



# **Arrowhead Honor**

## **Progress Record for ADC - Roundtable**



**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**District/Council:** \_\_\_\_\_

**BSA Member ID:** \_\_\_\_\_

***The Arrowhead Honor recognizes proficiency in the contemporary tools and techniques commissioners use to provide effective Unit Service.***

***Prerequisites for the Assistant District Commissioner - Roundtable Arrowhead Honor include:***

- A current Youth Protection Training Certificate
- Assistant District Commissioner - Roundtable Orientation
- Roundtable Commissioner Basic Training

***Completion Date:*** \_\_\_\_\_

***The commissioner must complete the following in order to demonstrate focus on the four primary areas of Unit Service and participation in continuing commissioner education:***

1. Assist the District Commissioner with recruiting an adequate number of Roundtable Commissioners and Assistant Roundtable Commissioners to ensure strong Roundtable program delivery.

***Completion Date:*** \_\_\_\_\_

2. Attend District Roundtables regularly so that program delivery can be assessed. Give feedback to the Roundtable Commissioner.

***Completion Date:*** \_\_\_\_\_

3. Serve as a moderator or greeter for at least two Roundtables during a twelve-month period.

***Completion Date:*** \_\_\_\_\_

4. Review the training status of all Roundtable Commissioners to ensure they have completed training for their positions.

***Completion Date:*** \_\_\_\_\_

5. Ensure that the Roundtable Commissioner and Assistant Roundtable Commissioners participate in an annual Roundtable Planning Event that utilizes appropriate national program materials.

**Completion Date:** \_\_\_\_\_

6. Review Roundtable attendance with Roundtable Commissioner, help set goals and assist with development of an attendance improvement plan.

**Completion Date:** \_\_\_\_\_

7. Ensure that the Roundtable Commissioner and Assistant Roundtable Commissioners use Commissioner Tools to record Roundtable Contacts, attendance, and track program success.

**Completion Date:** \_\_\_\_\_

8. Build a plan to improve the use of technology to (choose 2):
  - a. Promote Roundtable attendance
  - b. Enhance Roundtable programs
  - c. Disseminate Roundtable materials to empower all units

**Completion Date:** \_\_\_\_\_

9. Promote Roundtable at a minimum of two district events **and** in two district newsletters or web-based articles.

**Completion Date:** \_\_\_\_\_

10. Participate in and serve on faculty for at least one College of Commissioner Science, Commissioner Conference or equivalent advanced training specifically designed for Roundtable Commissioners.

**Completion Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
District Commissioner

**Date:** \_\_\_\_\_

**Recognition Items:**

1. Arrowhead Honor Award Certificate  
Template available on the Awards and Recognition page of the Commissioner's website at Scouting.org.
2. Commissioner Arrowhead Honor Emblem (#604940)