



## To-Do List for UNIT Commissioners

### ✓ NOW!

- 1) Schedule face-to-face meetings with the Unit Key 3 of assigned units. (Meeting should be scheduled after the first week of February up thru early March).
- 2) Get Unit Leaders registered at my.Scouting.org and verify all information is correct (especially email addresses).
- 3) Check you are able to login to My.Scouting.org and you are registered as a Commissioner in the proper position.

### ✓ NOW until JANUARY 30

- 1) Enter all unit visits into UVTS. UVTS shuts down forever on January 31.

### ✓ FEBRUARY 2

- 1) In My.Scouting.org, check your Commissioner Profile and verify the assigned units are correct.
- 2) Enter your scheduled detailed assessments and send the e-mail to Unit Key 3.

**NOTE: Assessment meetings are to be scheduled PRIOR to entering the date and sending the e-mail.**

### ✓ FEBRUARY/MARCH

- 1) Complete the Detailed Assessment of each unit at the scheduled meeting.
  - a. Continually communicate with the Unit Key 3. Check up on their progress toward completion of the Unit Assessment Form. *NOTE: lack of form completion by the Key 3 should not alter the meeting date.*
  - b. Moderate a collaborative meeting with the Unit Key 3. Bring the following items with you:
    - i. Copy of completed 2014 JTE Form for that unit –and– blank copy of 2015 JTE Form.
    - ii. Printed copy of the completed Unit Detailed Assessment.
    - iii. Pens, paper, laptop (if there is internet access at meeting location).
- 2) Complete the online Commissioner Detailed Assessment using notes from the meeting. Use a paper copy if internet access is a problem and forward to ADC, DC or other Commissioner to enter for you.
- 3) Create a Unit Service Plan.
  - a. Use the template on web <http://commissioner-bsa.org/tool>.
  - b. Utilize information from Detailed Assessment to complete the plan. Prioritize action items.
  - c. Gain agreement from District Resources on assigned action items.
  - d. Communicate with District Commissioner and/or ADC about district resources needs and challenges.
- 4) Meet with Unit Key 3 and review the Unit Service Plan. Discuss implementation plan and completion dates.

### ✓ BEFORE MARCH 10

- 1) Make sure all completed Detailed Assessments are entered in Commissioner Tools.

### ✓ ONGOING

- 1) Regularly check with unit and assigned resources on progress toward action items.
- 2) Enter all meaningful contacts with your units as Simple Assessments in Commissioner Tools.