



Technology Tools for Unit Commissioners

Presenter

Mike Weber

Title

*National Commissioner Service
Team – Technology Chair*

Date

September 17, 2021

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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




My.Scouting


Training Manager


Roster


Commissioner Tools





**Menu** >


Menu

My Training

My Profile

Manage Member ID


My Account


My Application


> My Recent Tools


> BSA Web Links


> Michigan Crossroads 780 - Area 2 9032

Application Manager

Commissioner Tools

Invitation Manager

Roster

Training Manager

> Pack 0175 - Rivers North 22

> Troop 0368 - Rivers North 22

my.Scouting

Welcome Michael Weber

News



systems while charters continue to be nits to continue accessing online utbook, Internet Advancement, extension will be available for all end your charter expire date. Instead, ols and resources.

as renamed to better reflect its function vere use to are still available. Depending) Organization manager as this is the

units using your My.Scouting



o another without having to take a new ion" tab you can transfer yourself as an it. Unit leaders will be able to transfer er Manager" and "Organization ferred, then click the "Transfer" icon. ent to the new unit with the ability to be e 48 hours to sync with the new unit.

Click logo below to take Youth Protection i English or Spanish



BSA LEARN CENTER



CLICK HERE TO ACCESS POSITION SPECIFIC TRAINING



SEA SCOUTSCOMMISSIONERS

EXPLORING™

CLICK HERE TO ACCESS EXPLORING TRAINING





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



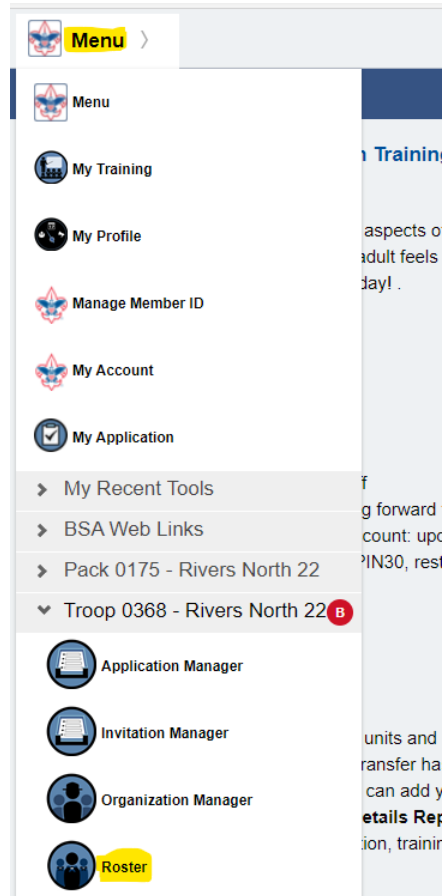
Roster Listings – Why Important?

- 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

A screenshot of the "Troop 0368" Roster page. The page shows a list of members with columns for Name, Member ID, Role, and Gender. A "Select Filters" dialog box is open, showing options to "Show Youth Members", "Show Adult Members", and "Show Key 3 Members". The "Filter" button in the top right corner of the roster table is circled in red. The roster table contains the following data:

	Name	Member ID	Role	Gender
<input type="checkbox"/>	Neketia Chantel Alytim	122418596	Committee Member	F
<input type="checkbox"/>	Joshua Alytim	127677560	Youth Member	M
<input type="checkbox"/>	Matthew Scott Anderson	128123200	Committee Chairman	M
<input type="checkbox"/>	Ryan Matthew Anderson	128123199	Youth Member	M
<input type="checkbox"/>	Gary Bagely	137004169	Executive Officer	M
<input type="checkbox"/>	Drew Robert Balow	124253922	Youth Member	M



How Do I Find Unit Leader Information?



BOY SCOUTS OF AMERICA® Roster Report

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Council Michigan Crossroads 780
District Rivers North 22
Organization Name Troop 0368 (B), First Congregational United Church of Christ
Spin Type Code 0413
Tenure 634
Report Generated By Michael Weber
Date Report Generated 09/02/2021

[Export to CSV](#)[Export to PDF](#)[RELOAD](#)

Page 1 of 5 [GO](#)

Records: 71


Member ID	Prefix	First Name	Middle Name	Last Name	Suffix	Position Name	Street	City	State	Zip	Email	Phone	Registration Expiry Date	Membership Status
127677560		Joshua		Alyatim		Youth Member			MI				12/31/2021	Re-Registered
122418596		Neketia	Chantel	Alyatim		Committee Member		Swartz Creek	MI	48473-2119			12/31/2021	Re-Registered
128123200	Mr	Matthew	Scott	Anderson		Committee Chairman		Grand Blanc	MI	48439-7458			12/31/2021	Re-Registered
128123199		Ryan	Matthew	Anderson		Youth Member			MI				12/31/2021	Re-Registered
137004169		Gary		Bagely		Executive Officer		Grand Blanc	MI	48439-9757			12/31/2021	Unpaid
124253922		Drew	Robert	Balow		Youth Member			MI				12/31/2021	Re-Registered
133867741		Joseph	Thomas	Buerge		Youth Member			MI				12/31/2021	New
12744013		Richard	Allen	Buerge		Assistant Scoutmaster		Grand Blanc	MI	48439-9727			12/31/2021	New
124772059		Dung	Huu	Cao		Committee Member		Grand Blanc	MI	48439			12/31/2021	Re-Registered
124772058		Ian		Cao		Youth Member			MI				12/31/2021	Re-Registered
132232038		Logan	Jacob	Ceja		Youth Member			MI				12/31/2021	Re-Registered
12653240		Ramiro		Ceja Jr		Committee Member		Grand Blanc	MI	48439-7652			12/31/2021	New
117754479		Brian	Gregory	Clegg		Committee Member		Grand Blanc	MI	48439-1243			12/31/2021	Re-Registered



How Do I Find District Leader Information?

Menu >

- Menu
- My Training
- My Profile
- Manage Member ID
- My Account
- My Application
- My Recent Tools
 - Training Manager (National Council, BSA 000 -)
 - Commissioner Tools (National Council, BSA 000 -)
 - Roster** (National Council, BSA 000 -)


National Council, BSA 000

Organization Manager

Roster

Reports

Rivers North 22 SELECT ORG LEVEL

Roster

Search

Compose Print Edit Profile **Export Roster** **Filter**

	Name	Member ID	Role	Gender
<input type="checkbox"/>	Edward John Andres	128423870	Merit Badge Counselor	M
<input type="checkbox"/>	John Edward Baxter	104256291	Unit Commissioner Trained Asst. District Commissioner Trained	M
<input type="checkbox"/>	Jeffrey Wallace Beasinger	122546354	Unit Commissioner Trained	M
<input type="checkbox"/>	Jeremy Patrick Braun	121374735	District Training Committee Chair Unit Commissioner	M
<input type="checkbox"/>	Terry B Callahan	12752714	Unit Commissioner Trained District Member-at-Large	M
<input type="checkbox"/>	Dung Huu Cao	124772059	Unit Commissioner Trained	M
<input type="checkbox"/>	Beverly L Chapman	10039261	District Member-at-Large	F
<input type="checkbox"/>	Raymond Colenso Chapman	10039260	District Member-at-Large	M
<input type="checkbox"/>	Jacob Benjamin Clapp	137143269	District Executive	M
<input type="checkbox"/>	Todd Kevin Clayton	106969837	District Member-at-Large Unit Commissioner Trained	M

< 1 2 3 4 5 6 7 >

SELECT ORG LEVEL

Roster **Filter**

Gender

F



How Do I Find Youth Age Information?

Menu >

Menu

My Training

My Profile

Manage Member ID

My Account

My Application

My Recent Tools

Training Manager (National Council, BSA 000 -)

Commissioner Tools (National Council, BSA 000 -)

Roster (National Council, BSA 000 -)

Troop 0368 First Congregational United Church of Christ

SELECT ORG LEVEL

Roster

Search

Compose Print Edit Profile Export Roster Filter

	Name	Member ID		Gender
<input type="checkbox"/>	Neketia Chantel Alyatim	122418596	Membership Cards	F
<input type="checkbox"/>	Joshua Alyatim	127677560	Eagle Extension Report	M
<input type="checkbox"/>	Matthew Scott Anderson	128123200	Youth Member Age Report	M
<input type="checkbox"/>	Ryan Matthew Anderson	128123199	Youth Member	M
<input type="checkbox"/>	Gary Bagely	137004169	Executive Officer	M
<input type="checkbox"/>	Drew Robert Balow	124253922	Youth Member	M



How Do I Find Youth Age Information?

Council Michigan Crossroads 780
District Rivers North 22
Organization Name Troop 0368 (B), First Congregational United Church of Christ
Report Generated By Michael Weber
Date Report Generated 09/02/2021

[Export to CSV](#)[Export to PDF](#)[RELOAD](#)

Page 1 of 2 [GO](#)

Records: 39

Name	Member ID	Position	Rank / Program Level	Age	Grade
Ian Cao	124772058	Youth Member	Eagle / Scouts BSA	18	
Michael Kenneth Otenbaker	122958757	Youth Member	Eagle / Scouts BSA	18	
Gabriel Patrick Roof	126547570	Youth Member	Eagle / Scouts BSA	18	Twelfth Grade
Drew Robert Balow	124253922	Youth Member	Eagle / Scouts BSA	17	Twelfth Grade
Michael Anthony Facchinello	124873273	Youth Member	Gold Palm / Scouts BSA	17	Twelfth Grade
Matthew Joseph Leyes	124771391	Youth Member	Eagle / Scouts BSA	17	Twelfth Grade
Marcus Robert MacHeca	126550484	Youth Member	Life / Scouts BSA	17	Twelfth Grade
Brandon Dietrich Muzer	129675530	Youth Member	First Class / Scouts BSA	17	Eleventh Grade
Jadon Noah Urogdy	126547975	Youth Member	Life / Scouts BSA	17	Eleventh Grade
William Thomas Fockler	126547766	Youth Member	First Class / Scouts BSA	16	Eleventh Grade
David James Goch	126551108	Youth Member	Life / Scouts BSA	16	Eleventh Grade
Parker John Goodman	126478778	Youth Member	Star / Scouts BSA	16	Eleventh Grade
Jeremy Keith Posey Jr	135318457	Youth Member	First Class / Scouts BSA	16	Eleventh Grade
Anthony Michael Robledo	136303523	Youth Member	First Class / Scouts BSA	16	Eleventh Grade
Blair John Zagata IV	128180116	Youth Member	Life / Scouts BSA	16	Tenth Grade
Joshua Alyatim	127677560	Youth Member	Star / Scouts BSA	15	Tenth Grade
Ryan Matthew Anderson	128123199	Youth Member	First Class / Scouts BSA	15	Tenth Grade
Ryland Lavelle Dixner	128361111	Youth Member	Scout / Scouts BSA	15	Tenth Grade
Jack Towers Hlavach	128180055	Youth Member	Star / Scouts BSA	15	Tenth Grade
Owen Louis Petrella	128166907	Youth Member	First Class / Scouts BSA	15	Tenth Grade



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

Organization Navigator

SELECT ORG LEVEL

National Council, BSA 000 43461 Active Units

7658 / 4898 22449
Commissioners Assigned / Unassigned Units Assigned

Assessments Summary

47.11%
Units with Simple Assessment

16.73%
Units with Detailed Assessment

Service Plan Summary

Units with a Service Plan Created: 1496
Units with a Service Plan Completed: 172

Unit Summary

Troop 0368 First Congregational United Church of Christ

Charter Expiration Date: 12/31/2021

Last Contact: 07/31/2021

Contact made by: Sylvia Mead

Current Commissioner(s):
• Thomas Anthony Ruggirello - 104256314

Last Contact Score: 4

Health Indicators

Date Last Detailed Contact: 01/01/2021

Finance and Budget: 4

Membership: 4.7

Program: 3.6

Volunteer Leadership: 3.5

Contact Summary 2021

Completed (16) In Progress (0) Scheduled (0)

4 Simple Assessment
Unit Committee / Leader Meeting Feb 24, 2021
Thomas Ruggirello

4 Simple Assessment
Unit Meeting Feb 01, 2021
Thomas Ruggirello

4 Simple Assessment
Unit Meeting Jan 11, 2021
Thomas Ruggirello

3.9 Detailed Assessment
Unit Key 3 Meeting Jan 01, 2021
Thomas Ruggirello

Add New Contact

TROOP 0368 FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST

* Type of Contact: District Event

* Commissioner: Michael Frederick Weber

* Date of Contact: Date Of Contact

* Subjectively Unit Health is: Unit health unchanged

Detailed Assessment Simple Assessment



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?

← Go Back

my.Scouting | Commissioner Tools

Welcome, Frederick Hillenbrand

Potomac 02

Potomac 02

Commissioner Tools

Organization Dashboard

Contacts

Roundtable

Profile

Reports

Help Guide

Organization Navigator

SELECT ORG LEVEL

Create New Contact

7

Print

View History

Add New Contact

Show: All Units

Program	Gender	Unit Number	Charter	Activity Summary Report	Advancement Report	Charter
	B	Pack 0027	Keyser			20-1
	B	Pack 0057	Swanton Community Center			2020-1
	B	Troop 0027	Keyser Rotary Club			2021-0
	B	Troop 0076	American Legion Post 91			2020-0
	G	Troop 9076	American Legion Post 91			2019-1

Total 1 pages

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ADVANCEMENT HISTORY

Boy Scouts of America

This report summarizes advancements earned by members of this Troop.

From Date (MM/DD/YYYY): 03/01/2020

To Date (MM/DD/YYYY): 02/27/2021

RUN

PDF

Unit: Troop 0076 B

Chartered Organization: American Legion Post 91

District: Potomac 02

Council: Laurel Highlands Council

Unit Expire Date: 12/31/2021

Generated On: 02-27-2021 15:29:45

From Date: 03/01/2020

To Date: 02/27/2021

Troop

Member Name	Member Id	Date Earned	Advancement
Rank (Total 5)			
Ace		03/19/2020	First Class
Aiden		04/08/2020	First Class
Gavin		11/12/2020	First Class
Joseph		08/06/2020	Star
Leo		11/12/2020	Second Class
Award (Total 1)			
Riley		03/26/2020	Cyber Chip (9-12)
Merit Badge (Total 71)			
Ace		10/02/2020	Archery
Ace		08/09/2020	Camping*



How Do I Find Unit Activities?

[Go Back](#)

my.Scouting | Commissioner Tools

Welcome, Frederick Hillenbrand

Potomac 02

Potomac 02

Commissioner Tools

Organization Dashboard

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Help Guide

Organization Navigator

SELECT ORG LEVEL

Create New Contact

7

Print

View History

Add New Contact

Show: All Units

Program	Gender	Unit Number	Charter	Activity Summary Report	Last Contact	Last Contact Score	Change in Score
	B	Pack 0027	Keyser		20-11-07	4.5	▲ 0.7
	B	Pack 0057	Swanton Community Center		2020-10-27	4.1	▲ 0.1
	B	Troop 0027	Keyser Rotary Club		2021-01-26	4	▼ 0.5
	B	Troop 0076	American Legion Post 91		2020-07-14	5	—
	G	Troop 9076	American Legion Post 91		2019-10-24	4.5	▲ 4.5

Total 1 pages

< 1 >

10 / page

ACTIVITY SUMMARY REPORT

From Date (MM/DD/YYYY): 01/01/2020

To Date (MM/DD/YYYY): 02/27/2021

Unit Number: 0076 B

Unit Type: Troop

Generated On (CT): 02/27/2021 15:31:32

RUN

PDF

CSV

Troop 0076 B Members Attending Activities Hosted By This Unit Only

	Campouts				Service Projects				Hikes			Long Cruises	
	Campouts	Nights camped	Days camped	Frost Points	Service Projects	Service Hours	Conservation Hours	JTE Service Hours	Hikes	Hike Miles	Elevation Change ft.	Long Cruises	Long Cruise Miles
YOUTH													
Nicholas	2	8	9		5	26.50							
Ronnie	1	2	2		9	54							
Elijah					3	18							
Joseph	1	6	7		11	57							
Leo	5	14	17		9	54							
Youth Total	23	82	93		98	528							
ADULT													
Jackie													
Nicole													
Adult Total	1	6	7		1	1.50							
Unit Total	24	88	100		99	529.50							

Service Hours Reported For Non-Members

	#People	#Hours
Youth	92	4247
Adult	136	
Total	228	4247

GTFSA Summary

	#Hours
Total	4247

SCOUTBOOK

Advancement Sync with BSA national database



How Do I Find Unit Activities?

My Dashboard

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 16:00:53

Sort By: BY SCOUT

Date Joined: ☐ All Dates ☒ Date Joined Scouts BSA

☒ Service Log

☒ Conservation Service Log

☒ Camping Log

☒ Hiking Log

☒ Long Cruise Log

☐ Include Adults

Run

PDF

CSV

Service Log

	Date	Hours	Location	Notes
Gage A Fields	10/09/2020	2	85 E. Main Street	Weeded, cleaned up, landscaped and planted over 450 bulbs for the spring to our Adopt-a-Spot location
	01/17/2021	1	Pack 32 Adopt-a-Spot	Take down holiday decorations at Pack Adopt-a-Spot and assist aging congregation at St. Stephen's Episcopal church take down theirs.
Total		3		
Unit Total		3		

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

Menu

- Menu
- My Training
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- My Recent Tools
 - Training Manager** (National Council, BSA 000 -)
 - Commissioner Tools (National Council, BSA 000 -)
 - Roster (National Council, BSA 000 -)

← Go Back my.Scouting | Training Manager Welcome, Frederick Hillenbrand

Potomac 02

Pack 0032 Romney 1st United Methodist Church SELECT ORG LEVEL

Trained Leaders ?
Last data refresh: 02/27/2021 at 14:21 PM

91.67% Trained 11 8.33% Not Trained 1

[View Position Requirements](#) **Report**

YPT ?
Last data refresh: 02/27/2021 at 14:21 PM

100.00% Current 12 0.00% Never Taken 0 0.00% Expired 0

Report

← Go Back my.Scouting | Training Manager Welcome, Frederick Hillenbrand

Potomac 02

Pack 0032 Romney 1st United Methodist Church SELECT ORG LEVEL

☐ Show Staff Only

Reports

- NOT TRAINED REPORT (TRAINER LEADER STATUS)
Only lists members who are not position trained in selected org. **Run**
- TRAINED LEADERS REPORT**
Lists each member's position trained leader status in the selected organization. **Run**
- YOUTH REPORT
Lists youth members who have completed training. **Run**
- YPT AGING REPORT**
Lists all members whose YPT have expired or never taken under the selected org. **Run**
- YPT EXPIRED/NEVER TAKEN REPORT
Only lists members whose YPT has expired or never taken in selected org. **Run**



How Do I Find Unit Leader Position Trained Status?



Page 1 of 1

Council Laurel Highlands Council 527
Organization Name Pack 0032, Romney 1st United Methodist Church
Report Generated By Frederick Hillenbrand
Date Report Generated 02/27/2021

Page 1 of 1
Trained Leaders Status

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Records: 12

Unit	Gender Accepted	Chartered Org Name	Full Name	MemberID	Position	Trained
Laurel Highlands Council 527, , Service Area 3 - SA03, Potomac - 02, , Pack 0032 (Count: 12)						
Pack 0032	F	Romney 1st United Methodist Church	Joyce Pe...	127044288	Committee Member	YES
Pack 0032	F	Romney 1st United Methodist Church	Clark Wi...	127044225	Chartered Organization Rep	YES
Pack 0032	F	Romney 1st United Methodist Church	Gina Ma...	127044288	Lion Guide	YES
Pack 0032	F	Romney 1st United Methodist Church	Andrea I...	126405170	Den Leader	NO
Pack 0032	F	Romney 1st United Methodist Church	Benjami...	126405170	Cubmaster	YES
Pack 0032	F	Romney 1st United Methodist Church	Kimberly...	127044288	Webelos Leader	YES
Pack 0032	F	Romney 1st United Methodist Church	Kerri Lyn...	126405170	Webelos Leader	YES
Pack 0032	F	Romney 1st United Methodist Church	Barbara...	127044288	Committee Member	YES
Pack 0032	F	Romney 1st United Methodist Church	Frederic...	126405170	Committee Chairman	YES
Pack 0032	F	Romney 1st United Methodist Church	Brittany...	126405170	Den Leader	YES
Pack 0032	F	Romney 1st United Methodist Church	Eugene...	126405170	Den Leader	YES
Pack 0032	F	Romney 1st United Methodist Church	Mandy M...	127044288	Den Leader	YES
TRAINED: 11 (91.7%) NOT TRAINED: 1 (8.3%)						
GRAND TOTAL TRAINED: 11 (91.7%) NOT TRAINED: 1 (8.3%)						

PDF >>

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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

Volunteer Leadership 2.5

REPEAT SCORE

Print Blank Assessments

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

PRINT

Training Data:

Youth Protection Training (YPT):

0

Current

13

Expired

0

Never Taken

Leaders:

9

Not Trained

4

Trained

[See List of Leaders Needing YPT](#)

[See List of Not Trained Leaders](#)

Planning and Budget



5



Membership



3.5



Program



5



Volunteer Leadership



2.5



Unit Priorities and Details



Completed



☐ Create Unit Service Plan





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

* Target Completion Date

Actual Completion Date

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

Assist unit in developing a succession plan.

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

Committee chair and COR along with UC

[ADD ANOTHER SERVICE PLAN](#)

Volunteer Leadership

Planning and Budget

Membership

Program

Volunteer Leadership