

Boy Scout Leader Recognition Plan Progress Record

6/04

Keep track of your completion of the requirements for earning the Boy Scout Training Keys and Training Awards, using the appropriate record below. You may only count tenure for a position in which you are registered and **you may not use the same tenure for more than one award.** When you have completed all of the requirements, complete the application section and turn the entire form to your training chairman for district review and approval. **Do Not Give Forms To The District Executive.**

APPLICATION

I certify that I have completed all of the requirements as shown below for the following (check one)

- Scoutmaster's Key
- Venturing Advisor's Key
- District Committee Key
- Commissioner's Key
- Boy Scout Leader's Training Award
- Venturing Leader Award
- Roundtable Staff Award

RECORD FOR

Name _____
Address _____
City _____
Unit Type _____ No. _____
District _____
Council _____

DISTRICT ACTION

This progress record has been reviewed and the certifications have been accepted. The candidate has met the required standards for the award.

The award is approved.

Approved by _____
For the District

Date _____

Please make sure that name is included on page with award requirements

TRAINING KEYS

SCOUTMASTER'S KEY

TRAINING

Complete Boy Scout Leader Fast Start
Date Completed _____

AND

Complete New Leader Essentials & Scoutmaster Leader Specific Training
Date Completed _____
Complete Introduction To Outdoor Skills
Date Completed _____

OR

Complete Scoutmaster Basic Training
Date Completed _____

TENURE

Complete 3 years as a registered Scoutmaster within a five year period (can include the tenure used to earn the Scouter's Training Award)

Dates of Service

From _____ To _____

PERFORMANCE

- Conduct troop junior leader training three times.
Date Completed _____
- Participate as an adult in junior leader training by serving on staff or attending the Scoutmaster orientation session of a council junior leader training. Date Completed _____
- Participate in one supplemental training
Date Completed _____
- Earn the Boy Scout Troop National Quality Unit Award two times.
Date Completed _____
- Participate in six Boy Scout Roundtables per year
Date Completed _____
- Earn the Boy Scout Leader's Training Award
Date Earned _____

Approved by:

_____ Date _____
Troop Committee Chairman

VENTURING ADVISOR'S KEY

TRAINING

Complete Venturing Fast Start
Date Completed _____
Complete New Leader Essentials
Date Completed _____
Complete Venturing Leader Specific Training Date Completed _____

TENURE

Complete three years as a registered Advisor within a five year period

Dates of Service

From _____ To _____

PERFORMANCE

- Conduct crew officers' seminars for your crew
Date Completed _____
- Conduct at least one Venturing Leadership Skills Course for your crew.
Date Completed _____
- Serve as the Advisor of a crew earning the National Quality Unit Award at least two times.
Date Completed _____
- Have a crew open house each year for three years
Date Completed _____
- Attend at least four roundtables each year for three years
Date Completed _____

Approved by:

_____ Date _____
Crew Committee Chairman

DISTRICT COMMITTEE KEY

TRAINING

Review *The District* and the *Highlight* book for your position. Discuss the role of the district and your position with the committee chairman or district executive.
Date Completed _____
Complete the District Committee Training Workshop Date Completed _____

TENURE

Complete three years as a district committee member within a five year period

Dates of Service

From _____ To _____

PERFORMANCE

- District must earn the Quality District Award at least once within a 3-year period
Year Earned _____
- Take part actively in six district committee meetings. Date Completed _____
Help give leadership to eight projects of your operating committee or other projects as approved by your district executive (organizing a unit, running a training course, planning a camporee, completing an FOS assignment)

Date Completed _____
Date Completed _____
Date Completed _____
Date Completed _____
Date Completed _____
Date Completed _____
Date Completed _____
Date Completed _____

Approved by:

_____ Date _____
District Committee Chairman

UNIT COMMISSIONER KEY

TRAINING

Complete the three-session training program outlined in *Commissioner Basic Training Manual*

- “Why Commissioners” Date _____
- “First Visitation” Date _____
- “Units: The Priority” Date _____
- “Second Visitation” Date _____
- “Third Visitation” Date _____
- “How To Help a Unit” Date _____

Complete personal coaching orientation including orientation projects.

Date Completed _____

TENURE

Complete 3 years as a registered commissioner in a 5 year period.

- From _____ To _____
- From _____ To _____
- From _____ To _____

PERFORMANCE

Earn the Arrowhead Honor

Date Earned _____

Approved by

_____ Date _____
District Commissioner

ARROWHEAD HONOR RECORD

1. Complete Basic Training
Date Completed _____
2. Fill in & follow-up on the Unit Commissioner Work Sheets for each assigned unit. Date Completed _____
3. Conduct membership & leadership inventories in each assigned unit.
Date Completed _____
4. Attend 6 district commissioner staff meetings and provide the training topic for 1 meeting. Date Completed _____
5. Participate in a charter renewal meeting that results in on-time unit registration.
Date Completed _____
6. Participate in a charter presentation.
Date Completed _____
7. Attend a council commissioner conference, college, planning conference or actively participate in a major council event.
Date Completed _____

Approved by

_____ Date _____
District Commissioner

DISTRICT & ASSISTANT DISTRICT COMMISSIONER KEY

TRAINING

Complete Commissioners Basic Training

Date Completed _____
Review all material in the *Commissioner Fieldbook for Unit Service* and *Commissioner Administration of Unit Service*

Date Completed _____
Review all material in your notebook

Date Completed _____
Review material in your Council Planning Calendar

Date Completed _____

TENURE

Complete 3 years as a registered commissioner in a 5 year period.

- From _____ To _____
- From _____ To _____
- From _____ To _____

PERFORMANCE

Earn the Arrowhead Honor Award

Date Earned _____

Check one

- District Commissioner
- Assistant District Commissioner

Approved by

_____ Date _____
District Committee Chairman

ARROWHEAD HONOR RECORD

1. Complete an evaluation of all commissioners you supervise
Date completed _____
2. Based on evaluation, realign the staff to produce more effective unit service (Not required for assistants [ADC’s])
Date Completed _____
3. Develop and put into action a suitable recruiting plan
Date Completed _____
4. Take part in 6 commissioner staff meetings
Date Completed _____
5. Attend 6 district committee meetings (Not required for assistants [ADC’s])
Date Completed _____
6. Attend a council commissioner conference, college, planning conference, or actively participate in a major council event.
Date Completed _____
7. Provide personal coaching for the commissioners you serve.
Date Completed _____

Approved by

_____ Date _____
District Committee Chairman

ROUNDTABLE COMMISSIONER KEY

TRAINING

Complete basic training for Cub Scout, Boy Scout or Venturing roundtable commissioners

Date Completed _____

Complete the 3-session training program outlined in the *Commissioner Basic Training Manual*

Date Completed _____

Complete personal coaching assignments

Date Completed _____

TENURE

Complete 3 years as a registered commissioner in a 5 year period.

- From _____ To _____
- From _____ To _____
- From _____ To _____

PERFORMANCE

Earn the Arrowhead Honor

Date Earned _____

Check one

- Cub Scout roundtable commissioner
- Boy Scout roundtable commissioner
- Venturing Roundtable Commissioner

Approved by

_____ Date _____
District Commissioner

ARROWHEAD HONOR RECORD

1. Review all material in the current Cub Scout, Boy Scout, or Venturing Roundtable Planning Guide.
Date Completed _____
2. Review all material in the Cub Scout Helps or Troop Program Features
Date Completed _____
3. Recruit a roundtable staff
Date Completed _____
4. Lead staff in preparing a 2 year roundtable outline.
Date Completed _____
5. Supervise the staff in conducting these roundtables
Date Completed _____
6. With the commissioner and district executive, develop and use an attendance promotion plan.
Date Completed _____
7. Attend a council commissioner conference, college, planning conference, or actively participate in a major council event.
Date Completed _____

Approved by

_____ Date _____
District Commissioner

RECORD FOR

Name _____

Unit _____ No. _____

District _____

TRAINING AWARDS

BOY SCOUT LEADER'S TRAINING AWARD

TRAINING

Complete Boy Scout Fast Start Training.

Date Completed _____

AND

Complete New Leader Essentials.

Date Completed _____

Complete Scoutmaster or Assist Scoutmaster Specific Training.

Date Completed _____

Complete Outdoor Skills.

Date Completed _____

OR

Complete Basic Leader Training for your position

Date Completed _____

TENURE

Complete a total of 2 years as a registered adult Boy Scout leader.

Dates of Service

From _____ To _____

PERFORMANCE

Do five of the following:

Participate in a support role for five overnight campouts.

Date Completed _____

Help with two annual unit and/or District Friends of Scouting enrollments.

Date completed _____

Serve on the staff of a council or district training event.

Date Completed _____

Participate in a supplemental training course.

Date Completed _____

Participate actively in three Troop parents' nights or courts of honor.

Date Completed _____

Help supervise or support a Troop money-earning project.

Date Completed _____

Serve as a merit badge counselor for at least five scouts. Date Completed _____

Successfully complete Woodbadge.

Date Completed _____

Successfully fulfill requirements of a troop committee function. Date Completed _____

Assist actively with a Webelos den for six months. Date Completed _____

Participate in six Boy Scout Roundtables.

Date Completed _____

Help organize or reorganize a Boy Scout troop.

Date completed _____

Approved by

_____ Date _____

Troop Committee Chairman

VENTURING LEADER TRAINING AWARD

TRAINING

Complete Venturing Leader Fast Start

Date Completed _____

Complete New Leader Essentials

Date Completed _____

Complete Venture Leader Specific Training

Date Completed _____

TENURE

Complete a total of two years as a registered adult Venturing leader

Dates of Service

From _____ To _____

PERFORMANCE

Do any seven of the following:

Participate in a support role for five crew weekend activities.

Date Completed _____

Serve on the staff of a district, council, area, region, or national Venturing event

Date Completed _____

Help with two Friends of Scouting enrollments

Date Completed _____

Serve as a Bronze, Gold, Silver, or Ranger consultant.

Date Completed _____

Participate in 6 Venturing roundtables or teen leaders' councils.

Date Completed _____

Help organize or reorganize a Venturing crew

Date Completed _____

Help support a crew money-earning project.

Date Completed _____

Participate in a crew open house.

Date Completed _____

Participate in a crew officers' seminar.

Date Completed _____

Approved by

_____ Date _____

Crew Committee Chairman

ROUNDTABLE STAFF TRAINING AWARD

TRAINING

Review with the roundtable commissioner orientation material in the Cub Scout, Boy Scout or Venturing Roundtable Planning Guide.

Date Completed _____

Review material in the current Cub Scout Program Helps or troop Program Features

Date Completed _____

Complete basic training for Cub Scout or Boy Scout roundtable commissioners (Bachelors of Roundtable Commissioning)

Date Completed _____

TENURE

Complete 2 years as a registered roundtable staff member.

Dates of Service

From _____ To _____

PERFORMANCE

Do the following:

Participate in 6 roundtable staff meetings.

Date Completed _____

Actively assist in 6 roundtables.

Date Completed _____

Conduct a successful roundtable attendance promotion project.

Date Completed _____

Develop and exhibit a display related to the theme at one roundtable.

Date Completed _____

Conduct an opening activity or ceremony.

Date Completed _____

Conduct or be responsible for a major project, presentation, or demonstration at one roundtable.

Date Completed _____

Check One

Cub Scout Roundtable Staff

Boy Scout Roundtable Staff

Venturing Roundtable Staff

Approved by

_____ Date _____

Roundtable Commissioner or District Commissioner

RECORD FOR

Name _____

Unit _____ No. _____

District _____