

## KEY COMMISSIONER SERVICE DATES

ACTION	WHO	CYCLE												
<p>■ <b>CHARTER RENEWAL</b></p> <p>— Executive officer visit</p> <p>— Membership inventory</p> <p>— Charter renewal meeting</p> <p>— Submit to council service center</p> <p>■ <b>COMMISSIONER SERVICE PLAN</b></p> <p>— Charter presentation</p> <p>— Quality unit measurement</p>														
	District executive and head of the chartered organization	Ninety days prior to the charter renewal date												
	Commissioner and unit committee	Prior to the charter renewal meeting												
	Commissioner and unit committee chairman	Forty-five days prior to the charter renewal date												
	Commissioner or unit committee	Fifteen days prior to the charter renewal date												
	Commissioner and chartered organization representative	Thirty days after the charter renewal												
	Commissioner and unit leader	The unit charter renewal meeting												
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 3.33%;">J</td> <td style="border: 1px solid black; width: 3.33%;">F</td> <td style="border: 1px solid black; width: 3.33%;">M</td> <td style="border: 1px solid black; width: 3.33%;">A</td> <td style="border: 1px solid black; width: 3.33%;">M</td> <td style="border: 1px solid black; width: 3.33%;">J</td> <td style="border: 1px solid black; width: 3.33%;">J</td> <td style="border: 1px solid black; width: 3.33%;">A</td> <td style="border: 1px solid black; width: 3.33%;">S</td> <td style="border: 1px solid black; width: 3.33%;">O</td> <td style="border: 1px solid black; width: 3.33%;">N</td> <td style="border: 1px solid black; width: 3.33%;">D</td> </tr> </table>	J	F	M	A	M	J	J	A	S	O	N	D
J	F	M	A	M	J	J	A	S	O	N	D			
— Membership inventory	Commissioner and unit committee	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%; text-align: center;">X</td> </tr> </table>												X
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— Unit leadership inventory	Commissioner and unit committee	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%; text-align: center;">X</td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> </tr> </table>				X								
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— Troop uniform inspection	Unit leader and commissioner	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%; text-align: center;">X</td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> </tr> </table>					X							
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— Unit program planning	Commissioner with unit leader	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%; text-align: center;">X</td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> </tr> </table>								X				
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— Pack and troop uniform inspection	Unit leader and commissioner	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%; text-align: center;">X</td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> </tr> </table>										X		
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— Youth protection training	Commissioner	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%;"></td> <td style="border: 1px solid black; width: 3.33%; text-align: center;">X</td> <td style="border: 1px solid black; width: 3.33%;"></td> </tr> </table>											X	
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