

Commissioner Tools

Acronyms and Definitions









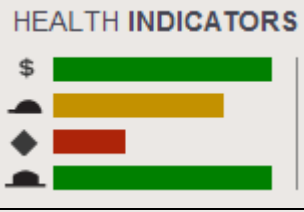
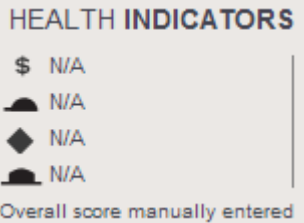





Acronym / Term	Definition
Administrative Commissioner	Administrative commissioners include the council commissioner, assistant council commissioners, district commissioners, and assistant district commissioners. Their primary responsibilities are recruiting, training, guiding, and evaluating the commissioner staff.
Archive Contacts	Report showing past UVTS visits/contacts.
Chartered Organization	The community organization to which the unit is chartered by the Boy Scouts of America.
Commissioner Assessment	An assessment made by an individual commissioner. <i>See also "Unit Assessment"</i> .
Commissioner Experience	Refers to the end-user experience the commissioner will have when they access the commissioner tool.
Council Score	The Council score is the average score of all Units within the Council.
Detailed Assessment	<i>See "Unit Assessment"</i> .
District Health	District health is displayed on the council summary screen page
District Score	The District Score is the average score of all Units that fall within the District. It is displayed as a color coded circle with a decimal value from 1.0 to 5.0 displayed to the right of the district name on the council and district summary pages. <i>See Score Breakdown.</i>
Email Saturation	A report identifying invalid or incomplete e-mail data for members.
Health Indicators	Identifies the Health categories that have been identified as needing priority based on how the health category was scored for the individual contacts logged. Health Indicators displayed will be based on the most recent Detailed Assessment. When completing a Simple Assessment the Health Indicators are not updated.
Key 3	The three 'Key' leaders of BSA organizations (such as council, district, and unit structures); for example the unit Key 3 is the Chartered Organization Representative, the Committee Chairman, and the Unit Leader.
Lapsed Unit	If the unit fails to recharter on time, there is a lapsed time period for which the unit can complete the recharter process. This time-period is currently 60 days.
My.Scouting	The portal provides access to an assemblage of information, applications, and content to support the Scouting movement, including Commissioner Tools

Natural Context	Natural context is based on the user's level within the Organization tree. The Organization tree will always show the current context and the ability to navigate up or down levels. Upon login, the user's natural context will be selected by default (Council, District, or Unit level).
New Unit	Units that have come into existence (been activated) within the last 36 months.
On-Time Unit	Unit that has re-chartered by the re-charter date (expiration date). Charter length may be a minimum of six months and a maximum of 18 months. Most are for one year. Each council may have a preferred pattern of re-charter dates.
Organization	Display of Council/District and Unit Organizations with access to appropriate data.
Pre-charter	Communication and/or contact made with organizations that may want sponsor a new unit or in the process or trying to organize a new unit.
Roundtable Attendance	Roundtable Attendance will be tracked at every meeting, a member(s) in a key position of units and commissioners should be attending roundtable scheduled roundtable events. Attendance will be tracked by program and displayed within Commissioner Tools under the Roundtable tab.
Score Breakdown	When calculated a Unit/District/Council score, scores are is defined as follows: 5-nearly an ideal situation (Bright Green) 4- making progress towards the ideal unit (Lime) 3-typical unit, could be improved (Yellow) 2- needs improvement, watch carefully (Orange) 1-weak situation, needs immediate action (Red) <i>Also see chart in FAQ section.</i>
Self-Assessment	An assessment a unit makes about itself.
Simple Assessment	<i>See "Unit Assessment".</i>
Tools	The 'Tools' concept provides transactional and read-only access to support the BSA organization operating and unit structures and provides a set of functionality.
Trained Leader	Adult leaders in units are considered trained, and eligible to wear the official <i>Trained</i> emblem, once they have completed Youth Protection Training and the training courses defined for each program and position, or have completed Youth Protection Training and a previous basic training course when it was current.

Unit Assessment	An assessment of a unit made by a Unit Commissioner and/or Unit Key 3. Unit Assessments can be Simple or Detailed. A Simple assessment (a commissioner's update of the Unit Service Plan) can be used when there is routine contact or an update to a specific item of interest. Detailed Assessments are a collaborative assessment of unit health that forms the basis of a Unit Service Plan. Detailed assessments are recommended a minimum of every 6 months, whenever there is a change in the Unit Key 3, or the situation warrants.
Unit Commissioner	Unit commissioners are assigned to one or more units, which they coach and mentor to ensure unit success.
Unit Contact	A "meaningful" interaction between a commissioner and one or more members of a unit. Meaningful contacts can be "virtual" such as a phone call or an e-mail. Not all face-to-face contacts are meaningful and should not be logged. E.g., 1) Commissioner meets Committee Chair at shopping mall and discusses family matters. This is not a "meaningful" contact. 2) Commissioner meets Committee Chair at shopping mall and after discussing family matters continues a 20 minute discussion about how to conduct a Troop Annual Program Planning Conference. The second part of this interaction IS a "meaningful" contact. 3) The Commissioner and Committee Chair have an e-mail exchange that goes on for days about how to organize the pack's blue and gold banquet. This is a "meaningful" contact. The percentage and count displayed in the council and district dashboard views is defaulted to the prior calendar month. Users can adjust the date as needed to view historical contacts.
Unit Health	Unit health is displayed on the council, district, and unit dashboards and is broken down and measured in the following categories: Finance, Membership, Program, Unit Service, and Leadership & Governance.
Unit Score	Unit scores will either be calculated (the average of results of each individual health category, each weighted equally) or manual entered score and range (from 1 to -5). . It is displayed as a color coded circle with a decimal value from 1.0 to 5.0 displayed to the right of the unit number on the district summary page and for each individual unit contact logged. Manually entered values are "flagged" by a bubble located at the 2 o'clock position on the score circle.
Unit Service Plan	The Unit Service Plan is the plan a commissioner creates ideally as a collaborative effort between Unit Key 3 and the commissioner. It is created utilizing the information generated when the detailed assessments are done by the commissioner and the Unit Key 3. It contains information including actions needed, accountability, target completion dates and actual completion dates.
Unregistered Unit	A unit that is inactive or has not re-chartered.

YPT	Youth Protection training is designed to help you keep our youth safe from abuse. You will learn the Boy Scouts of America's Youth Protection Guidelines, signs of abuse, and how to report suspected abuse. After each section of material, you will answer questions about that section's topic. Completion is noted automatically in the BSA training records database if the module is experienced online
YPT Aging	The Youth Protection Aging report will list those who have not taken YPT, those who's YPT has expired, and those whose YPT will expire in 30, 60, and 90 days.

Symbols	Definition
	National
	Region
	Area
	Council
	Service Area
	District
	Pack
	Troop
	Crew
	Ship

	Scheduled Contact
	In Progress Contact
	Completed Contact – Averaged Unit Score
	Completed Contact – Manual Entered Unit Score
	Finance Health Category
	Membership Health Category
	Program Health Category
	Leadership Health Category
	Detailed Assessment - Health Indicators
 <p>Overall score manually entered</p>	<p>Simple Assessment – Health Indicators</p> <p><i>No progress bars are shown when using the Simple Assessment.</i></p>
	Conversation/Comments
	Roundtable attended
	Roundtable missed.
	Roundtable attendance %
	Indicates the number of units assigned to the Commissioner