

# COUNCIL AND ASSISTANT COUNCIL COMMISSIONER (ADMINISTRATIVE) PROGRESS RECORD FOR THE COMMISSIONER KEY/ARROWHEAD HONOR AWARD

Cut along solid lines; fold along dotted lines.  
**(Reproduce locally.)**



<p style="text-align: right;">Approved _____ Date _____</p> <p>2. Develop a work plan for your position that covers the program year.</p> <p style="text-align: right;">Approved _____ Date _____</p> <p>1. Create a position description for the assistant council commissioner role and obtain approval of the council commissioner.</p> <p>Name _____ Address _____ City _____ Council _____ District _____</p> <p style="text-align: center;"><b>ARROWHEAD HONOR RECORD</b></p>	<p style="text-align: right;">Approved _____ Date _____</p> <p style="text-align: center;"><b>PERFORMANCE</b></p> <p>Earn the Arrowhead Honor Award for your position.</p> <p>From _____ To _____ From _____ To _____ From _____ To _____</p> <p style="text-align: center;"><b>TENURE</b></p> <p>Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.</p>	<p style="text-align: right;">Approved _____ Date _____</p> <p>Complete personal coaching orientation, including the orientation projects.</p> <p style="text-align: right;">Approved _____ Date _____</p> <p style="text-align: center;"><b>TRAINING</b></p> <p>Complete Commissioner Basic Training.</p>
<p><b>Arrowhead Honor (cont.)</b></p> <p>3. Implement the work plan with continuous evaluation throughout the program year.</p> <p style="text-align: right;">Approved _____ Date _____</p> <p>4. Chair or actively take part in six council commissioner staff meetings.</p> <p>_____</p> <p>_____</p> <p>5. Report on work plan progress at council commissioner staff meetings.</p> <p style="text-align: right;">Approved _____ Date _____</p> <p>6. Give leadership to a council commissioner conference or other major event.</p> <p style="text-align: right;">Approved _____ Date _____</p> <p>7. In consultation with the council commissioner, select and carry out a major project in the council.</p> <p style="text-align: right;">Approved _____ Date _____</p>	<p style="text-align: center;"><b>Check One</b></p> <p><input type="checkbox"/> Council commissioner</p> <p><input type="checkbox"/> Assistant council commissioner (administrative)</p> <div style="text-align: center; margin: 20px 0;"> </div> <p style="text-align: center;"><b>COMMITTEE ACTION</b></p> <p>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.</p> <p style="text-align: center;">Chairman _____ Date _____</p>	<p style="text-align: center;"><b>COUNCIL AND ASSISTANT COUNCIL COMMISSIONER (ADMINISTRATIVE) PROGRESS RECORD FOR THE</b></p> <div style="text-align: center; margin: 20px 0;"> </div> <p style="text-align: center;"><b>COMMISSIONER KEY/ARROWHEAD HONOR AWARD</b></p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Council _____</p> <p>District _____</p> <p style="text-align: center;"><b>BOY SCOUTS OF AMERICA</b></p>

When completed, clip Arrowhead Honor portion and send to council service center.