



To-Do List for District Commissioners

JANUARY 26

- 1) Remind Commissioners the launch is in less than 1 week. Ask them to make final efforts to be prepared.
 - a. All UVTS entries complete.
 - b. All unit leader e-mail accurate.
 - c. Commissioner able to login to My.Scouting.org; registered as a Commissioner in their proper position.
 - d. Contact their units and schedule the assessment meeting.

FEBRUARY 1

- 1) Say good bye to UVTS!
- 2) Assign Commissioners to Units through Commissioner Administration.
- 3) Run the Report "Unassigned Units."
- 4) Check for errors or omissions – make corrections as necessary.
- 5) Go to the discussion tab, click on the discussion "Commish Assigned" and +Add Entry with the name of your district and indicate you have completed assigning Commissioners to units.
- 6) Ask each of your Commissioners to check their Commissioner Profile and verify their assigned units are correct.
- 7) Ask each Commissioner to enter their scheduled* assessments and send the e-mail to Unit Key 3.

NOTE: the Unit Commissioner should schedule the assessment meeting PRIOR to entering the date and sending the e-mail! To send a bunch of emails with assessment links is a waste of time.

MARCH 9 (day before deadline)

- 1) Remind UC's to enter their assessments by March 10.
- 2) Determine how to handle Units that weren't assessed.

MARCH 11 (day after deadline)

- 1) Run and review the following reports:
 - a. Unit Health
 - b. Priority Needs Units
 - c. Commissioner Contact Stats
 - d. Commissioner Activity
 - e. District Contact Stats

MARCH 17 (Commissioner Cabinet Meeting)

- 1) Provide report on # of units assessed, # of units not assessed, priority needs of units and a list of all new units.