

Arrowhead Honor

Progress Record for

Roundtable Commissioner

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. Any registered commissioner who works with roundtable is eligible for the Arrowhead Honor.

Prerequisites for the Arrowhead Honor include:

- A current Youth Protection Training certificate
- Roundtable Commissioner Basic Training

Completion Date: _____

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

1. Attend the majority of district commissioner staff meetings during a 12 month period. Actively participate by sharing meeting plans, attendance goals and other strategies designed to improve roundtable attendance.

Completion Date: _____

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

Completion Date: _____

3. Maintain a working knowledge of current BSA 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 in order to ensure strong roundtable program delivery. Actively assist in conducting two activities during roundtable (such as a hot topic 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. Include a broad, diverse range of topics for roundtable by recruiting subject matter experts for special presentations that may be of interest to Scouting volunteers.

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)