



Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record

1

Commissioner Name: _____ BSA ID Number: _____

Registration

1. Register as a roundtable commissioner.

Completion Date: _____

2. If you have not already done so, create a personal my.scouting.org account.

Completion Date: _____

Training / Information

3. Complete roundtable basic online training or instructor-led basic training.

Completion Date: _____

4. Review the information and resources available on www.scouting.org/commissioners, including Roundtable Support, the Awards and Recognition and Journey to Excellence webpages, and the current issue of *The Commissioner*.

Completion Date: _____

5. Obtain contact information of your assistant council commissioner, district/assistant district commissioners, assistant roundtable commissioners, and district executive.

Completion Date: _____

6. Review the most recent roundtable entries in Commissioner Tools, and become familiar with the *Delivering Roundtable* booklet.

Completion Date: _____

7. Review Commissioner Tools to determine which units are attending roundtable and invite a unit that is not.

Completion Date: _____

8. Review with your coach how to make a roundtable entry and log a simple assessment in Commissioner Tools.

Completion Date: _____

9. Discuss with your coach how to work with a roundtable team to conduct virtual and in-person roundtables.

Completion Date: _____

10. Discuss with your coach ways to conduct virtual and in-person roundtables.

Completion Date: _____

11. Discuss and review with your coach the current roundtable plans for the year.

Completion Date: _____



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2

Performance

12. Attend your first district commissioner staff meeting and discuss unit health with unit commissioners.

Completion Date: _____

13. Facilitate a virtual or in-person breakout session for your roundtable.

Completion Date: _____

Continuing Education / Recognition

14. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach

Coach's instructions:

The onboarding coach is responsible to ensure that the new commissioner has completed the prescribed online training or the facilitated in-person training. The coach will review the new commissioner's training record to verify that the online courses listed below have been completed or verify that the new commissioner has attended an in-person training session.

The coach will then review each of the onboarding requirements with the new commissioner and verify their completion by entering the completion date and signing the onboarding progress record.

When all of the training has been taken and the onboarding requirements have been met, the coach will add the D19 trained code to the new commissioner's training record using the training manager tool in My.Scouting.



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3

ROUNDTABLE COMMISSIONER ASST ROUNDTABLE COMMISSIONER	COURSE DESCRIPTION
SCO_904	Unit Service Concepts- Roundtable Commissioner
SCO_771	District Level Unit Service
SCO_782	Roundtable Fundamentals
SCO_783	Roundtable Administration
SCO_784	Roundtable Organization
SCO_785	Roundtable Preparation
SCO_786	Components of Roundtable
SCO_787	Roundtable Tools
SCO_777	The District

Revised: June 2022