



## OVERVIEW

**The mission of Unit Service is to help units better serve more youth through Scouting.**

### **Our Objectives:**

1. Supporting unit growth and retention through the Journey to Excellence
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 renewal
5. Supporting unit leaders by delivering effective roundtables that provide program ideas, relationship development, and timely communication

This document (Phase 1) is intended to give commissioners an overview of the version of Commissioner Tools updated in April 2019. Phase 2 of the Commissioner Tools training project will include updates to all relevant courses in the BSA Learn Center, Instructor-led Basic training courses, and College of Commissioner Science courses. **This is the primary Commissioner Tools training document until further notice.** There will be separate documents for the following groups of commissioners:

- Unit Commissioners
- Administrative Commissioners
- Roundtable Commissioners

Depending on your role as a commissioner, you can go directly to the document that pertains to your role. You are also encouraged to read through the other documents.

The updated version of Commissioner Tools provides a new look and feel with improvements to all who use Commissioner Tools. New features include easier navigation, and a completely redesigned report section with customizable date ranges (fig 1). The tool is also being re-platformed so that all my.Scouting Tools are built sharing the same application programming interfaces.

A question that is often asked by Roundtable Commissioners is “Why should we record our Roundtables in Commissioner Tools?” The biggest reason for entering Roundtables in Commissioner Tools is to provide historical continuity. As Roundtable Commissioners change, paper documentation of past Roundtables may not always get passed on to the new Assistant District Commissioner for Roundtables nor to each of the program Roundtable commissioners. Using Commissioner Tools to record and schedule Roundtables allows other commissioners to

see what you are planning for future meetings so they can help promote your Roundtable events to the units in the district. Roundtable Commissioners are key members of the District Unit Service team. By bringing the information you record in Commissioner Tools to the monthly District Commissioner meetings, you keep the rest of the team informed about what you are doing to enhance their efforts in unit service.

### NAVIGATOR/ORGANIZATION NAVIGATOR

Logging in to Commissioner tools, you see the council/district dashboard.

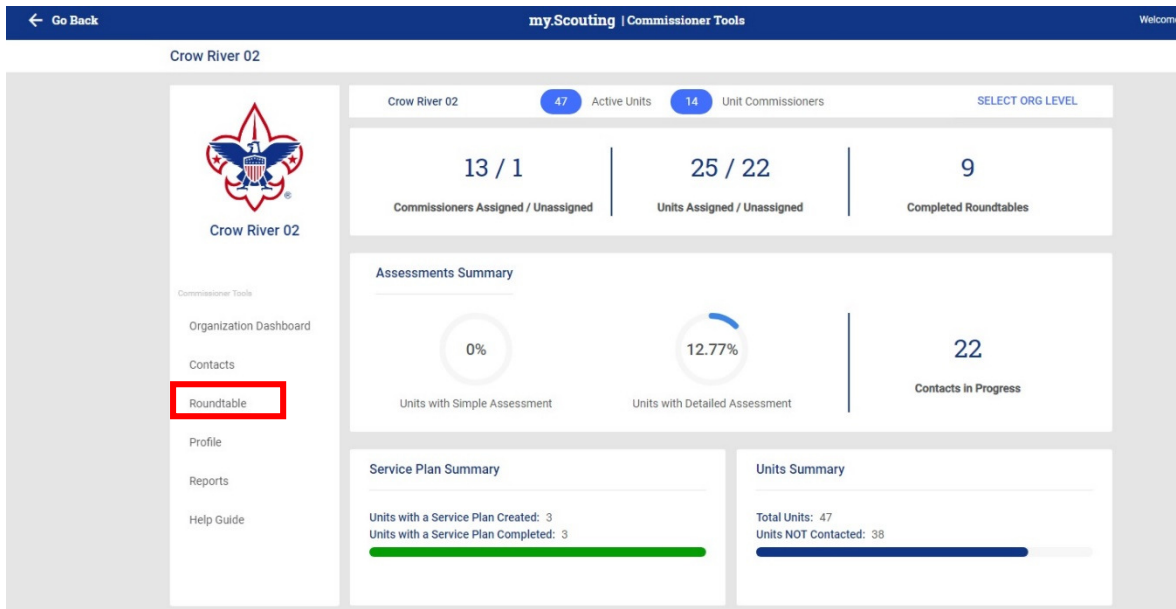


Figure 1

In the left column, you see the Roundtable tab. Select Roundtable.

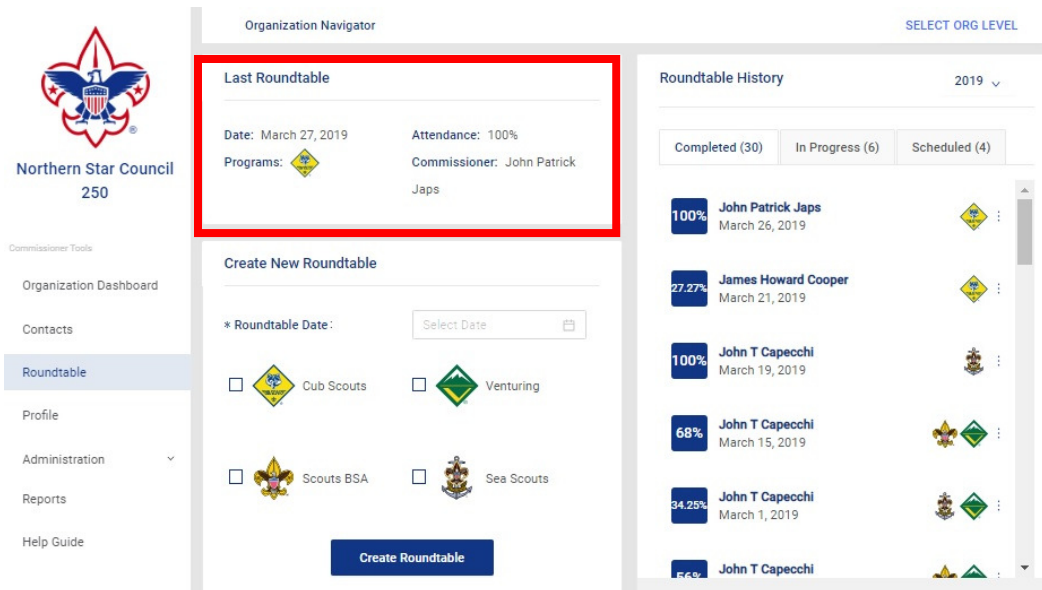


Figure 2

Once you click on the Roundtable tab the above window opens, with three distinct areas. The first section shows information about the last Roundtable completed. You see the date of the last roundtable and what program or programs participated in the roundtable, and who the commissioner was that made the entry. You also see the recorded UNIT percentage attendance for that Roundtable. The next Section provides roundtable history tabs for; Completed Roundtable entries, In Progress Roundtable entries and Scheduled Roundtable entries. Note that after the title of each tab the number of contacts in that tab is shown, which can serve as a quick reminder to the commissioner about In Progress or Scheduled contacts.

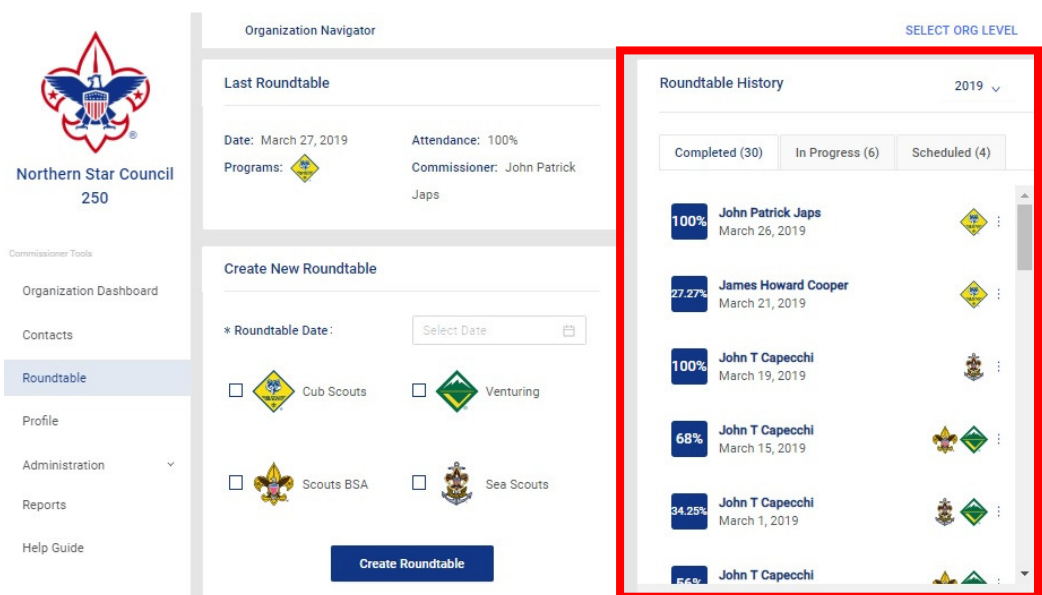


Figure 3

Clicking on each of the tabs in the Roundtable history box allows you to view the entries listed. Clicking on the 3 dots along the right side of the box makes it possible to edit, view or delete (within 48 hours of submission) the associated entry for completed Roundtables..

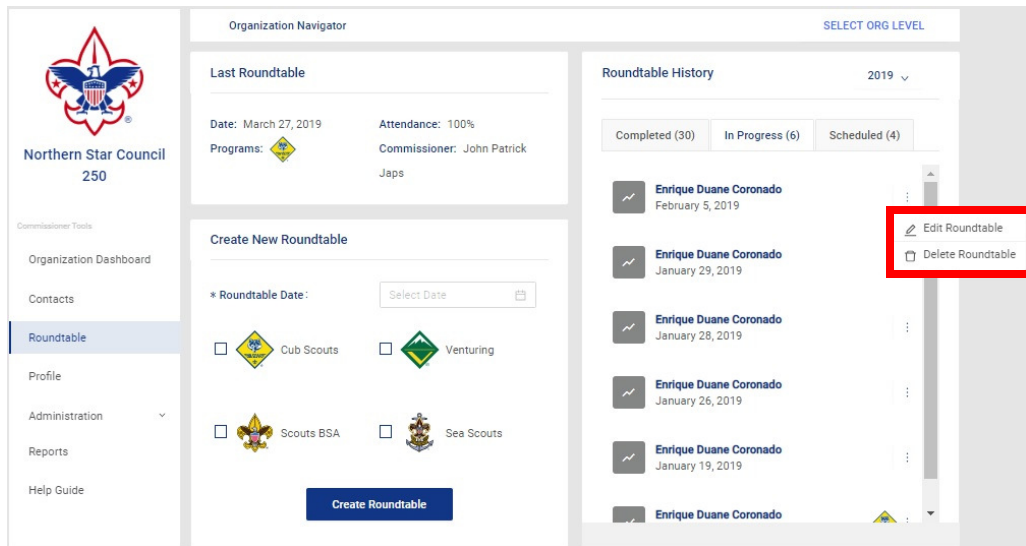


Figure 4

The final section in this window is Create New Roundtable.

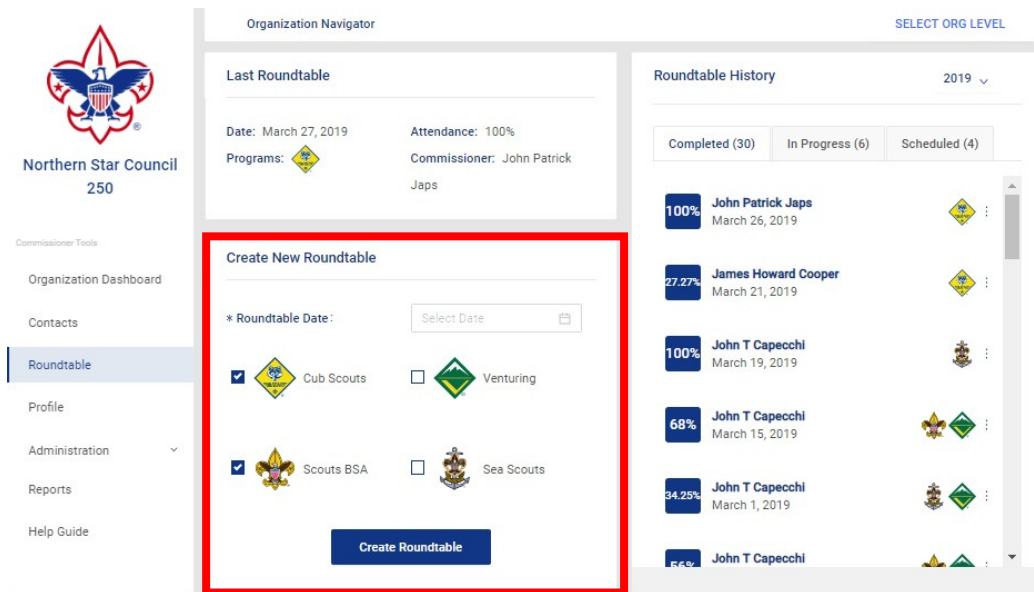


Figure 5

This is where you select the program(s) that will be part of the Roundtable and the date of the Roundtable. Once you have chosen the date of the Roundtable and the participating programs, select Create Roundtable.

## CREATE ROUNDTABLE

The Create Roundtable window populates and in the top section is the Roundtable information.

The screenshot shows the 'CREATE ROUNDTABLE' window. On the left is a sidebar with the Northern Star Council 250 logo and navigation links: Organization Dashboard, Contacts, Roundtable, Profile, and Administration. The main content area is titled 'Organization Navigator' and 'CREATE ROUNDTABLE'. Below this is the 'Roundtable Info' section. It includes a 'Date' field set to 'March 21, 2019' with a 'CHANGE' link. The 'Commissioner' is listed as 'John T. Capecchi - 1483262'. Under 'Programs', there are four items: 'Cub Scouts' (checked), 'Scouts BSA' (checked), 'Venturing' (unchecked), and 'Sea Scouts' (unchecked). At the bottom of this section is the question 'Filing for someone else?' with 'Yes' and 'No' radio buttons, where 'No' is selected.

Figure 6

This section gives you the opportunity to change the date of the Roundtable. It displays the commissioner name and then asks if you are filing this Roundtable for someone else.

This is a close-up of the 'Roundtable Info' section. The 'Date' is 'March 21, 2019' and the 'Commissioner' is 'John T. Capecchi - 1483262'. The 'Filing for someone else?' question has 'Yes' and 'No' radio buttons. A red box highlights a dropdown menu that appears when 'Yes' is selected. The dropdown is titled 'select a person' and contains the following entries: 'Steven E Ackerman - 108802336', 'Michael J Alexander - 6626037', 'Daniel J Amyx - 116654297', 'Mark William Andres - 107978641', 'Brenda Lee App - 105634501', 'Brenda Lee App - 105634501', 'Dale Duane App - 107297343', 'Dale Duane App - 107297343', and 'Prior Lake Rotary Club'. Below the dropdown is a section titled 'Enter Roundtable Attendance' with a table showing 'Pack 1381' and 'Pack 1909'.

Figure 7

If you answer yes to the question of filing for someone else, a pulldown box appears so that you can select the name of the commissioner responsible for this Roundtable entry.

## Enter Roundtable Attendance



 Cub Scouts	>		
 Scouts BSA	▼		
Troop 0292	<input type="radio"/>	Spirit Of Life Presbyterian Church	<input type="text" value="0"/>
Troop 1267	<input type="radio"/>	Mounds View Lions Club/Abiding Savior Lutheran	<input type="text" value="0"/>
Troop 3001	<input type="radio"/>	Minnehaha United Methodist Church	<input type="text" value="0"/>
Troop 3002	<input type="radio"/>	LDS Anoka Stake - Shingle Creek Ward	<input type="text" value="0"/>
Troop 3006	<input type="radio"/>	Lutheran Church Of The Good Shepherd	<input type="text" value="0"/>
Troop 3033	<input type="radio"/>	Westminster Presbyterian Church	<input type="text" value="0"/>
Troop 3038	<input type="radio"/>	The Church of St Helena	<input type="text" value="0"/>
Troop 3048	<input type="radio"/>	Calvary Lutheran Church	<input type="text" value="0"/>
Troop 3060	<input type="radio"/>	Hope Community Academy	<input type="text" value="0"/>
Troop 3062	<input type="radio"/>	Christ Presbyterian Church	<input type="text" value="0"/>
Troop 3065	<input type="radio"/>	Our Saviors Lutheran Church	<input type="text" value="0"/>
Troop 3067	<input type="radio"/>	Lions Club of New Hope	<input type="text" value="0"/>
Troop 3068	<input type="radio"/>	Good Samaritan United Methodist Church	<input type="text" value="0"/>
Troop 3082	<input type="radio"/>	St Albert The Great Church	<input type="text" value="0"/>
Troop 3084	<input type="radio"/>	Maple Grove Lutheran Church	<input type="text" value="0"/>
Troop 3089	<input type="radio"/>	Christ The King Catholic Church	<input type="text" value="0"/>
Troop 3100	<input type="radio"/>	Westminster Presbyterian Church	<input type="text" value="0"/>
Troop 3101	<input type="radio"/>	St Patrick Catholic Church	<input type="text" value="0"/>

Figure 8

The attendance section defaults to a zero for each unit. To change this value type in the number that you wish to add, or alternatively you can use the up/down scroll arrows to increase or decrease the attendance by 0.1. The decimal option is provided for those roundtables that optionally choose to provide 'partial' attendance credit when counting a person attending the roundtable for more than one unit.

If more than one program element is meeting for Roundtable, you will see arrows on the far right of the program icon. Click on the arrows to expand or contract the section.

**Enter Roundtable Attendance**
















 Cub Scouts	>		
 Scouts BSA	∨		
Troop 3219		American Legion Post 131	<input type="text" value="0"/>
Troop 3246		BPOE #2427 Elks	<input type="text" value="0"/>
Troop 3253		St Johns Catholic Church	<input type="text" value="0"/>
Troop 3270		American Legion Post 260	<input type="text" value="0"/>
Troop 3273		American Legion Post 377	<input type="text" value="0"/>
Troop 3275		Hector Lions Club	<input type="text" value="0"/>
Troop 3312		Montrose Volunteer Fire Relief Assn	<input type="text" value="0"/>
Troop 3319		LDS St Cloud Stake - Hutchinson Branch	<input type="text" value="0"/>
Troop 3352		Veterans Of Foreign War	<input type="text" value="0"/>
Troop 3354		Annandale Lions Club	<input type="text" value="0"/>
Troop 3355		LDS Anoka Stake - Buffalo Ward	<input type="text" value="0"/>
Troop 3357		Kimball Rod & Gun	<input type="text" value="0"/>
Troop 3358		Buffalo Lions Club	<input type="text" value="0"/>

Figure 9

Follow the same procedure as above to enter the attendance for this program.

## ROUNDTABLE TOTAL ATTENDANCE

Enter Cub Scouts Total Attendance

Unit Leaders	<input type="text" value="8"/>
Commissioners	<input type="text" value="4"/>
District Committee Members	<input type="text" value="2"/>
Other Guest / Visitors	<input type="text" value="0"/>

Total: 14

Enter Scouts BSA Total Attendance

Unit Leaders	<input type="text" value="6"/>
Commissioners	<input type="text" value="4"/>
District Committee Members	<input type="text" value="2"/>
Other Guest / Visitors	<input type="text" value="0"/>

Total: 12

Meeting Notes :

You can put your Roundtable agenda here

Comments :

Your comments how the the Roundtable was received by the RT commissioner and participants can go here

Figure 10

The total attendance section is where you will be adding up the unit leaders attending your Roundtable, Commissioners, District Committee Members, and other guests. A frequent question has been how do I count a member of the district who attends the roundtable who is also registered with a unit? The answer to this question is: Individuals attending roundtable should only be counted once, either as a unit leader, member of the district or a guest. I.e., It is recommended that you choose to count one person for only one position this way you can truly see the accurate numbers of the attendance of your roundtable.

The meeting notes box is where you should load your Roundtable agenda.



The comments area is where you will put your “thorns and roses,” and anything else you need to pass on to your District Commissioner or Assistant District Commissioner for Roundtables. After you have recorded your comments, click continue.

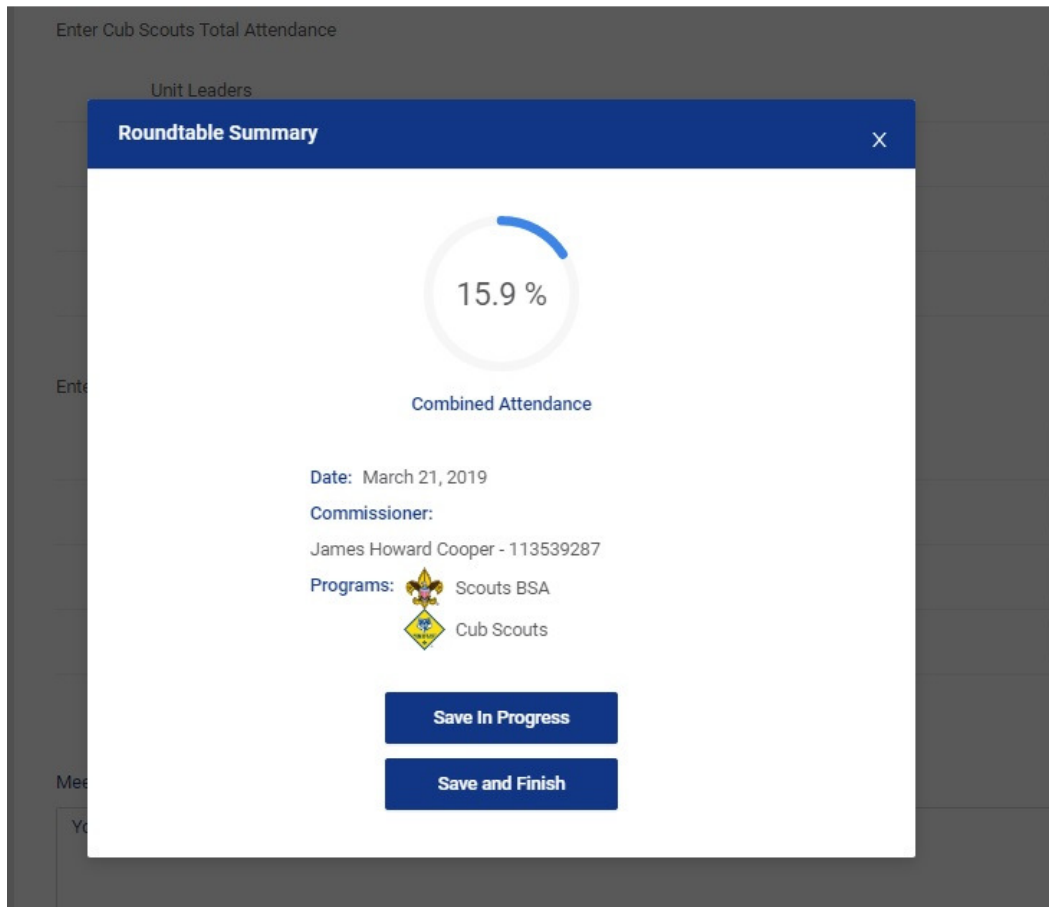


Figure 11

You now see a combined attendance percentage of unit participation at your Roundtable. The summary displays the date of the Roundtable, the Commissioner entering the Roundtable and the programs that participated. If you think you will need to add additional information to your Roundtable Entry, select Save In Progress. If you think this entry is complete, then click Save and Finish.

## *TRAINING DOCUMENTS FOR UNIT COMMISSIONERS AND ADMINISTRATIVE COMMISSIONERS*

To learn about assessments and how they are made and entered into commissioner tools, please see the unit commissioner document found here:

[https://filestore.scouting.org/filestore/idg/Tools\\_Phase\\_1\\_Training\\_Unit\\_Commissioner.pdf](https://filestore.scouting.org/filestore/idg/Tools_Phase_1_Training_Unit_Commissioner.pdf)

To learn about reports and the use of the commissioner profile, please see the administrative commissioner document found here:

[https://filestore.scouting.org/filestore/idg/Tools\\_Phase\\_1\\_Training\\_Administrative\\_Commissioner.pdf](https://filestore.scouting.org/filestore/idg/Tools_Phase_1_Training_Administrative_Commissioner.pdf)

## *HELP OPTIONS*

Several steps are available to you when you need help in using Commissioner Tools. If you experience trouble logging in to the system, the first step you should take is to be sure you are using a supported and up to date browser.

. Make sure you clear the cache from your browser and retry logging in. If difficulty persists you can call Member Care at 972-580-2489 Monday-Friday, 7:00 AM -7:00 PM. Central time. You can also send an email to [myscouting@scouting.org](mailto:myscouting@scouting.org).