## Commissioner Tools Reference Summary Unit Commissioner

Table of Contents	Why Useful (*)	Where to Find	How to Find
	Assess Unit Health, Provide Unit Help, Document Relationships,		
Record Unit Contacts	Document Key Information	Commissioner Tools	CT / Contacts / Select Dist / Select Unit / '+' Add New Contact
View Past Contact Assessments / Other Unit Info	Review Unit Health, Celebrate Success, Provide Unit Help	Commissioner Tools	CT / Contacts / Select Unit / View History
Assess Unit Health	Review Unit Health, Provide Unit Help, Celebrate Success	Commissioner Tools	CT / Contact / Select Unit / Contact - Detailed Assessment
View Unit Activities / Service	Assess Unit Health, Provide Unit Help	Commissioner Tools	CT / Contacts / Select Dist / Select Unit / Hover Over Print
View Unit Advancement	Assess Unit Health, Provide Unit Help (ScoutBook not reg'd)	Commissioner Tools	CT / Contacts / Select Dist / Select Unit / Hover Over Print
Print Unit Charter	Provide Unit Help, Celebrate Success	Commissioner Tools	CT / Contacts / Select Dist / Select Unit / Hover Over Print
View Unit Charter Expiration Date(s)	Provide Unit Help, Recharter Planning	Commissioner Tools	CT / Contacts / Select Dist / Select Unit / History
Help / Brief Tutortial	Access Help for Anything in Commissioner Tools	Commissioner Tools	CT / Help Guide
Roundtable Attendance	Unit Service, Unit Health, Reference Info	Commissioner Tools	C.T. / Reports - Roundtable Attendance
Unit Roster - Youth / Adult / Key 3	Assess Unit Health, Key Reference Info	Roster	Roster / Unit / Filter
Unit Youth Member Age Report	Assess Unit Health - Membership, Missing Age Groups	Roster	Roster / Unit / Click on Print
Unit Membership Card Printout	Provide Unit Help, Celebrate Success	Roster	Roster/ Unit / Click on Print
Membership Totals Report	Assess Unit Health, Key Reference Info	Roster	Roster / Reports
Merit Badge Counselor Listing	Unit Service	Roster	Roster / Reports
Unit Pin Settings	Provide Unit Help	Roster	Roster / Unit Pin / Select Unit /
Membership Leads	Growing Membership	Invitation Manager	Inv Mgr / Council or District or Unit
Unit Leader Training Status			
YPT - Aging	Assess Unit Health, Recharter Planning	Training Manager	Training Manager / Unit / Report - YPT Aging Report
YPT - Expired	Assess Unit Health, Recharter Planning	Training Manager	Training Manager / Unit / Report - YPT Expired Report
Specific Position	Assess Unit Health	Training Manager	Training Manager / Unit / Report - Trained Leaders Report
Update / Add 'In-Person' Unit Leader Training	Provide Unit Help	Training Manager	Training Manager / Unit / Add 'or' Search
District Koy 2 Contacts	Review and Gain Contact Information for District Key 3 for Help a		Training Manager / Unit / Report - District Contact Report
District Key 3 Contacts	Required	Training Manager	rraining ivianager / Unit / Report - District Contact Report

## **Bold - Most Recommended for a UC**

New Adult Membership Applications
Help New Families join scouting (find a unit, complete new application, transfer youth to another unit)
New Youth Membership Leads/Applications for Units