

Arrowhead Honor
Progress Record for
District Commissioner/ADC



Name: _____

Address: _____

Phone/Email: _____

District/Council: _____

Scouting America Member ID: _____

The Arrowhead Honor recognizes proficiency in the contemporary tools and techniques used to provide effective unit service.

Prerequisites for the Arrowhead Honor include:

- A current Safeguarding Youth Training certificate
- District Commissioner/Asst. District Commissioner position-specific training

Completion Date: _____

The commissioner must complete the following to demonstrate a focus on unit service and participation in continuing commissioner education:

Improve the quality of unit service within the district:

1. Chair, provide leadership, or help plan at least 6 commissioner staff meetings within a 12-month period.

Completion Date: _____

2. Review unit metrics of new units and units with unmet needs at staff meetings.

Completion Date: _____

3. Work collaboratively to develop and implement a plan to track and hold unit commissioners accountable for logging meaningful unit connections in Commissioner Tools.

Completion Date: _____

4. Develop goals that address district needs. Review those goals with the administrative commissioner assigned to you.

Completion Date: _____

5. Using the commissioner recognition program, ensure that commissioners eligible for awards are recognized within your district.

Completion Date: _____

6. District commissioners: Attend the majority of scheduled cabinet or council-level commissioner staff meetings. Ensure a representative is sent to meetings you cannot personally attend.

Completion Date: _____

Support unit growth:

1. Work collaboratively to ensure units with unmet needs have an assigned commissioner who is actively engaged with the unit. Coach commissioners on effective support of unit leaders.

Completion Date: _____

2. Develop and implement a plan to seek and invite new commissioners to increase the total number of unit commissioners in the district. Train and onboard new commissioners and determine how unit service teams are organized.

Completion Date: _____

3. Demonstrate proficiency in Commissioner Tools by using available reports during staff meetings. Encourage unit commissioners to include meaningful comments in their connections.

Completion Date: _____

Link unit needs to district operating committees:

1. Attend most district committee meetings during a 12-month period and report on unit service issues. ADCs should attend district committee meetings when requested.

Completion Date: _____

2. District commissioners should actively participate in district Key 3 meetings and ensure unit service issues are on the agenda.

Completion Date: _____

3. Ensure every unit commissioner has a list of the district's committee chairs and contact information.

Completion Date: _____

Support on-time unit renewal:

1. Provide unit renewal training when needed and assist unit commissioners to ensure all units complete unit renewal on time.

Completion Date: _____

Continuing Education:

1. Complete the onboarding process with an assigned coach.

Completion Date: _____

2. Attend at least one College of Commissioner Science, Commissioner Conference, Commissioner Workshop, Commissioner Retreat, national training conference, or another advanced training specifically designed for commissioners.

Completion Date: _____

Approved by: _____
Council 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.)
<https://www.scouting.org/commissioners/recognition/>
2. Commissioner Arrowhead Honor emblem (#604940)

For questions regarding this award, please contact commissionerserviceteam@scouting.org