

Sam Houston Area Council

## College of Commissioner Science Doctorate Project Report

Charles V. Raimond, Jr., Division Commissioner

Project Title:

### Engaging Commissioner Teams through effective District Commissioner Staff Meetings



November 7, 2022

**Sam Houston Area Council**

## **College of Commissioner Science Doctorate Project Report**

**Charles V. Raimond, Jr., Division Commissioner**

### **Dedication**

...to all the hard-working commissioners I have worked with in the past, the ones I am currently working with, and the ones I will work with in the future. Thank you for all your time, dedication, and willingness to serve others above yourself, you are truly servant leaders making sure the youth in our program have the best experiences we can offer.

...to Jack Metcalfe who took me under his wing when I became a District Commissioner and helped guide me through what I needed to do to be successful. His willingness to mentor me into the position inspired me to give back to other new District Commissioners with my Doctoral Project. Jack, words could never express my thanks to you for helping get me through the period of first stepping into the role and your encouragement every minute thereafter.

...to my parents, Cindy and Charley, who have been with me and supporting all I do in Scouting from the time I was a Tiger in Scouting. Thank y'all for always being there and encouraging me to do my best!

...a very special thanks to my best friend and wonderful wife, LeAnne, who endures my love for Scouting and its time commitments. I am forever grateful for all the support you give to me and our family.

Sam Houston Area Council

# College of Commissioner Science Doctorate Project Report

Charles V. Raimond, Jr., Division Commissioner

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**Sam Houston Area Council**

## **College of Commissioner Science Doctorate Project Report**

**Charles V. Raimond, Jr., Division Commissioner**

### **Executive Summary**

As a former District Commissioner, I struggled when I first started in the position on how best to set up and manage my District Commissioner Staff through District Commissioner Meetings. This project is designed to help lower that learning curve for new District Commissioners. It will help them, and their teams, be more effective in a shorter period and allow for the team to serve the units more effectively in their district.

The project will carry out this goal by creating two new College of Commissioner Science classes that can be taught at the Council's College of Commissioner Science. The courses can also be used on a more one-on-one basis as part of the onboarding process of a new District Commissioner. By having this new tool, along with their my.scouting.org positional training and on-boarding, the new District Commissioners will be able to hit the ground running and make more immediate impacts for their district's unit service.

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**College of Commissioner Science Doctorate Project Report**

**Charles V. Raimond, Jr., Division Commissioner**

**Project Description**

**Purpose-**

As a Division Commissioner, and former District Commissioner, I have seen new District Commissioners struggle to lead their teams successfully. My proposal to help with this challenge in the Sam Houston Area Council is to help set up structure and recommendations for them to follow in their District Commissioner staff meetings.

I plan to do this by creating two custom College of Commissioner Science classes. These classes will be a doctorate level course entitled 'Successful District Commissioner Meetings' and a continuing education course entitled 'Using Commissioner Tools to Manage your Commissioner Team'. Both courses will be designed to also be used in the onboarding process of new district commissioners which will enable them to be successful more quickly.

Before teaching both courses at the Sam Houston Area Council's College of Commissioner Science, I will present my classes to fellow commissioners in the Council to solicit their feedback through multiple focus groups. I will then apply the feedback I receive from the focus groups to improve the presentations.

While there are current College of Commissioner Science courses that touch on this subject, none delve into the details and go as far as to prepare the District Commissioner to be able to lead their team through their District Commissioner Meetings. This project will help to bridge the

current gap in the training and ultimately lead to better unit service from our commissioner team.

The courses designed for this project can also be used by Division Commissioners or the Council Commissioner to help onboard new District Commissioners. They can also be used during division meetings as continuing education subjects for the commissioners.

## Courses-

Title: DCS 601- Successful District Commissioner Meetings

### Goal of the course:

Supply a foundation for District Commissioners to set up their District Commissioner Staff Meetings and how to best use those meetings to carry out their goals for the District.

### Course Description:

"Are you looking for a way to strengthen your District Commissioner team? This course is designed to help you set up guidelines and add structure to your monthly District Commissioner staff meetings, which will strengthen your staff and help your team supply even better service to the units in your district."

### Ideal Instructor / co-instructor:

Veteran District Commissioner who has been holding their meetings on a regular basis with an established structure for the Commissioners in their District. It is proper to have a co-instructor who is a newer District Commissioner. They can be building out their team, setting up a new team structure, or be someone who has first-hand experience on issues and how to overcome them.

### Length of class:

45 minutes

### Suggested class size:

Less than 25 participants

Title: CED 802- Utilizing Commissioner Tools to Manage Your Commissioner Team

Goal of the course:

Support District Commissioners in their ability to provide reports effectively and accurately on what is going on with the units in their district and be able to mobilize the right resources to units in the most need.

Course Description:

“The reports in commissioner tools can be daunting to someone who doesn't use them all the time. This course will help break down those barriers and teach you about some of the most useful reports to help you manage your commissioner team.”

Ideal Instructor / co-instructor:

District Commissioner who has a good grasp on how to use Commissioner Tools and be able to pull reports and present from reports. Co-instructors for this course could also include another District Commissioner who is proficient in Commissioner Tools or can be an Administrative Assistant District Commissioner.

Length of class:

45 minutes

Suggested class size:

Less than 25 participants

### **Timeline-**

Submit project proposal and get approval- August 2022

Create project outline- September 2022

Create DCS 601- October 2022

Create CED 802- October 2022

Focus group for DCS 601 / CED 802- November 3-6, 2022

Project Completion- November 7, 2022

### **Strategy for Implementation of Courses-**

Both courses are designed to be able to be taught in a group setting, through a digital meeting, or one-on-one with a new District Commissioner.

For example, these classes will be taught at the Sam Houston Area Council's College of Commissioner Science held in November 2022. After the college is over, the courses will be available through the Sam Houston Area Council's Commissioner Transcript System. From there Division Commissioners can access them to help onboard new District Commissioners. Alternately, they can be utilized during division meetings as training topics for the commissioners.

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**College of Commissioner Science Doctorate Project Report**

**Charles V. Raimond, Jr., Division Commissioner**

**Peer Review of Courses**

<b>Feedback From</b>	<b>Feedback Received</b>	<b>Changes Made</b>
<b>Debbie Rollinson, SHAC Council Commissioner, Reviewed Version 1</b>	Too much background information in slides 3-5.	Removed slide 5 about becoming a new District Commissioner and shortened slide 4 on the role of the District Commissioner to make it more streamlined.
	Start talking about the meeting and the "WHY" before talking about the agenda.	Added more about the why into the first couple of slides making it more clear why we were covering the objectives of commissioners and the roles of a District Commissioner.
	Vision/Goals don't have to be reviewed at every meeting or can be moved to the end.	Added a note about District Commissioners being able to move things around the agenda as they see fit and even incorporating updates on their vision/goals into their District Commissioner minute at the closing of the meeting.
	Get rid of the title "The Middle" make it into something that is more defining of this section of the meeting.	Removed the title and replaced it with "Unit Health Check" to go more in line with other commissioner terminology.
	Add in if there are no ADCs in a district the District Commissioner should supplement until they recruit ADCs.	Note made about District Commissioners supplementing for an ADC if they are still recruiting.

	<p>Define unit visits more to have them tell what they accomplished and list out where they need help.</p>	<p>Added some new verbiage on detailing out the unit visits more and focusing in on listing out where the help is needed so district resources can be linked to that unit.</p>
	<p>Move the slides for the Training topic and Recognition to before the "Closing" slide.</p>	<p>Readjusted these slides to be in front of the "Closing" slide and reworked the other slides so that they flow better into these topics as opposed to "we will address this is a future slide"</p>
	<p>Add a "Brainstorming" slide to after the training topic slide.</p>	<p>Added in another discussion point after the training slide to get real world examples of what attendees have done for training at past meetings and to help the attendees see how critical this part of the meeting is for everyone in attendance.</p>
	<p>Add in more directed questions to make sure the attendees in the class are getting actionable material to take back to their districts.</p>	<p>Reworked questions that I currently had including adding more. Also added another spot to stop and ask questions getting the attendees more involved in the presentation.</p>
	<p>Remove some of the wording on slide 4 to make it last a shorter amount of time.</p>	<p>Removed specific wording to make it more streamlined</p>
	<p>Combine the objectives of commissioners and the role of the district commissioner into one of the learning objectives instead of two.</p>	<p>Reworked the learning objectives to combine these into one.</p>

	<p>Delve into the challenges the class attendees are having with their meetings.</p>	<p>Added more questions and another opportunity for engagement to help the attendees to problem solve challenges that they are having with their meetings currently.</p>
	<p>Break up the sample meeting agenda into sections to better match the sections of the presentation.</p>	<p>Completely reworked the meeting agenda to break it into sections that flow the same as the presentation.</p>
	<p>Add a section about gathering/fellowship pre-meeting.</p>	<p>Added the section to show the gathering/fellowship happening pre-meeting so they know it needs to happen before the meeting to encourage people to be early and stick to the agenda during the meeting time.</p>
	<p>Add in a course summary at the end with an opportunity for questions and comments.</p>	<p>Added a summary slide at the end.</p>
<p><b>Cindy Scanland, SHAC Division Commissioner, Reviewed Version 1</b></p>	<p>I think it is impactful just the way it is.</p>	
<p><b>Cindy Scanland, SHAC Division Commissioner, Reviewed Version 1.1</b></p>	<p>I like the changes you made. The flow is more like the meeting and there is less about the commissioner role (which should be covered in a different training). Looks really good.</p>	

<p><b>Randy LeForce, SHAC Division Commissioner, Reviewed Version 1</b></p>	<p>Sample Meeting Agenda- The font is small, and you will be giving a handout so that will help. You might consider not having the sub points (a,b,c, etcetera ad nauseum...all the Latin I know).</p>	<p>Made the font a little larger and removed the roman numerals, so the concentration would be more on the agenda material itself.</p>
	<p>The Opening Slide- Increase the font size</p>	<p>Font size increased</p>
	<p>Conclusion Slide- Add a conclusion slide like is in all of the CCS presentations</p>	<p>Added a summary slide at the end.</p>
	<p>The Middle Slide- Increase the font size and consider taking out the sub bullet points since you have a handout.</p>	<p>Reworked this slide to take out the bullet points and make the font larger.</p>
	<p>The Closing Slide- Increase the font size, if possible, not sure you can here. You could always make these multiple slides to achieve that.</p>	<p>Removed some of the extraneous wording to be able to increase the font size and increased the font size.</p>
	<p>Questions/Comments slide- Add a question/comments slide like is in all the presentations</p>	<p>Added a slide towards the end for questions and comments.</p>

	<p>Remind the attendees to make the commissioner meeting valuable to the commissioner (to keep UCs returning to the meeting)</p>	<p>Added a couple more points throughout the presentation to drive home the importance of making the meeting fun and valuable to their commissioners so they will want to keep coming back to the meetings.</p>
<p><b>Mike Lampkin, SHAC ACC- Technology &amp; Former Division Commissioner, Reviewed Version 1</b></p>	<p>When possible, give the UCs a small task or assignment prior to each meeting to give them incentive to attend</p>	<p>Added this suggestion in to the slide where I am introducing the sample meeting agenda.</p>
	<p>The use of ADCs is the Patrol Method. Verbally make that connection with them. Many DCs don't utilize ADCs effectively and struggle to manage their teams.</p>	<p>Inserted in a correlation on the breakout sessions and the ADC role to the patrol method we use in Scouts BSA.</p>
	<p>Simply by presenting this you'll be identified with the participants as the "subject matter expert" so add one more slide at the end with your name, title, phone, and email address.</p>	<p>Put a new slide at the end of the presentation that has my contact information for the attendees to reach out to me as a resource.</p>

<b>Sandy Southern, SHAC District Commissioner, Reviewed Version 1.1</b>	More emphasis on the five objectives of commissioning to drive it home with all the commissioners.	Looked for and added some added opportunities to incorporate the objectives of commissioning into the course.
	Discuss how to incorporate this setup into hybrid or virtual meetings	I will talk through this on the brainstorming stage, although this is more for the remote districts that are very spread out.
	The vision and goals are very helpful to go over each meeting, a little more emphasis on them would benefit people.	I feel like the emphasis currently there on the vision and goals is sufficient for this course. On the last update I added a piece on the district commissioner can also incorporate this into their district commissioner minute.
<b>Greg Carr, SHAC Division Commissioner, Reviewed Version 1</b>	I do like it .... a pretty good guide that would certainly help a new DC feel a little better about where they're at and plus what and how they're doing it I think.	
<b>Charles Raimond, Sr., SHAC Unit Commissioner &amp; Former Assistant District Commissioner, Reviewed Version 1.1</b>	More examples of ways to recognize and inspire your team.	Referenced in MCS 413- Retaining, Recognizing, and Rewarding Commissioners to help commissioners more in this area.
	Add more ways to have the class bring up how they are using meetings to recruit and retain their staff. Most people want to do things with people they know, so getting people to invite a friend to a meeting is a great resource.	Emphasized this throughout the presentation talking about the fun and fellowship in meetings and how this can impact not only your retention but also help you in your recruiting effort.

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**Bibliography**

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*Structuring a Team*, <https://pdscouting.wpenginepowered.com/wp-content/uploads/2018/07/Structuring-a-Team-FINAL.pdf>.

*Unit Roadmap*, <https://pdscouting.wpenginepowered.com/wp-content/uploads/2020/10/522-025-Unit-Roadmap-Final.pdf>.

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**Appendix**

Note: The following courses were designed to be living documents.  
As living documents, the material can be, and is encouraged to be  
updated as needed to improve Unit Service

# Suggested Thesis/Project Proposal Form

1. Complete this form and submit it to your council's Doctoral Review Team for approval.
2. They will review the proposal, may make suggestions and /or approve the proposal.
3. You may submit the name of a potential Advisor/Coach or you may request one to be assigned to you.

## Thesis Topic / Project Selection

Candidate Name: Charles Raimond, Jr. Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Council: \_\_\_\_\_ District: \_\_\_\_\_

Current positions(s) in Scouting: \_\_\_\_\_

Proposed thesis/project topic: (Please attach a proposed outline and a current college transcript.)

Proposal approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Project / Thesis Advisor: \_\_\_\_\_

Position: \_\_\_\_\_ Council: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Doctoral Project Proposal Outline- Charles Raimond, Jr.

- I. Title Page
- II. Executive Summary
- III. Table of Contents
- IV. Project Description
  - a. Purpose
  - b. Courses
  - c. Timeline
  - d. Strategy for implementation of courses
- V. Results of the courses and recommendations
- VI. Appendix
  - a. New Course: DCS 601- Successful District Commissioner Meetings
  - b. New Course: CED 802- Utilizing Commissioner Tools to Manage your Commissioner Team
  - c. Sample District Commissioner Organization Chart
- VII. Bibliography



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# DCS 601- Successful District Commissioner Meetings

Created and Presented by:  
Charles "Junior" Raimond, Jr.



Welcome to DCS 601- Successful District Commissioner Meetings.

<Introduce yourself and your position in Scouting>



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## Learning Objectives

---

Five Objectives of Commissioning & Roles  
of the District Commissioner

---

Applying the objectives and roles to your  
District Commissioner Staff Meetings

---

Connect, Serve, and Inspire your team  
through your meetings



When you leave the class today, you should be able to:

- Know the Five Objectives of Commissioning and Understand the roles of the District Commissioner and how to apply them to your meetings
- Be able to apply the objectives of commissioning and the roles of a District Commissioner to your District Commissioner Meeting
- Know how to be able to Connect, Serve, and Inspire your team through your meetings



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# Five Objectives of Commissioning

 Growth and Retention

 Unit Needs

 Linking Resources

 Charter Renewals

 Supporting Unit Leaders

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- 1.) Supporting unit growth and retention
- 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 renewals
- 5.) Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities



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# Role of the District Commissioner

Envision

Represent

Recruit

Retain

Enable



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## The District Commissioner Roles:

- 1.) To envision what effective unit service in a district will look like and what goals must be accomplished during their term of service to fulfill that vision.
- 2.) To represent volunteers and Scouts to the district committee and district professionals.
- 3.) To recruit assistant district commissioners and an adequate number of roundtable and unit commissioners to provide effective unit service.
- 4.) To retain commissioners and units (ensuring commissioners are given assignments that fit well with their passion, potential, and priorities and recognizing their achievements and that units receive effective service to support retention).
- 5.) To enable commissioners to be successful (onboarding, training, giving assignments that are a good match for who they are, provide clear definition of success and recognize them for their achievements, have engaging and inspiring meetings).

In this class we are going to touch on these roles and how to apply them into your District Commissioner meeting.

Your District Commissioner Staff Meetings are critical for you to be able to effectively perform the role of a District Commissioner and to emphasize the five objectives of Commissioning for all your commissioners.



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# Sample Meeting Agenda



Your meeting is your chance to inform everyone of changes in the units, the district, and the community. It's goal and purpose is to help units to succeed. Make people feel that they will miss out on fun, recognition, and important information if they skip the meeting. And like most Scouting events, the "event" starts before the actual event with gathering and socialization taking place before the meeting.

One suggestion is to give each of your unit commissioners a small assignment to take part in the meeting or give them a small task to do before the meeting and bring with them to give them incentive to attend.

**\*\*Hand out the Sample District Commissioner Staff Meeting Agenda.\*\***

Like all meetings, it's important to start and end on time. Ok, let's break the meeting down into detail. \*cover the sample agenda\* This sample is designed for a one-hour block, but you can move the times around. For example, maybe start the fellowship at 6:30pm and then the meeting itself at 7pm. **Remember this is a model. Maybe you want to move the sections around? Go for it!**

You might not have a big staff or even a Assistant District Commissioner (ADCs), but that's ok. You must start somewhere. By having effective and motivational meetings you will build your staff in no time. This is something you can work towards.



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# Opening



Welcome (District Commissioner)- **2 minutes**

Opening Prayer/ Pledge/ Scout Oath & Law  
(District Commissioner assigns)- **4 minutes**

Review of district's vision and goals- **5 minutes**



District Commissioner starts with a welcome message and sets the tone for the meeting.

Assign one of your commissioners to do an opening prayer, pledge, Scout Oath and Law

Review of district's vision and goals- This is your time to reinforce your vision and update everyone on the status of the S.M.A.R.T. goals you set. This can be moved around in the meeting to be where you find it's most effective.



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# Unit Health Check

Breakout Sessions- **10 minutes**



Breakout Reports (Assistant District Commissioners / Assistant District Commissioners –Roundtable)- **5 minutes**

Review of Unit Service in the District (District Commissioner or Designated Assistant District Commissioners)- **15 minutes**



Divide and conquer, ADCs cover their reports (advancement reports, commissioner tools reports, unit training reports, recruiting information, etc.) with the UCs . All the information for these breakouts should be prepared in advance. The ADCs will take this information from the breakouts and will summarize in the general meeting after the breakouts. Unit visit reports should be addressing what the UCs accomplished and where they need help. Focus on the challenges. If there are no ADCs or (ADC- RT), the District Commissioner will supplement.

RT commissioners get a chance to spend a little time talking strategy. Might be who is presenting what. Or it could be a discussion on what resources they need to gather for the next roundtable.

After the breakouts, have the ADCs give a brief recap to the group of what was discussed and identify any resources needed. This is very similar to the Patrol Method in Scouts BSA, and your ADCs are your patrol leaders who are helping you to manage your team and follow up with them.

One of the most important parts of the meeting is how to best provide unit service to the units in our district. Two major parts of the meeting help us with that goal in mind, reviewing unit service in the district and the training topic. We can't do that without best knowing how to allocate our resources.

Now is the time to get more specific about each unit and the plan of actions to help them. We need to make sure we are allocating most of our time to the units in most need, but make sure you're not totally ruling out the high functioning units. Quickly highlight what's going well with them utilizing information being given on the simple and detailed assessments so you can encourage the same behavior across your staff.

Dive into the Unit Service Plans and make sure they are set up as S.M.A.R.T. goals. More information about the reports that will help you pull this information in an efficient manner can be found in College of Commissioner courses: CED 802- Utilizing Commissioner Tools to Manage your Commissioner Team and DCS 516- Succeeding with the Unit Service Plan.



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## Training Topic



- Helping units to succeed
- Importance of training
- Topic Selection
- Who should lead the training?



Helping units to succeed is at the heart of every meeting, and the training topic is a huge part of that.

Training is something that should be a continuous process in all parts of scouting, especially for commissioners. Training will help you to gain and retain commissioners, increase performance, increase morale, improve productivity, and help you to dial in your commissioners to where they are needed most and how they can help.

Topics should be selected by the district commissioner and district executive that best matches the current skill and needs of your commissioner team. These topics can include specific examples of issues and how to handle the situations through role play. It could be covering parts of a college of commissioner science course to better direct your commissioners in a certain topic. Maybe it's how to navigate commissioner tools so your commissioners are more predisposed to using it.

Think about who should be leading the training. It might often be the district commissioner or district executive leading the training topics, but selected ADCs and unit commissioners also should be utilized to instruct some topics. Serving as an instructor is a great way to learn. At least once a year, invite someone from outside the commissioner staff to conduct a training topic. It could be someone from outside the organization, or look internally at your division commissioner, or a field director, or Assistant Council Commissioner.



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# Brainstorming



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What are some good topics that you have used for training?

What was the focus from the last division meeting / council coordinated / etc.?

Is there a training event like College of Commissioner Science coming up? Talk about why we do it and how classes are organized. Sharpen skills / build connections / day of learning

Time bound subjects- recharter / current events / things that have come up (i.e.- my example of status check on assessments based on reports I ran, and feedback was “well we don’t know how to put them into the system”

Can anyone give a good 2-minute example of a training topic?

Does everyone have a topic in mind that they can use for their December meeting? Or do you need to talk more to help you develop a topic?



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## Recognition & Inspiration

- Inspire
- National Level Commissioner Awards
- District Specific Awards
- Keep it fresh and fun



Now that we've furthered the education or polished previous knowledge of your staff, it's time to show some recognition.

This section of the meeting is where you can really inspire your team and get them excited. The more prepared you are, the more fun your staff is having, and the more you recognize, the more people will come.

National commissioner awards like the commissioner key, arrowhead honor, are most certainly appropriate here, but you might want to save that for roundtable, so you have a bigger audience. But what about meetings where you don't have national commissioner awards to hand out? Well, that's your time to get creative and produce fun and simple awards to retain, recognize and reward your commissioner team.

It's important to remember to keep track of the recognitions you give so you can keep the awards fresh and make sure all your commissioners are recognized.

More information, ideas, and resources for this section of your meeting can be found in the College of Commissioner Science Course: MCS 413- Retaining, Recognizing, and Rewarding Commissioners



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# Closing

Open Discussion- **5 minutes**



District Executive Minute- **1 minute**

District Commissioner Minute- **1 minute**

Next District Commissioner Staff Meeting date,  
time, and location



Your open discussion time can be utilized as an open forum for any topic that hasn't been covered, answer any questions people have, address the tabled topics from the parking lot, or as overflow time on other areas that took a little longer in your meeting.

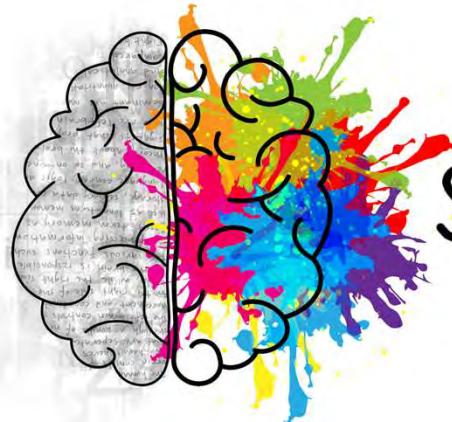
Just like any other meeting, you want to end with inspirational words to rally your staff and inspire them to go out into the district and provide the best unit service possible. Encourage your district executive to be at your meetings and help to be part of the inspiration by giving a District Executive minute.

Always, always, always end with the date, time, and location of your next meeting so your staff can plan accordingly.

Do your best to end on time to respect everyone's time.



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## brain STORMING



How can we apply the five objectives of commissioning to our meeting?

How do your meetings support us in our role of district commissioner?

How will you utilize this course to run successful district commissioner meetings in your district?

How will you Connect, Serve, and Inspire your team through your meetings?

What are the challenges you're having with your meetings?

What solutions do you feel like you can take to your meetings?

What fun ideas do you have to get people to your meetings? Food is always a big draw. People also like to be other people they know and enjoy.

-Think of CCS. Who went to the retreat? Why did you go? (fun, fellowship, food)



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A successful District Commissioner Staff Meeting reinforces the five objectives of commissioning and role of the District Commissioner and has 5 sections:

- Pre-meeting where the gathering and socialization takes place
- Opening section where your commissioners are made to feel welcome. Reinforce your vision and give a progress report on your district commissioner goals.
- Unit Health Check- part of the heart of the meeting where ADCs cover their reports with the UCs, Roundtable topics and agendas are finalized, get specific about units with needs and how you will address the needs, and dive into the Unit Service Plans.
- Training & Inspiration where training topics are taught to the team, awards are presented, FUN is had by all, and your commissioners are inspired to go out and serve the units in your district.
- Closing is composed of an opportunity for an open discussion to answer any questions or concerns that came up during the meeting or weren't addressed already. It is also the chance for you to leave the team with some inspirational words and send them forth to take care you the units in your district.



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**QUESTIONS?  
COMMENTS?**

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Now is your opportunity to ask any questions you might have about the presentation or the subject matter.



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## Presenter's Information:

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\*\*Presenter's information in case someone in the class would like more information or follow-up.\*\*



## District Commissioner Staff Meeting Agenda

Date



### Pre-Meeting

Gathering / Fellowship

### Opening

Welcome (District Commissioner)- **2 minutes**

Opening Prayer/ Pledge/ Scout Oath & Law (District Commissioner assigns)- **4 minutes**

Review of district's vision and goals- **5 minutes**

### Unit Health Check

Breakout Session- **10 minutes**

- Unit Health Discussions (ADCs)
- Roundtable Planning (ADC- RT)

Breakout Reports (ADCs / ADC- RT)- **5 minutes**

Review of Unit Service in the District (District Commissioner or Designated ADCs)- **15 minutes**

- New Simple Assessments Highlights
- New Detailed Assessments Highlights
- New Unit Service Plans Overview
- Update on existing Unit Service Plans

### Training & Inspiration

Training Topic (Assigned Commissioner)- **10 minutes**

Recognition (District Commissioner)- **2 minutes**

### Closing

Open Discussion- **5 minutes**

District Executive Minute (District Executive)- **1 minute**

District Commissioner Minute (District Commissioner) - **1 minute**

Next District Commissioner Staff Meeting date, time, and location



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# CED 802- Utilizing Commissioner Tools to Manage your Commissioner Team

Created and Presented by:  
Charles "Junior" Raimond, Jr.



Welcome to CED 802- Utilizing Commissioner Tools to Manage your Commissioner Team  
<Introduce yourself and your position in Scouting>



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# Learning Objectives



**Understand the variety of information available through Commissioner Tools**



**Review the functions and various reports offered within Commissioner Tools**



**Analyze key data and information to identify under-performing units and commissioners**



**Be able to utilize commissioner tools to better manage your Commissioner team**



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Our learning objectives for this course are:

- Understand the variety of information available through Commissioner Tools
- Review the functions and various reports offered within Commissioner Tools
- Analyze key data and information to identify under-performing units and commissioners
- Be able to utilize commissioner tools to better manage your Commissioner team



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# Five Objectives of Commissioning

 Growth and Retention

 Unit Needs

 Linking Resources

 Charter Renewals

 Supporting Unit Leaders



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As commissioners, we have five objectives:

- 1.) Supporting unit growth and retention
- 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 renewals
- 5.) Supporting unit leaders by collecting and distributing information, enabling program training, and providing networking opportunities



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## Commissioner Tools Data



**Each Unit Contact becomes part of a larger data set for each district and council.**



**Commissioners Tools has several reports that can be used by administrative commissioners to help manage their teams.**



**Many reports also include data exports that allow for more analysis.**



Why do we use commissioner tools? **Each Unit Contact becomes part of a larger data set for each district and council.**

What's the benefit of commissioner tools for me when I'm an administrative commissioner? **Commissioners Tools has several reports that can be used by administrative commissioners to help manage their teams. When used properly, it will also help you to identify which units in your district need help so you can help provide them resources.**

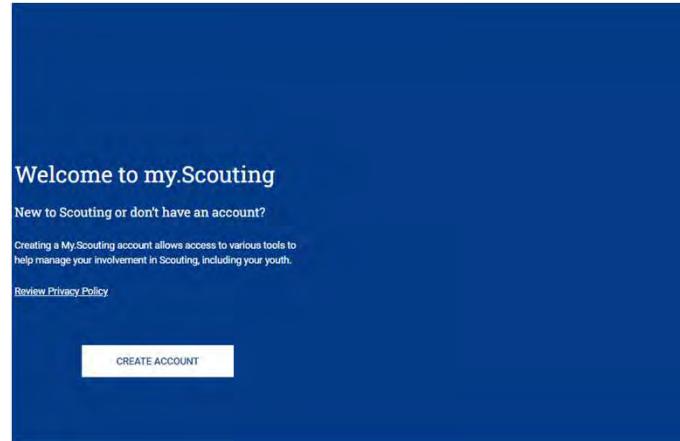
Some of these reports are basic. **Many reports also include data exports that allow for more analysis.**

Ultimately, the reports available in commissioner tools gives you the information you need as an administrative commissioner to lead your commissioners in achieving the objectives of Unit Service.



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# Accessing Commissioner Tools



Login to my.Scouting

User/Email  The username field cannot be blank.

Password  The password field cannot be empty.

**LOGIN**

Forgot username / password?

OR

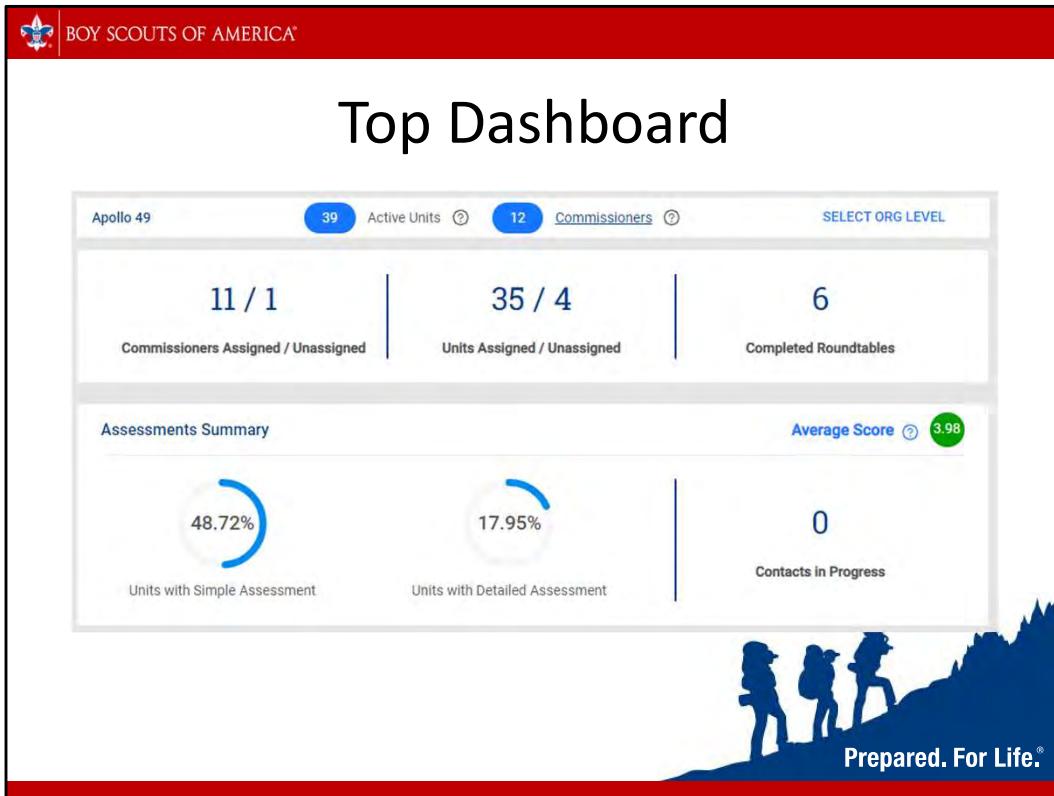
Sign in Sign in with Apple



**\*\*Pass out handout for Accessing dashboard\*\***

**\*Review step by step document on how to get to dashboard.\***

Feel free to utilize this document as a teaching tool with your new commissioners and add the step of clicking contacts on the left to get them started entering in their assessments!



Once you log in you are taken to your organizational dashboard. There is a lot of information displayed here that is available right at your fingertips.

Starting at the very top you have the number of active units in your district and the number of active commissioners.

Next row gives you an administrative update on your team. First is the number of commissioners who are assigned to a unit vs not assigned. Second is number of units with a commissioner vs ones without. Last part of the row is number of roundtables that were entered. Remember, commissioner tools is just a piece of software. It doesn't know what really happened so it's very important that you as an administrative commissioner stress to your team that good data into the program will give you good data coming out.

The last row of this screenshot are your quick reference meters letting you know what percentage of units in your district have had a simple and detailed assessment. It will also give you the average score of the assessments in the green bubble. This row also shows you if there are any contacts that are in progress and not yet submitted into the system.



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## Bottom Dashboard

Service Plan Summary		Charter Renewal Status	REPORT
Units with a Service Plan Created: 0	Units with a Service Plan Completed: 0	39 Total Units ⓘ	
		39 Units Available for Renewal ⓘ	
		36 Renewals Not Started ⓘ	
		3 In Process Renewals ⓘ	
		3 Initiated ⓘ	
		0 Locked ⓘ	
		0 Waiting COR Signature ⓘ	
		0 On Hold ⓘ	
		0 Pre Posted Units ⓘ	
		0 Units Posted ⓘ	

Total Units: 39  
Units NOT Contacted: 20

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When you scroll down you reveal the rest of your dashboard.

Service plan summary is a critical piece of the dashboard and allows you to quickly see how many units have a service plan created and how many have completed a service plan.

Right below that you have another area that tells you how many total units are in your district. It also displays how many units have zero contacts.

Remember, the information coming out of these dashboards are only as good as the information going into them. If there is no information coming into the system that is a great discussion topic for your next district commissioner staff meeting. The information you get from that discussion could lead right into your next training topic!

The last section on your dashboard is your Charter Renewal Status. This section breaks down all the information and status of charter renewals in your district. This is very helpful during the charter renewal season to have a snapshot of where you are as a district.



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## Commissioner Tools Menu

Apollo 49

Organization Dashboard

Contacts

Roundtable

Profile

Administration

Reports

Help Guide

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Your commissioner tools menu gives you some other administrative abilities:

**Contacts-** Lets you enter in simple or detailed contacts

**Roundtable-** Great tool for an ADC- RT to utilize and input into commissioner tools information for your roundtables to include the date and units who attended. This information can be tracked and brought to a District Commissioner staff meeting. From there the ADC- RT can produce strategies in their breakout sessions to encourage units that historically do not attend roundtable to visit roundtable.

**Profile-** Gives you a snapshot of your profile that shows all your registered positions, a list of the units you're assigned, and a history of contacts you have made.

**Administration-** This area is where administrative commissioners go to assign commissioners to specific units under the "Unit Admin" submenu and can view their commissioner staff with number of units assigned under the "Commissioner Admin" submenu.

**Reports-** Gives you the information you need as an administrative commissioner to lead your commissioners in achieving the objectives of Unit Service.

**Help Guide-** Has three links for training information and an overview of commissioner tools for Unit Commissioners, Administrative Commissioners, and Roundtable Commissioners

The screenshot displays the my.Scouting Commissioner Tools interface for the unit Apollo 49. At the top, there is a navigation bar with the Boy Scouts of America logo and the text "my.Scouting | Commissioner Tools". Below the navigation bar, the unit name "Apollo 49" is displayed, along with its logo. On the left side, there is a sidebar with various links: Commissioner Tools, Organization Dashboard, Contacts, Roundtable, Profile, Administration, Reports (which is currently selected), and Help Guide. The main content area shows "Key 3's Contact Info" for three individuals: Darin Baskin (District Chairman, darin.baskin@gmail.com), Rasheda James (District Commissioner, rasheda\_james@yahoo.com), and Monet Moore (District Executive, monet.moore2@gmail.com). Below this, there is a section titled "Reports" with three report options: "ASSIGNED AND UNASSIGNED REPORT", "ASSIGNED/UNASSIGNED COMMISSIONERS", and "\* COMMISSIONER CONTACTS". Each report option has a "Run" button next to it. A red box highlights the "Reports" section and the first report option. At the bottom right of the page, there is a "Prepared. For Life." logo.

**\*\*Pass out handout for Accessing reports\*\***

**\*Review step by step document on how to get to reports.\***

Feel free to utilize this document as well as a teaching tool with any new administrative commissioners.

Key three contact information is across the top.

You also can select a range of dates instead of just a year-to-date range for your reports.

This will allow you and your administrative commissioners to improve your performance when getting select information and provide more relevant data.

Your unit commissioners are inputting valuable and actionable information into commissioner tools when they record their contacts.

It's important for succession planning as a commissioner new to a unit can review past assessments to view a 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 their units remain healthy and able to deliver the promise of Scouting to the youth they serve.

**\*\*Pass out report examples packet and quick reference guides\*\***



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## Simple Assessments with Comments Report

Unit Name

Commissioner providing contact

Type of contact

Date of contact

Completion date

Score

Comments on the contact



Unit Name

Commissioner providing contact

Type of contact

Date of contact

Completion date

Score

Comments on the contact

This report and the next report are both golden reports for Unit Service.

They are where we mine down into the visits to know what's going on.

It displays the commissioners' comments from their visits with the unit and their assessment score.

This report is very useful to know the general health of a unit.

Think of it as giving you a snapshot of the commissioner's snapshot of the unit.



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## Detailed Assessments with Comments Report

Unit Name

Commissioner providing contact

Type of contact

Date of contact

Completion date

Scores and comments broken down by Planning and Budget, Membership, Program, and Volunteer Leadership



Unit Name

Commissioner providing contact

Type of contact

Date of contact

Completion date

Scores and comments broken down by Planning and Budget, Membership, Program, and Volunteer Leadership

This report is another golden report.

It displays the commissioners' comments from their visits with the unit broken down into the four aspects of detailed assessments and scores for each area.

This report is very useful to know what is really going on with a unit and any areas of concern.



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## Units with a Service Plan Report

Unit Name

Commissioner providing contact

Date of contact

Score

Service plan category and status

Target date and Actual completion date

Issue Description

Assigned Person



Unit Name

Commissioner providing contact

Date of contact

Score

Service plan category and status

Target date and Actual completion date

Issue Description

Assigned Person

This report gives you a Unit Health check on the units in your district who have a unit service plan.

You can see the category and status of the plans and who is assigned to accomplish the goals set.



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## Priority Needs Units Report



UNIT TYPE AND NUMBER



COMMISSIONER PROVIDING CONTACT



UNIT COMMITTEE CHAIR NAME AND EMAIL



DATE OF CONTACT



DATE OF ENTRY



TYPE OF ISSUE



Unit type and number

Commissioner providing contact

Unit Committee Chair name and email

Date of contact

Date of entry

Type of Issue: Key 3 Issues, Not meeting, No Leader, No Committee, No Members, Unit Conflict, No Orientation, Weak Leadership

This 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!!

The report displays the nature of the problem(s) encountered by the unit such as Key 3 Issues, Not meeting, No Leader, No Committee, No Members, Unit Conflict, No Orientation, Weak Leadership

All of which is pulled from a unit commissioner's detailed assessment.



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## District Contact Stats Report



Unit type and number



New unit status



Monthly numerical breakdown of simple and detailed assessments



YTD total contacts per unit



Unit type and number

New unit status

Monthly numerical breakdown of simple and detailed assessments

YTD total contacts per unit

This report permits an understanding of the number of contacts each unit received by month.

It lets you know who is getting contacted, how often, what type of contact, and when.

You can identify which units are being contacted on a routine basis or have more sporadic contacts.

Furthermore, you can easily single out your newer units to ensure they are receiving appropriate attention.

This is a more global picture than the Commissioner Contact Report.

You can also download as a .csv and analyze the data to put it into a bar chart for your commissioner meetings.



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## Commissioner Contacts Report



Commissioner providing contact



Assignment type



Unit type and number



Number of contacts by month



Total number of contacts for the year



Individual commissioner total contacts for assigned unit and in total



Commissioner providing contact

Assignment type

Unit type and number

Number of contacts by month

Total number of contacts for the year

Individual commissioner total contacts for assigned unit and in total (this is not a column; but instead, it is listed under each commissioner's name)

This report is particularly useful to monitor and assess the number of contacts each unit received from the assigned unit commissioner.

Accordingly, under-achieving or non-performing unit commissioners can be easily identified.

It captures the total contacts by single unit commissioner together with the total contacts conducted within the district month by month and overall, during the year.

So, you can see if they are consistently visiting the units throughout the year.

This report is easier to read than the District Contact Stats report but pulling the information to make bar charts is more difficult on this report since it combines all unit visits.



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## Commissioners Contact District Summary Report

District name

Number of units

Number of unit commissioners

Ratio of UCs to units

Monthly count of contacts for the district



District name

Number of units

Number of unit commissioners

Ratio of UCs to units

Monthly count of contacts for the district

This is a very high-level snapshot of the district. It doesn't give details on the type of visits or who gave the assessments, just a singular number for the month.

As a division commissioner I find this report very useful to get a quick view into the district's commissioner teams and how active they are with the units.

As a district commissioner you can easily track contacts per month and see how your team is trending.



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## Assigned/Unassigned Commissioners

Commissioner  
name

Commissioner  
position

Registration  
expiration

Unit assignments



Commissioner name

Commissioner position

Registration expiration

Unit assignments

Quick overview report that shows your commissioners and the units they're assigned to.

This was a staple for all my district commissioner staff meetings. It allowed me to easily see who was assigned what unit simply by looking down at this paper.



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## Assigned/Unassigned Report



UNIT TYPE AND NUMBER



DATE OF LAST CONTACT



LAST ASSESSMENT SCORE



UNIT LEADER AND  
CHARTERED ORG.  
REPRESENTATIVE



NEW UNIT STATUS



ASSIGNED  
COMMISSIONER



Unit type and number

Date of last contact

Last assessment score

Unit leader and Chartered Org. Representative

New unit status

Assigned commissioner

Using this report allows District Commissioners to obtain up-to-date information regarding when the last Unit Assessment (whether Simple or Detailed) occurred and if a unit commissioner is assigned to the unit.

Furthermore, this information permits an administrative commissioner insight regarding the operational status of a given unit and who the unit leaders and CORs are.

This report is HIGHLY recommended for every District Commissioner staff meeting so you can easily see the status of visits per each unit in the district.



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Good information into Commissioner Tools = Good information out.

Unit Service in your district is at your fingertips when you have all the information in front of you with commissioner tools.

Work with the reports to see which are the most useful to your vision and goal for your staff.



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**QUESTIONS?  
COMMENTS?**

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Now is your opportunity to ask any questions you might have about the presentation or the subject matter.



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## Presenter's Information:

Charles "Junior" Raimond, Jr.  
South Division Commissioner  
(832) 964-7702  
[jraimond06@gmail.com](mailto:jraimond06@gmail.com)



\*\*Presenter's information in case someone in the class would like more information or follow-up.\*\*



## BOY SCOUTS OF AMERICA® Simple Assessments with Comments Report

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Council [REDACTED]  
 Organization Name [REDACTED]  
 Period of Time From Jan 2022 to Dec 2022  
 Report Generated By [REDACTED]  
 Date Report Generated 11/06/2022

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Page 1 of 4 [GO](#)

Records: 66

District Name	Sub District Name	Unit Name	Gender Accepted	Chartered Organization	Visitor Name	Member ID	Position Names	Visit Type	Other Type	Date of Contact	Completion Date	Score	Contact Comment
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Talked with [REDACTED] about possible future crew events
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Unit Commissioner	Other	Phone call	06/03/2022	06/04/2022	3	with another crew to conduct ilsc or possibly creating a district voa
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Unit Commissioner	Unit Meeting		04/05/2022	04/12/2022	3	Unit is meeting as a patrol within their
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Unit Commissioner	Summer Camp		06/12/2022	06/15/2022	3	troops for the time being. We are working on boosting numbers.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Unit Commissioner	Unit Activity		08/29/2022	08/30/2022	3.5	spoke with the crew committee
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]							4 chair. we sent two venturers to NYLT as participants
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]							the crew had a great recruiting event. we may have 2 or 3
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]							3.5 new scouts that dual register with the troop and crew



## BOY SCOUTS OF AMERICA® Detailed Assessment with Comments Report

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Council [REDACTED]

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Organization Name [REDACTED]

Period of Time From Jan 2022 to Dec 2022

Report Generated By [REDACTED]

Date Report Generated 11/06/2022

[REDACTED]

Page 1 of 1 [GO](#)

Records: 7

District Name	Sub District Name	Unit Name	Gender Accepted	Chartered Organization	Visitor Name	Member ID	Position Names	Visit Type	Other Type	Date of Contact	Completion Date	Contact Score	Planning and Budget Score	Planning and Budget Comments	Membership Score	Membership Comments	Program Score	Program Comments	Volunteer Leadership Score	Volunteer Leadership Comments
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	04/19/2022	04/20/2022	2.9	1	The crew needs to work on a budget.	2	the crew lost half its membership at recharter. The scouts were going to talk to others in their troops about joining the crew and friends at school.	3.5	The crew is working on rebuilding and we are going to try and sit down with them to create a calendar for the next 12 months.	5	leaders are involved and working on training
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	06/11/2022	06/13/2022	4.4	4.	Don't know from Cubmaster [REDACTED] was able to create comments on the Detailed Assessment form that I created to send Assessment forms to Key3 prior to 6/11/22 meeting. Now this detailed Assessment does not appear with other 2022 assessments. Can it correct this.	4.3	Visited unit at 4.6 one of leaders home for Blue and Gold, Advancement and Pool Party. The Charter Organization has not opened building for scout meetings.	4.6	With little communication from leaders on meetings, campuses, etc because of the pandemic, and June 11, 2022 was my first time meeting with [REDACTED]. I was impressed seeing this unit T426 with a stout front T426 to accept the two Webelos. There were 4 leaders and 4 parents in attendance.	4.5	At 6/11/22 Blue and Gold, Advancement & Pool Party, there were 7 cub scouts and they all received advancement recognition, 2 crossed over to T426 with a stout front T426 to accept the two Webelos. There were 4 leaders and 4 parents in attendance.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	05/08/2022	05/09/2022	3.9	4.	pack committee chair is handling the unit budget.	4.7	no 5th grade Webelos at the moment as they crossed over a few months back. No 4th grade Webelos but many scouts in 1-3rd grade coming up in future years. Membership has grown well over the past few years.	3.6	does often do outdoor activities. The pack went camping the weekend of [REDACTED]. They usually have one campout and one other outdoor pack activity every year. The pack is promoting Day family camp for this summer..	3.5	The pack is working on getting more leadership but I think they may be on the right track. They just got a few new families which I hope they can recruit leaders from.



## BOY SCOUTS OF AMERICA® Units with a Service Plan Report

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Council [REDACTED]  
Organization Name [REDACTED]  
Reporting Period from 01/01/2022 to 12/31/2022  
Report Generated By [REDACTED]  
Date Report Generated 11/06/2022

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Records: 0

District Name	Sub District Name	Unit Name	Gender Accepted	Chartered Organization	Visitor Name	Member ID	Position Names	Date of Contact	Contact Score	Service Plan Category	Service Plan Status	Target Date	Completion Date	Issue Description	Assigned Person

No records are available

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Council: [REDACTED]  
 Organization Name: [REDACTED]  
 Report Generated By: [REDACTED]  
 Date Report Generated: 04/10/2021

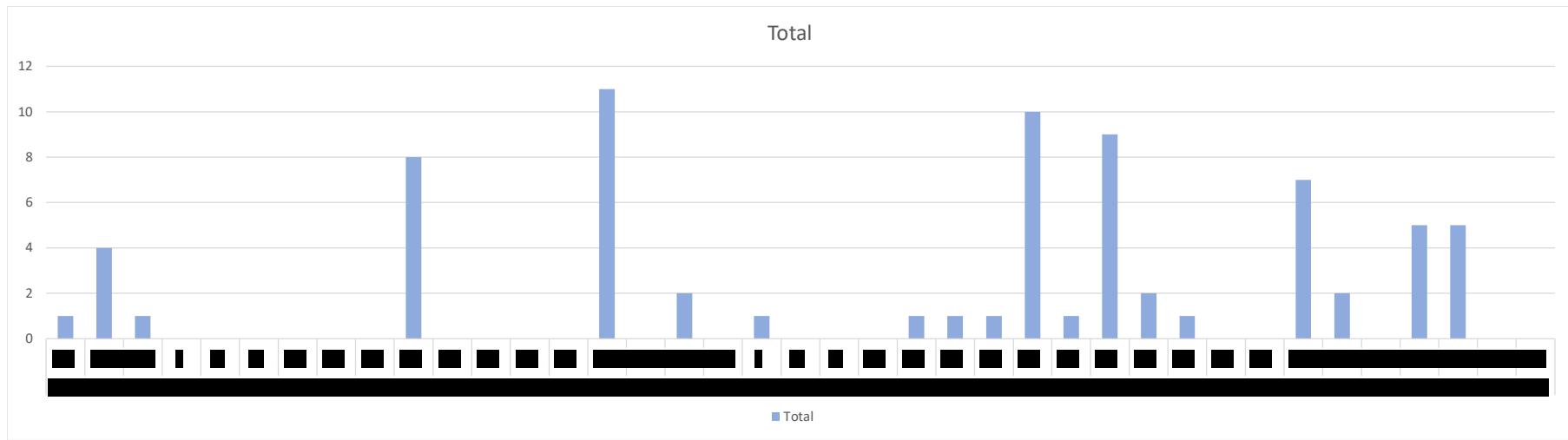
Page 1 of 1

**Priority Needs Units Report**  
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 Scouts of America.

Records: 2

Council Name	District Name	Sub District Name	Unit Type	Unit Number	Gender Accepted	Chartered Organization	Visitor Name	Unit Committee Chair	Unit Committee Chair Email	Date of Contact	Date of Entry	Key 3 Issues	Not Meeting	No Leader	No Committee	No Members	Unit Conflict	No Orientation	Weak Lead
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	02/08/2021	03/11/2021	Yes	Yes			Yes			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	03/15/2021	03/15/2021					Yes			





Report Commissioner Contacts Report  
Council Sam Houston Area Council 576  
Organization Name Apollo 49  
Report Generated By Charles Raimond  
Date Report Generated 04/09/2021

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Commissioners Contact  
District Summary Report

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Council [REDACTED]

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Organization Name [REDACTED]

[Export to PDF](#)

Period of Time From Jan 2022 to Dec 2022

Report Generated By [REDACTED]

Date Report Generated 11/07/2022

[FILTER](#)

Group by: Territory / Council ▾

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Records: 1

District Name	Number of Units	Number of UC	Ratio of UC to Units	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
[REDACTED]	39	10	3.90	9	7	8	13	12	8	3	8	4	1	0	0	73

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## BOY SCOUTS OF AMERICA® Assigned/Unassigned Commissioners

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Council [REDACTED]  
Organization Name [REDACTED]  
Report Generated By [REDACTED]

Date Report Generated 11/07/2022

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Page 1 of 1 [GO](#)

Records: 13

District	Sub District	Member ID	First Name	Middle Name	Last Name	Position	Position Expiry	Assignments
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Unit Commissioner	12/31/2022	[REDACTED]
						Asst. District Commissioner	12/31/2022	
						Asst Roundtable Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	
						District Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	
						Unit Commissioner	12/31/2022	

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## BOY SCOUTS OF AMERICA® Assigned / Unassigned Report

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Territory  
CouncilOrganization Name  
Report Generated By

Date Report Generated 11/07/2022

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Page 1 of 2 Go

Records: 39

Territory Name	Council Name	District Name	Sub-District Name	Unit Type	Unit Number	Gender Accepted	Chartered Organization	Last Contact	Last Assessment Score	Unit Leader	Chartered Organization Rep	New Unit	New Unit Date	Assigned	Assigned Commissioner	Ass. Comm. Member ID	Position	Expired Position	Registration Expiration Date	Expired Unit	Expired Unit Date
								06/03/2022	3			No		Yes			Unit Commissioner	N	12/31/2022	No	12/31/2022
								08/29/2022	3.5			Yes	03/01/2020	No						No	12/31/2022
								02/05/2022	2.5			No		No						No	12/31/2022
								10/04/2021	4			No		Yes			Unit Commissioner, Assistant Council Commissioner	N, N	12/31/2022, 12/31/2022	No	12/31/2022
								09/29/2021	3			No		Yes			Unit Commissioner, Asst Roundtable Commissioner	N, N	12/31/2022, 12/31/2022	No	12/31/2022
								10/07/2021	4			No		Yes			Unit Commissioner	N	12/31/2022	No	12/31/2022
								10/06/2021	4			No		Yes			Asst. District Commissioner	N	12/31/2022	No	12/31/2022
								10/05/2021	4			No		Yes			District Commissioner	N	12/31/2022	No	12/31/2022
								09/30/2021	4			No		Yes			District Commissioner	N	12/31/2022	No	12/31/2022
								06/11/2022	4.4			No		Yes			Unit Commissioner	N	12/31/2022	No	12/31/2022
								12/14/2021	3.5			No		Yes			Unit Commissioner	N	12/31/2022	No	12/31/2022
								09/30/2021	4			No		Yes			Unit Commissioner, Assistant Council Commissioner	N, N	12/31/2022, 12/31/2022	No	12/31/2022
								10/09/2021	2.5			No		No						No	12/31/2022
								08/29/2021	3.5			No		Yes			Unit Commissioner, Assistant Council Commissioner	N, N	12/31/2022, 12/31/2022	No	12/31/2022
								10/17/2022	4.5			No		Yes			Unit Commissioner	N	12/31/2022	No	12/31/2022
								10/17/2021	3			No		Yes			Unit Commissioner, Assistant Council Commissioner	N, N	12/31/2022, 12/31/2022	No	12/31/2022
								05/12/2022	3.5			No		Yes			Unit Commissioner	N	12/31/2022	No	12/31/2022
								10/31/2021	4			No		Yes			Asst. District Commissioner	N	12/31/2022	No	12/31/2022
								05/12/2022	3			No		Yes			District Commissioner	N	12/31/2022	No	12/31/2022
								09/30/2021	3			No		Yes			Unit Commissioner, Asst Roundtable Commissioner	N, N	12/31/2022, 12/31/2022	No	12/31/2022

This information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.



# Accessing your Commissioner Tools Dashboard

Step by step instructions on how to access your commissioner tools dashboard on [my.scouting.org](https://my.scouting.org)

7 Steps

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Created by

Charles Raimond, Jr.

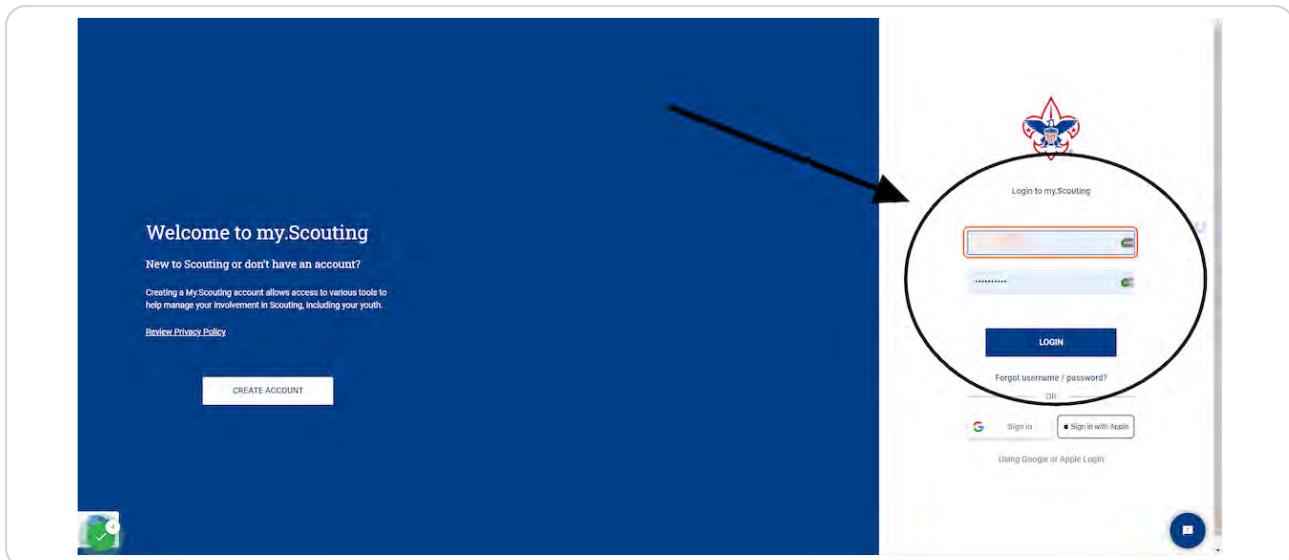


STEP 1

**Go to my.scouting.org**

STEP 2

**Enter in your username and password**



STEP 3

**Click on LOGIN**



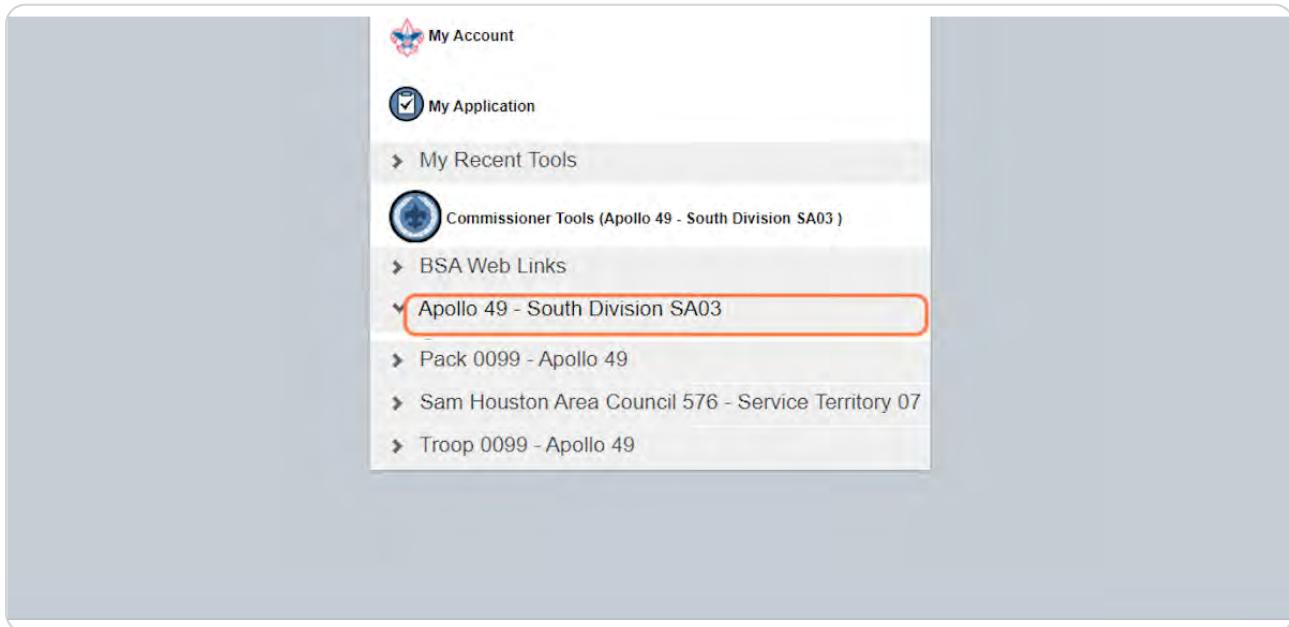
STEP 4

**Click on the "Menu" button in the upper left corner**



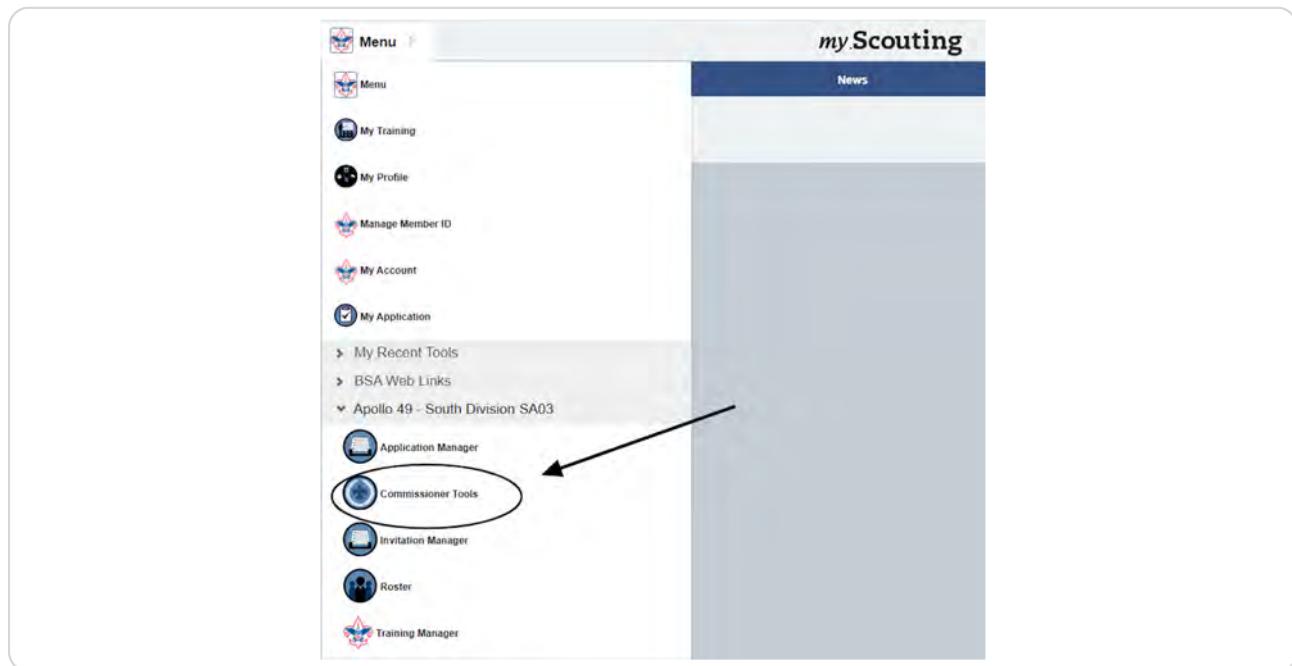
STEP 5

**Select your District dropdown**



## STEP 6

### Select Commissioner Tools



## STEP 7

Your Commissioner Tools dashboard will be displayed

The screenshot shows the Commissioner Tools dashboard for the organization 'Apollo 49'. The top header includes the site name 'myScouting | Commissioner Tools' and the organization name 'Apollo 49'. The top right features buttons for 'Active Units' (39), 'Commissioners' (12), and a 'SELECT ORG LEVEL' dropdown. On the far left is a vertical sidebar with links: Commissioner Tools (selected), Organization Dashboard, Contacts, Roundtable, Profile, Administration (with a dropdown menu), Reports, and Help Guide. The main dashboard area displays several key statistics: '11 / 1' Commissioners Assigned / Unassigned, '35 / 4' Units Assigned / Unassigned, and '6' Completed Roundtables. Below these are two donut charts: '48.72%' for 'Units with Simple Assessment' and '17.95%' for 'Units with Detailed Assessment'. To the right is a section titled 'Assessments Summary' with an 'Average Score' of 3.98. At the bottom are two more sections: 'Service Plan Summary' (showing 0 units with a service plan created and 0 completed) and 'Charter Renewal Status' (showing 39 total units, 39 available for renewal, and 36 not started).







# Accessing your Commissioner Tools Reports

Step by step instructions on how to access your commissioner tools reports on my.scouting.org

10 Steps

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Created by

Charles Raimond, Jr.

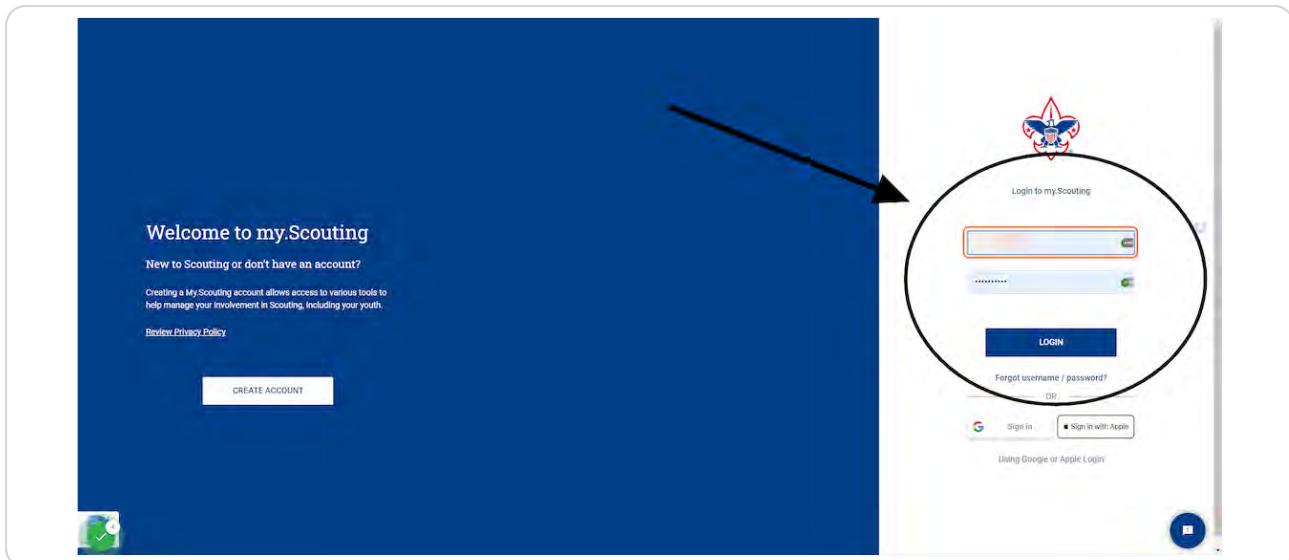


STEP 1

**Go to my.scouting.org**

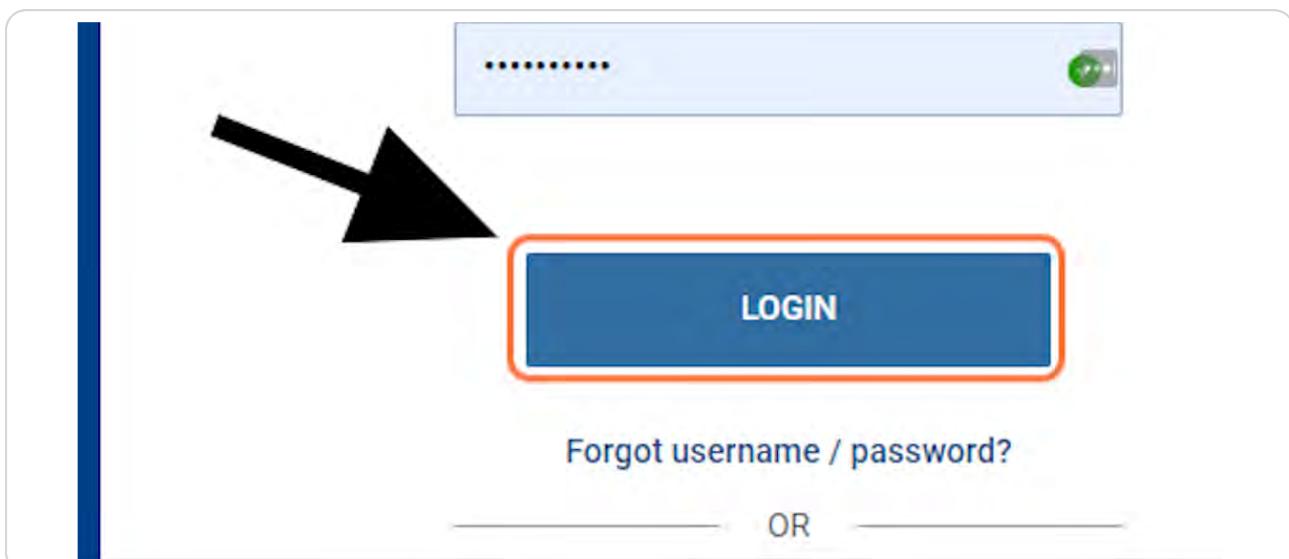
STEP 2

**Enter in your username and password**



STEP 3

**Click on LOGIN**



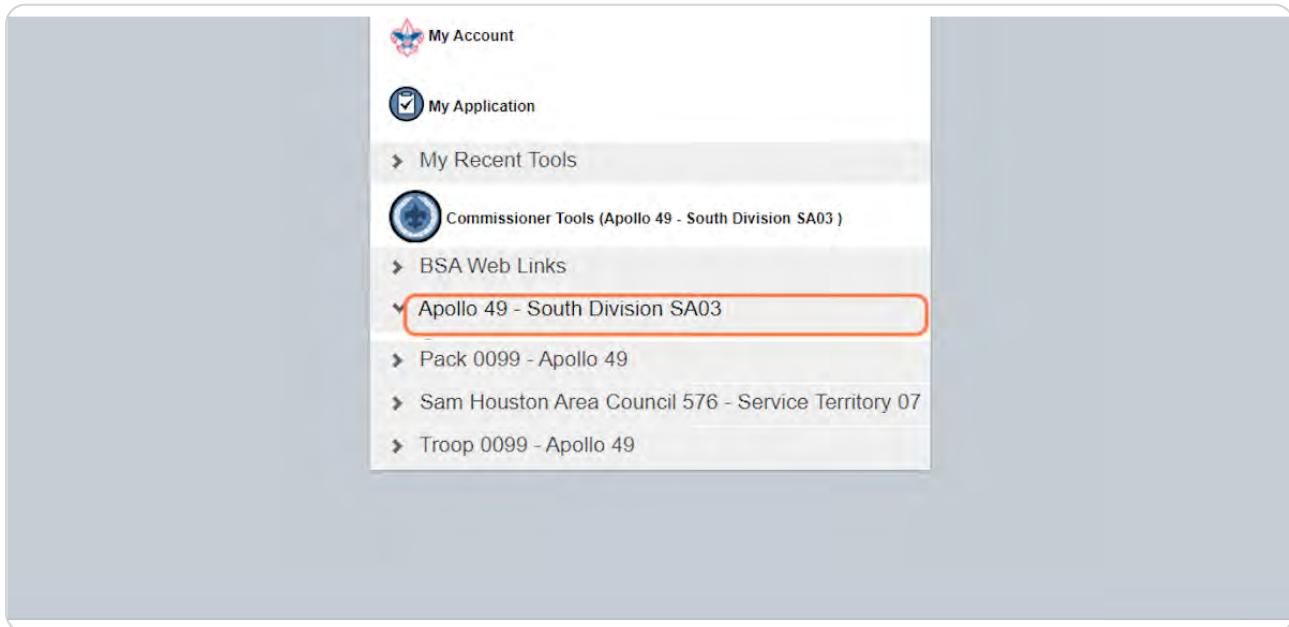
STEP 4

**Click on the "Menu" button in the upper left corner**



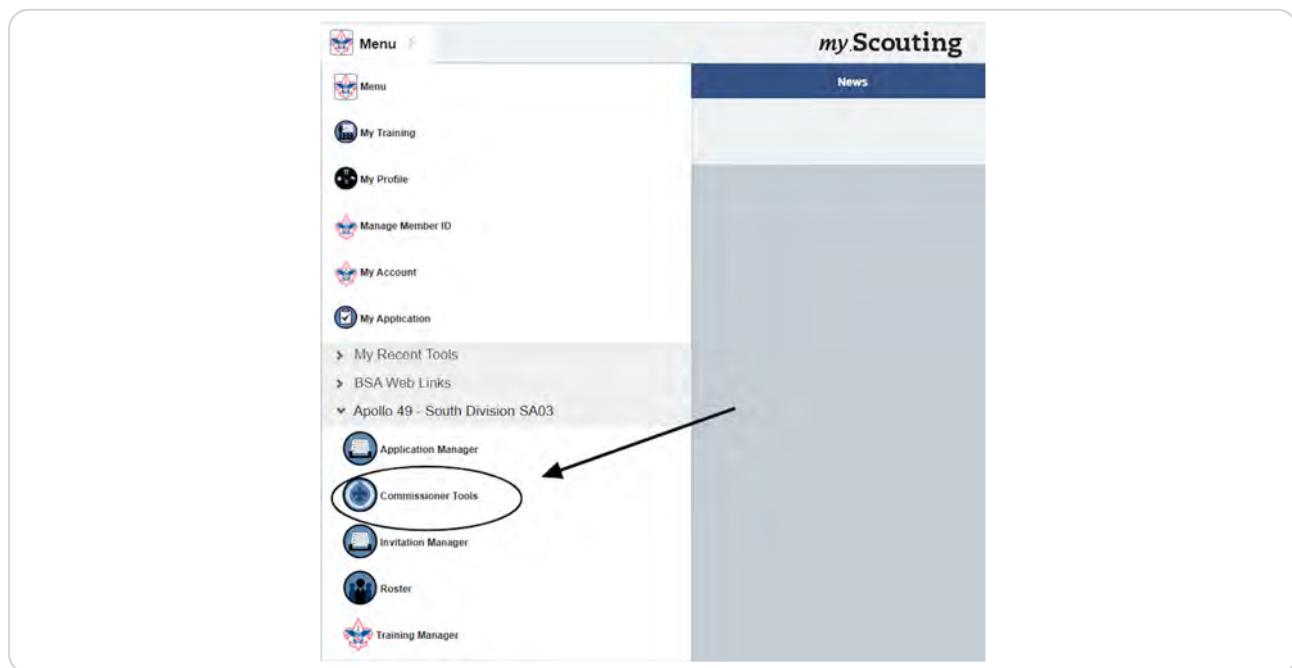
STEP 5

**Select your District dropdown**



## STEP 6

### Select Commissioner Tools



## STEP 7

Your Commissioner Tools dashboard will be displayed

The screenshot shows the Commissioner Tools dashboard for the organization Apollo 49. The top header includes the myScouting logo and the title "myScouting | Commissioner Tools". The dashboard features a sidebar on the left with links: Organization Dashboard, Contacts, Roundtable, Profile, Administration (with dropdown options Reports and Help Guide), and Reports. The main content area displays several key statistics: 11 / 1 Commissioners Assigned / Unassigned, 35 / 4 Units Assigned / Unassigned, and 6 Completed Roundtables. Below these are two donut charts: "Assessments Summary" showing 48.72% for Simple Assessment and 17.95% for Detailed Assessment, with an average score of 3.98; and "Contacts in Progress" showing 0 contacts. At the bottom, there are "Service Plan Summary" and "Charter Renewal Status" sections, each with a "REPORT" button.



## STEP 8

Click on the reports button on the left

myScouting | Commissioner Tools

Apollo 49

Apollo 49

Active Units 39 Commissioners 12 SELECT ORG LEVEL

11 / 1 Commissioners Assigned / Unassigned 35 / 4 Units Assigned / Unassigned 6 Completed Roundtables

Assessments Summary Average Score 3.98

48.72% Units with Simple Assessment 17.95% Units with Detailed Assessment 0 Contacts in Progress

Service Plan Summary Charter Renewal Status REPORT

Units with a Service Plan Created: 0 Units with a Service Plan Completed: 0

39 Total Units 39 Units Available for Renewal 36 Renewals Not Started

Administration Reports Help Guide

## STEP 9

Customize your date ranges if you're looking at a specific time frame, or leave it open for the default setting.

myScouting | Commissioner Tools

Apollo 49

Apollo 49

SELECT ORG LEVEL

Key 3's Contact Info

Darin Baskin District Chairman darin.baskin@gmail.com

Rasheda James District Commissioner rasheda.james@yahoo.com

Monet Moore District Executive monet.moore2@gmail.com

Reports

Date From: Date To:

Any 12 month date range within 3 years is recommended to run non-asterisk (\*) reports.  
Asterisk (\*) reports are calendar year. A filter to choose a calendar year displays after selecting RUN.

ASSIGNED AND UNASSIGNED REPORT Run

Displays list of all units, including expired units, with assigned/unassigned commissioners/units.

ASSIGNED/UNASSIGNED COMMISSIONERS Run

Displays list of commissioners with assigned/unassigned units.

\* COMMISSIONER CONTACTS Run

Contacts made by commissioners, indicating whether assigned or not. Filter by monthly.

CHARTER RENEWAL REPORT Run

This report shows status of units available for renewal (within 90 days of expiration) in the charter renewal process.

Administration Reports Help Guide



## STEP 10

Select the report you're looking for and run the report.

The screenshot shows the myScouting Commissioner Tools interface for organization Apollo 49. The left sidebar includes links for Organization Dashboard, Contacts, Roundtable, Profile, Administration (with Reports selected), and Help Guide. The main content area displays 'Key 3's Contact Info' for Darin Baskin, Rasheda James, and Monet Moore, along with their roles and email addresses. Below this is a 'Reports' section with four report options:

- ASSIGNED AND UNASSIGNED REPORT**: Displays list of all units, including expired units, with assigned/unassigned commissioner status. Includes a 'Run' button.
- ASSIGNED/UNASSIGNED COMMISSIONERS**: Displays list of commissioners with assigned/unassigned unit. Includes a 'Run' button.
- \* COMMISSIONER CONTACTS**: Contacts made by commissioners, indicating whether assigned or not, spread by month. Includes a 'Run' button.
- CHARTER RENEWAL REPORT**: This report shows status of units available for renewal (are within 90 days of expiration) in the charter renewal process. Includes a 'Run' button.

A red box highlights the third report option, and a black arrow points from the text above to this highlighted area.





# Commissioner Tools Quick Reference Guide

## Dashboard

Section	Use
Number of active units in the district	Displays number of registered units in your district
Number of active commissioners in the district	Displays number of registered commissioners in your district
Commissioners Assigned/Unassigned	Shows how many commissioners are assigned to units and not assigned to units
Units Assigned/Unassigned	Shows how many units have assigned commissioners and how many do not
Number of Completed Roundtables	Displays the number of completed roundtables
Units with Simple Assessmenets	Number of units in the district who have simple assessments entered into the system
Units with Detailed Assessments	Number of units in the district who have detailed assessments entered into the system
Number of Contacts in Progress	Number of unit contacts that have not been fully completed
Service Plan Summary with number created and number completed	Displays the number of Unit Service Plans that have been created and the number that have been fully completed
Number of units and number of units without a contact	Displays number of units in the district and the number of units without a contact entered.
Charter Renewal Status for all units	Breakdown of the charter renewal status of units in your district



# Reporting

Unit Health Reports	
<u>Report name on commissioner tools</u>	<u>What to use the report for</u>
*Simple Assessments with Comments	Completed simple assessments with the commisioner's comments
*Detailed Assessments with Comments	Completed detailed assessments with the commisioner's comments
*Units with Service Plan	Shows you the service plan details from completed detailed assesments
*Priority Needs Units (within 180 days)	List of priority needs identified during detailed unit assessments
Roundtable Attendance	Roundtable attendance listed by month for units
Charter Renewal Report	Status of units available for renewal (within 90 days of expiring) in the charter renewal process
Unit Contacts	
<u>Report name on commissioner tools</u>	<u>What to use the report for</u>
*District Contact Stats (can export as a .csv and analyze)	Unit contacts made during the year listed by month- Listing with Bar Chart
*Commissioner Contacts	Unit Commissioner Contacts - Listing by unit commissioner, for all their contacts no matter if they're assigned or not, by month
Commissioner Contacts Without Sub Totals	Unit Commissioner Contacts - displayed by month, but does not display total contacts
*Commissioner Contact District Summary Report	District overview of unit commissioners, unit commissioner ratio, and unit contacts per month
Contacts In Progress	Contacts that are listed as "In Progress"
Commissioners Without Contacts	Commissioners who have not made any contacts for the year
Unit Commissioner Assignments	
<u>Report name on commissioner tools</u>	<u>What to use the report for</u>
*Assigned/Unassigned Report	Shows all units with assigned/unassigned commissioner status
*Assigned/Unassigned Commissioners	Displays a list of your commissioners with their assigned units
Commissioner Administration	
<u>Report name on commissioner tools</u>	<u>What to use the report for</u>
Commissioner Recruitment	List of prospective commissioners identified in detailed assessments
Newly Registered Commissioners	List of newly registered commissioners with membership effective and expiration dates

\*In front of the report name indicates reports that should be run on a regular basis to help you administer your commissioners