

Onboarding Record for Unit Commissioner



Includes Onboarding Progress Record
& Arrowhead Honor Award Progress Record



Unit Commissioner Onboarding Progress Record

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Commissioner Name: _____ BSA ID Number: _____

Registration

1. Register as a unit commissioner.

Completion Date: _____

Training / Information

2. Complete online unit commissioner basic training or attend instructor-led basic training.

Completion Date: _____

3. Review the information and resources available on www.scouting.org and www.scouting.org/commissioners, including the current issue of the commissioner newsletter and the awards and recognition and Journey to Excellence sections.

Completion Date: _____

4. Discuss with your coach the information on the *Commissioner Manuals and Resource page* and the information in the *Unit Roadmap – Starting, Sustaining & Growing Units, 2020*.

Completion Date: _____

5. Review dates/places for commissioner staff meetings, roundtables, and council/district events.

Completion Date: _____

Performance

6. Log into my.scouting.org tools and review assigned unit rosters and adult training records in Training Manager.

Completion Date: _____

7. Attend one monthly district commissioner staff meeting.

Completion Date: _____

8. Complete one contact for each of your assigned units and record them in Commissioner Tools.

Completion Date: _____



Unit Commissioner Onboarding Progress Record

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9. Review any issues concerning your assigned units with your assistant district commissioner (ADC) or district commissioner (DC).

Completion Date: _____

10. Exchange contact information with each of the Key 3 leaders of your assigned units and with your ADC and DC.

Completion Date: _____

11. Discuss with your coach how to develop a detailed unit health assessment and unit service plan.

Completion Date: _____

Continuing Education / Recognition

12. 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 D20 trained code to the new commissioner's training record using the training manager tool in My.Scouting.



Unit Commissioner Onboarding Progress Record

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Unit Commissioner	Course Description
SCO_770	Unit Service Concepts – Unit Commissioner
SCO_771	District Level Unit Service
SCO_772	Unit Contacts
SCO_773	Unit Assessments
SCO_774	Commissioner Tools Navigation and Simple Assessments
SCO_775	Detailed Assessments and Unit Service Plan
SCO_776	Unit Service Plan
SCO_777	The District
SCO_778	Working with New Units
SCO_779	Youth Protection and Unit Resources
SCO_780	Charter Renewal
SCO_781	Commissioner Development

Revised: June 2022

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 Arrowhead Honor include:

- A current Youth Protection Training certificate
- Unit 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:

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

1. Contact each assigned unit at least quarterly during a 12-month period.
2. Work with your district commissioner or ADC to identify the need for more frequent contacts, focusing on new, at risk, or priority needs units as determined by the DC/ADC.
3. Use Commissioner Tools to log contacts that include meaningful comments.

Completion Date: _____

Support unit growth:

1. Complete at least one collaborative assessment for each assigned unit.
2. Using the collaborative assessment, guide each assigned unit in developing a Unit Service Plan specific to their needs.
3. Demonstrate and maintain proficiency in utilizing My.Scouting tools through regular reporting on the status of all units you serve.

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 progress of your units at commissioner 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.

Completion Date: _____

Continuing Education:

1. Complete the onboarding process with an assigned coach.
2. Attend at least one College of Commissioner Science, Commissioner Conference, Impact Session, or equivalent 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)