

## Roundtable and Assistant Roundtable Commissioner Onboarding Progress Record

1

Commissioner Name:	BSA ID Number:
Registration	
Register as a roundtable commissioner.	Completion Date:
2. If you have not already done so, create a pe	ersonal my.scouting.org account.
	Completion Date:
Training / Information	
3. Complete roundtable basic online training or	instructor-led basic training.
	Completion Date:
	ble on <a href="https://www.scouting.org/commissioners">www.scouting.org/commissioners</a> , including gnition and Journey to Excellence webpages, and the
	Completion Date:
5. Obtain contact information of your assistant commissioners, assistant roundtable comm	
	Completion Date:
6. Review the most recent roundtable entries in <i>Delivering Roundtable</i> booklet.	n Commissioner Tools, and become familiar with the
	Completion Date:
7. Review Commissioner Tools to determine whis not.	nich units are attending roundtable and invite a unit that
	Completion Date:
8. Review with your coach how to make a round Commissioner Tools.	dtable entry and log a simple assessment in
	Completion Date:
9. Discuss with your coach how to work with a roundtables.	roundtable team to conduct virtual and in-person
	Completion Date:
10. Discuss with your coach ways to conduct vir	tual and in-person roundtables.
	Completion Date:
11. Discuss and review with your coach the curr	rent roundtable plans for the year.
	Completion Date:



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	2
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'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.

Coach

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.



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3

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