



# Unit Commissioner Onboarding Progress Record

Commissioner Name: \_\_\_\_\_

## Registration

1. Register as a unit commissioner.

Completion Date: \_\_\_\_\_

## Training / Information

2. Complete Unit Commissioner Online or Instructor-Led Position-Specific Training.

Completion Date: \_\_\_\_\_

3. Review the information and resources available on [www.scouting.org](http://www.scouting.org) and [www.scouting.org/commissioners](http://www.scouting.org/commissioners), including the current issue of the Commissioner Newsletter and the Awards and Recognition 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: \_\_\_\_\_

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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**