Commissioner Tools Update for the Administrative Commissioner

Scott Fedorchak
Occoneechee Council

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Overview

Current version of Commissioner Tools debuted February 2025

Council, District and Unit dashboards are fully functional

- Council Commissioner dashboard went live in December 2025

Focus is on “information at a glance”

Links enable you to drive down to more detailed information

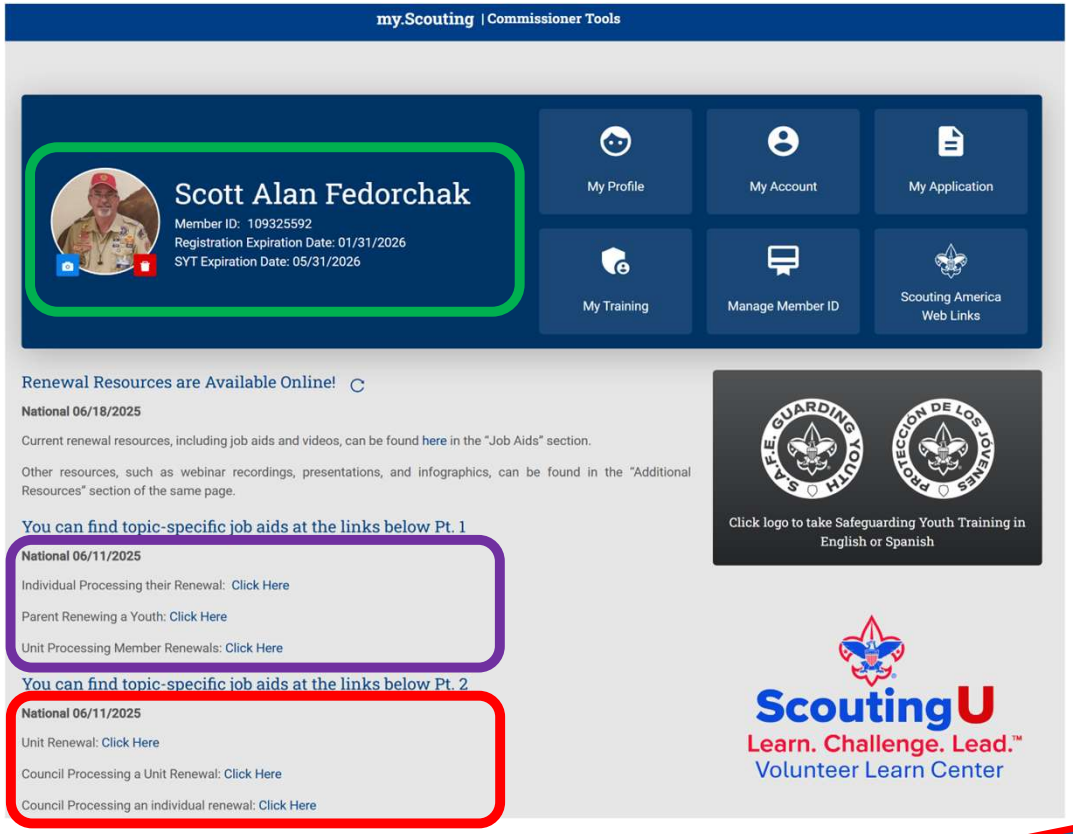
- Blue is a link (must click on)
- Grey is information (hover cursor)

In several tabs, links take user directly to other My.Scouting.org functions (Roster, Application Manager, Organization Manager, etc…) within the same access level

My.Scouting.org Home Page

What's new?

- Profile Photo
- Member Renewal
- Unit Renewal



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Commissioner Tools Home Page (Council)

Current CC page layout is similar to DC page

- Link generate reports
- Link generates additional information
- Pop-up information screen

Key 3 Council information available

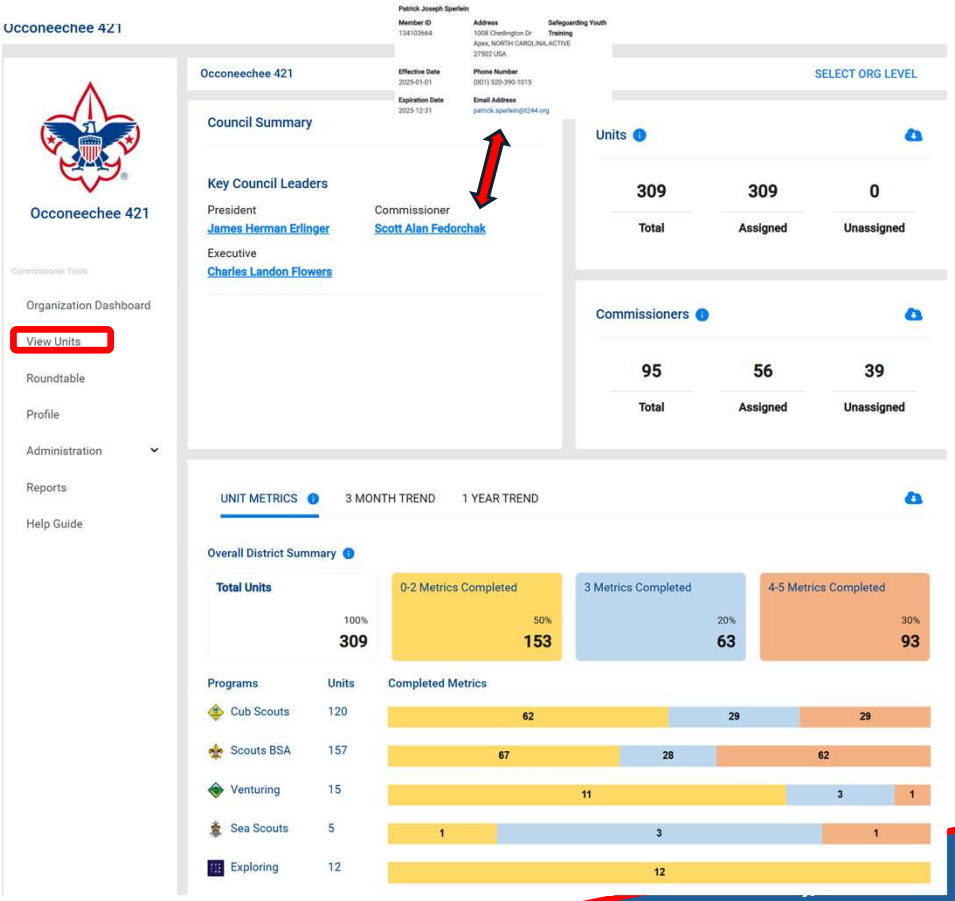
All drop down menus are live

Most useful tabs are:

- Administration
- Reports

View Units tab not functional at Council level

Renewal status is now a tab at screen bottom



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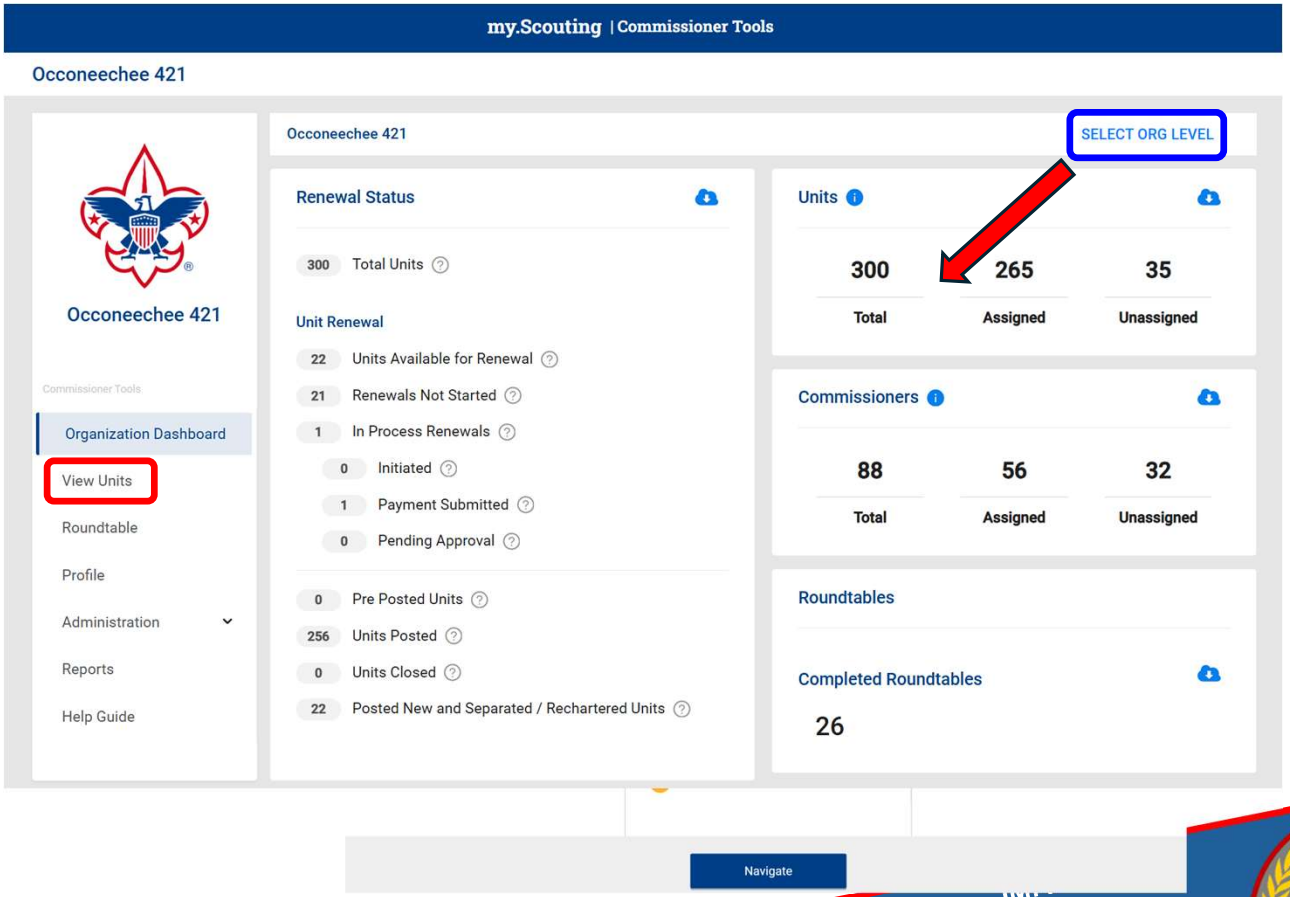
Commissioner Tools Home Page (Council)

If you want to look at a specific unit, there are usually two ways to access data

Select Unit

View Unit does not work on Council dashboard



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Commissioner Tools Home Page (Council)

Council Metrics completed summary by program

Data has demonstrated the following:

- Unit Metric Summaries with 0-2 completions will likely have a unit renewal rate as low as 70%
- Unit Metric Summaries with 3 completions will likely have a unit renewal rate of 95% or greater
- Unit Metric Summaries with 4-5 completions will likely have a unit renewal rate of at least 99%

UNIT METRICS | 3 MONTH TREND | 1 YEAR TREND

Overall District Summary

Total Units	0-2 Metrics Completed	3 Metrics Completed	4-5 Metrics Completed
100%	50%	20%	30%
309	153	63	93

Programs	Units	Completed Metrics		
Cub Scouts	120	62	29	29
Scouts BSA	157	67	28	62
Venturing	15	11	3	1
Sea Scouts	5	1	3	1
Exploring	12	12		

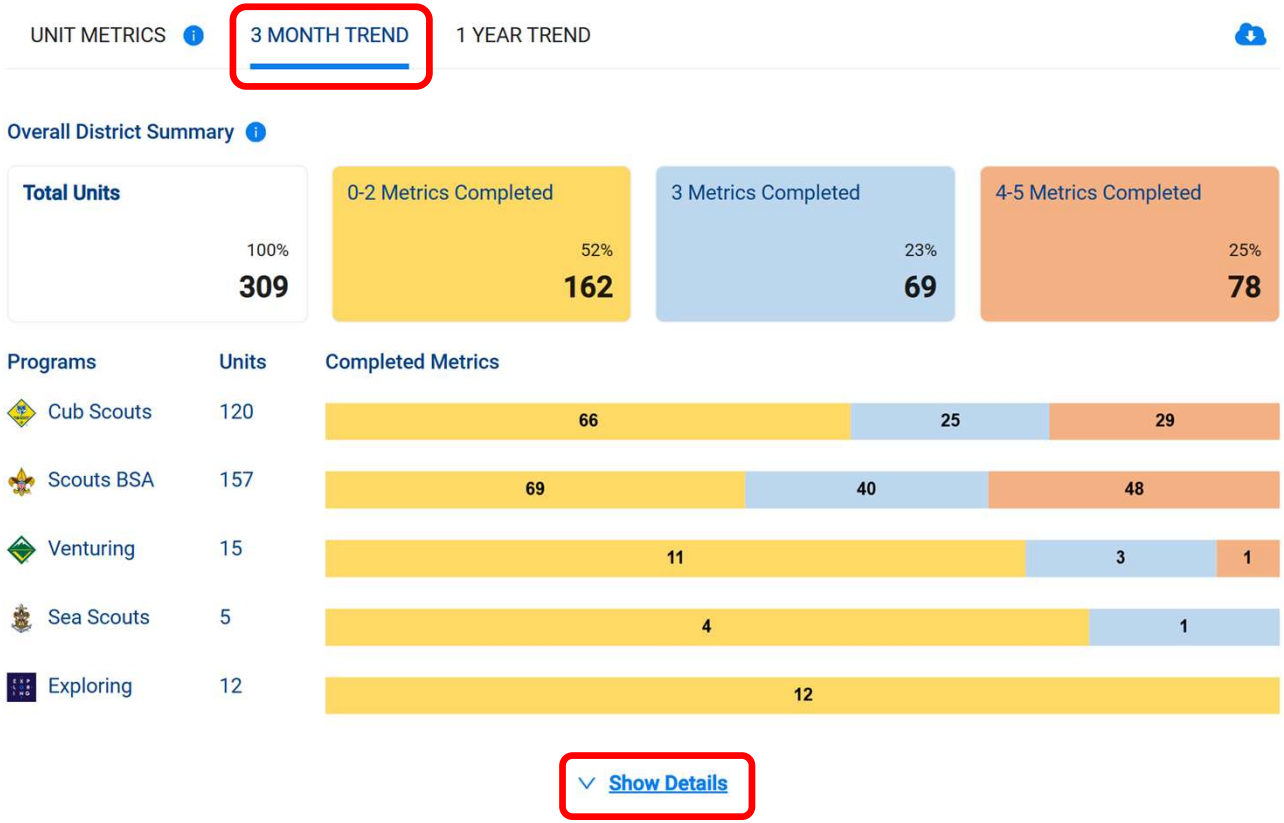
Color schemes deliberately chosen to avoid perception of grading!

Commissioner Tools Home Page (Council)

3 Month Trend shows Council status three (3) months ago

What's coming?

1 Year Trend will be available Feb 26



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Commissioner Tools Home Page (Council)

Council metric summary by program

Metrics updated automatically for:

- Training
- Size
- Growth
- Advancements* for unit using Scoutbook+

Unit Key 3 must enter data for:

- Outdoor / Super Activity
- Senior Program Leadership
  - Venturing
  - Sea Scouts
  - Exploring

		Completed Unit Metrics				
Programs	Total Units	Training	Size	Growth	Advancements / Leadership	Outdoor / Super Activity
Cub Scouts	120	41	74	72	70	23
Scouts BSA	157	74	101	87	131	23
Venturing	15	5	12	7	1	1
Sea Scouts	5	1	5	3	0	0
Exploring	12	0	8	8	0	0
Total	309	121	200	177	202	47

Shows metric requirement for completion

Unit Metrics

What's coming up?

Currently five (5) metrics:

- Grey shading indicates unit Key 3 entered metric
- **Youth Leadership** entered in Organization Manager
- **Outdoor / Super activity** entered in Organization Manager

Units using third party Unit Management Systems must use My.Scouting.org to enter this data

Sixth metric **Retention** coming in the future

Unit Metrics

Unit Metric	Cub Scouts Pack	Scouts BSA Troops	Sea Scouts Ships	Venturing Crews	Explorer Posts
Key Leaders Trained	Cub master + Committee Chair position trained	Scout master + Committee Chair position trained	Skipper + Committee Chair position trained	Advisor + Committee Chair position trained	Advisor + Committee Chair position trained
Exceed Small Unit Threshold	20 or more Cubs in pack	12 or more Scouts in troop	7 or more Sea Scouts in ship	7 or more Venturers in crew	7 or more Explorers in post
Year Over Year Membership Growth	Positive YOY membership growth or pack has 50+ Cubs	Positive YOY membership growth or troop has 30+ Scouts	Positive YOY membership growth or ship has 15+ Sea Scouts	Positive YOY membership growth or crew has 15+ Venturers	Positive YOY membership growth or post has 30+ Explorers
Advancements / Youth Leadership	At least 30% Cubs have rank advancements in prior 12 months	At least 30% Scouts have rank advancements in prior 12 months	At least 20% of Sea Scouts have rank advancement in prior 12 months.	Crew led by youth officers elected by their peers and trained	Post led by youth officers selected by their peers and trained
Outdoor / Super Activity	Pack participated in outdoor activities in prior 12 months	Troop participated in long-term camp in prior 12 months.	Ship participated in Super Activity in prior 12 months	Crew participated in Tier III Activity in prior 12 months	Post participated in Super Activity in prior 12 months

Commissioner Tools Home Page (District)

District page has actionable information

All drop down menus are live

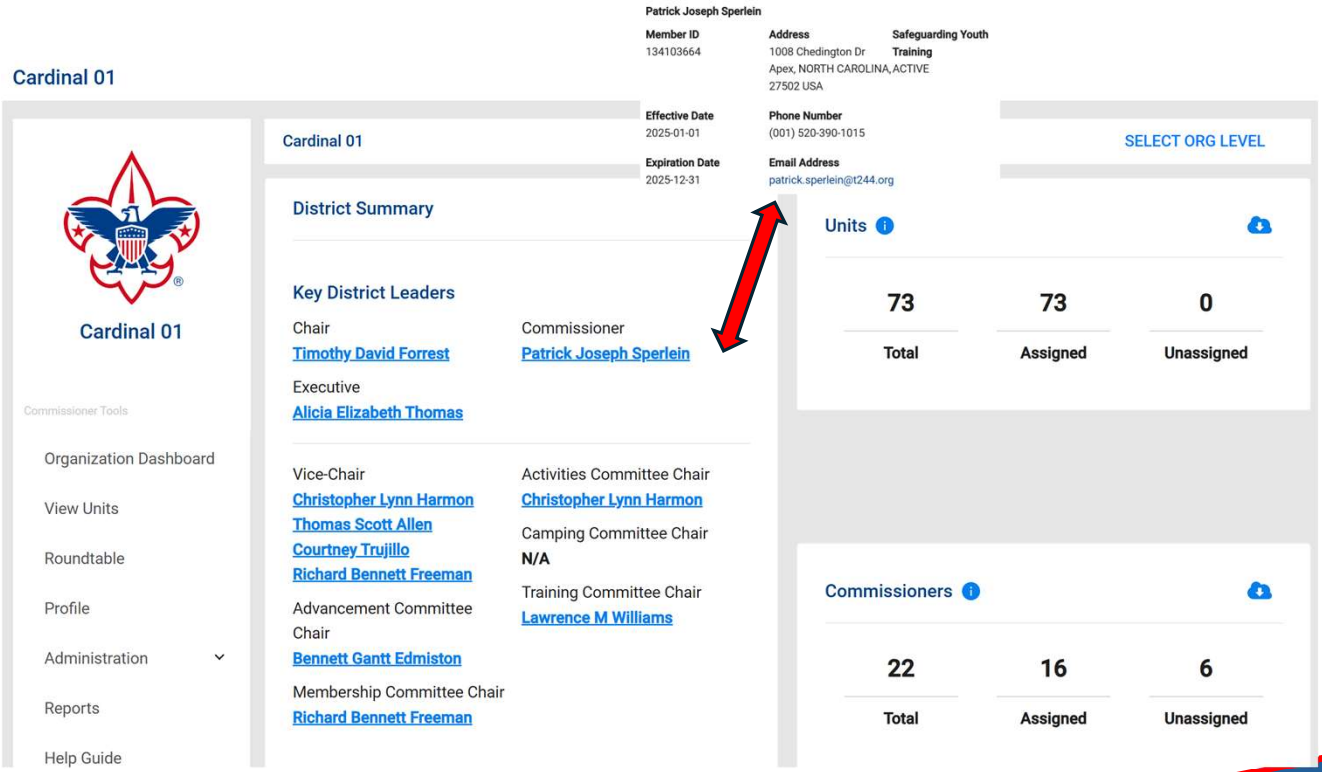
More detailed leadership information than CC page

District Summary

- Link generates contact information

Most useful tabs are:

- Administration
- Reports



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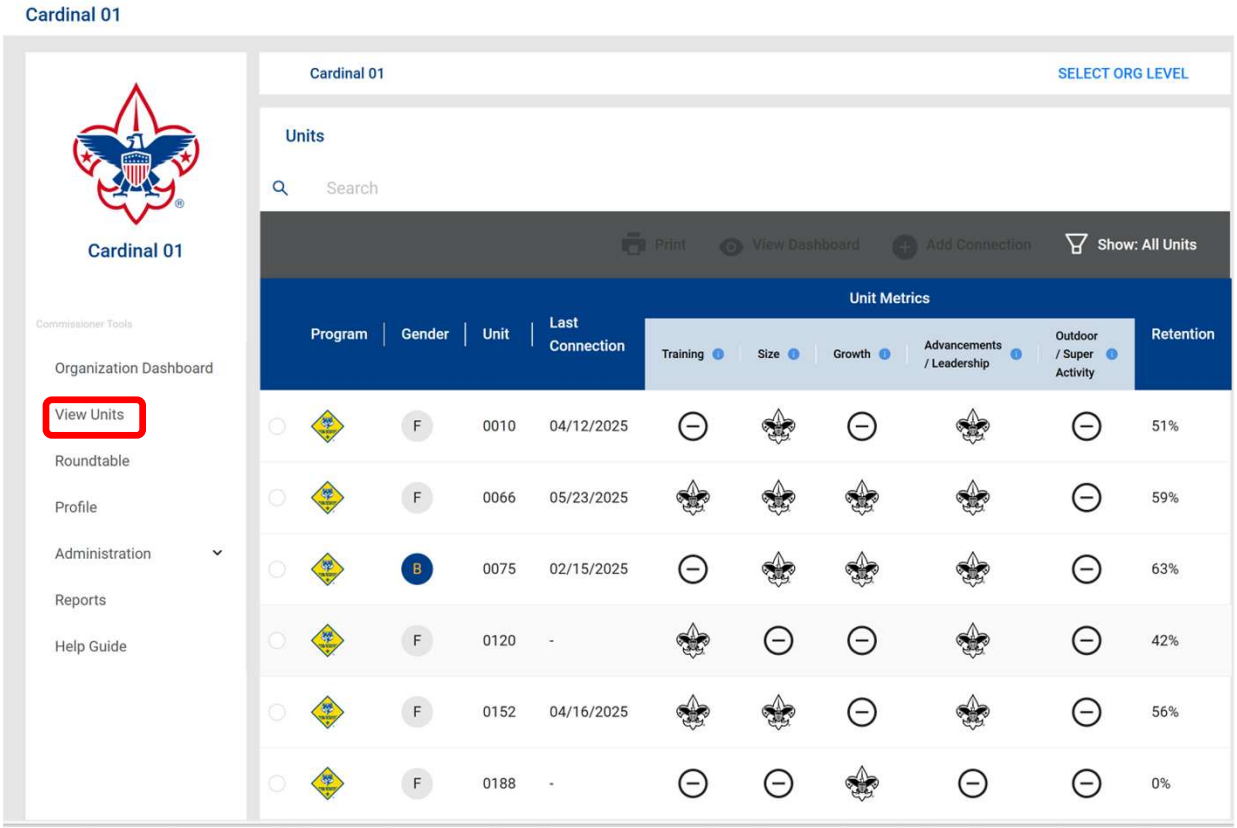
Commissioner Tools Home Page (District)

Unit summary by metric

Metric met

Metric not met

Use the dropdown menu to View Units on home page



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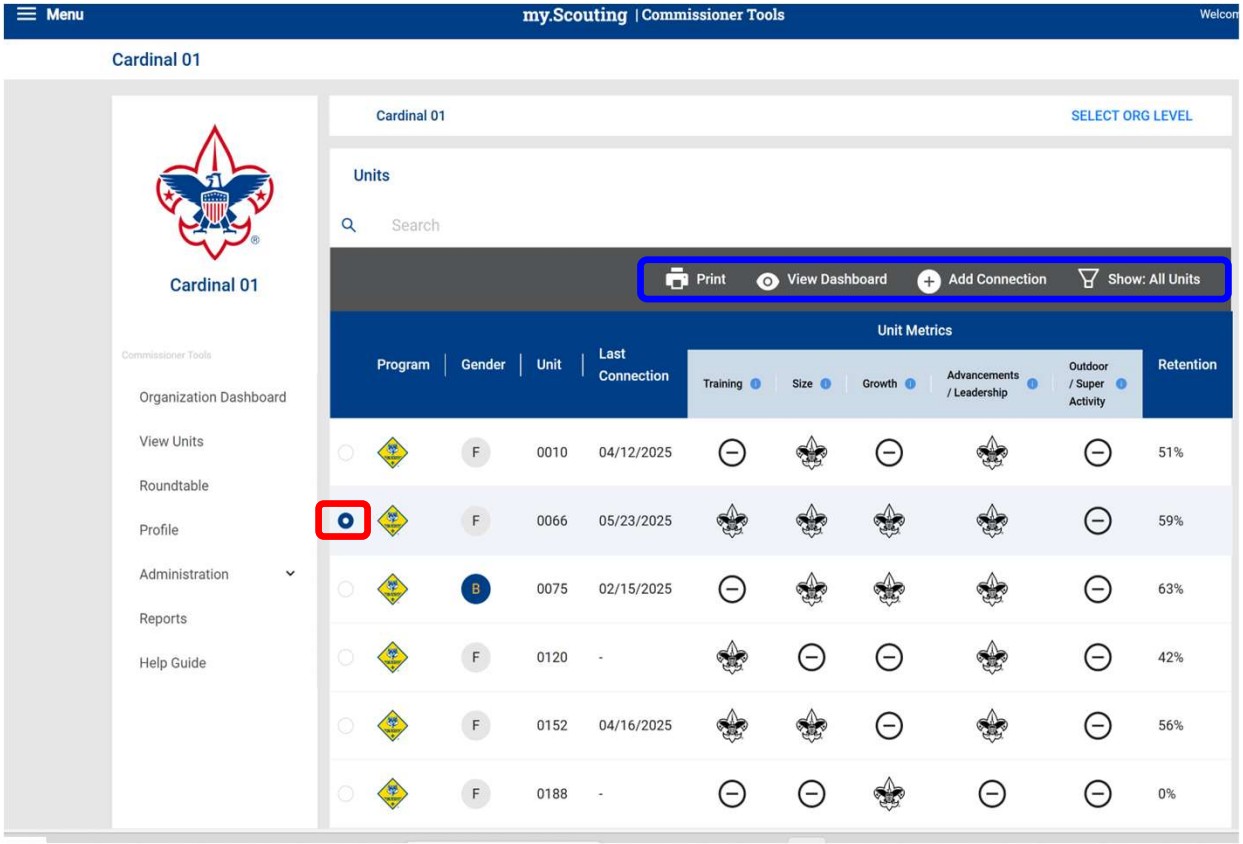
Commissioner Tools Home Page (District)

To access individual unit dashboard, select unit



Shows metric requirement for completion

Commissioner Tools Home Page (Unit)

The unit dashboard has same View as District dashboard, but more detailed information

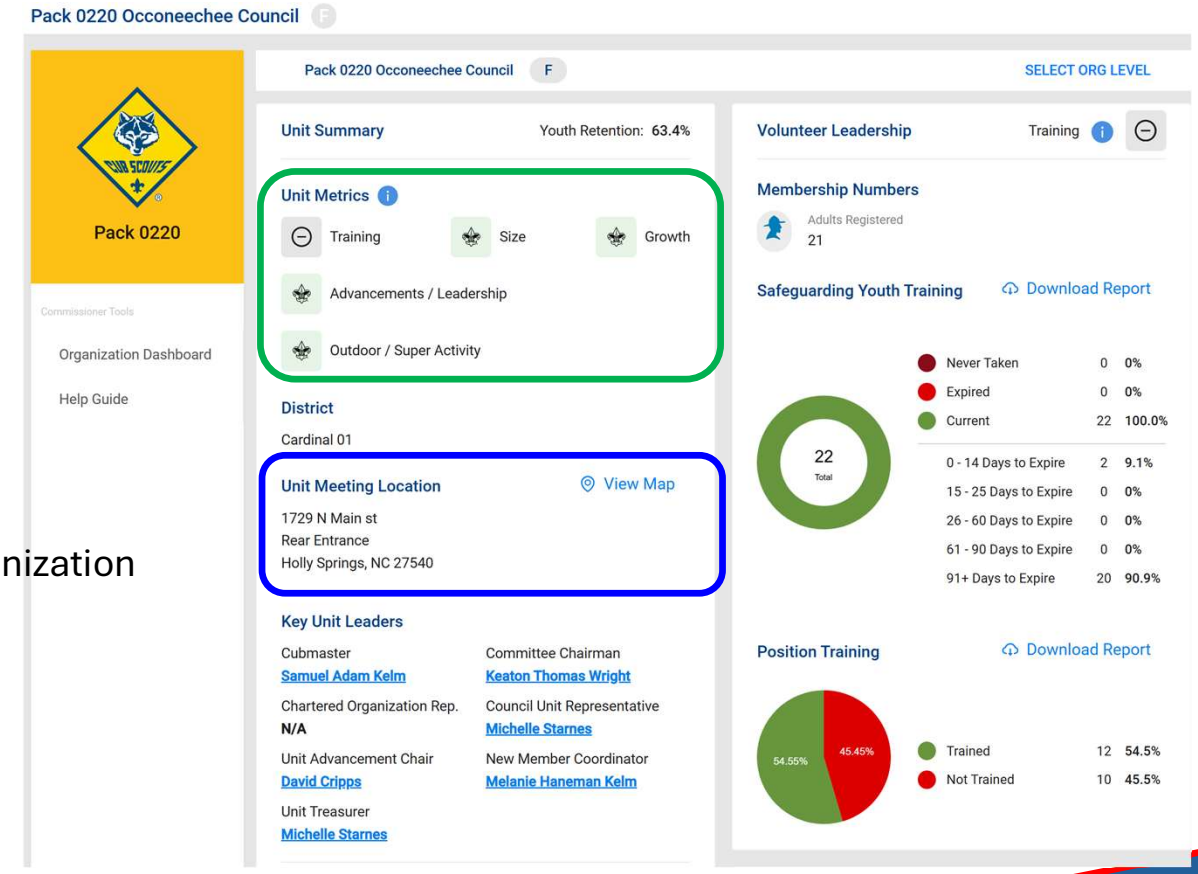
Unit metrics are displayed

Shows metric table

Unit Meeting Location

- Data mirrors unit pin
- Default address is Charter Organization
- Confirm meeting location!

Coming: Meeting date and time



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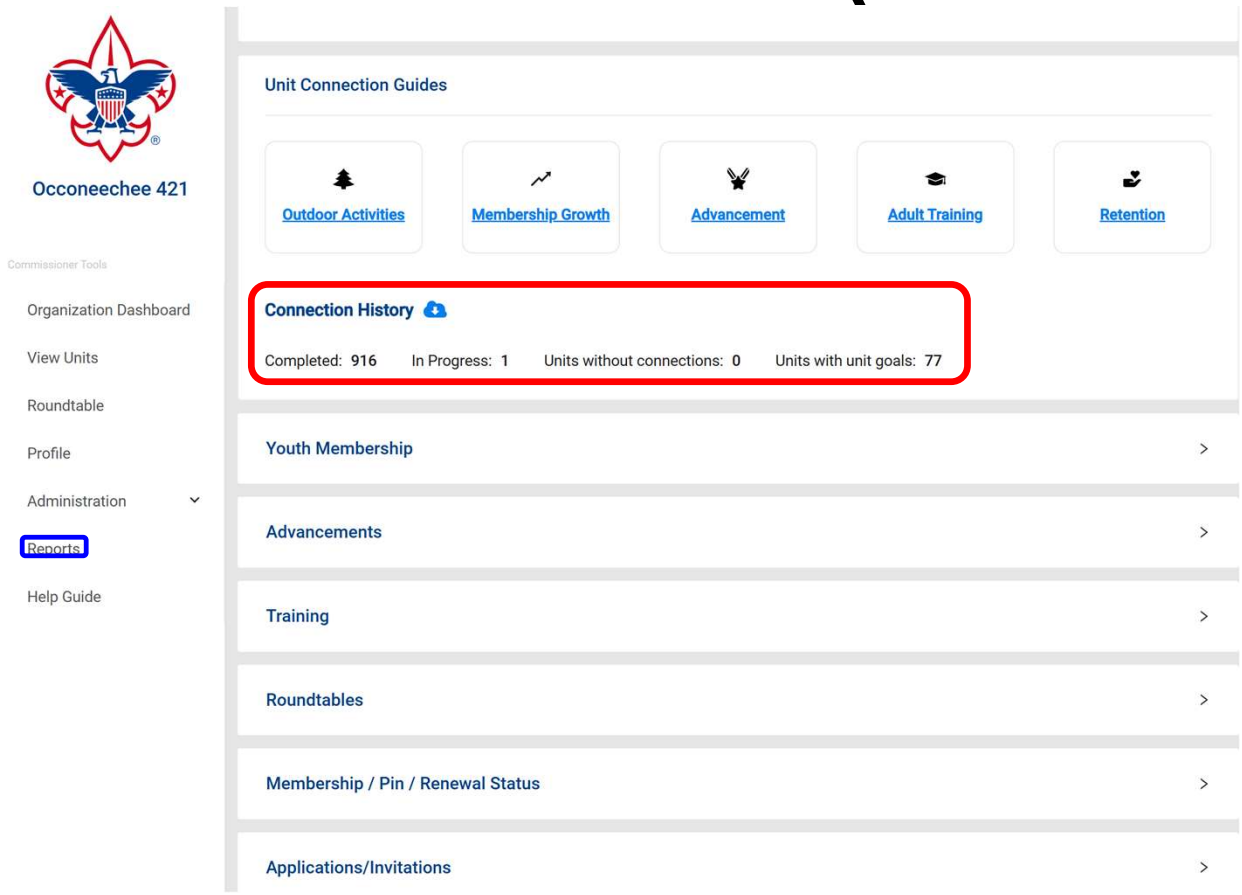
Other Data at a Glance (Council and District)



Generates by unit connection report (.csv)

This report is also available in drop down menu under Reports

Administrative focus is:
Units without connections
Units with unit goals

> Symbol enables drop down screen

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Connection Guides

Unit Connection Guides

Outdoor Activities | Membership Growth | Advancement | Adult Training | Retention

CONNECTION GUIDE
MEMBERSHIP GROWTH & UNIT SIZE

PURPOSE OF A CONNECTION GUIDE
To aid in facilitating conversations between commissioners and unit Scouters, fostering a deeper understanding of unit dynamics and operations, enabling commissioners to better serve and support the unit. This involves identifying and leveraging successes, supporting the unit as they identify areas of improvement, collaborating with the unit on their goals, and providing necessary resources in support of those goals.

WHY IS THIS UNIT METRIC IMPORTANT?
Growing units increases the likelihood of attracting new members and retaining existing youth participants, while also facilitating the recruitment of additional adult volunteers. This growth fosters a more vibrant and safe program environment, offering enhanced opportunities for engagement and safety.

STEP 1: COMMISSIONERS REVIEW UNIT KEY METRICS

Objective Unit Data for Year-over-Year Membership Growth & Unit Size
Membership Growth – Is the unit currently meeting the metric for year-over-year (YOY) membership growth?

1. Did the unit show year-over-year membership growth?
   OR
2. Is the unit a pack with 50+ youth, a troop or post with 30+ youth, or a crew or ship with 15+ youth?

Unit Size – Does the unit exceed the small unit threshold?

- Packs: 20 or more Cubs
- Troops: 12 or more Scouts
- Crews / Ships / Posts: 7 or more members

STEP 2: UNIT CONVERSATIONS

There are five (5) Unit Connection Guides

The Unit Size metric is covered in the Membership Growth Connection Guide

Additional Unit Connection Guides to be released in the future

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Youth Membership

Youth Membership

Youth	Units with increase	3 Months ago
	34	0

	Girls	Boys	Total This Year (Prior Month End)	Total Last Year End	% Gain
New	45	108	153	0	▲100.00%
Actual	200	1304	1504	0	▲100.00%

Show Details

Program		Girls	Boys	Total This Year (Prior Month End)	Total Last Year End	% Gain
Cub Scouts	New	34	75	109	0	▲100.00%
	Actual	128	661	789	0	▲100.00%
Scouts BSA	New	9	33	42	0	▲100.00%
	Actual	65	626	691	0	▲100.00%
Venturing	New	0	0	0	0	0.00%
	Actual	4	5	9	0	▲100.00%
Sea Scouts	New	0	0	0	0	0.00%
	Actual	0	0	0	0	0.00%
Exploring	New	2	0	2	0	▲100.00%
	Actual	3	12	15	0	▲100.00%

Show details gives youth membership breakdown by program

More detailed breakdown of membership data may be found in Council Membership Tools in My.Scouting.org

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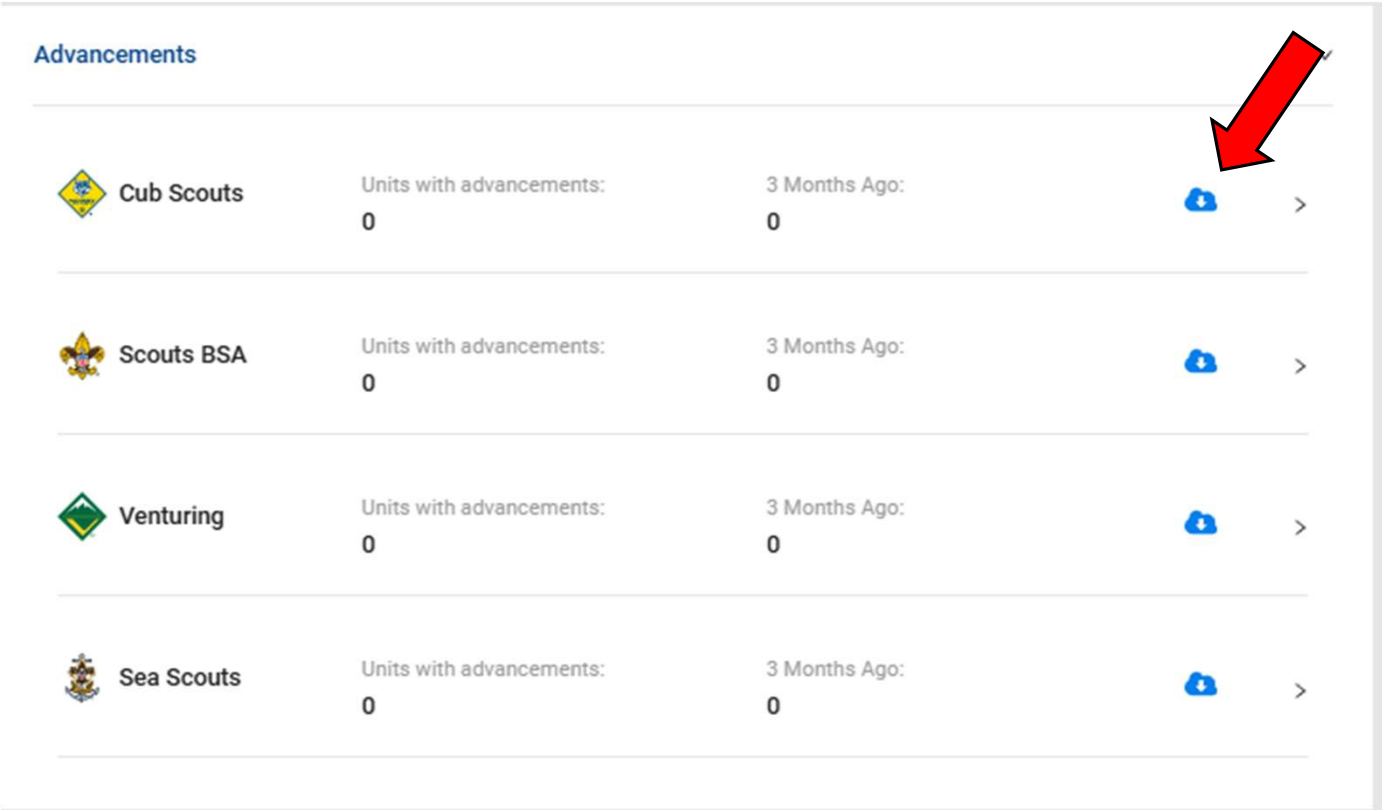
Advancements



- Generates unit advancement reports that we used to have to request from Council Registrar or District Advancement Chairs

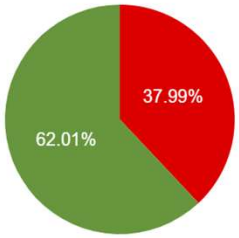
- Data based on unit entry through Internet Advancement, Scoutbook+ or **uploaded** third party unit management systems (UMS) such as TroopMaster, PackMaster etc…

- Opportunities to engage in conversation with units using third party UMS and **NOT** uploading data

Training

Training

Position Training



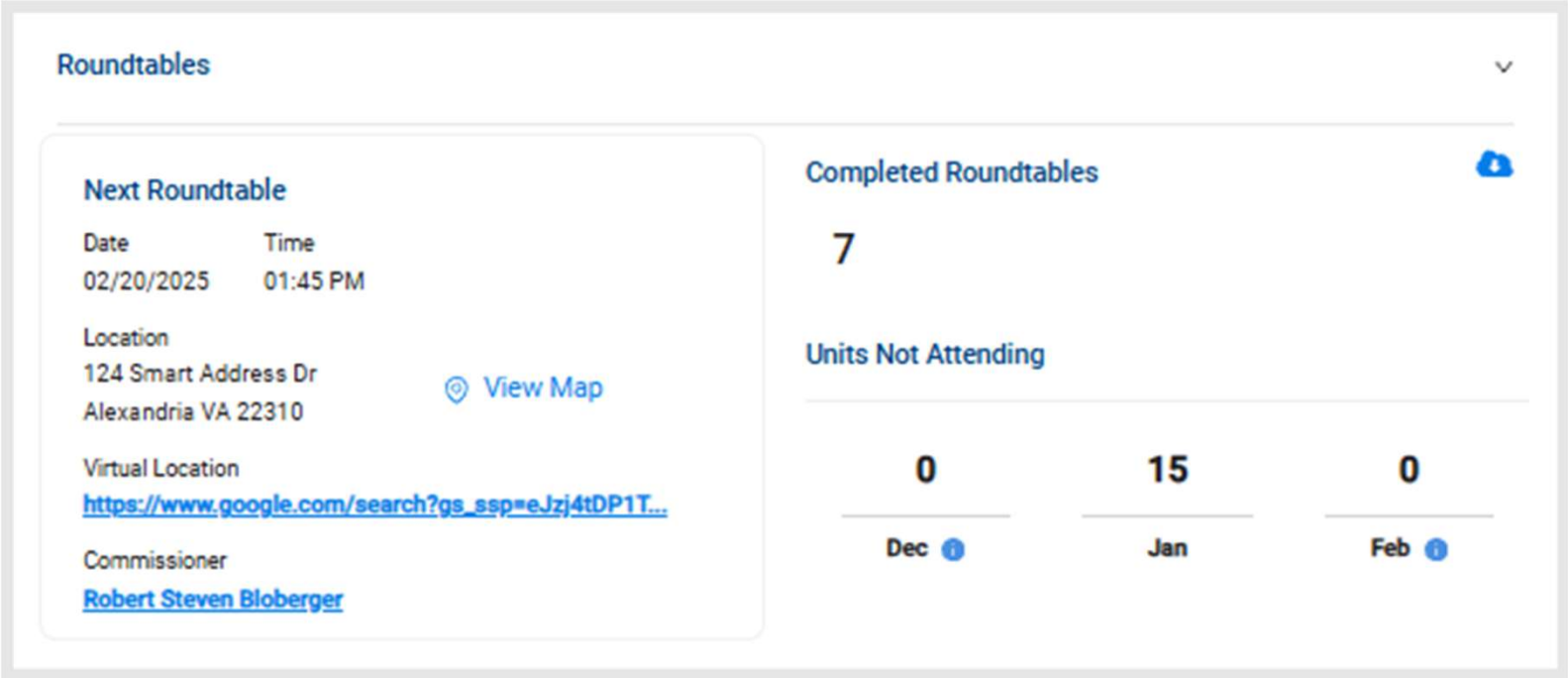
Trained	1084	62.0%
Not Trained	664	38.0%

Safeguarding Youth Training

Never Taken	0	0%
Expired	10	0.6%
Current	1762	99.4%
0 - 14 Days to Expire	14	0.8%
15 - 25 Days to Expire	11	0.6%
26 - 60 Days to Expire	71	4.0%
61 - 90 Days to Expire	187	10.6%
91+ Days to Expire	1479	83.5%

- Generates Training reports (.pdf and .csv)
  - .pdf useful for reporting
  - .csv useful for analysis
- Reports are also available through Training Manager in My.Scouting.org

Roundtable



- Generates report on **unit** attendance at District and Council Roundtables (by number, not by name)
- No current way to track individual attendance at Roundtables (for Scouters seeking to complete Training Awards)
- Focus here is on units NOT attending Roundtables

Membership Renewal

Membership report (.csv) showing current and expired adults and youth

Reports are also available through Roster in My.Scouting.org

Generates Unit Pin report (.pdf and .csv) showing current pin status and contact person

Membership Status

Adult Data | Youth Data

Expired	50	2.9%
Current	1700	97.1%
Expires in 1 day	1	0.1%
Expires in 15 days	0	0%
Expires in 30 days	58	3.3%
Expires in 60 days	68	3.9%
Expires in 61+ days	1573	89.9%

Unit Pin Status

Unit Pin

Active	Inactive
70	3

Apply Status

Active	Inactive
65	8

Units with no update in a year
32

Renewal Status

300 Total Units

Unit Renewal

- 25 Units Available for Renewal
- 25 Renewals Not Started
- 0 In Process Renewals
  - 0 Initiated
  - 0 Payment Submitted
  - 0 Pending Approval
- 0 Pre Posted Units
- 253 Units Posted
- 0 Units Closed
- 22 Posted New and Separated / Rechartered Units

Renewal status

Generates District renewal report as .csv or .pdf

- .pdf useful for reporting
- .csv useful for analysis

Tracks unit renewal status through the process

Information description

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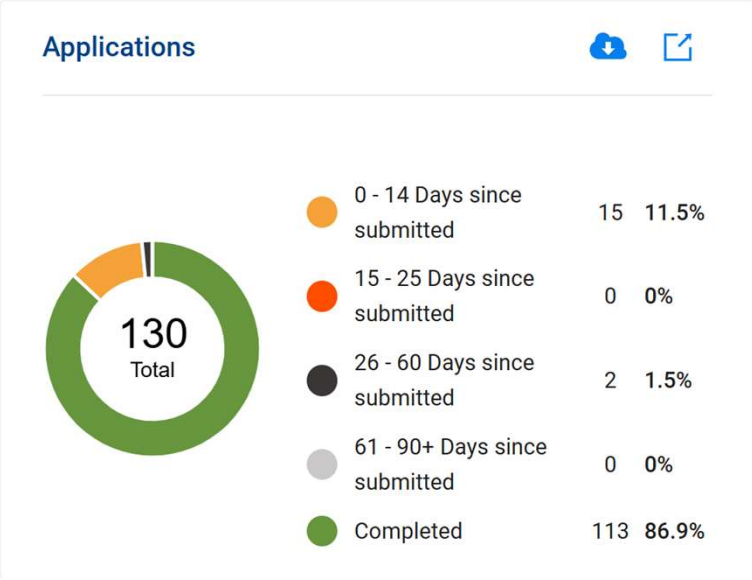
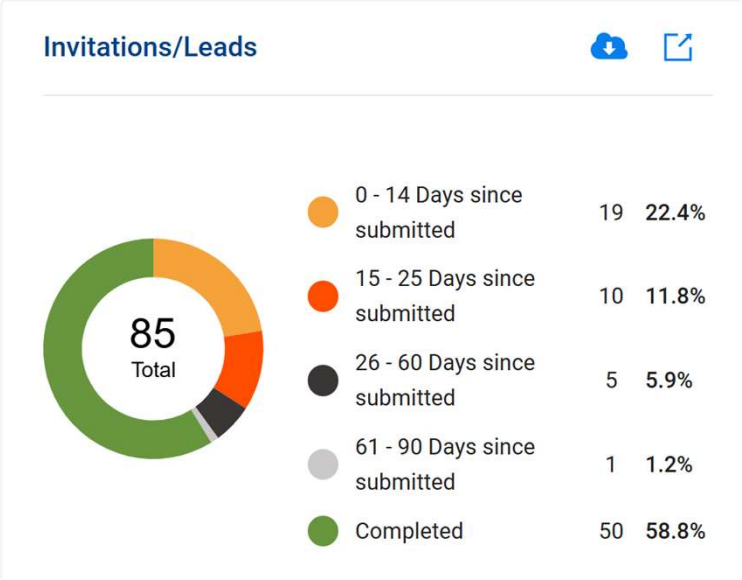
Applications/Invitations





Generates Training reports (.pdf and .csv)

- .pdf useful for reporting
- .csv useful for analysis

Reports are also available through Application Manager and Invitation Manager in My.Scouting.org

Green and Gold is “good”; leads and applications are completed or followed up in a timely manner

Orange and Black is “not so good”; we are potentially losing these leads and applications

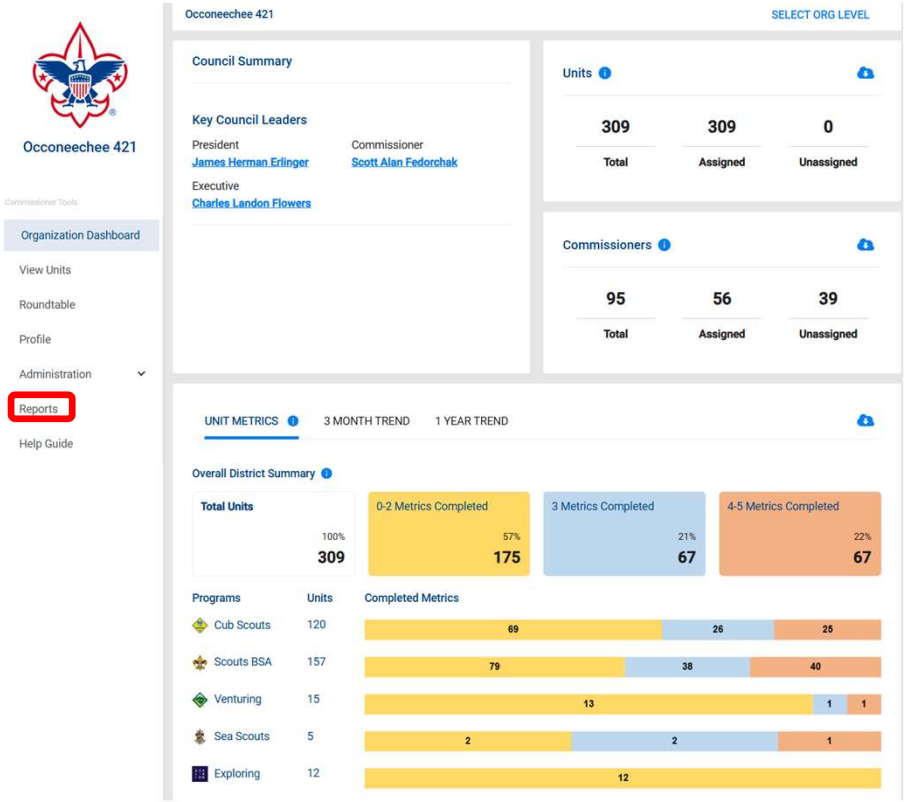
Commissioner Tools Reports

Drop down menu accessed through Reports tab

Significant revisions to available reports

Most useful Council Administrative reports are:

- At A Glance Summary
  - Shows by-District Summary
    - Units with connections
    - Units with 0-2 metrics
    - Unrenewed units
- Connection History
  - Shows unit connection comments by metric
- Unit Metric Snapshot
  - Shows metrics achieved



There are **no** summary reports available on Unit Goals!

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Archived Commissioner Tools Reports

*	COMMISSIONER CONTACTS Contacts made by commissioners, indicating whether assigned or not, spread by month.	Run
*	COMMISSIONER CONTACTS WITHOUT SUB TOTALS Contacts made by commissioners, indicating whether assigned or not, spread by month. No total included.	Run
	COMMISSIONER RECRUITMENT Prospective commissioners identified in detailed unit assessments.	Run
*	COMMISSIONERS CONTACT DISTRICT SUMMARY REPORT A summary by district of Unit Commissioners, Unit Commissioner Ratio, and Unit contacts by month.	Run
	COMMISSIONERS WITHOUT CONTACTS Commissioners who have not made unit contacts during the year.	Run
	CONTACTS IN PROGRESS Unit contacts that are currently 'In Progress' having never been completed and are not scheduled for a date in the future.	Run
	DETAILED ASSESSMENTS WITH COMMENTS Completed Detailed Assessments including Commissioner Comments.	Run
*	DISTRICT CONTACT STATUS Units with the number of contacts made during the year, spread by month.	Run
	PRIORITY NEEDS UNITS Units having priority needs identified during detailed unit assessments, listing the needs.	Run
	SIMPLE ASSESSMENTS WITH COMMENTS Completed Simple Assessments including Commissioner Comments.	Run
	UNITS WITH SERVICE PLAN Displays Service Plan details from completed Detailed Assessments.	Run

Data available for last 3 years

Legacy Commissioner reporting data remain available until 2027:*

- District Contact Status
- Simple Assessments
- Detailed Assessments
- Service Plans
- Priority Needs Units
- Commissioner without contacts

* Must set date range to see the legacy data

Commissioner Tools Reports

Default reporting period is YTD unless you specify Data From : Data To dates

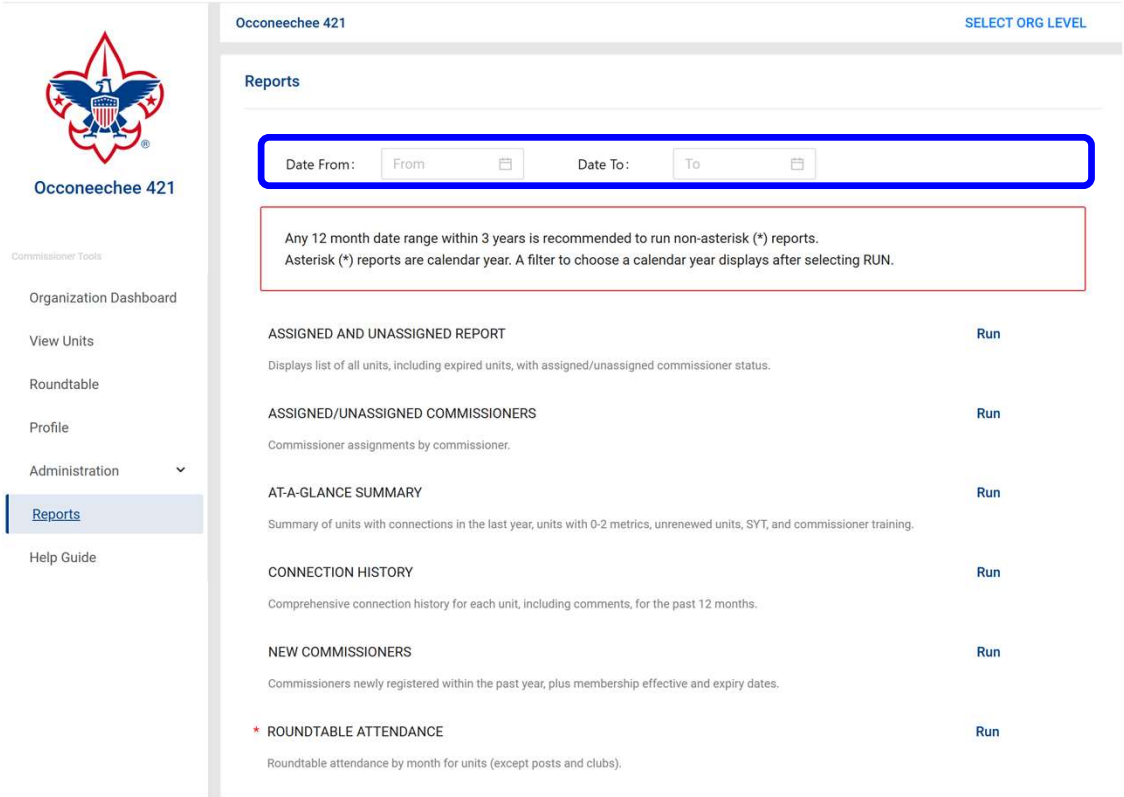
Available reports are listed alphabetically

Reports can be exported as .pdf or .csv

- .pdf useful for Council reporting data
- .csv useful for analysis

Scroll down to desired report, click on **Run***

* Must set date range before clicking on Run!



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Commissioner Tools Reports

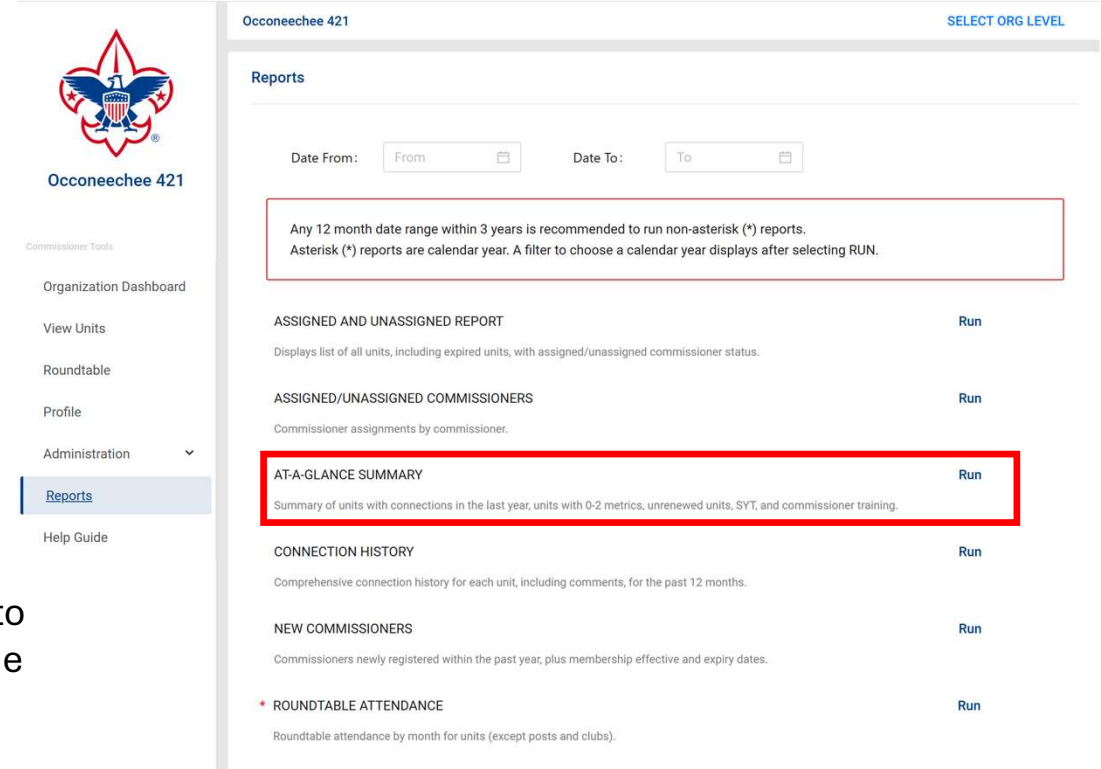
AT A GLANCE SUMMARY provides by-District summary view of units with connections, units with 0-2 metrics completed and units that failed to renew

- Are Districts providing unit service?
- Have new units met with a Commissioner?

Focus here:

- How are the Districts doing?
- Do the Districts need additional Council resources to provide unit service?

Detailed unit information can be found by dropping down to the respective District level and generating reports from the District dashboard



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At A Glance Summary

Organization Name Occoneechee 421
Report Generated By Scott Fedorchak
Date Report Generated 01/02/2026

Export to CSV | Export to PDF

RELOAD

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Organization Name	Units	Packs	Packs with Connections (%)	Packs New with Connections (%)	Packs with Metrics 0...2 (%)	Troops	Troops with Connections (%)	Troops New with Connections (%)	Troops with Metrics 0...2 (%)	Units Unrenewed (%)	Commissioners Trained (%)
Occoneechee 421	310	120	100.00	100.00	57.50	157	100.00	100.00	50.32	20.65	91.67
Cardinal 01	74	25	100.00	100.00	44.00	40	100.00	100.00	37.50	22.97	95.83
Community Impact 05	24	21	100.00	100.00	100.00	3	100.00	100.00	66.67	25.00	0.00
Eno River 04	63	26	100.00	100.00	57.69	35	100.00	100.00	60.00	11.11	100.00
Exploring North 06	7	0	0.00	0.00	0.00	0	0.00	0.00	0.00	14.29	0.00
Exploring South 07	6	0	0.00	0.00	0.00	0	0.00	0.00	0.00	50.00	0.00
North Star 02	71	23	100.00	100.00	39.13	45	100.00	100.00	53.33	16.90	80.00
Sandhills 03	65	25	100.00	100.00	52.00	34	100.00	100.00	50.00	27.69	90.48

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Commissioner Tools Reports

CONNECTION HISTORY provides summary view of YTD connection comments broken down by metric

- Are Commissioners providing unit service?

Focus here:

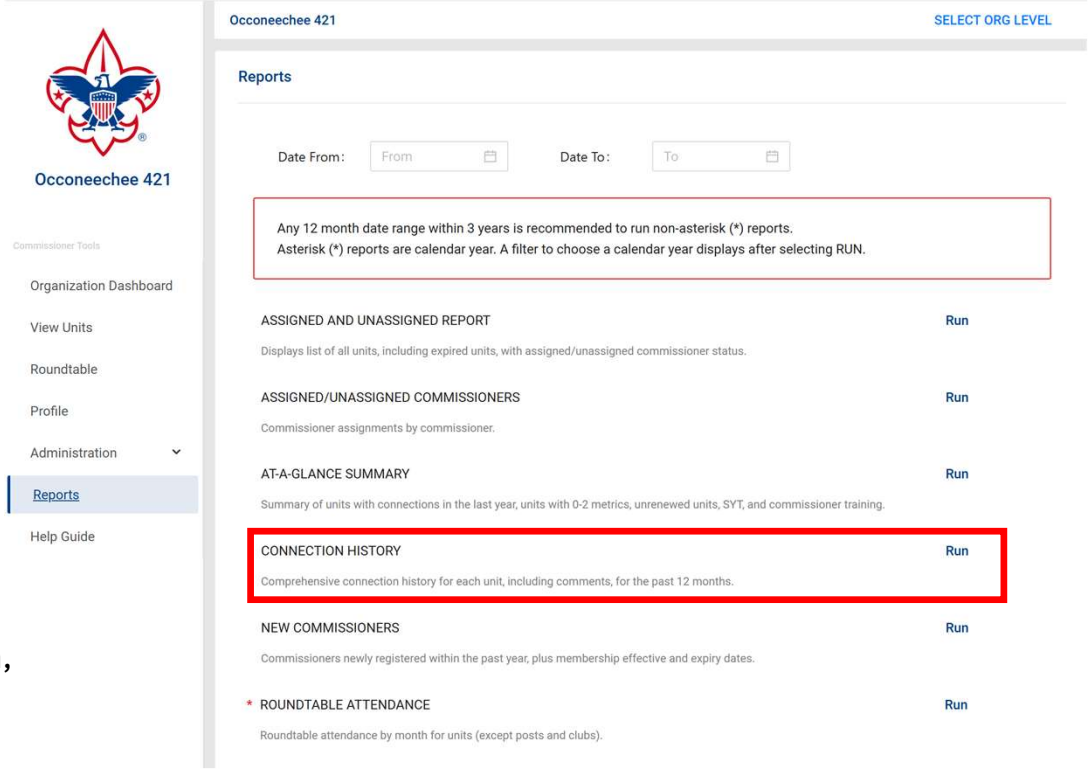
Do comments provide actionable information?

- “Discussed Trained adult leaders with Key 3 present; SM has been unable to find IOLS course. Contacted District Training Chair and provided upcoming IOLS dates”

versus

- “Attended unit meeting”
- “Went to Pack Blue and Gold banquet, menu was fried chicken, mashed potatoes, green beans and peach cobbler; food was great!”

Are comments related to Connections metric?



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Connection History

Council Occoneechee 421
Organization Name Occoneechee 421
Period of Time From 01/04/2025 to 01/03/2026
Report Generated By Scott Fedorchak
Date Report Generated 01/03/2026

Export to CSV | Export to PDF

RELOAD

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Council	District	Sub District	Unit ID	Unit	Gender Accepted	Charter Org	Metric Summary (the number of metrics met)	Connection ID	Connection Date	Complete Date	Status	First Name	Last Name	Member ID	Adult Leader Training / Comment	GoalEntered_01	GoalComment_01	Youth Membership (Growth) / Comment	Goal Entered	Goal Comment	Unit Size (Youth) / Comment	Goal Entered	Goal Comment	Advancement / Comment	Goal Entered	Goal Comment	Outdoor Activities / Comment	Goal Entered	Goal Comment	Retention / Comment
Occoneechee 421	Exploring South 07		248885	Post 0356		Fuquay-Varina Police Department	2																							
Occoneechee 421	Exploring South 07		372309	Club 0422		Dunn Police Department	0																							
Occoneechee 421	Exploring South 07		372319	Post 0421		Dunn Police Department	2																							
Occoneechee 421	Exploring South 07		375393	Post 0008		East Wake Law Enforcement	0																							
Occoneechee 421	Exploring South 07		377776	Post 0015		Holly Springs Salamanders	2																							
Occoneechee 421	Exploring South 07		378868	Post 0380		Apex Police Department	2																							
Occoneechee 421	Exploring North 06		224416	Post 0108		City Of Raleigh Fire Department	0																							
Occoneechee 421	Exploring North 06		315202	Post 0005		Capitol Broadcasting Co.	2																							
Occoneechee 421	Exploring North 06		336867	Post 0470		Perkins & Will	1																							
Occoneechee 421	Exploring North 06		366517	Post 0050 (F)	F	Durham Bulls Fox 50 TV	2																							

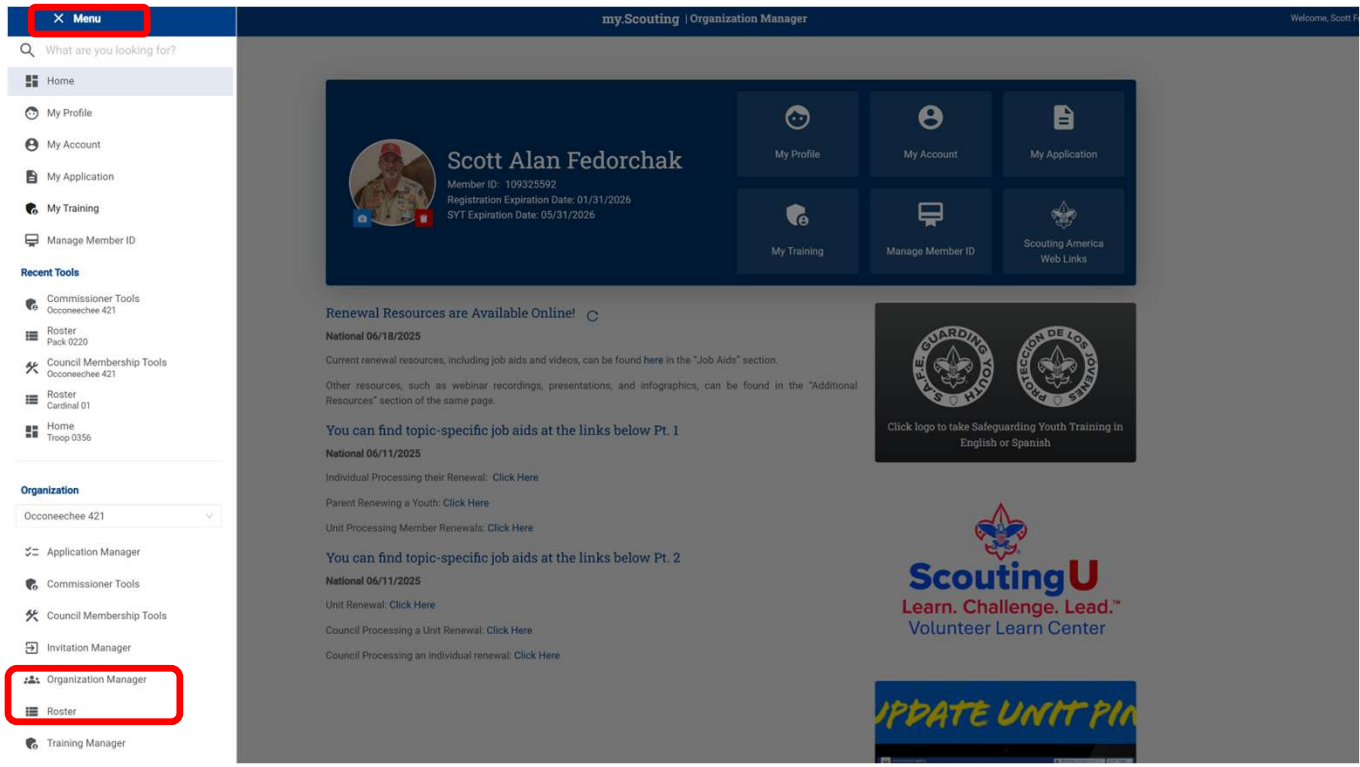
To see entered Connection comments, you will need to scroll to right until completed columns come into view

This report is easier to review as a .csv file so you can delete unused columns

Additional Administrative Commissioner Reports

Additional useful reports for Activities, Advancement, Membership and Unit Renewal are available in Organization Manager and Roster in My.Scouting.org

They are accessed through the My.Scouting.org home page using the dropdown menu



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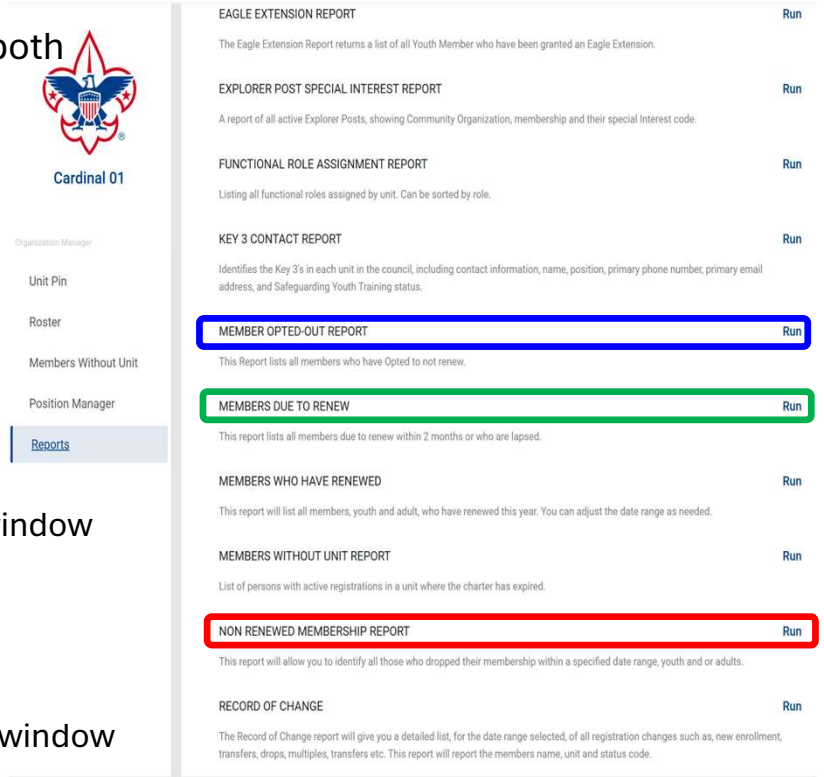
Roster and Organization Manager Reports

Available report menus are the same in both Roster and Organization Manager

Most useful Commissioner reports are:

- Members opted out
  - Members choosing to not renew
  - Why did they not renew?
- Members due to renew
  - Members entering 60-day renewal window
  - Is current email correct?
- Non-renewed Membership report
  - Members failed to renew in renewal window
  - Members will continue to show for 60 days



In Aug 23, Scouting America changed to annual individual membership renewal

With traditional Fall recruiting, significant percentage of members in the September report period are new to Scouting

- In Aug 24, we found a significant number of parents did not know that membership had to be renewed each year
- “Save a Scout” campaign

Questions

Scott Fedorchak
Council Commissioner
Occoneechee Council
Frodo06@aol.com
(919) 662-6435

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Philmont Commissioner Week

Come join us at the Philmont Training Center's Commissioner Week

7 - 13 June 2026

Philmont Training Center Conferences - Philmont Scout Ranch

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42 class options

Degrees offered

- **BCS**
- **MCS**
- **MRCS (Roundtable)**
- **DCS**
- **CED**

2026

Carolina Commissioner College

Hosted by Cape Fear, Occoneechee and Tuscarora Councils

SATURDAY, MARCH 07, 2026

FOR ALL COMMISSIONERS AND SCOUTERS!

Carolina Commissioner College is supplemental training designed to enhance Commissioner basic skills needed for effective unit service. The College is set up similar to a traditional college where Scouters can earn a degree in Commissioner Science starting at the Bachelor degree and continuing on with Masters and Doctorate degrees.

WHO SHOULD ATTEND?

You! All Unit Leaders, Commissioners or anyone interested in being a friend and resource to Packs, Troops, Crews, Ships and Posts. You do not need to be a Commissioner to attend

EVENT INFORMATION

When: Saturday March 7, 2026
Check-in 7:00 AM
Completion 5:30 PM

Where: Campbell University
Lundy-Fetterman Building
165 Dr McCoy Rd, Buies Creek, NC 27506

Cost: $35 Regular registration closes 1 Mar 26 (includes lunch)

Questions: Please contact

Debraghall@yahoo.com
or
Scott Fedorchak Frodo06@aol.com

INFORMATION AND REGISTRATION AT:

https://scoutingevent.com/421-100034

We will be offering Bachelor of Commissioner Science, Master of Roundtable Commissioner Science, Master of Commissioner Science, Doctorate of Commissioner Science and Continuing Education programs

Registration link found at:

www.ocscouts/calendar/

www.scoutingevent.com/421-CommissionerCollege26

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