OVERVIEW

The mission of Unit Service is to help units better serve more youth through Scouting.

Our Objectives:

1. Supporting unit growth and retention through the Journey to Excellence
2. Contacting units and capturing in commissioner tools their strengths, needs and a unit service plan that enables continuing improvement
3. Linking unit needs to district operating committee and other resources
4. Supporting timely unit, district and council charter renewal
5. Supporting unit leaders by delivering effective roundtables that provide program ideas, relationship development, and timely communication

This document (Phase 1) is intended to give Administrative Commissioners an overview of the updated version of Commissioner Tools. Phase 2 of the Commissioner tools training project will include updates to all relevant courses in the BSA Learn Center, Instructor-led Basic Training courses, and College of Commissioner Science courses. This is your primary training document until further notice. There will be a separate document for the following groups of commissioners:

- Unit Commissioners
- Administrative Commissioners
- Roundtable Commissioners.

Depending on your role as a commissioner, you can go directly to the document that pertains to your role. You are also encouraged to read through the other documents.

The updated version of Commissioner Tools provides a new look and feel with improvements to all who use Commissioner Tools. New features include easier navigation, and a completely redesigned report section with customizable date ranges (fig 1). The tool is also being re-platformed so that all my.Scouting Tools are built sharing the same application programming interfaces.

This document will focus on the Commissioner Administration function, Commissioner profiles and reports. Please read the Unit Commissioner document and the Roundtable Commissioner document to learn about assessments and documenting roundtables.

https://filestore.scouting.org/filestore/idg/Tools_Phase_1_Training_Unit_Commissioner.pdf
NAVIGATOR/ORGANIZATION NAVIGATOR

Administrative commissioners have unique functionality in Commissioner Tools. The biggest difference is the administration tab that you see in the left column of your dashboard when you log in to Commissioner Tools; unit commissioner do not have this functionality. As a reminder, roundtable commissioners are a type of administrative commissioner.

![Figure 1](image)

This tab has a dropdown list so that you can choose to assign one or more units to a commissioner or assign one or more commissioners to a unit. The next two figures illustrates this functionality.
ADMINISTRATION

When the Administration tab is selected, the dropdown window shows Unit Admin and Commissioner Admin. Selecting Unit Admin produces a list of all the units in the selected district.

Selecting the Unit Admin tab gives you a few options when deciding which units need commissioners assigned to them. Select the Show All Units button and you get choices as to which units you would like to see.
The pulldown bar in the upper right corner [red box on figure3] provides the option to; view all units in the district, a list of units in the district that DO NOT have a commissioner assigned, or a list of units in the district that DO have commissioners assigned. The far-right column on the page shows you how many commissioners are assigned to any given unit (Note: you can assign more than one commissioner to a unit.)
The important feature here is that you can select one or more units to assign to a commissioner. Once you select the unit(s) you wish to assign to a commissioner, the “Assign To” button at the top of the page becomes active.
Select the “Assign To” button and a list of the units you wish to assign appears as does a dropdown list of commissioners to whom you can assign the units. Select the commissioner you wish to assign these units.
Selecting the Assign button produces a confirmation screen. It also allows you to “Assign to Me’ or unassign a commissioner if an error was made.

In the previous example, we assigned several units to a commissioner, now we will assign a commissioner to a unit through commissioner admin.

The process works similar to the previous example. Select one or more commissioners from the list that you wish to assign a unit to, then select the Assign To button at the top.
The above window appears with pulldown boxes. The first field allows you to select the program type for the unit, Pack, Troop, Crew, Ship. After selecting the type of unit, you select the unit.
Select the specific unit you wish to assign to the commissioner.
You have chosen a program type and you have chosen a specific unit, now click the assign button and the commissioner is now assigned to that unit. After selecting the assign button, you are returned to Commissioner Administration window.

Another important feature of this window is that you can view the profile of each of your commissioners by clicking on their name.
The profile page gives you a snapshot for each commissioner. It can show you all the registered positions the commissioner holds, it provides a list of units to which the commissioner is assigned, and it provides a history of the contacts the commissioner has made, including: Completed, In Progress, and Scheduled. The final data field provides a view in the form of a graph the number and types of assessments the commissioner has completed during the last four months.

**PROFILE TAB**

Commissioner tools also provides a Profile tab for each commissioner which gives them a snapshot of themselves as a commissioner. The profile tab is available to all commissioners so they can see how they are performing. Note that in the Profile view you can see an ‘SP’ icon next to each Detailed Assessment with a Unit Service Plan.
REPORTS

Unit commissioners input valuable and actionable information into Commissioner Tools when they record their unit contacts. This is important for them as unit commissioners so that they have a record of the assistance they are providing to their units. It is also important for unit commissioner succession planning because newly assigned unit commissioners can view the history of the unit. Administrative commissioners at all levels of the organization can see the health of the units in their jurisdiction to provide help and guidance when needed. Reports give commissioners actionable information to ensure that units remain healthy and able to deliver the promise of Scouting to the youth they serve.

The reports available in Commissioner Tools provides the information you need as an administrative commissioner to lead your commissioners in achieving the objectives of Unit Service.
The reports tab displays the window shown above. At the very top of the page, you find the names and contact information for the Council or District Key 3.

The Reports section provides a list of all the reports that are available in Commissioner Tools. A new feature in this version of Commissioner Tools is that reports can now be generated using a range of dates instead of just a year to date range. This should improve performance and provide more relevant data to administrative commissioners. As an added benefit of the date selectable range for reports is that the number of listed reports is significantly shorter than in the last version of Commissioner Tools.

NOTE: If you’ve been in Commissioner Tools for 20 minutes without returning back to the my.scouting.org site, that session will time out. As a result, you may receive an error when running any reports. You will need to logout of Commissioner Tools then log back into my.scouting.org, access Commissioner Tools and run your reports.
A date selectable range is particularly helpful when you need information that has been reported for more than one year. Sometimes our “Scouting year” differs from the calendar year. The following reports are available in Commissioner Tools. This listing shows the data provided in the report.
The Assigned Expired Units report displays a list of all expired units that are currently assigned to a commissioner.

The Assigned Units report displays a list of all units that have been assigned a unit commissioner.
The Commissioner Contacts Report displays all contacts made for units within the council and/or district. The report displays sub-totals for all assigned contacts.
The Commissioner Contacts Without Subtotals displays all contacts made for units within the council and/or district without the subtotals.

<table>
<thead>
<tr>
<th>Council Name</th>
<th>District Name</th>
<th>Unit Name</th>
<th>Unit Number</th>
<th>Character Organization</th>
<th>Status</th>
<th>Unit Governor</th>
<th>Unit Governor Email</th>
<th>Date of Contact</th>
<th>Pressure Unit Commissioner Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Star Council</td>
<td>Chief Base Camp</td>
<td>Chief</td>
<td>10</td>
<td>101</td>
<td>Lewis and Clark Retreat</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northern Star Council</td>
<td>Chief Base Camp</td>
<td>Chief</td>
<td>10</td>
<td>102</td>
<td>Interlochen Performing Arts School</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northern Star Council</td>
<td>Chief Base Camp</td>
<td>Chief</td>
<td>10</td>
<td>103</td>
<td>Interlochen Performing Arts School</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northern Star Council</td>
<td>Chief Base Camp</td>
<td>Chief</td>
<td>10</td>
<td>104</td>
<td>Interlochen Performing Arts School</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 24**

When commissioners contact units and they encounter another adult leader whom they think might be a good commissioner, as part of the Detailed Assessment, the commissioner can enter the name and contact information of the commissioner prospect. This Commissioner Recruitment Report provides a consolidated list of leaders who might make a good commissioner. This report can also help with recruiting commissioners.
Figure 25

Commissioners Without Contacts lists all commissioners that have not made a contact within the council and/or district as of the date of the report.

<table>
<thead>
<tr>
<th>Council Name</th>
<th>District Name</th>
<th>SubDistrict Name</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Alyn L. Hadley</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Andrew John Gaebel</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Carl William Ireland</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Assoc. District Commissioner</td>
<td></td>
<td>David John Lockwood</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Dennis Chhan</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Dily Rosemary Ducey</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Eric O. Bannen</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Assoc. District Commissioner</td>
<td></td>
<td>Eric Victor Lee</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Joe C. Darfent</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Assoc. District Commissioner</td>
<td></td>
<td>Jay Miller</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Joseph Bernard Schulte</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Margaret Roseki Roseki</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Michael J. Gabriel</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Michael P. Schomak</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>Timothy J. Tharanak</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>William Eric Woodson</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Chief Black Dog 16</td>
<td>Unit Commissioner</td>
<td></td>
<td>William V. Black</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Crow River 02</td>
<td>Commissioner</td>
<td></td>
<td>Anna Marie Ratafia</td>
<td></td>
</tr>
<tr>
<td>Northern Star Council 250 Crow River 02</td>
<td>Assistant Council Commissioner</td>
<td></td>
<td>Brian Smith</td>
<td></td>
</tr>
</tbody>
</table>
The District Contact Stats Report displays the number of contacts made over the date range selected, for a unit either at the district or council level. Only units within the selected district or council will appear.
The Contacts in Progress report lists contacts that have been started by a commissioner and have not been fully completed. This report allows an administrative commissioner to contact the individual commissioner to see if there is an issue that might require help so that the contact can be completed before the 60 day window for completing the contact expires.

Figure 28

The Priority Needs report provides critical information on units that might be at risk of not renewing their charter or of failing sooner than charter renewal time. Units on this report need help NOW!

Figure 29
The Unassigned Units report provides a list of units that do not have a commissioner assigned to them.

![Unassigned Units Report](image)

The Unassigned Expired Units report displays units that were not assigned to a unit commissioner, and that did not renew their charter. This report stresses the need to have an adequate number of trained commissioners.

![Unassigned Expired Units Report](image)

Figure 30

Figure 31
The Unit Health Report shows the last numeric health score, the last assessment date and type of assessment (a Simple or Detailed contact) for each unit. It also shows monthly roundtable attendance for each unit.

**TRAINING DOCUMENTS FOR UNIT COMMISSIONERS AND ROUNDTABLE COMMISSIONER**

To learn about assessments and how they are made and entered into Commissioner Tools, please see the unit commissioner document found here:

[https://filestore.scouting.org/filestore/idg/Tools_Phase_1_Training_Unit_Commissioner.pdf](https://filestore.scouting.org/filestore/idg/Tools_Phase_1_Training_Unit_Commissioner.pdf)

As an administrative commissioner, you have responsibilities for Roundtable as well. To learn how commissioner tools aids your roundtable commissioner please see the roundtable commissioner document:

[https://filestore.scouting.org/filestore/idg/Tools_Phase_1_Training_Round_Table_Commissioner.pdf](https://filestore.scouting.org/filestore/idg/Tools_Phase_1_Training_Round_Table_Commissioner.pdf)

**HELP OPTIONS**

Several steps are available to you when you need help in using Commissioner Tools. If you experience trouble logging in to the system, the first step you should take is to be sure you are using a supported and up to date browser.

Make sure you clear the cache from your browser and retry logging in. If difficulty persists you can call Member Care at 972-580-2489 Monday-Friday, 7:00 AM -7:00 PM. Central time. You can also send an email to [myscouting@scouting.org](mailto:myscouting@scouting.org).