



## **Arrowhead Honor** *Progress Record for Unit 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 Unit Commissioner/Dedicated Commissioner Arrowhead Honor include:***

- A current Youth Protection Training Certificate
- Unit Commissioner Orientation
- Unit 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:***

**Contact units and capture their strengths and needs in Commissioner Tools:**

1. Contact each assigned unit at least 6 times during a 12-month period.
2. If appropriate, work with your Assistant District Commissioner or District Commissioner to identify the need for more frequent contacts, focusing on new, at risk, and priority needs units.
3. Log all contacts in Commissioner Tools.

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

**Support unit growth through the Journey to Excellence:**

1. Complete at least two Detailed Assessments for each assigned unit. The Detailed Assessment should be one of the 6 required contacts, per 12-month period.
2. Using the Detailed Assessment, guide each assigned unit in developing a Unit Service Plan specific to their needs.

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

**Linking unit needs to district operating committee resources:**

1. Coordinate or 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 6 of your District Commissioner’s monthly staff meetings.
3. Review progress of your units at commissioner staff meetings and lead a topic of discussion at one of your District Commissioner’s monthly staff meetings.

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

**Support timely charter renewal:**

1. Deliver assistance to a unit in such a way that it results in an accurate, on-time charter renewal.
2. Help a unit resolve charter renewal issues in accordance with local council procedures.
3. Participate in a charter presentation OR demonstrate a charter presentation to fellow commissioners OR participate in a Journey to Excellence recognition ceremony.

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

**Continuing Education:**

1. Attend at least one College of Commissioner Science, Commissioner Conference or equivalent advanced training specifically designed for commissioners.
2. Demonstrate and maintain proficiency in utilizing My.Scouting tools through monitoring and reporting on the status of all units you serve.

**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 at Scouting.org.
2. Commissioner Arrowhead Honor Emblem (#604940)