion Guide

“To improve the QUALITY of program in every unit in America!”

This discussion guide is used with units and key district leadership in the evaluation of the unit’s goals, the Centennial Quality Award criteria, and other key issues specific to each unit. The discussion is conducted to assist the unit in providing the best quality program for every youth and family in every unit. It will help to establish a commitment to earn the award for that specific year.

Prior to the meeting with the unit leadership and the unit commissioner or district representative, the district should do the following.

1. Unit commissioners set an action planning meeting with each unit in the district. If a unit commissioner is unavailable, use the resources of the assistant district or district commissioner or other key district committee member to ensure that every unit has this meeting.
2. Follow the outline on the “Guidelines for Unit Self-Assessment and Action Planning Meeting” for planning purposes and preparations prior to the meeting.

The discussion guide for the meeting includes these points.

1. Use the “Purpose of meeting” section of the “Guidelines for Unit Self-Assessment and Action Planning Meeting” as the agenda to:
 - a. Evaluate the unit’s progress toward achieving the Centennial Quality Unit Award.
 - b. Review the unit’s goals, successes, and vision for the coming year.
 - c. Identify any areas of improvement—leadership, program, and membership.
 - d. Determine any specific actions needing to be taken to assist with unit improvements and determine who will follow up on those actions.
 - e. Schedule any necessary follow-up to monitor progress.
2. How does the district support the unit in the earning of this award?
 - a. At the unit action planning meeting, use the Centennial Quality Award commitment and achievement form and the unit self-assessment tool as a guide in developing goals with the unit to achieve during the year. The goal is to have every unit “improve the quality of their program” over last year and to qualify for the Centennial Quality Unit Award.
 - b. Give the commissioner or designated district volunteer a deadline for returning the completed form.
 - c. Have each district compile a list of action items needed to assist all units. These will become a part of the district committee’s work plans monthly. Review the list regularly at district committee and commissioner staff meetings to provide support to each unit.

Guidelines for Unit Self-Assessment and Action Planning Meeting

(Suggested attendance at meeting: unit leader, unit committee chair, and unit commissioner)

The purpose of the meeting is to (use as the agenda for the meeting):

- Evaluate the unit's progress toward achieving the Centennial Quality Unit Award.
- Review the unit's goals, successes, and vision for the coming year.
- Identify any areas of improvement—leadership, program, and membership.
- Determine any specific actions needed to assist with unit improvements and determine who will follow up on those actions.
- Schedule any necessary follow-up to monitor progress.

When to conduct meeting:

- After the unit commissioner has visited the unit for the first time
- Annually to review strengths and areas of improvement to help provide direction for needed support, preferably six months prior to the annual charter renewal
- As needed when a problem may arise

How should the arrangements for this meeting be set up?

- The unit commissioner speaks to the unit leader during the first unit visit to schedule the meeting date, time, and location.
- The dialog should include
 - Approaching the unit leader after the meeting and requesting that a second meeting be set up with the unit leader and the unit committee chair
 - Setting the meeting, preferably at the leader's or the chair's home
 - Asking them to complete the unit self-assessment tool prior to the meeting
 - Letting them know the visit will include a discussion of the self-assessment tool and how the goals and vision of their unit's program can be supported

Why should only the unit commissioner, unit leader, and unit chair attend?

- It provides a small group to analyze the program, the unit's needs, and to identify the steps necessary to help resolve any issues.
- It helps create a dialog between the unit and the district. Once they meet and determine what needs to be done, others can be involved in helping to determine the direction to take and to identify potential improvements.

What preparation should be made prior to the action planning meeting?

- Review the statistics of the unit available from the local council and the district team, especially to review:
 - Centennial Quality Unit Award status
 - Outdoor program participation
 - Advancement reports
 - Trained leadership status
 - Youth Protection training
 - Participation in district and council events
 - Roundtable attendance
- Complete the unit self-assessment tool during the visit to determine areas that “need improvement” and those the unit felt that they “need help” with as you support the unit during the year in the achievement of their goals.



Pack Self-Assessment

Pack No.: _____ District: _____ Date completed: _____

Completed by: _____ Date review meeting held: _____

Quality Criteria	Doing a Great Job		Would Like Improvement		Need Help		Comments and Needs
	_____	_____	_____	_____	_____	_____	
I. Pack Leadership							
A. An active committee meets monthly.	_____	_____	_____	_____	_____	_____	_____
B. Assistant leaders are in place for pack and dens.	_____	_____	_____	_____	_____	_____	_____
C. Adult leaders are registered and Fast Start and Basic Training are completed.	_____	_____	_____	_____	_____	_____	_____
D. All dens have active den chiefs.	_____	_____	_____	_____	_____	_____	_____
E. An active pack trainer is on the pack committee.	_____	_____	_____	_____	_____	_____	_____
F. At least one adult is trained in BALOO (Basic Adult Leader Outdoor Orientation).	_____	_____	_____	_____	_____	_____	_____
G. All adults are trained in Youth Protection.	_____	_____	_____	_____	_____	_____	_____
H. Webelos leaders have been trained in Outdoor Leader Skills for Webelos leaders.	_____	_____	_____	_____	_____	_____	_____
II. Program							
A. We develop an annual program calendar and share it with our families.	_____	_____	_____	_____	_____	_____	_____
B. We operate under the annual budget plan.	_____	_____	_____	_____	_____	_____	_____
C. We conduct monthly pack leader meetings to plan den and pack meetings.	_____	_____	_____	_____	_____	_____	_____
D. Den and pack leaders attend roundtables.	_____	_____	_____	_____	_____	_____	_____
E. We review our program routinely with our chartered organization representative.	_____	_____	_____	_____	_____	_____	_____
F. We develop an active outdoor program to involve our families.	_____	_____	_____	_____	_____	_____	_____
G. A good percentage of our youth earn advancement awards regularly.	_____	_____	_____	_____	_____	_____	_____
H. We conduct a monthly summertime program.	_____	_____	_____	_____	_____	_____	_____
I. Our unit is 100 percent <i>Boys' Life</i> with all families.	_____	_____	_____	_____	_____	_____	_____
J. We conduct at least one service project annually.	_____	_____	_____	_____	_____	_____	_____
III. Membership/Attendance							
A. We have dens of all ages involved.	_____	_____	_____	_____	_____	_____	_____
B. Our weekly den meetings are strongly attended by our members.	_____	_____	_____	_____	_____	_____	_____
C. We have good participation from youth and parents at pack meetings.	_____	_____	_____	_____	_____	_____	_____
D. Our youth and leaders wear their uniforms to den and pack meetings and on outings.	_____	_____	_____	_____	_____	_____	_____
E. We have an annual plan to recruit new youth members.	_____	_____	_____	_____	_____	_____	_____
IV. Centennial Quality Unit Award Standards							
A. We annually recharter on time.	_____	_____	_____	_____	_____	_____	_____
B. We earned the Centennial Quality Unit Award last year.	_____	_____	_____	_____	_____	_____	_____
C. We are on track to earn the award this year.	_____	_____	_____	_____	_____	_____	_____



Crew/Ship Self-Assessment

Crew/Ship No.: _____ District: _____ Date completed: _____

Completed by: _____ Date review meeting held: _____

Quality Criteria	Doing a Great Job		Would Like Improvement		Need Help		Comments and Needs
	_____	_____	_____	_____	_____	_____	
I. Crew/Ship Leadership							
A. An active committee with at least three members meets at least four times a year.							
B. Assistant adult leaders are involved in the unit. The unit has coed leadership (if the crew is coed).							
C. Adult leaders are registered and Fast Start and Basic Training are completed.							
D. An adult leader coordinates training for all adults.							
E. An adult leader is trained in Safe Swim Defense and Safety Afloat (if aquatic activities are planned).							
F. An adult leader coordinates Youth Protection training. Everyone is trained.							
G. Youth leaders are elected by youth annually and are trained at a crew officers' seminar.							
H. Meetings and activities involve youth chairs and youth officers with adult guidance.							
II. Program							
A. We develop an annual program calendar and share it with our families.							
B. We operate under the annual budget plan.							
C. We conduct monthly unit officer/leader meetings to plan unit meetings and activities.							
D. We have adult leaders attend roundtables and Teen Leaders' Council meetings (if held).							
E. We review our program routinely with our chartered organization representative.							
F. We have a strong program and go on at least one activity per month.							
G. We use the advancement/recognition awards programs to encourage personal development.							
H. We attend special council/district events.							
I. We plan a major activity annually.							
J. We conduct at least one service project annually.							
K. We support a pack or troop annually.							
L. We participate in a Venturing Leadership Skills Course annually.							
M. We conduct a minimum of two meetings or activities each month.							
III. Membership/Attendance							
A. Our unit meetings are attended by at least 50 percent of our members regularly.							
B. Our youth and leaders wear their uniforms to unit meetings and on outings (if applicable).							
C. Our unit has an annual plan to recruit new youth members.							
IV. Centennial Quality Unit Award Standards							
A. We annually recharter on time.							
B. We earned the Centennial Quality Unit Award last year.							
C. We are on track to earn the award this year.							

The Unit Trainer

Position Summary

Under the direction of the unit committee chair, the unit trainer helps leaders and parents understand purposes, policies, and procedures of the Scouting program. The unit trainer conducts, or facilitates, the training of leaders and parents in the unit. The unit trainer promotes training to help leaders learn to plan and conduct unit meetings and activities. The unit trainer orients parents and leaders and guides unit leadership in carrying out their specific position responsibilities. The unit trainer's main objective is to have 100 percent of the unit leadership trained in their position responsibilities.

Position Qualifications

The unit trainer must:

- Meet BSA membership requirements and be at least 21 years of age
- Be registered with the Boy Scouts of America as a member of the unit committee

It is recommended that the unit trainer have at least one year of experience in a leadership position in the Scouting program for the specific program they are working with. Unit trainers should participate in the Trainer Development Conference, held on a district or council basis annually. (There is a special syllabus for this course available through MyBSA Resources by going to the Boy Scout Program and clicking on Trainer Development Conference.)

For new units and those lacking experienced leaders, an experienced leader may be appointed as unit trainer until the new leaders gain experience.

Responsibilities

The unit trainer is responsible for:

- Remaining current with training material and program updates
- Conducting orientation of new families within one week of joining the unit
- Providing Fast Start Training to new leaders. (Fast Start Training can be used as a recruiting tool. The unit trainer should contact the new leader within two or three days to review the information and answer questions. Fast Start Training can be completed by viewing the Fast Start video or DVD or by completing the training on your council's Web site or by completing the training on the national online learning center.)
- Conducting monthly unit leadership enhancements
- Encouraging unit leadership to attend:
 - a. Leader basic training, which includes New Leader Essentials Training or its equivalent and position-specific or leader-specific training (as soon as possible after they are recruited)
 - b. Youth Protection training
 - c. Monthly roundtables for Cub Scout, Boy Scout, and Varsity Scout leaders or the monthly Venturing program forum for Venturing leaders
 - d. Cub Scout leader pow wow (if conducted in your council)
 - e. BALOO (Basic Adult Leader Outdoor Orientation) for Cub Scout leadership
 - f. Boy Scout adult outdoor leader training
 - g. Outdoor Leader Skills for Webelos Leaders
 - h. Venturing adult leader training
 - i. Wood Badge
- Encouraging den chiefs to attend den chief training or take the online training
- Maintaining unit training records