Commissioner Tools
# Commissioner Tools

## Detailed Assessment

The screenshot shows a section of the Commissioner Tools interface, specifically the Organization Navigator, which is used for creating new contacts. The interface includes a table that lists various packs and their details, such as program, gender, unit number, chartered organization, last contact date, last contact score, and change in score. The table also includes options for printing, viewing history, and adding new contacts.

### Table Example

<table>
<thead>
<tr>
<th>Program</th>
<th>Gender</th>
<th>Unit Number</th>
<th>Chartered Organization</th>
<th>Last Contact</th>
<th>Last Contact Score</th>
<th>Change in Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pack 0025</td>
<td>Plano Early Lions</td>
<td>2020-06-03</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Pack 0027</td>
<td>City House Inc</td>
<td>2020-09-02</td>
<td>3.2</td>
<td>0.3</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Pack 0061</td>
<td>Parents of Beverly Cub Scouts</td>
<td>2021-01-15</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Pack 0079</td>
<td>Parents Of Pack 79</td>
<td>2021-01-15</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Pack 0112</td>
<td>Friends Of Pack 112</td>
<td>2020-11-08</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Pack 0179</td>
<td>Pack 179 Parents Of Organization</td>
<td>2020-05-20</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Pack 0200</td>
<td>Christ United Methodist Church</td>
<td>2020-05-15</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Pack 0221</td>
<td>Plano West rotary club</td>
<td>2020-08-02</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pack 0226</td>
<td>North Texas Christian Home School Assoc</td>
<td>2020-07-19</td>
<td>3.5</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Features

- **Add New Contact** button highlighted in red.
- Options for printing, viewing history, and selecting different reports such as Activity Summary Report, Advancement Report, and Charter.
Commissioner Tools

CREATING CONTACTS

TROOP 3246 BPOE #2427 ELKS

- Type of Contact: Unit Meeting
- Commissioner: On behalf of
  - Mark William Andres - 107978641
- Date of Contact: March 19, 2019
- Unit Health: Detailed Assessment

Add New Contact
Commissioner Tools

Type of Contact: District Event

Commissioner: John T Capecchi

Date of Contact: 04/09/2020

Please select the person you wish to receive blank unit assessment form to fill out prior to your visit:

- COR Troop
- CC Troop
- Scoutmaster Troop

Chartered Organization Rep.: qa@scouting.org
Committee Chairman: qa@scouting.org
Scoutmaster: qa@scouting.org

Send Copy To:

E-Mail Address

⚠️ Blind CC will be sent to the Commissioner making the entry.

Unit Health: Unit health unchanged
Scheduled Contact Date - 04/29/2020

Greetings:

Our council is using Commissioner Tools on my.scouting.org. As a Unit Commissioner, my top priority is to help you and your unit deliver the best possible Scouting experience to your youth. I am sending you a Unit Assessment form that can help us with that process. Please take a few minutes, in collaboration with the other members of your unit Key Three (the unit leader, committee chairman, and chartered organization representative have received this email) to complete it. During my scheduled visit on 04/29/2020, I hope to discuss with you the results of your completed Unit Assessment.

Click here to view and complete your assessment. If you click on the link and it doesn’t open, please do not give up; copy and paste it into your browser (Chrome, Firefox and Safari are recommended) and try that. To do so, right-click on the link, and select “Copy Hyperlink”. Then, open your browser, right-click in the search bar, select “Paste”, and then hit enter.

Thank you for your time and I look forward to seeing you.

Yours in Scouting,

Unit Commissioner, Commissioner
qa@scouting.org
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Membership

CHANGE TO INTERMEDIATE ASSESSMENT

Retention:
* Retains a significant percentage of youth members.

1 2 3 4 5

Growing Scouting:
* Unit increasing in membership or maintaining a larger than average size for its unit type.

1 2 3 4 5

Webelos To Scout Transition:
* Troop has an effective plan to recruit Webelos Scouts into the Troop

1 2 3 4 5
### Last Detailed Assessment

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Budget</td>
<td>5</td>
</tr>
<tr>
<td>Membership</td>
<td>3.5</td>
</tr>
<tr>
<td>Program</td>
<td>5</td>
</tr>
<tr>
<td>Volunteer Leadership</td>
<td>2.5</td>
</tr>
</tbody>
</table>

### Training and Membership

#### Membership Numbers:
- 13 Adult Registered in Unit
- 24 Youth Registered in Unit

#### Training Data:
- **Youth Protection Training (YPT):**
  - Current: 0
  - Expired: 13
  - Never Taken: 0
- **Leaders:**
  - Not Trained: 9
  - Trained: 4

See List of Leaders Needing YPT
See List of Not Trained Leaders
Commissioner Tools

DETAILED ASSESSMENT

Troop 3246 BPOE #2427 Elks

Detailed Assessment

<table>
<thead>
<tr>
<th>Low</th>
<th>Medium - Low</th>
<th>Medium</th>
<th>Medium - High</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Last Detailed Assessment

- Planning and Budget: 5
- Membership: 3.5
- Program: 5
- Volunteer Leadership: 2.5

Training and Membership

Membership Numbers:
- 13 Adult Registered in Unit
- 24 Youth Registered in Unit

Training Data:
- Youth Protection Training (YPT):
  - Current: 0
  - Expired: 13
  - Never Taken: 0
- Leaders:
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  - Trained: 4

See List of Leaders Needing YPT
See List of Not Trained Leaders

Print Blank Assessments

- Blank Unit Assessment Form
- Commissioner Assessment Form
- Form With Unit Data

Planning and Budget
Commissioner Tools

DETAILED ASSESSMENT

Print Blank Assessments
- Blank Unit Assessment Form
- Commissioner Assessment Form
- Form With Unit Data

Expired YPT

- Sean
- Brian
- Kevin
- Robert
- Kristina
- Trevor
- Gregory
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DETAILED ASSESSMENT

Volunteer Leadership  2.5

Training Data:

- Youth Protection Training (YPT):
  - Current: 0
  - Expired: 13
  - Never Taken: 0

- Leaders:
  - Not Trained: 9
  - Trained: 4

See List of Leaders Needing YPT
See List of Not Trained Leaders

Planning and Budget  5

Membership  3.5

Program  5

Volunteer Leadership  2.5

Unit Priorities and Details  Completed

Create Unit Service Plan
Commissioner Tools

DETAILED ASSESSMENT

Print Blank Assessments
- Blank Unit Assessment Form
- Commissioner Assessment Form
- Form With Unit Data

See List of Leaders Needing YPT
See List of Not Trained Leaders

Planning and Budget

CHANGE TO INTERMEDIATE ASSESSMENT

Budget:

- Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.

1 2 3 4 5

Commissioner Comments:

This unit prepares an annual budget for its program. The unit committee reviews expenditures monthly at their committee meetings.
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DETAILED ASSESSMENT

CHANGE TO INTERMEDIATE ASSESSMENT

Retention:
* Retains a significant percentage of youth members.

Growing Scouting:
* Unit increasing in membership or maintaining a larger than average size for its unit type.

Webelos To Scout Transition:
* Troop has an effective plan to recruit Webelos Scouts into the Troop

* Commissioner Comments:
Type your comments here...
**Commissioner Tools**

## DETAILED ASSESSMENT

**Program**

**CHANGE TO INTERMEDIATE ASSESSMENT**

**Advancement:**
- Achieve a high percentage of Scouts BSA earning rank advancements.

| 1 | 2 | 3 | 4 | 5 |

**Short Term Camping:**
- Conduct short-term or weekend campouts throughout the year.

| 1 | 2 | 3 | 4 | 5 |

**Long Term Camping:**
- Participate in long-term camp with a majority of the troop in attendance.

| 1 | 2 | 3 | 4 | 5 |

**Service Projects:**
- Participate in service projects, with at least one benefiting the chartered organization.

| 1 | 2 | 3 | 4 | 5 |

**Patrol Method:**
- Use the patrol method to develop youth leaders.

| 1 | 2 | 3 | 4 | 5 |

**Commissioner Comments:**

Type your comments here...
Commissioner Tools

DETAILED ASSESSMENT

Membership

CHANGE TO DETAILED ASSESSMENT

* Select Overall score:

1  1.5  2  2.5  3  3.5  4  4.5  5

* Commissioner Comments:

Type your comments here...
Commissioner Tools

DETAILED ASSESSMENT

Organization Navigator

Unit Summary

Troop 3246 BPOE #2427 Elks

Last Contact: 03/20/2019
Contact made by: John Capecchi

Current Commissioner(s):
- Charles William Smith - 130593583

Last Contact Score: 3

Health Indicators

Date Last Detailed Contact: 03/20/2019
Finance and Budget: 3
Membership: 3
Program: 3
Leadership And Governance: 3

Contact Summary

Completed (5) In Progress (1) Scheduled (1)

Detailed Assessment

Edit Contact
Delete
Print Assessment

Add New Contact
**Commissioner Tools**

**DETAILED ASSESSMENT**

**Unit Priorities and Details**

- Unit striving to achieve the following JTE Award

**If Key Leader(s) changing within the next 4 months**

**Help Needed In:**

- Need to discuss unit with ADC/DC (optional)

**Have a possible UC candidate in this unit?**

**Youth Attendance:** (only for meetings where youth would be in attendance)

- Completed

- Bronze
  - Gold
  - Silver
  - No Ranking
  - No

- UC Candidate Name

- Home

- UC Candidate Phone

- UC Candidate Email

- Steady
# Commissioner Tools

## Detailed Assessment

### Unit Priorities and Details

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit striving to achieve the following JTE Award</td>
<td>Bronze</td>
</tr>
<tr>
<td>If Key Leader(s) changing within the next 4 months</td>
<td>Please make a selection</td>
</tr>
<tr>
<td>Help Needed In:</td>
<td></td>
</tr>
<tr>
<td>Need to discuss unit with ADC/DC (optional)</td>
<td></td>
</tr>
<tr>
<td>Have a possible UC candidate in this unit?</td>
<td></td>
</tr>
</tbody>
</table>

### Home UC Candidate Phone
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DETAILED ASSESSMENT

Priority Need(s):

☐ Issues with Key 3

☐ Unit not meeting

☐ Unit with no leader

☐ Unit with no committee

☐ Unit with no new members

☐ Unit conflict with Chartered Organization

☐ New unit leader lacks orientation or training

☐ Unit with weak leadership
UNIT SERVICE PLAN

Create Unit Service Plan

Category for this Service Plan
- Volunteer Leadership
- Planning and Budget
- Membership
- Program

Target Completion Date

Actual Completion Date

Describe an action that will help raise assessment of performance. (e.g. Develop a budget for the year)

Assist unit in developing a succession plan.

Identify person and entity responsible for the above action. (e.g. Jonathon Doe, Committee Member)

Committee chair and COR along with UC

ADD ANOTHER SERVICE PLAN
Commissioner Tools

HELP OPTIONS

• Use a supported browser. Google Chrome is best.
• Clear cache
• Contact your Council Tools Champion or call your local council
• Sub-category for commissioner tools on the MyScouting tools forum

Scouting Forums