

# What is a Unit Key 3?

## Unit Key 3

Behind every great Scouting unit is a committed Key 3. These are the three top adult individuals within each pack, troop, crew, or ship. Each member of the Key 3 needs to understand his or her role and feel empowered to serve.

**The Unit Key 3 is a critical component to the success of the unit. The unit Key 3 consists of:**

- **Committee Chair** – The top volunteer in the unit is the Committee Chair. They are responsible for ensuring enough qualified adult volunteers are in place to provide the program. They lead the unit committee meetings.
- **Unit Leader** – The leader of the unit meeting is the unit leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper) and is responsible for developing and delivering the “program.”
- **Chartered Organization Representative (COR)** – This person appoints the unit committee chair and approves all adult leaders. They provide resources from the chartered organization.

The Key 3 addresses unit challenges, checks on Journey to Excellence status, and adjusts program and administrative elements to ensure unit progress toward Journey to Excellence.

# Role of the Unit Key 3

- **This group meets frequently** to discuss the unit, its challenges, coming events, and progress toward completing their action plan and Journey to Excellence goals.
- **Ensures that a monthly program and unit budget plan are in place and on track.** These items are critical for unit success. Encourage long-range planning for a positive experience for all.
- **Support systems that will ensure a well-organized unit are:** the monthly Unit Key 3 meeting, monthly committee and leader meetings, and regular parent meetings.
- **Encourages a unit-wide communication system.** Communication takes many forms: newsletter, phone tree, email, website, app. Whatever fits the unit.
- **Encourages training of all registered adults in the unit.** Encourages them to take This Is Scouting and Leader Specific Training for their position prior to their first meeting. Vigorously enforces Youth Protection Training. Makes sure the adult leaders are aware of training opportunities. Through the district commissioner, enlists the help of the training team to bring adult leader training to the unit if necessary.
- **Helps unit leaders get additional training as needed.** Through the unit and district commissioners, requests progressive specialty training as needed. Topics might include recruiting youth members, information on Friends of Scouting, advancement, etc. While it is the responsibility of the district committee, it may be necessary to conduct sections of this training at the unit level.
- **Encourages participation in district activities.** Encourages attendance at roundtable, district activities, and camping opportunities. Keeps the district and council calendars in mind when helping the

Unit Key 3 schedule unit meetings and events.

## **My.Scouting.org – Accomplish A Wide Variety of Things**

You can use My.Scouting.org for a wide variety of things. Parents can use it to transfer their Scout from one unit to another (how-to PDF), such as when a Webelos moves from a pack to a troop. Adult leaders can use it to take position-specific training. The Key 3 can use it to accept online applications and must use it to complete the annual rechartering of their unit.

In addition to these functions, this portal provides all adults access to their personal account data, a place to update contact information, and...yes, the ability to complete YPT. Make sure your My.Scouting.org profile contains your BSA member ID number; that way, your training record will automatically update when you finish an online course. BSA member ID numbers do not transfer from one council to another, but you can include both in your profile if you have IDs from multiple councils.

When setting up a My.Scouting.org account, be sure to link it to your Mayflower Council BSA member ID number. Forgot your ID number, your username or your password? Not sure if you have a member ID number or a My.Scouting.org account? Contact the Membership & Unit Service Team ([membership@mayflowerbsa.org](mailto:membership@mayflowerbsa.org)) before you create a new account– we can check to see if you have a member ID number, provide your username, and reset your password.

In the “BSA Web Links” section of My.Scouting.org (under “Menu”), you’ll also find links to Internet Advancement, the National Safety Council Defensive Driving Course, and Service Hours Reporting. Unit leaders have access to their unit roster and other information designed to help in managing the unit.

One last note: depending on the leadership position for which you are registered, you may not see every tool that someone else has available on their dashboard. So, it's important that when your unit recharter at the end of each year, they accurately record your leadership position.

If you have trouble logging in to My.Scouting.org, contact Office Manager Lisa Olson for assistance.

## Scoutbook

Scoutbook is an advancement tracking tool. From the first knot tied to final hours of service performed, the Scouting experience is a journey like none other. And Scoutbook is your go-to tool to ensure not a moment is missed – tracking advancement, milestone achievements and all the fun along the way. It also has messaging, help forums, service, hiking, camping tracking and calendaring features.

### **Important Reminders for Scoutbook:**

- Adding or transferring a scout or adult to your unit's Scoutbook account does not register them with your unit and doesn't mean they have a valid membership. All Scouts and adult leaders must complete an application, either online or submit a paper (or PDF version) of the application. This is true whether a person is new to Scouting, changing from one pack, troop or crew to another, or even changing adult leader positions.
- Once an application is processed, the individual should appear in your unit's Scoutbook in approximately 24-48 hours. Wait for this sync to occur, instead of manually adding anyone.
- Scoutbook doesn't allow duplicate emails, so the same email address can't be used for two accounts.
- Your Scoutbook login is the same as your My.Scouting.org login. If you aren't sure if you have a login, you can't remember your login, need a password reset or you're

getting an error, contact Office Manager Lisa Olson.

- Scoutbook Guide: [help.scoutbook.scouting.org](https://help.scoutbook.scouting.org)
- Scouting Forums: [discussions.scouting.org](https://discussions.scouting.org)

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# New to Scouts BSA? Get the Quick Start Guide!

If you're new to Scouts BSA, we've created a digital "10 Essentials Quick Start Guide" for you. These are 10 easy steps with videos, links, etc. to get you and your Scout started on your incredible journey with us! (Unit leaders: please add a link to the guide in your "Be a Scout" welcome message to new members. Feedback is always welcome too!)

Get the Scouts BSA 10 Essentials Quick Start Guide

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## Recording Youth Training

The unit key 3 has the ability to access the Training Manager in my.scouting to record face to face training that youth have completed. This would include Den Chief Training, Introduction to Leadership Skills, NYLT, NAYLE and the NYLT Leadership Academy and others. Youth training records are a part of the training manager and can be very useful in reviewing the training a youth has completed, eligibility for NYLT, potential NYLT staff selection and other roles of continuing youth leadership.

To add youth training, go to the Training Manager in the my.scouting website. Choose the “add/search” function. From there, select “Optional Youth Training”. Most courses will be in this drop down box although additional training is in the “Other” drop down box or the program specific drop down. You can then select the appropriate course and the course dates. From there, add members and submit.

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# **BSA      Incident      Reporting Requirements**

Incident Reporting will be a highly monitored reporting area in the Scout post-bankrupt operating environment. We need to ensure that all Scout leaders understand what Incident Reporting is and why it is important that all incidents are accurately and timely reported. Scouting strongly encourages units to report any incident so risk management can ensure any unsafe conditions are addressed and safety measures are put in place. We may also recommend training that may need to be created or enhanced to ensure safety and for insurance purposes. The Incident Report landing page link below, will explain why reporting is so important and the links to the appropriate report.

[Incident Reporting Landing Page](#)

[Incident Reporting Requirements](#)

[Near Miss Reporting Tool](#)

[Incident Reporting Tool](#)

[Youth Protection/Membership Infraction Reporting Tool](#)

Please share this information with other unit leaders and assistants so they are aware of the reporting requirements.

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## **Hands On Workshop Be A Scout & Online Apps**

We are offering interactive hands on sessions for BeAScout.org pin information, online applications and online leads.

If you are a Cubmaster, Scoutmaster, crew advisor, committee chair or key three delegate, you are invited to join us for this session.

The unit key three can also delegate the authority in My.Scouting to a key three delegate to approve online youth applications. Don't know how? Our workshop will show you!

These workshops will be hands on so be sure you have access to a computer during the workshop. Two dates available, pick the one that works for you.

July 19 Workshop Registration

August 9 Workshop Registration

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## **Cub Scout & Scouts BSA Yo-Yo**

# Programs

Completing the Cub Scout Yo-Yo Preview Adventure and finding fun recruitment giveaways just got a lot easier. Order customized Yo-Yos, choosing your color and adding a logo, or purchase case packs of 12 Yo-Yos, perfect for making sure a den has everything they need for the Yo-Yo Preview Adventure. Duncan also offers the Yo-Yo Teen Program for Scouts BSA to fine-tune their tricks and earn patches long the way.

Cub Scout Yo-Yo Preview Adventure  
Scouts BSA Yo-Yo Program

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## Changing Functional Roles      My.Scouting

Changing functional roles can only be done by the COR or COR Delegate. The second tab on the Positions Manager page is for adding and maintaining “Functional Roles” like adding a Key 3 delegate or unit Training Chair. The process to assign or edit is a “drag and drop” method by clicking on a person and then dragging them to the position you are adding them to.

Assigning Functional Positions Job Aid

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# Unit Program Planning

To deliver the promise of Scouting, your unit needs a great program. And to deliver a great program, your unit must Be Prepared with a plan. With many units returning to in-person meetings and activities, it is a good time to review upcoming program plans and to plan for the upcoming year.

## Your unit's annual program plan also helps with:

- **Developing the unit budget**
- **Setting goals** for popcorn sales
- **Recruiting youth** – Families like to see what fun activities they can expect
- **Recruiting help** – When you know what events are coming up on your unit calendar, you have more opportunity to ask parents to help out with specific tasks

## Program Planning Resources

Cub Scout Pack Meeting Plans

Pack Committee Resources

Scouts BSA Unit Program Planning Tools

Venturing Annual Program Planning

Sea Scouts Program Toolbox

Exploring Program Planning Meeting Guide

Exploring Activity Library

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# Multi-Council Membership Kick-off June 10

Learn how to grow your unit in the day of virtual Scouting, expand your program and fund your adventures for free. Since our event is being held virtually we won't do breakouts, so you won't miss anything!

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## International Water Safety Day

International Water Safety Day, May 15, aims to spread water safety education and drowning awareness.

Suggested ways to observe the day include:

- **Adults:** Update your Safe Swim Defense and/or Safety Afloat training.
- **Units:** Present the "Aquatics Safety" Safety Moment at a unit meeting.
- **Cub Scouts:** Work on an aquatic-related adventure, such as Floats and Boats (Tigers), Spirit of the Water (Wolves), Salmon Run (Bears), or Aquanaut (Webelos/Arrow of Light).
- **Scouts BSA:** Work on an aquatic-related merit badge, such as Lifesaving or Swimming.
- **Sea Scouts:** Review a Sea Scout Safety Moment video, such as Life Jackets or 10 Boating Essentials.
- **Venturers & Explorers:** Review Safe Swim Defense principles and plan a safe aquatic activity for the

summer.

Find more tools on the BSA Aquatics Resources webpage.