



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.

Prerequisites for the Roundtable Commissioner Arrowhead Honor include:

- A current Youth Protection Training Certificate
- Roundtable Commissioner Orientation
- Roundtable Commissioner Basic Training

Completion Date: _____

The commissioner must complete the following in order to demonstrate focus on the four primary areas of Unit Service and participation in continuing commissioner education:

1. Attend at least six District Commissioner Staff meetings during a twelve-month period.

Completion Date: _____

2. Review current Roundtable Planning Guides and materials to ensure best practices in delivering a quality Roundtable, specific to each program audience.

Completion Date: _____

3. Develop and maintain a working knowledge of all current BSA program materials, helps and manuals to ensure that Roundtables are perceived to be a resource to all units.

Completion Date: _____

4. Recruit an adequate number of Assistant Roundtable Commissioners to ensure strong Roundtable program delivery.

Completion Date: _____

5. Lead your Assistant Roundtable Commissioners in preparing an annual Roundtable plan and detailed calendar.

Completion Date: _____

6. Ensure execution of the annual Roundtable Plan.

Completion Date: _____

7. Ensure that all Roundtable Contacts/attendance records are updated monthly using Commissioner Tools to track program success through notes and attendance.

Completion Date: _____

8. Review attendance quarterly at District Commissioner Staff meetings, quarterly Roundtable gatherings or other Roundtable improvement strategy meetings set up by the District/Council.

Completion Date: _____

9. Work with Assistant Roundtable Commissioners to develop and implement an overall attendance improvement plan using SMART goals. Review plan with the Assistant District Commissioner – Roundtable or District Commissioner.

Completion Date: _____

10. Participate in or serve on faculty for at least one College of Commissioner Science, Commissioner Conference, or equivalent advanced training specifically designed for Roundtable Commissioners.

Completion Date: _____

Approved by: _____

ADC – Roundtable/District 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.
2. Commissioner Arrowhead Honor Emblem (#604940)