Onboarding Record for Roundtable Commissioner & Assistant Roundtable Commissioner

Includes Onboarding Progress Record
& Arrowhead Honor Award Progress Record

Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record

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: _____

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.

Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record

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

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. Any registered commissioner who works with roundtable is eligible for the Arrowhead Honor.

Prerequisites for the Arrowhead Honor include:
- A current Youth Protection Training certificate
- Roundtable Commissioner Basic Training

Completion Date: _____

The commissioner must complete the following in order to demonstrate focus on unit service and participation in continuing commissioner education:

1. Attend the majority of district commissioner staff meetings during a 12 month period. Actively participate by sharing meeting plans, attendance goals and other strategies designed to improve roundtable attendance.

Completion Date: _____

2. Utilize the Roundtable Support webpage to ensure best practices in delivering a quality roundtable that is specific to each program audience.

Completion Date: _____

3. Maintain a working knowledge of current BSA program materials and manuals to ensure roundtables are a resource for all units.

Completion Date: _____

4. Invite an adequate number of commissioners to join the roundtable team in order to ensure strong roundtable program delivery. Actively assist in conducting two activities during roundtable (such as a hot topic or safety moment).

Completion Date: _____

5. Engage in quarterly planning that is reviewed and evaluated frequently and follow through to ensure the plan is implemented.

Completion Date: _____

6. Ensure roundtable attendance is recorded monthly in Commissioner Tools.

Completion Date: _____

7. Work collaboratively to develop and implement a plan to improve attendance using SMART goals.

Completion Date: _____

8. Conduct or be responsible for a major project, presentation, or demonstration at a roundtable.

Completion Date: _____

9. Include a broad, diverse range of topics for roundtable by recruiting subject matter experts for special presentations that may be of interest to Scouting volunteers.

Completion Date: _____

Continuing Education:
1. Complete the onboarding process with an assigned coach.

Completion Date: _____

2. Attend at least one College of Commissioner Science, Commissioner Conference, National Impact Session or equivalent advanced training specifically designed for commissioners.

Completion Date: _____

Approved by: _____
                      District Commissioner/Assistant Council 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.)
https://www.scouting.org/commissioners/recognition/
2. Commissioner Arrowhead Honor emblem (#604940)