

# **Arrowhead Honor**

## **Progress Record for Unit Commissioner**



**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone/Email:** \_\_\_\_\_  
**District/Council:** \_\_\_\_\_  
**Scouting America Member ID:** \_\_\_\_\_

***The Arrowhead Honor recognizes proficiency in commissioners' contemporary tools and techniques to provide effective unit service.***

***Prerequisites for the Arrowhead Honor include:***

- A current Youth Protection Training certificate
- Unit 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:***

**Connect with units and capture their strengths and unmet needs in Commissioner Tools:**

1. Complete at least one unit connection and support the development of unit goals<sup>1</sup> over a 12-month period.
2. Work with your district commissioner or ADC to identify the frequency of contacts, focusing on new units or units with unmet needs as determined by the DC/ADC.
3. Use Commissioner Tools to log connections that include meaningful comments.

***Completion Date:*** \_\_\_\_\_

**Support unit growth:**

1. Complete at least one unit connection for each assigned unit.
2. Encourage the development of unit goals specific to their needs. IF a unit decides to create goals, document the unit goals in Commissioner Tools<sup>1</sup>.
3. Demonstrate and maintain proficiency in utilizing My.Scouting tools through regular unit connections.

***Completion Date:*** \_\_\_\_\_

**Linking unit needs to District Operating Committee resources:**

1. As needed, assist a unit by linking them to the District Operating Committee, either to fill a unit need or to introduce them to some segment of the committee as a possible resource.
2. Attend at least 50% of your district commissioner's monthly staff meetings.
3. Review unit metrics of your units at commissioner staff meetings.

**Completion Date:** \_\_\_\_\_

**Support timely unit renewal:**

1. Deliver assistance to a unit to ensure an accurate, on-time unit renewal.

**Completion Date:** \_\_\_\_\_

**Continuing Education:**

1. Complete the onboarding process with an assigned coach.
2. Attend at least one College of Commissioner Science<sup>2</sup>, Commissioner Conference<sup>3</sup>, Commissioner Workshop<sup>4</sup>, Commissioner Retreat<sup>5</sup>, national training conference<sup>6</sup>, or another advanced training specifically designed for commissioners.

**Completion Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
District Commissioner/Assistant District Commissioner

**Date:** \_\_\_\_\_

**Recognition Items:**

1. Arrowhead Honor Award certificate. (Template available on the Awards and Recognition page of the Commissioner's website)  
<https://www.scouting.org/commissioners/recognition/>
2. Commissioner Arrowhead Honor emblem (#604940)

**Notes:**

1. Unit leaders develop unit goals; the unit may choose to develop no goals or multiple goals to suit its needs. While a commissioner collaborates with unit leaders on connections and encourages a unit to set goals, the commissioner enters these unit goals and connections.
2. College of Commissioner Science- A continuing education event for commissioners similar to a University of Scouting hosted by a council or group of councils using curriculum per the commissioner website.
3. Commissioner Conference- A commissioner conference is a council or territory event, e.g., a commissioner planning conference hosted by your council commissioner or council service territory commissioner. This is a local event.
4. Commissioner Workshop—This is similar to a commissioner conference but shorter in duration. It is a local event, such as a weeknight event for all commissioners to train commissioners.
5. Commissioner Retreat- This is a local event similar to a commissioner conference, but may include an overnight. Some retreats are combined with counterparts from the council/district/committee.
6. National training conference for commissioners- National training conferences include commissioner training hosted at high adventure bases (e.g. Commissioner Week at Philmont Training Center) and impact sessions. Impact sessions may be virtual or in-person and are hosted nationally. Information for these sessions is found on the national commissioner website.

For questions regarding this award, please contact [commissionersserviceteam@scouting.org](mailto:commissionersserviceteam@scouting.org)