

Arrowhead Honor
Progress Record for
Roundtable Commissioner



Name: _____
Address: _____
Phone/Email: _____
District/Council: _____
Scouting America Member ID: _____

The Arrowhead Honor recognizes proficiency in commissioners' contemporary tools and techniques for providing effective unit service. Any registered commissioner who works with roundtable is eligible for the Honor.

Prerequisites for the Arrowhead Honor include:

- A current Safeguarding Youth Training certificate
- Roundtable 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:

1. Attend most district commissioner staff meetings during a 12-month. Participate by sharing meeting plans, attendance goals, and other strategies to improve roundtable attendance.

Completion Date: _____

2. Utilize the Roundtable Support webpage to ensure best practices for delivering a quality roundtable specific to each program audience.

Completion Date: _____

3. Maintain a working knowledge of current Scouting America program materials and manuals to ensure roundtables are a resource for all units.

Completion Date: _____

4. Invite an adequate number of commissioners to join the roundtable team to ensure strong program delivery. Actively assist in conducting two activities during the roundtable (such as a hot topic, membership moment, or safety moment).

Completion Date: _____

5. Engage in quarterly planning that is reviewed and evaluated frequently and follow through to ensure the plan is implemented.

Completion Date: _____

6. Ensure roundtable attendance is recorded monthly in Commissioner Tools.

Completion Date: _____

7. Work collaboratively to develop and implement a plan to improve attendance using SMART goals.

Completion Date: _____

8. Conduct or be responsible for a major project, presentation, or demonstration at a roundtable.

Completion Date: _____

9. Recruit subject matter experts to give special presentations that interest Scouting volunteers and include a broad, diverse range of topics for the roundtable.

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: _____

District/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 commissionersserviceteam@scouting.org