

Arrowhead Honor

Progress Record for District Commissioner/ADC

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 Arrowhead Honor include:

- A current Youth Protection Training certificate
- District Commissioner/ADC Basic Training

Completion Date: _____

The commissioner must complete the following in order to demonstrate 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. At each staff meeting, review progress of new units, at risk units and units with priority needs.

Completion Date: _____

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

Completion Date: _____

4. Develop goals for yourself that address both district needs and how you plan to coach another commissioner. Review those goals with the administrative commissioner assigned to you.

Completion Date: _____

5. Using the commissioner recognition program, ensure that commissioners who are 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.

Completion Date: _____

Support unit growth:

1. Work collaboratively to ensure at-risk and priority units have an assigned commissioner who is actively engaged with the unit.

Completion Date: _____

2. Develop and implement a plan to seek and invite new commissioners in order to increase the total number of unit commissioners in the district. Orient and assign new commissioners to units.

Completion Date: _____

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

Completion Date: _____

Link unit needs to district operating committees:

1. Attend the majority of 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 district committee chairs and contact information.

Completion Date: _____

Support on time charter renewal:

1. Provide charter renewal training when needed and assist unit commissioners to ensure all units complete recharter 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, National Impact Session or equivalent 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)