

Leadership Training Recognition  
Award Application Procedures  
for the  
Longhorn Council



General information regarding training awards available to trained leaders in the Longhorn Council can be found in the section on "Leadership Training Recognition" in the **Leadership Training Committee Guide** (Publication No. 34169F). The following procedures address the specific steps to be taken in applying for awards in the Longhorn Council.

Procedures for these awards are as follows:

**What does the applicant do?**

1. Applicant is to fill out the card, get unit signatures as applicable, and present the completed Progress Record Card and documentation for training and performance for the award to the District Training Chairman for that program.
  - a. The card should be filled out completely, including signatures and dates for tenure, training and performance.
    - Where signed names are not readable the printed name should be included.
    - Tenure dates should show month/year in each block. A block of tenure can only be used for one award at a time, except for the Scoutmaster Key as shown on the card.
  - b. Provide documentation for training and performance. Documentation can be in the form of:
    - Completed and signed Training Pocket Certificate for that training course
    - Copy of the recognition or training plan certificate
    - Name of course, date, that will allow training to be verified through district or council training records.
    - District training chairs may choose to accept unit confirmations and/or district training records.
  - c. The application for the award should be mailed to the district training chair or given to them at Roundtable or other district events.

**District Training Committee Processes the Award Application**

2. District Training Committee Chair for the appropriate program (Boy Scout, Cub Scout, Venturing, etc.) will verify the records and if they meet their satisfaction, will sign the Progress Record Card where indicated for *approval for the district*. Where signed names are not readable the printed name should be included.
3. Concerns or questions about the award by the District Training Chair should be referred to the Council Training Chair for that Program for resolution.
4. Submit the approved Progress Record Card to the Council Training Chair for that Program at the Council Training Committee Meeting.

5. Council Training Chair for that Program will give these to the Training Records Coordinator.
6. At the next Council Training Committee Meeting, the District Training Committee member will pick up the awards from the Training Records Coordinator and arrange for presentation to the recipient at the next appropriate venue.
7. The council training committee keeps a record of processed training awards. The district training committee should keep a record of all training awards for their district.

### **COMMISSIONER AWARDS**

Arrowhead Award – This award application is submitted by the applicant to the District Commissioner, who sends it to the Council Commissioner for final approval. The award is prepared by the Scout Office and presented by the commissioner staff. The training committees are not involved in this process.

Commissioner Key – This award should be signed off by the district commissioner or council commissioner staff as appropriate. The progress card is then signed by the district training chair who then processes it through the council training committee similar to other training awards. The award is returned to the district training committee for presentation, usually with participation by the commissioner staff.

### **OTHER**

The Scoutmaster Award of Merit (not to be confused with the Scoutmaster Key) is not a training award. It is initiated by the unit youth and is submitted to the Longhorn Council Service Center, who then submits it to National.