Technology Tools for Unit Commissioners

Presenter: Mike Weber
Title: National Commissioner Service Team – Technology Chair
Date: September 17, 2021
mfweber112@comcast.net
Learning Objectives

• The best Technology Tools for unit commissioners

• Why these Tools are the most effective

• How to easily find and use these Tools
Unit Commissioner’s Mission

- Provide consistent, good unit service
- Maintain positive relationship with unit leadership
- Ensure unit is healthy and serving their youth
- Assist unit to successfully submit charter on time
The **Best** Tools For A Unit Commissioner

- Listings of Leaders:
  - Unit, Unit Key 3 & District Members
- Making/Recording Unit Contacts
- Unit Advancement/Activity
- Trained Leaders
  - Position Specific & YPT
Roster Listings – Why Important?

- Knowing the key unit people to contact
  - Build relationships
  - Contact details – phone, email, other
  - Provide needed help for unit
- Key district level contacts
  - Additional help/assistance, as needed
- Youth grade/age listing
  - Potential needs for additional recruitment
How Do I Find Unit Leader Information?

- Go into My.scouting
How Do I Find **Unit** Leader Information?
How Do I Find District Leader Information?
How Do I Find Youth Age Information?
How Do I Find Youth Age Information?

<table>
<thead>
<tr>
<th>Name</th>
<th>Member ID</th>
<th>Position</th>
<th>Rank / Program Level</th>
<th>Age</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Ian Cao</td>
<td>124772058</td>
<td>Youth Member: Eagle</td>
<td>Eagle / Scouts BSA</td>
<td>18</td>
<td>Twelfth</td>
</tr>
<tr>
<td>Michael Kenneth</td>
<td>122958757</td>
<td>Youth Member: Eagle</td>
<td>Eagle / Scouts BSA</td>
<td>18</td>
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<tr>
<td>Gabe Patrick</td>
<td>120547510</td>
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<td>Eagle / Scouts BSA</td>
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<tr>
<td>Drew Robert</td>
<td>124253022</td>
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<td>Eagle / Scouts BSA</td>
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<td>Twelfth</td>
</tr>
<tr>
<td>Michael Anthony</td>
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<td>Youth Member: Gold</td>
<td>Palm / Scouts BSA</td>
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<td>Twelfth</td>
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<td>Marcus Joseph</td>
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<td>Eagle / Scouts BSA</td>
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<tr>
<td>Brandon Dwayne</td>
<td>120675330</td>
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<td>Class / Scouts BSA</td>
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<td>Eleventh</td>
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<tr>
<td>Jadon Thomas</td>
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<td>/ Scouts BSA</td>
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<td>Jeremy Keith</td>
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<td>Blair John</td>
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<td>Joshua Aiyarin</td>
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<td>Ryan Matthew</td>
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<td>Ryland Lexie</td>
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<td>Jack Toware</td>
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<td>Owen Louis</td>
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<td>Class / Scouts BSA</td>
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<td>Ninth</td>
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</table>
Pause for Understanding and/or Questions
Unit Contacts – Why Important?

• Continual relationship building with unit leaders
• Learn about the unit
  • Leaders, program, progress, strengths, weaknesses, areas needing help, celebrate successes
• Understand unit health status
• Provide valuable help when/where needed
• Document information
  • “Commissioner’s Notebook”
Unit Contacts – Which One Do I Use?

• Detailed Assessments
  • Perfect for understanding total unit activities and unit health
  • **Highly recommended** to do collaboratively with unit leader and committee chair
  • Best to do in first quarter of each year
  • Do at least one per year
  • Include comments, areas needing help, succession planning, potential UC candidates
  • Can develop Unit Service Plan when completing the Detailed Assessment

• Simple Assessments
  • Complete for ALL other unit contacts
  • Document comments from each visit (“commissioner’s notebook”)
  • Update health score if change and why
How Do I Find Unit Contact/Assessments?

From My.scouting Menu, Select Contacts, then Select Org Level for Desired Unit
Pause for Understanding and/or Questions
Unit Advancement/Activities - Why Important?

• Are the youth advancing?

• Is the unit engaged in any service projects?

• How engaged are the youth and adults in the service projects?

• Each are indicators of unit health
How Do I Find Unit Advancement?
How Do I Find Unit Activities?
How Do I Find Unit Activities?

Scoutbook Activity Log Report

Start Date for Approved Awards: 01/01/2020
End Date for Approved Awards: 02/27/2021
Generated On (CT): 02/27/2021 16:00:58
Sort By: BY SCOUT
Date Joined: All Dates

Service Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Location</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>10/09/2020</td>
<td>2</td>
<td>85 E Main Street</td>
<td>Weeded, cleaned up, landscaped and planted over 450 bulbs for the spring to our Adopt-a-Spot location.</td>
</tr>
<tr>
<td>01/17/2021</td>
<td>1</td>
<td>Pack 32 Adopt-a-Spot</td>
<td>Take down holiday decorations at Pack Adopt-a-Spot and assist aging congregation at St. Stephen's Episcopal church take down theirs.</td>
</tr>
</tbody>
</table>

Total: 3
Unit Total: 3

Gaga A Fields

Date: 10/09/2020
Hours: 2
Location: 85 E Main Street
Notes: Weeded, cleaned up, landscaped and planted over 450 bulbs for the spring to our Adopt-a-Spot location.

Total: 2
Unit Total: 2
Pause for Understanding and/or Questions
Unit Leader Training - Why Important?

- Trained leaders in their specific role better serve their youth
- Trained leaders also help to improve unit health
- A Leader Not current with YPT needs to be
- Knowing when a leader’s YPT expires helps to prepare for recharter
- Each are indicators of unit health & leader preparedness
How Do I Find Unit Training Details?
How Do I Find Unit Leader Position Trained Status?

<table>
<thead>
<tr>
<th>Unit</th>
<th>Gender</th>
<th>Chartered Org Name</th>
<th>Full Name</th>
<th>Position</th>
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<tr>
<td>Pack 0032</td>
<td>F</td>
<td>Romney 1st United Methodist Church</td>
<td>Joyce Peir</td>
<td>Committee Member</td>
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<tr>
<td>Pack 0032</td>
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<td>Clark Wil</td>
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<tr>
<td>Pack 0032</td>
<td>F</td>
<td>Romney 1st United Methodist Church</td>
<td>Gina Man</td>
<td>Lion Guide</td>
<td>YES</td>
</tr>
<tr>
<td>Pack 0032</td>
<td>F</td>
<td>Romney 1st United Methodist Church</td>
<td>Andrea L</td>
<td>Den Leader</td>
<td>NO</td>
</tr>
<tr>
<td>Pack 0032</td>
<td>F</td>
<td>Romney 1st United Methodist Church</td>
<td>Benjamin</td>
<td>Cubmaster</td>
<td>YES</td>
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<tr>
<td>Pack 0032</td>
<td>F</td>
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<td>Kimberly</td>
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<tr>
<td>Pack 0032</td>
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<tr>
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<td>Romney 1st United Methodist Church</td>
<td>Mandy Marie</td>
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</table>

Records: 12

- TRAINED: 11 (91.7%) | NOT TRAINED: 1 (8.3%)
- GRAND TOTAL TRAINED: 11 (91.7%) | NOT TRAINED: 1 (8.3%)

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.
How Do I Find Unit Leader YPT Status?

<table>
<thead>
<tr>
<th>Program</th>
<th>Unit Number</th>
<th>Gender</th>
<th>Chartered Org Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Member ID</th>
<th>Position</th>
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<tr>
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<tr>
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<td>Romney 1st United Methodist Church</td>
<td>Joyce</td>
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<td>11/17/2021</td>
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<td>Gina</td>
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<td>Lion Guide</td>
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<td>11/21/2021</td>
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<tr>
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<tr>
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<td>Kimberly</td>
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<tr>
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<td>Kerri</td>
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<td>Barbara</td>
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<td>Committee Member</td>
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<td>11/17/2021</td>
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<tr>
<td>Pack 0032</td>
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<td>Romney 1st United Methodist Church</td>
<td>Frederick</td>
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<td>Committee Chairman</td>
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<td>Brittany</td>
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<td>Den Leader</td>
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<td>08/17/2022</td>
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<td>Pack 0032</td>
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<td>Romney 1st United Methodist Church</td>
<td>Eugene</td>
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<td>Den Leader</td>
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<td>Pack 0032</td>
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<td>Romney 1st United Methodist Church</td>
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<td>Den Leader</td>
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<td>11/17/2021</td>
</tr>
</tbody>
</table>

**Grand Total Current: 12 (100%) | Expired: 0 (0%) | Never Taken: 0 (0%)**
Pause for Understanding and/or Questions
Summary

Best UC Tools to Use

• Listings of Leaders
• Unit Contacts
• Unit Advancement/Activity
• Leader Training Summaries

Benefits

• Know the Leaders
• Build Relationships
• Evaluate Unit Health
• Improve Unit Health
• Help Youth/Unit Retention
ADDITIONAL QUESTIONS?
Breakout Exercise

During the Breakout:

• First self-select a leader to keep notes and help guide discussion
  • May want to ask for assistance in taking notes
• Focus of this breakout will be on the “Collaborative” Detailed Assessment
  • Spend half the time each on two aspects of the Detailed Assessment
    • Why it’s important to do one at least once/year (1st qtr preferred)
    • What are expected positive outcomes of doing a Collaborative Detailed Assessment
  • Use the following slides for reference information
• The leader will take 2-3 minutes to summarize their group discussions for entire group
• Send notes to John Cherry: jcherry628@aol.com following Impact Session
# Detailed Assessment

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Planning and Budget</td>
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<tr>
<td>Membership</td>
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<tr>
<td>Program</td>
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<td>Volunteer Leadership</td>
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<tr>
<td>Unit Priorities and Details</td>
<td>Completed</td>
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**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

[Image of assessment form]
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., John Doe, Committee Member)
  
  Committee chair and COR along with UC.