

**Sample e-mail sent to Unit Key 3 to schedule a contact
and request completion of online self-assessment.**

FROM: CommissionerTools@scouting.org
SUBJECT: Contact Scheduled – please fill out enclosed form



Commissioners of Boy Scouts of America

Unit # - Sponsor
Contact Date - _____

Greetings:

Our Council has begun using the New Commissioner Tools on my.Scouting.org.

As Unit Commissioner, my top priority is to help you and your Unit deliver the best possible Scouting experience to your youth. I am sending you a Unit Assessment form directly from the New Tools that can help us with that process. Please take a few minutes, in collaboration with the other members of your units Key Three (the unit leader, committee chairman, and chartered organization representative have all received this email) to complete it. During my next visit, I hope to discuss with you the results of your Unit self-assessment.

A link to this Form is below. If you click on the link and the program does not open, please do not give up; copy and paste it into your browser (Chrome and Firefox are recommended) and try that.

[Click Here to View Your Information](#)

Thank you and I will see you soon.

Yours in Scouting,

_____, Commissioner

[e-mail address of Commissioner](#)