



## ***Commissioner's Key Progress Record***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**District/Council:** \_\_\_\_\_

**Scouting America Member ID:** \_\_\_\_\_

***The Commissioner's Key encourages and recognizes continuing training, performance, and tenure by commissioners.***

***A commissioner must satisfy the following:***

***Prerequisites:***

- A current Youth Protection Training certificate
- Current registration as a commissioner

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

***Tenure:***

- Within a 5-year period, complete 3 years as a registered commissioner.

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

***Training:***

Participate in at least two of the following continuing education/supplemental training events:

- College of Commissioner Science<sup>1</sup>
- Commissioner Conference<sup>2</sup>
- Commissioner Workshop<sup>3</sup>
- Commissioner Retreat<sup>4</sup>
- National training conference for commissioners<sup>5</sup>

These may include one continuing education/supplemental training event used to satisfy an Arrowhead Honor requirement.

***1. Training Event:*** \_\_\_\_\_

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

***2. Training Event:*** \_\_\_\_\_

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

**Performance:**

1. Earn the Commissioner Arrowhead Honor for your current commissioner position.

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

2. Provide the level of unit service outlined in the Arrowhead Honor Award throughout the entire tenure required to earn the Commissioner’s Key.

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

***In recommending/approving the issuance of this award, I certify that the above-named commissioner has complied with its established requirements.***

**Recommended by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

District Commissioner

**Recommended by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Council Commissioner

**Recognition Items:**

1. Commissioner’s Key certificate
1. Template available on the Awards and Recognition page of the Commissioner’s website at Scouting.org. <https://www.scouting.org/commissioners/recognition/>
2. Scouter’s Key medal (#924), Scouter’s Key knot (#5006), and commissioner recognition device (#871).

**Notes:**

1. College of Commissioner Science- A continuing education event for commissioners similar to a University of Scouting hosted by a council or group of councils using curriculum per the commissioner website.
2. Commissioner Conference- A commissioner conference is a council or territory event, e.g., a commissioner planning conference hosted by your council commissioner or council service territory commissioner. This is a local event.
3. Commissioner Workshop—This is similar to a commissioner conference but shorter in duration. It is a local event, such as a weeknight event for all commissioners to train commissioners.
4. Commissioner Retreat- This is a local event similar to a commissioner conference, but may include an overnight. Some retreats are combined with counterparts from the council/district/committee.
5. National training conference for commissioners- National training conferences include commissioner training hosted at high adventure bases (e.g. Commissioner Week at Philmont Training Center) and impact sessions. Impact sessions may be virtual or in-person and are hosted nationally. Information for these sessions is found on the national commissioner website.

For questions regarding this award, please contact [commissionerserviceteam@scouting.org](mailto:commissionerserviceteam@scouting.org).