Commissioner And Roundtable Staff Recognition Plan Progress Award

Keep track of your completion of the steps in earning the Commissioner and Roundtable Staff award for your position, using the appropriate progress record below. You may only count tenure for a position in which you are registered, and may not use the same tenure for more than one award. When you have completed the entire requirements fill out the application section below and turn in the entire form to the Shenandoah Area Council for district review and approval.

Application	**Record For**
I certify that I have completed all of the requirements As shown below for the following (check one): ____Scouter's Training Award ____ Commissioner Key/Arrowhead Honor Award (Roundtable) ____ Commissioner Key/Arrowhead Honor Award (District and Assistant District) ____ Commissioner Key/Arrowhead Honor Award (Unit Commissioner) Signed _____	Name _____ Address _____ City _____ Position _____ District _____ Council _____ **DISTRICT ACTION** This progress record has been reviewed and the candidate has met the standards for the award. The award is approved. **Approved by** For the district Date

ROUNDTABLE/HUDDLE STAFF SCOUTER'S TRAINING AWARD

TRAINING

Orientation

Review with the roundtable commissioner orientation material in the current *Cub Scout Roundtable Planning Guide,* No. 34249A, or *Boy Scout Roundtable Planning Guide*, No. 34253; or *Varsity Scout Huddle Guide*, No. 34829.

_____

Approved Date

Review all material in the current Cub Scout Program Helps, Troop Program Features, or Varsity Scout Game Plan.

_____

Approved Date

Basic Training

Complete basic training for Cub Scout or Boy Scout roundtable commissioner.

_____

Approved Date

TENURE

Complete 2 years as a registered roundtable/huddle staff member. Tenure for one award cannot be used for other training awards.

_____

Approved Date

PERFORMANCE

Do the following:

1. Participate in six roundtable/huddle staff meetings. _____ _____ _____ _____ _____ _____.

2. Actively assist in six roundtable/huddles. _____ _____ _____ _____ _____ _____.

3. Conduct a successful roundtable/huddle attendance promotion project.

_____

Approved Date

4. Develop and exhibit a display related to the theme at one roundtable or huddle.

_____

Approved Date

5. Conduct an opening activity and an opening ceremony.

_____

Approved Date

6. Conduct or be responsible for a major project, presentation, or demonstration at one roundtable or huddle.

_____

Approved Date

Check One

___ Cub Scout roundtable staff

___ Boy Scout roundtable staff

___ Varsity Scout huddle staff

COMMITTEE ACTION

The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The Scoutmaster's Key is approved.

_____

Approved Date

ROUNDTABLE/HUDDLE COMMISSIONER KEY

TRAINING

Complete basic training for Cub Scout or Boy Scout roundtable commissioners.

_____

Approved Date

Complete the 3-session training program outlined in *Commissioner Basic Training Manual*, No. 33613D.

_____

Approved Date

Complete personal coaching assignments.

_____

Approved Date

TENURE

Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.

From _____ To _____ From _____ To _____ From _____ To _____

PERFORMANCE

Earn the Arrowhead Honor Award.

_____

Approved Date

Check One

___ Cub Scout roundtable commissioner

___ Boy Scout roundtable commissioner

___ Varsity Scout huddle commissioner

COMMITTEE ACTION

The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.

_____

Chairman Date

ROUNDTABLE/HUDDLE COMMISSIONER ARROWHEAD HONOR AWARD

1. Review all material in the current Boy Scout Roundtable Planning Guide, No. 34253, or the current Cub Scout Roundtable Planning Guide, No. 38249A, or the current Varsity Scout Huddle Guide, No. 34289.

_____

Approved Date

2. Review all material in the Troop Program Features, Cub Scout Program Helps, or Varsity Scout Game Plan.

_____

Approved Date

3. Recruit a roundtable staff.

_____

Approved Date

4. Lead staff in preparing a 1-year roundtable or huddle outline.

_____

Approved Date

5. Supervise the staff in conducting these roundtable or huddle outline.

_____

Approved Date

6. With the commissioner and district executive, develop and use an attendance promotion plan.

_____
Approved Date

7. Attend a council commissioner conference or planning conference, or actively participate in a major council event.

_____
Approved Date

DISTRICT AND ASSISTANT COMMISSIONER KEY

TRAINING

Complete Commissioner Basic Training.

_____
Approved Date

Review all material in the *Commissioner Fieldbook for Unit Service*, No. 33621B, and *Commissioner Administration of Unit Service*, No. 34128C.

_____
Approved Date

Review all materials in your notebook.

_____
Approved Date

Review material in your Council Planning Calendar, No. 26-007.

_____
Approved Date

TENURE

Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.

From _____ To _____ From _____ To _____ From _____ To _____

PERFORMANCE

Earn the Arrowhead Honor Award.

_____
Approved Date

Check One

___ District commissioner

___ Assistant district commissioner

COMMITTEE ACTION

The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.

_____
Approved Date

DISTRICT AND ASSISTANT COMMISSIONER ARROWHEAD HONOR AWARD

1. Complete an evaluation of all commissioners you supervise.

_____
Approved Date

2. Based on evaluation, realign the staff to produce more effective unit service. (Not required for assistants.)

_____
Approved Date

3. Develop and put into action a suitable recruiting plan.

_____
Approved Date

4. Take part actively in six commissioner staff meetings. _____ _____ _____ _____ _____ _____.

5. Attend six district committee meetings (not required for assistants).

_____
Approved Date

6. Attend a council commissioner conference, planning conference, or actively participate in a major council event.

_____
Approved Date

7. Provide personal coaching for the commissioners you supervise.

_____
Approved Date

UNIT COMMISSIONER KEY

TRAINING

Complete the three-session training program outlined in *Commissioner Basic Training Manual*, No. 33613D.

Date and Initial

_____ "Why Commissioners?"
_____ Second visitation
_____ "How to Help a Unit"
_____ First visitation
_____ Third visitation
_____ "Units: The Commissioner's Greatest Priority"

Complete personal coaching orientation including orientation projects.

_____
Approved Date

TENURE

Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.

_____
Approved Date

PERFORMANCE

Earn the Arrowhead Honor Award.

_____
Approved Date

COMMITTEE ACTION

The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.

_____
Chairman Date

UNIT COMMISSIONER ARROWHEAD HONOR AWARD

Complete basic training and the following projects:

1. Fill in and follow up on Unit Commissioner Work Sheets (Pack No. 34125A; Troop/Team, No. 34126A, Crew No. 33660A; Post No. 33619A) for each assigned unit.

_____
Approved Date

2. Conduct membership and leadership inventories in each assigned unit.

_____
Approved Date