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.
   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.