

LEADERSHIP TRAINING COMMITTEE GUIDE



BOY SCOUTS OF AMERICA®

Leadership Training Committee Guide

FOR:

Council Training Committees

District Training Committees

Council Staff



BOY SCOUTS OF AMERICA®

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Introduction



The leadership training philosophy of the Boy Scouts of America is to provide adult leaders with fundamental information about the aims and purposes of the movement, as well as specifics about their particular roles in Scouting.

A trained leader is knowledgeable and confident in the role being performed. The knowledge and confidence of a trained leader are quickly sensed by Cub Scouts, Boy Scouts, Varsity Scouts, or Venturers and are a positive influence on their lives.

The training program in this book meets the needs of leaders by providing learning opportunities related to each of the adult unit positions. The plan allows for both individual and group training experiences. It also incorporates a recognition program that motivates and rewards those who progress in the leadership training programs of the Boy Scouts of America.

How to Use It

This book first outlines the council and district responsibilities for leadership training. Next, each area of the Scouting program is presented separately since the specifics vary according to the needs of youth members. The final sections give details on the recognition program and the awards that adult leaders can earn as they progress within the plan.

Please note that this book contains forms, articles, clip art, and other resources that can be reproduced locally for use in volunteer training. For additional information, see the council service center and local professional staff. They stand ready to support you in your efforts to bring a quality experience to youth members of the Boy Scouts of America.

Who Should Use It

This book is used by the district and council training committees and the council staff. It describes the leadership training plan for Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, and district Scouters. References are made to the audiovisuals, instructor guides, and other material that give in-depth treatment of the particular training opportunity or event.

National Centennial Quality Units

District and council training committees help units qualify as national Centennial Quality Units. The following criteria are for 2009:

We will have ____ percent of our direct-contact leaders complete Basic Leader training and Youth Protection training.

We will provide excellent programs to achieve our goal of ____ percent youth retention, to recharter on time, and to recruit ____ new members.

In the spirit of the National Parent Initiative, we will recruit ____ new parents/adults to assist our unit program.

We will have ____ percent of our youth earn advancement awards.

We will have ____ percent of our youth participate in at least ____ outdoor experiences or group activities during the year.

We will conduct annual program planning and will provide the financial resources to deliver a quality program to all members.

Training Administration



The leadership training committee is charged with making available certain training opportunities, seeing to it that high standards are set and complied with, and assuring that instructors faithfully adhere to those high standards.

Council-Level Functions

- **Train leaders—don't just run training courses.**
- Establish local policies and procedures consistent with national policies.
- Plan, coordinate, communicate, and schedule an effective, year-round leadership training program using the current training materials of the Boy Scouts of America.
- Encourage and assist districts in planning and implementing a total leadership growth and development plan for all leaders, regardless of position.
- Select, recruit, and train trainers for council training events.
- Assist districts in selecting, recruiting, and training an effective district training team.
- Conduct or coordinate council training events.
- Approve applications for training recognition and service awards.
- Develop procedures for evaluating the effectiveness of the council's leadership training program.
- Submit to the council budget planning committee an annual estimate of funds needed to support the leadership training program.
- Ensure that backup training records are maintained in the local council service center.
- Keep informed of literature, audiovisuals, and equipment aids for the leadership training program.
- Promote and support out-of-council training events, such as Philmont, area, and regional conferences.

District-Level Functions

- **Train leaders—don't just run training courses.**
- Target untrained leaders.
- Develop a process to identify new leaders from applications and get them trained within 90 days.

The responsibility of district and council training committees is training leaders—all unit leaders—not just running training courses. Seeing that nearly 100 percent of all direct-contact leaders, Cubmasters, den leaders and assistants (Tiger Cub, Cub Scout, Webelos), Scoutmasters, Varsity Scout Coaches, and Venturing Advisors are trained is the only true measure of your success.

Obviously, many leaders will learn through training courses you run. Some will learn in other ways. Your monthly measure of success is how many unit leaders, including new leaders, have completed Fast Start and basic training.

- Plan and implement an effective, year-round leadership training program calendar for the district to provide continuing training opportunities for all leaders, regardless of position.
- Develop procedures for evaluating the quality and effectiveness of the district leadership training program. Report training progress regularly to the council committee.
- Establish priorities. Develop and carry out a plan to accomplish those priorities.
- Select, recruit, and train an effective team of instructors.
- Plan, promote, conduct, and evaluate all district training events.
- Recognize leaders who complete training requirements.
- See that high standards are set and met by all instructors.
- Maintain adequate district training records.
- Conduct an annual survey of training needs in the district.
- Keep informed of literature, audiovisuals, and equipment aids for the leadership training program.
- Have an approved budget for training events.
- Support and encourage all pack trainers.
- Annually increase the percentage of trained direct-contact leaders.

District Training Committee

Each district carries out the training functions through an effective and adequately staffed district training committee. Following is a suggested organization for the committee.

The highest priority of the district training chair is to fill vacancies and replace inactive or ineffective persons. The chair works with the district executive to develop an action plan for quickly recruiting an adequate team of people.

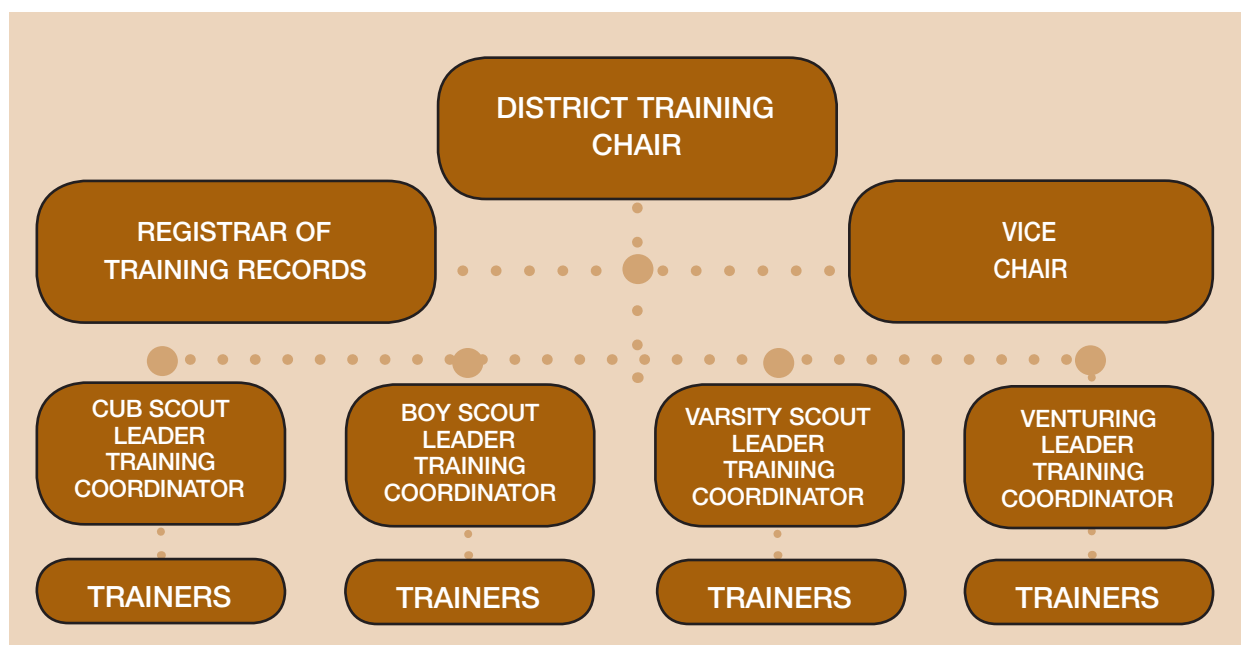
To help sell prospects for the committee, use the pamphlet *A Handbook for District Operations* and part I of the video *Highlights of District Operations* on the DVD *Commissioner Service and District Operations Support*.

The District Training Plan

Many Scouting districts assume that when they have a schedule of training courses, they have a training plan. Not so. There is a difference between a plan and a schedule—the plan must come first, followed by a schedule designed to fit the plan.

A training plan should be based on the following questions:

1. **Who is untrained?** Our greatest concern is all leaders who work directly with youth. That includes Cub Scout den leaders and assistants (Tiger Cub, Cub Scout, Webelos), Cubmasters and assistants, Scoutmasters, Varsity Team Coaches, and Venturing crew Advisors/Skippers.



To show training chairmen how to recruit, see the pamphlet *A Handbook for District Operations* and part II of the video *Highlights of District Operations*.

2. **What courses are necessary?** In addition to basic training, Scouting has a great variety of courses that deal with specific Scouting functions. The plan should include the right training opportunities for those who need them.
3. **When is the best time to train?** The immediate answer is, “Whenever there is an untrained leader.” So, personal coaching is often important. A check of the district’s records may reveal a cycle of leadership turnover and recruiting that could suggest the best times for group training.
4. **What else is going on?** A careful check of the council calendar, district dates, religious holidays, and school and community schedules may reveal serious conflicts that should be avoided. Try to keep conflicts to a minimum.
5. **How will the training be promoted?** The training plan must include a promotion plan, and the training committee must assume full responsibility to see that the promotion is successful. Other Scouters will obviously be involved, but leadership must come from the training personnel.

With these questions in mind, a plan can then be developed and courses scheduled. The following are some suggestions that have been helpful in carrying out district training functions:

NEEDS

Keep a continual record to determine leadership training needs for the coming year. Use the Unit Inventory of Training (figure 1 in the “Additional Resources” chapter of this book) to record the level of training for each person in each unit of the district.

If there are no existing training records, information on each leader can be obtained from the training column on unit charter renewal forms, or they can be reconstructed from Training Attendance Report forms (figure 2) on file at the council service center. If no records of any sort are available, it will be necessary to contact each leader.

The District Summary of Trained Leaders (figure 3) is a useful tool for keeping track of the district’s training progress. It provides a complete summary of the training for the adult leadership in all units in the district. It reveals the need for training and highlights the need for two-deep leadership. Provide a copy of this summary to the district training chair and commissioners periodically so they can plan and promote the training needed by leaders in the district. Reproduce it locally.

The form in figure 4 gives the district training committee and the district executive a brief, one-page picture of untrained unit leaders.

It is necessary also to plan for new leaders. Contact the district membership committee to see how many new leaders it expects to have in the coming year.

Establish a system for obtaining from the commissioner staff the names of new leaders immediately upon their acceptance of a leadership position.

GOALS

Each year, set a goal of the percent of unit leaders who will be trained at the end of the year. Set a goal for each type of leader (den leaders, Cubmasters, Scoutmasters, Venturing Advisors, etc.). Also set a goal for the total of the below.

The following formula may be helpful in establishing goals:

Current Record	Minimum Improvement
80% or above	+5%
60% to 79%	+10%
45% to 59%	+15%
20% to 44%	+25%
Below 20%	+30%

PRIORITIES

To provide a quality program of Scouting to youth requires that adult leaders be fully informed. This is accomplished, to a degree, when **unit leaders** have completed their adult leader training program. A percentage of direct-contact leaders must complete Fast Start training and basic leader training, including Youth Protection training, if the unit is to qualify for the national Centennial Quality Unit Award.

The percentage of Centennial Quality Units helps designate Centennial Quality Districts and Centennial Quality Councils. Training is essential! Use “Reaching the Untrained Leader” in the back of this book to help challenge your council and its districts.

PLANNING

Planning makes it possible to meet needs and fulfill priorities. Knowing the facts concerning the training completed by each adult leader and bearing in mind the agreed-upon priorities, the committee next plans specific opportunities for training Scouting’s leaders.

1. Develop a **calendar of training events** on a district and council basis. Some considerations are need, timing for maximum attendance, easily accessible location, and coordination with other district and council activities.

2. Design a **work schedule** for each training event using figure 8 as a guide. Backdate each step that needs to be taken in planning a training event.
3. Provide **Fast Start training** online or on DVD for new leaders before they conduct their first meetings. **Fast Start** is also valuable with explaining Scouting's programs to potential chartered organizations, new parents, and new leaders, and may be adapted for use with any group desiring to know more about the program.
 - Encourage the **commissioner staff** to get new leaders in **existing units** to use **Fast Start** training.
 - Encourage the **membership committee** to get leaders in **new units** to use **Fast Start** training.
4. Arrange for **personal coaching** to provide prompt makeup sessions for multisession courses. The plan must ensure (a) that the training committee is notified, and (b) that a coach/counselor is informed, accepts the assignment, and contacts the new leader. For some new leaders it is important to follow Fast Start training with personal coaching by a knowledgeable Scouter or unit trainer.
5. Carefully **plan each detail of the training event**. Have a display of relevant literature. Literature items and audiovisual aids should be ordered through the local council service center.
6. How will it be paid for? A **budget** should be prepared for training events showing income and expense. It should have council approval. This will avoid surprises and ensure council support. Use the Training Event Budget Worksheet, figure 7, to help each event break even.

ONLINE LEARNING CENTER

The center at www.scouting.org is designed to provide adult volunteers with immediate training online at their convenience. These training experiences are accessed through your local council's Web site. In this way, the National Council can support the council by providing uniform resources for its use, supporting—not replacing—the council's role in serving BSA membership.

The learning center also provides a record of training for each individual and then links that record directly to the training records for each individual at the national level, which then provides this same information to each council. Ultimately, the center will bring together several courses of interest to volunteers. Courses available now or in the process of being included are This is Scouting, Fast Start Training for Cub Scout Soccer Leaders, Safe Swim Defense/Safety Afloat Training, Cub Scout Leader Fast Start, Boy Scout Leader Fast Start, Venturing Advisor Fast Start, Troop Committee Challenge, Youth Protection Training, Staffing the District Committee, Venturing Crew Orientation, Venturing Youth Protection Training, Hazardous Weather, and Generational Diversity.

DISTRICT/COUNCIL TRAINERS

The district or council trainer is not a registered position but rather is a function. There is no insignia for this function, but a special trainer's name tag could be provided by the council. This individual is asked to perform a service to others because of ability, prior knowledge, experience, or success in a particular area. It is an ad hoc, short-term role. Trainers are part of an instructor pool, available to assist as course faculty members and for personal coaching.

All trainers are prepared for their role by participating in a trainer development conference. These conferences are usually given on a council basis. *Trainer Development Conference* is used for conducting this event (available to councils on ScoutNET).

PROMOTION

A big step in promoting adult leader training is to create the image of its importance all across the district. Every youth who joins Scouting expects to have leaders who know the program. Every leader should be a trained leader. Be enthusiastic. It's contagious.

Once needs have been established by using the Unit Inventory of Training and a schedule is made for training sessions, contact the people on the list who need specific sessions. See them personally and tell them exactly how they will benefit from attending a particular session. This personal contact can be made by trainers, commissioners, chartered organization representatives, or unit committee chairmen. In addition, use council bulletins, direct mail, membership inventories, roundtables, newspaper announcements, and radio broadcasts to promote attendance.

The most effective promoters of a training course are the members of the course training team. Trainers must accept the responsibility for promotion as seriously as the responsibility for quality instruction. The finest course is only effective if those in need of training are in attendance.

Course leaders and group leaders recruited from the ranks of successful, if not fully trained, leaders can add much to the course while they complete their own training. If group leaders recruit the members of their own assigned group from a prospect list of untrained Scouters, a good turnout is assured.

The quality of training events is important to promotion. Sessions that are good, thought-provoking, and fun bring Scouters back for more.

RECOGNITION

The Scouting leader who has shown interest and dedication by giving up personal time to attend a learning event should be properly recognized. Whatever format the recognition takes, it should be sincere and impressive, and the participants should be made to feel that they have accomplished something worthwhile.

Occasions for recognition include meetings with the chartered organization, roundtables, and council and district meetings. Recipients of awards might be recognized at the annual meeting of the district or council as well.

The training committee should encourage Scouters to qualify for the various awards, provide opportunities for completing their requirements, and see that proper records are kept. Give recognition that will establish status for the awards in the eyes of all Scouters, chartered organizations, and the general public.

RECORDS

Many councils have developed a simple system for maintaining training records that provides needed information in the district with backup in the council service center.

A member of the training committee is designated as “district registrar of training records.” This Scouter is provided with a set of unit roster sheets similar to those used by the district executive. In a fieldbook, the form Unit Inventory of Training (figure 1) is inserted following each unit’s roster. The district executive also keeps a Unit Inventory of Training for each unit in his or her fieldbook. The council service center keeps a file folder for each district where Training Attendance Report forms can be permanently filed.

At the conclusion of each training experience, the course director or instructor completes the Training Attendance Report. The original is sent to the council service center, where the council registrar will note the change of training status of the leaders and file the report in the district’s file.

The “training committee” copy is given to the district registrar of training records, who will enter the leader’s name and record on the unit inventory. The “district” copy is given to the district executive, who will make the appropriate entry in the fieldbook.

At rechartering time, if a Scouter does not reregister with the unit, a line is drawn through his or her name. Thus, if the Scouter registers in another unit or capacity, the record is not lost.

The District Summary of Trained Leaders form (figure 3) should be maintained in pencil by the registrar of training records so it can be easily updated. This summary can be reproduced as a report to the district or council training committee as needed.

To assure that unit leaders receive credit for training, the district registrar of training records periodically sends the council registrar a copy with the unit number circled or highlighted, indicating completion of training of the Cubmaster, Scoutmaster, Coach, or Advisor.

TRAINING RECORD CODES

As councils computerize training records, it is important to start using the proper codes to identify training.

Use the training pushbutton of the membership section of ScoutNET.

The program will allow for inquiry or adding additional information to a leader’s training record.

Listed on page 9 are the training codes that should be a matter of record for a council or district to use in improving the quality of Scouting.

Other supplemental training and various Scouting conferences should be a matter of personal record kept by the individual Scouter. Usually a certificate of completion is awarded for these training events.

EVALUATION

The training committee should frequently evaluate the effectiveness of the plan. Evaluation indicates the quality of, and the participation in, learning opportunities. It provides a measure as to whether or not needs and priorities are being met.

The District Training Evaluation form (figure 9) is an excellent way to make this evaluation. For each of the eight items, make an entry under column 1, 2, or 3. If the leadership training plan is functioning, all the marks will be in column 3. For any subjects marked in columns 1 and 2, outline definite steps to correct weaknesses.

COUNCIL-COORDINATED BASIC TRAINING PLAN

Many councils have found that a council-coordinated plan for district basic training courses can make training available to leaders on a timely basis, no matter when they are selected. With this type of plan, all districts conduct basic training at the times of heaviest demand, usually in early fall as large numbers of new leaders are selected, and in late spring as units make changes in anticipation of a new program year. At other times, training is scheduled on a rotating basis so that it is available somewhere in the council every month.

Here's an example of how it might work in a council with five districts:

September	All districts	March	District A
October	District A	April	All districts
November	District B	May	District B
December	District C	June	District C
January	District D	July	District D
February	District E	August	District E

With this plan, a basic training course is available to any new leader within 30 days.

Training Code Listing

CODE DESCRIPTION

Training for All Program Levels

A90 Wood Badge for the 21st Century

D75 Health and Safety Course

WA01 This Is Scouting

Y01 Youth Protection Training

C Cub Scout Adult Training Series

C30 Cub Scout Leader Pow Wow

C31 Den Chief Training

C32 Basic Adult Leader Outdoor Orientation (BALOO)

C33 Outdoor Leader Skills for Webelos Leaders

C40 Cubmaster and Assistant Position-Specific Training

C41 Tiger Cub Den Leader Position-Specific Training

C42 Cub Scout Den Leader and Assistant Position-Specific Training

C43 Tiger Cub Den Leader Award

C44 Cubmaster Award

C45 Cub Scout Den Leader Award

C46 Webelos Den Leader Award

C47 Cub Scouter Award

C60 Pack Committee Member Position-Specific Training

C61 Webelos Den Leader and Assistant Position-Specific Training

C62 Pack Trainer Position-Specific Training

CF-1 Cub Scout Den Leader Fast Start

CF-2 Webelos Den Leader Fast Start

CF-3 Cubmaster Fast Start

CF-4 Pack Committee Fast Start

CF-6 Tiger Cub Den Leader Fast Start

D District/Council Adult Training Series

D00 Commissioner Orientation

D20 Commissioner Basic Training

D01 Why Commissioners?

D02 Units: The Commissioner's Top Priority

D03 How to Help a Unit

D10 Cub Scout Roundtable Commissioner and Staff Basic Training

D11 Boy Scout Roundtable

Commissioner Training

D30 Commissioner Conference

D31 Arrowhead Honor Award

D39 Commissioner's Key: Council and Assistant Council Commissioner

D40 Commissioner's Key: District and Assistant District Commissioner

CODE DESCRIPTION

D41 Commissioner's Key: Unit Commissioner

D42 Commissioner's Key: Roundtable Commissioner

D43 Training Award: Roundtable Staff

D60 District Committee Key

D61 District Committee Training Workshop

D69 Trainer Development Conference

D71 Council Officer/Board Orientation

D72 Training the Chartered Organization Representative

DFS Commissioner Fast Start

P Venturing Adult Training Series

P21 Venturing Leader Specific Training

P30 Sea Scouting Leader Specialized Training

P31 Crew Officers' Seminar

P40 Advisor's Key

P41 Skipper's Key

P43 Training Award—Venturing

P50 Powder Horn Training

P91 Sea Badge

PFS Venturing Fast Start

S Boy Scout Adult Training Series

S10 The Troop Committee Challenge

S11 Introduction to Outdoor Leader Skills

S24 Scoutmaster and Assistant Scoutmaster Leader Specific Training

S32 Troop Youth Leadership Training

S33 National Youth Leadership Training

S40 Scoutmaster's Key

S41 Boy Scout Leader's Training Award

S76 Trek Safely

S78 National Youth Leadership Training

S79 Troop Leadership Training

SFS Boy Scout Leader Fast Start

DCFS Den Chief Fast Start

V Varsity Scout Adult Training Series

V21 Varsity Coach Leader Specific Training

S11 Introduction to Outdoor Leader Skills

V33 The Varsity Scout Letter

V34 Youth Leaders in Varsity Scouting

V40 Varsity Scout Coach's Key

V41 Training Award—Varsity Scouting

VFS Varsity Scout Leader Fast Start

Methods and Levels of Training



There are three types of training situations: group training, personal coaching, and self-study.

Training by groups is the most common and the most effective method. There are occasions, however, when Scouting leaders cannot participate in group training, and it will be necessary to use another approach. Some leaders join at a time of the year when group training courses are not scheduled. The important thing to remember is that *leaders need training as soon as possible, in the best training situation available*. Leaders need to know how to do their jobs now, not six months from now. Adapt the training to fit the needs.

Group Training

Group training is an excellent way to convey the fun and fellowship of the Scouting program. People delight in sharing their experiences, and as a learning feature, shared experiences rarely can be surpassed. Each individual can benefit from what others have accomplished, and it is reassuring to know that others have the same problems, interests, and concerns. Group training provides for contacts to be made so that leaders can continue to help each other beyond the training course. It is human to want to belong to a group.

Plan group training sessions so that all leaders participate together in certain parts of the session, then are separated into smaller groups (six to 10 people) for discussion, project work, and sharing ideas. The small groups are where the sharing takes place; the large group provides a setting for boosting

morale with songs, games, and activities, as well as instruction on subjects that are of common interest to all.

Hold group training courses at central locations that are convenient to all those participating. It's a good idea to use a facility that has a large meeting room (large enough to hold the entire group) as well as smaller meeting rooms nearby. If this type of facility isn't available, the small groups can meet in opposite corners of the large room.

Several instructors are usually involved in group training, with each one covering different topics. This arrangement requires planning and coordination, but makes the task easier for everyone. It also provides personnel to guide the small group discussions.

Personal Coaching

This training method can be used in a one-to-one situation or with an instructor and a small number of participants. Timing is important. New leaders need training right away. Sometimes a small amount of personal coaching will be sufficient to get leaders started; then group training sessions can be scheduled to complete the basic training requirements.

Personal coaching usually takes place in a home, in a relaxed atmosphere, and is scheduled at the convenience of the individuals to be trained. Knowledge of the backgrounds of the leaders will help in establishing a warm relationship, important in personal coaching.

Use the group training and personal coaching outline for the session that is to be handled by personal coaching and simply adapt it. Remember that the same information is to be transmitted. Only the means of doing it will change when coaching an individual or small group. Follow these instructions when conducting the coaching sessions:

1. So that participants gain the most benefit, each coaching session should be presented on a separate occasion. People can be expected to remember only so much at one time. Given time to think over what they have learned, participants will probably have questions that will help clarify information in their minds.
2. Study the group training outlines. Adjust the material and method of presentation to fit a coaching situation. The learning objectives are the same as for the group training session. Do not omit any subject matter. The individual you are coaching needs this information just as much as those who attend group training. Don't shortchange anyone.
3. Learn as much as you can in advance about the person who is to be coached. Establish a personal relationship early in the coaching experience. A foundation of trust goes a long way in making a personal coaching experience successful.
4. Do not cut back on materials or equipment simply because you are dealing with an individual rather than a group. Use the same literature and handouts that you would use with a group.
5. Although you will not be able to use some of the activities that are used in group training, keep in mind that the personal coaching experience still needs to be fun. Sometimes a vivid and humorous description or demonstration of a game or action song will get the point across. Stress the importance of using these fun-filled features in meetings with youth.
6. Use audiovisuals whenever possible to provide a change of pace in the method of instruction.
7. Use questions as a method to get feedback. Do the participants understand what you have said? What additional information do they need?
8. Visual aids can be used successfully in personal coaching. Posters, table-size flip charts, and small chalkboards are helpful in presenting information.
9. Home reading assignments help expand the participants' knowledge and understanding of the program. When you have determined which areas need further study, make home reading assignments, using literature references from self-study outlines.
10. Make yourself available between coaching sessions to answer questions or help in other ways. Show that you are interested in the participant as a friend.
11. After each coaching session is completed, check to see if group training on the remaining sessions is available to the participant.
12. When the participant has met the requirements for the Trained Leader emblem, this recognition should be given on an appropriate occasion where other leaders are present.
13. Evaluate each coaching session to determine further training needs. Does any subject matter need to be covered in more detail at the next coaching session? Can needs be fulfilled by home reading assignments? At the beginning of each coaching session, ask questions as a method to review what was covered in the previous session.
14. Be sure to list the training sessions completed by the participant on the Training Attendance Report and see that copies are distributed. It's easy to overlook this when doing personal coaching; however, the information is necessary to maintain accurate district and council training records.
15. Keep in mind that the more leaders know about the Scout-ing program, the better program they can provide for youth. Do your best!

Self-Study

This training method is the least desirable of the three because it has more limitations. It should be used only when neither group training nor personal coaching are possible. Such cases are rare. Self-study is used in instances where distance makes it necessary for the instructor to make contact by mail, phone, or e-mail.

Please keep in mind that much benefit is gained from sharing opinions, ideas, and experiences during group training and personal coaching sessions. You are encouraged to use one of those methods if at all possible.

In self-study, leaders study the literature on their own. Follow-up by the instructor is a must to determine if the leaders have a clear understanding of the program and their roles and responsibilities. A personal visit by the instructor (or correspondence as mentioned above) and review of the self-study questions after each segment of training is completed shows the leader that the instructor cares and is interested in the leader's progress.

After each segment of self-study is completed, the instructor should try to arrange for either group training or personal coaching to complete the basic training.

Follow this procedure for self-study:

1. During your initial contact with the participant, explain how the self-study is conducted and determine what literature the participant has available.
2. Furnish the participant with a copy of the self-study guide, the appropriate handouts, reference material, videos, and any necessary literature.
3. The participants work at their own pace, completing the assignments indicated in the guide and answering the study questions. These are returned to the instructor.
4. If at all possible, the instructor should make personal contact with the participant to review the study questions. This is an opportunity to ask questions that will provide feedback and clarify issues.
5. Carefully review the study questions to determine if the participant has a clear understanding of the subjects covered. Keep in mind that the learning objectives are the same for all training.

If the participant has missed a point or does not seem to understand a particular subject, make marginal notations that will direct the participant toward further study. When a study question has been answered particularly well, make some notation of praise.

There is no grading system. Simply determine if the learning objectives have been met and if the participant has gained the desired knowledge and information. If not, guide the participant toward further study. When satisfied that the objectives have been met, furnish the participant with a training certificate for the appropriate session.

6. Keep one copy of the study questions on file for future reference. You may wish to refer to an answer or one of your notations on a previous session.
7. Return the original copy of the study questions to the participant along with the training certificate.
8. List the training sessions completed on the Training Attendance Report. This is easily overlooked in the self-study method of training, but is very important so that district and council training records are kept up-to-date and accurate.
9. When the participant has completed the basic training requirements and is eligible for the Trained Leader badge, arrange for this recognition to be given on an appropriate occasion where other leaders are present.

Four Levels of Training

Trainers should view training from an overall perspective and not limit their vision to the particular course they are conducting. There is no way that leaders can accumulate all the information and ideas they need to do an effective job in a few hours of training. It would be unfortunate if any leader left a training course thinking: “Is that all there is?” *Leaders and instructors alike should have a clear understanding that leadership training is a process that continues as long as an individual is actively involved in the program.* One of our aims is to inform leaders of the opportunities available:

I. ORIENTATION/FAST START/YOUTH PROTECTION TRAINING

Fast Start training and Youth Protection training are designed to be used at the point of recruiting, to get a new leader off to a fast start. The Fast Start counselor or unit trainer delivers the appropriate video and viewer guide to the new leader. Fast Start training can also be used as parents’ and chartered organization leaders’ first exposure to Cub Scouting, Boy Scouting, Varsity Scouting, or Venturing. Its purpose is to acquaint families, new leaders, and others with the program of the Boy Scouts of America and give specific information about the program phase involved. Fast Start should motivate leaders to complete basic training.

Most councils also make Fast Start training available as an interactive computer-based training on their Internet Web sites. Fast Start is also available online through www.scouting.org.

2. BASIC TRAINING

All leaders are encouraged to take part in leader position-specific training first to prepare them for the opportunities and responsibilities relating to their leadership positions with the Cub Scout program, the Boy Scout program, or the Venturing program. Leader position-specific training is also an opportunity for new leaders to get answers to questions they may have about their roles and about the BSA in general. A Scout leader needs to attend This Is Scouting only once.

This Is Scouting is the training for adult leaders serving youth in units. Through a series of lively presentations, the 90-minute training presents an overview of the core elements of Scouting, including the organization’s mission, aims, and methods. It also provides new leaders with a look at the resources available to them through the Boy Scouts of America, and a clear understanding of Scouting’s expectations of its adult leadership.



Who attends This Is Scouting? All new adult leaders of Tiger Cubs, Cub Scouts, Webelos Scouts, Boy Scouts, Varsity Scouts, or Venturers should attend.

Flexible delivery is a key part of the Basic Leader Training design. As group training, the six Cub Scouting position specifics (90 minutes each) and This Is Scouting (1½ hours) can be delivered as a half-day training, two evening sessions, or a variety of other combinations. Whenever possible, Cub Scout, Boy Scout, and Venturing leaders should be included in This Is Scouting.

3. SUPPLEMENTAL TRAINING

This includes a variety of courses given on a district, council, area, regional, or national basis. They are designed to give additional information on specific areas of Cub Scouting, Boy Scouting, Varsity Scouting, and Venturing.

Some of the methods touched upon in basic training are treated in greater depth in supplemental training courses. Some courses are held on a regular basis as a continuing source of information. Examples of supplemental training courses are Cub Scout leader pow wows and University of Scouting courses. Supplemental training is also offered in conferences at the Philmont Training Center, the Florida Sea Base, and on the BSA Web site.

Since supplemental training is intended to enrich the leaders' experience, there are no prerequisites.

4. ADVANCED TRAINING

Leaders desiring a deeper dedicated involvement in the program, and who are otherwise qualified, will find advanced training highly rewarding. Wood Badge serves as the advanced training program for Cub Scouting, Boy Scouting, Varsity Scouting, and Venturing.

Successful completion of basic training is a prerequisite for advanced training. Powder Horn also is available for Venturing leaders.

At All Levels of Training

From orientation through advanced training, Scouting leaders benefit from personal support, informal training, and friendly motivation for their own self-development.

PERSONAL SUPPORT

All leaders need someone to talk to about Scouting, to share their involvement, and to help them to see their leadership positions in perspective. This does not mean anything complicated, but it is something very important. It might be a pack trainer visiting with a den leader following a den meeting, giving encouragement and insight. It might be a commissioner in a telephone conversation with the troop committee chairman, discussing the troop's part in a district activity. It might be an Advisor giving support to another leader. Often it will be a trainer who seizes the opportunity to reinforce the information given at training courses. Personal support can be successful only if a friendly relationship has been established between the leader and the trainer.

INFORMAL TRAINING

Sharing experiences with other adults in similar leadership positions is a means of resolving problems together, giving deeper insight to one's own performance, and learning new ideas. Make use of any gathering of leaders, such as the monthly roundtables. The monthly leaders' planning meeting is another excellent opportunity to give informal training and to provide practical support that leaders need in terms of information, equipment, and ideas.

SELF-DEVELOPMENT

This is one of the most important aspects of the total training plan, and the one most often overlooked. Each leader has a personal responsibility to read and use the material available, such as *Scouting* magazine, *Boys' Life* magazine, and literature appropriate to the program. Leaders acquire skills outside of Scouting (such as through business or professional work, hobbies, or training by other organizations) that can be applied to their leadership roles. Another method of strengthening a leader's effectiveness is evaluation of self-performance and applying the lessons learned. Leaders must use all opportunities for self-development.

Cub Scout Leadership Training



Cub Scouting is usually an adult volunteer's first introduction to a Scouting leadership position. He or she will need certain basic information in order to bring a quality program to Cub Scouts. This information is needed as soon as possible after a leadership position is assumed. An understanding of the objectives and methods of Cub Scouting will make it possible for them to be truly effective as they work with boys.

Definition of Trained Cub Scout Leaders

Cub Scout leaders must complete Fast Start, Youth Protection, Leader Position-Specific Training, and This Is Scouting for their position to be eligible to wear the Trained leader emblem. Because of the many positions in Cub Scouting, both Fast Start and Leader Position-Specific training are tailored to the needs of the individual leader.

Cub Scouting Provides a Continuum of Training

Training for Cub Scout leaders is designed to provide opportunities for growth throughout the leadership experience. This concept of delivering the training that leaders need at the time that they need it is called the **Continuum of Training**. The continuum includes Fast Start and basic training as well as supplemental training experiences that provide support to leaders on a continuous basis.

Pack Trainer. A Cub Scout pack may have a pack trainer responsible for the training of leaders within the pack. Pack trainers may deliver parent orientations, Fast Start, and Basic Leader Training (including both Leader Position-Specific Training and This Is Scouting) for Tiger Cub, Cub Scout, and Webelos den leaders, as well as pack committee members, Cubmasters, and assistants in their own packs. They also promote participation in district and council training events, and encourage use of the Cub Scout leader recognition plan.

Pack trainer is a registered position, selected by the pack committee with the approval of the chartered organization. Pack trainers should complete the trainer development conference, as well as the actual training courses they will be delivering, prior to conducting training. They are supported by the district training committee. See a position description on page 69.

1. ORIENTATION

Orientation training is delivered by the pack trainer to parents of Tiger Cubs, Cub Scouts, and Webelos Scouts, as well as other adults new to Scouting. It provides an overview of the total program of the Boy Scouts of America as well as detailed information on the benefits of Cub Scouting and the role of parents. A Parent Orientation is included as part of the Cub Scout Recruiting DVD (No. 13-118A).

2. FAST START

Fast Start training provides information to aid new leaders in planning and conducting their first meeting and to motivate them to attend Leader Position-Specific Training. It is normally conducted by the pack trainer.

Cub Scout Leader Fast Start Training is available via most council Web sites or on the BSA online learning center www.olc.scouting.org. It is in five parts: Tiger Cub Den Leader, Cub Scout Den Leader, Webelos Den Leader, Cubmaster (and Assistant Cubmaster), and Pack Committee.

A viewer guide, Fast Start Guide for Cub Scout Leaders, is available on your council Web site, or online at www.scouting.org, then Cub Scouts, then Training, then Fast Start Training. It aids leaders in using the online or DVD training.

3. BASIC LEADER TRAINING

Basic Leader Training has two components:

- **Leader Position-Specific Training** (designed to train the new leader in the specific responsibilities of his or her position). Specific training is available for Cubmasters and assistants, Tiger Cub den leaders, Cub Scout den leaders, Webelos den leaders and assistants, pack committee chairs and members, and pack trainers.
- **This Is Scouting** (for all leaders in Cub Scouting, Boy Scouting, and Venturing)

Basic training covers a few topics in detail. It introduces some skills, but leaders develop these skills by practice over a longer time. Basic training encourages leaders to take part in supplemental training. It also helps them understand the importance of continuous self-development. The theories and principles discussed in training courses are more meaningful when leaders put them to use.

Basic Leader Training is a requirement for all Cub Scout leader awards.

For further information on basic training, see *Cub Scout Leader Position-Specific Training* and *This Is Scouting*.

4. SUPPLEMENTAL TRAINING

Supplemental training includes a variety of courses conducted on a district, council, or national basis. These courses give additional information on specific areas of the Cub Scout program.

Examples of some supplemental courses held on a regular basis are:

Cubcasts (available at www.scouting.org). The most up-to-date information available, Cubcasts (audio podcasts) provide Cub Scout leaders, parents, and unit-serving executives with a variety of program how-to's, and informational topics to use right away. Produced in an AM radio format and updated monthly, these information-packed gems can be downloaded and listened to on the computer or "ripped" to a CD or MP3 player and listened to at any time or shared at roundtables or training events. Cubcasts provide useable information on the go!

Basic Adult Leader Outdoor Orientation (BALOO). This training provides a hands-on learning experience designed to give leaders and/or parents the techniques they need to plan and conduct pack overnight camping. (Catalog No. 34162)

Outdoor Leader Skills for Webelos Leaders. This training provides activity badge skills and essential outdoor skills for Webelos leaders to pass on to their Webelos Scouts, as well as knowledge on planning, conducting, and leading Webelos den overnight campouts. It is designed to run in conjunction with Introduction to Outdoor Leader Skills, but can also be held by itself. *Outdoor Leader Skills for Webelos Leaders*.

Unit Leadership Enhancements. Discussion sessions that provide ongoing training to all Cub Scout leaders through their monthly pack leaders' meeting. Each enhancement session is aimed at improving a leader's understanding of the methods and purposes of Cub Scouting, and how these can be fulfilled in their regular meetings. Pack trainers conduct leadership enhancements at pack committee meetings, selecting from 15 topics based on their own interests and needs. Unit leadership enhancements are included in the *Cub Scout Leader Book*.

Cub Scout Leader Pow Wow. The pow wow is an exciting day-long carnival of action, activities, and program ideas. In many locations it is conducted as a council event but also may be suitable for a large district.

Spotlight on Pow Wow describes how to organize and conduct a Cub Scout leader pow wow. It is geared to the general chairman and the key pow wow committees and includes program support resources. It is available to councils on the ScoutNET BSA Info site.

Cub Scout Leader Roundtables. Roundtables are held monthly for the purpose of giving adult leaders the skills and ideas they need to deliver an exciting Cub Scout program to boys. The roundtable serves also to renew each leader's enthusiasm and dedication. Each roundtable features ceremonies, games, and activities for den and pack meetings built around the next month's theme. *Cub Scout Leader Roundtable Planning Guide* aids in the planning of these programs.

Den Chief Training. See page 22.

National Conferences. A variety of conferences for leaders are offered at the Philmont Training Center. (See page 35.)

5. ADVANCED TRAINING

Wood Badge

This is a weeklong or multiple-weekend group training course designed to provide adults with advanced leadership skills and a more dedicated involvement in Scouting. A limited number of council courses are held each year.

Boy Scout Leadership Training



Adult and youth leaders in Boy Scouting need certain basic information in order to bring a quality program to Scouts. This information is needed as soon as possible after a leadership position is assumed. Leaders need to know the objectives and methods of Boy Scouting, and they need guidance on how to be effective leaders.

Boy Scout Leader Fast Start. Use the online Fast Start video as soon as a new leader is recruited:

- Part 1. Introduction
- Part 2. The Troop Meeting
- Part 3. The Outdoor Program
- Part 4. The Troop Committee

Boy Scout Leader Fast Start should be completed before Basic Leader Training.

Most councils make Fast Start training available as interactive computer-based training on their council Web sites.

Definition of Trained Boy Scout Leaders

A Scoutmaster or assistant Scoutmaster is considered to be trained after completing Fast Start, This Is Scouting, Youth Protection Training, Scoutmaster and Assistant Scoutmaster Leader Specific Training, and Introduction to Outdoor Leader Skills. A troop committee member is considered to be trained after completing the This Is Scouting, Troop Committee Challenge, and Youth Protection Training.

Boy Scout Leader Basic Training

This Is Scouting is designed for all volunteers and provides the basics of the Scouting programs, the age appropriateness of those programs, and our values and methods.

Scoutmaster and Assistant Scoutmaster Leader Specific Training has three sessions designed to provide leaders with a good working knowledge of troop operations. The sessions are:

- Getting Started: Role of the Scoutmaster in a Boy-Led Troop
- Lighting the Fire: The Outdoor Program and the Advancement Program
- Keeping It Going: Program Planning and Troop Administration

Introduction to Outdoor Leader Skills. *Introduction to Outdoor Leader Skills* is a hands-on training program to give adult leaders the practical outdoor skills they need to lead Scouts in the outdoors. Imagine having hands-on knowledge about setting up a campsite, pitching a tent, hiking, outdoor cooking—all the skills necessary to see the outdoor program of the Boy Scouts of America come to life.

Troop Committee Training. *The Troop Committee Challenge—Boy Scout Troop Committee Training* is an hour-long course for troop committee members. It is an interactive and challenging online experience. It can be taken individually or with a small group. Upon completion, a Scouter can print out a certificate of completion. This training will be recorded on the Scouter's training record.

Supplemental Training— Beyond Basic

UNITS OF TRAINING

Units of training have been developed on a number of subjects and leadership skills to fortify learning for Scoutmasters and other adult leaders as they feel the need. The units of training are designed to be “plugged in” by trainers as needs become apparent. Subjects covered are as follows: Boy Scout Advancement Training, Merit Badge Counselor Orientation, Youth Protection: Boy Scout and Cub Scout Leader Training Module with Youth Protection Handout, and Selecting Quality Leaders. These are hour-long sessions that can be used at roundtables, unit meetings, or individual self-study. Other units of supplemental training are available on the BSA Web site at www.scouting.org under the training and support heading.

MERIT BADGE COUNSELOR ORIENTATION

Merit Badge Counselor Orientation helps a merit badge counselor understand his job as a coach and counselor, who provides realistic learning experiences to a boy in his study of a merit badge subject.

BOY SCOUT LEADER ROUNDTABLES

Roundtables are held monthly for the purpose of giving adult leaders the skills and ideas they need to deliver an exciting Boy Scout program to boys. The roundtable serves also to renew each Scouter’s enthusiasm and dedication. The subject of each roundtable is selected to emphasize important aspects of the Boy Scout program. *Boy Scout Roundtable Planning Guide* aids in the planning of these programs. Roundtables feature a monthly training segment.

YOUTH LEADERSHIP TRAINING

The youth leadership training continuum is divided into three courses. The first course is Troop Leadership Training, which is designed to be run frequently in a troop setting. The Scoutmaster and senior patrol leader will conduct this three-hour training whenever there are new Scouts or there has been a shift in leadership positions within the patrol or the troop.

The second course is the council-level, weeklong National Youth Leadership Training and is often held at a council camp. This course is an in-depth training covering a wide variety of leadership ideas and skills. It simulates a month in the life of a troop and uses fun and hands-on learning sessions to teach the concepts in the toolbox of leadership skills. The

Scouts hone their understanding of service-based leadership as they undertake a patrol quest for the meaning of leadership.

The National Advanced Youth Leadership Experience is an exciting new program that helps young men enhance their leadership skills in the Philmont backcountry. Scouts will expand upon the team-building and ethical decision-making skills learned in NYLT. NAYLE uses elements of Philmont ranger training as well as advanced search-and-rescue skills to teach leadership, teamwork, and the lessons of servant leadership. NAYLE offers Scouts an unforgettable backcountry wilderness experience where they live leadership and teamwork, using the core elements of NYLT to make their leadership skills intuitive.

DEN CHIEF TRAINING

Many councils offer training for den chiefs at selected council gatherings. On occasion, den chiefs may also take part in troop leadership training. Use *Den Chief Training*.

Den Chief Fast Start Training is designed to give the newly appointed den chief the skills necessary to perform his job immediately. Den Chief Fast Start Training is recognized with a completion certificate printed when the online course is completed. Den Chief Fast Start Training is available on the BSA Online Learning Center at www.olg.scouting.org.

NATIONAL LEADERSHIP SEMINAR

The Order of the Arrow national leadership seminar is a weekend conference focusing primarily on the skills and attributes of leadership. It is intended primarily to enhance the leadership skills of the Order of the Arrow’s key youth and adult members as they seek to improve their service to the Boy Scouts of America and the greater community.

Youth participants should be at least 15 years of age or a lodge officer. Prior completion of the Lodge Leadership Development Program is desirable. The seminar is an intensive experience in learning about the nature of leadership and practicing some of the skills that leaders use. While it is designed to be fun, the course is also mentally challenging. Participants should be developmentally, physically, and mentally prepared to actively engage in an exhausting, invigorating weekend.

At the end of the seminar, participants make a contract with themselves to apply the skills learned in the seminar on projects in their unit, lodge, council, and community.

The region sponsors and schedules the seminar, promotes the event, and sends Arrowmen invitations.

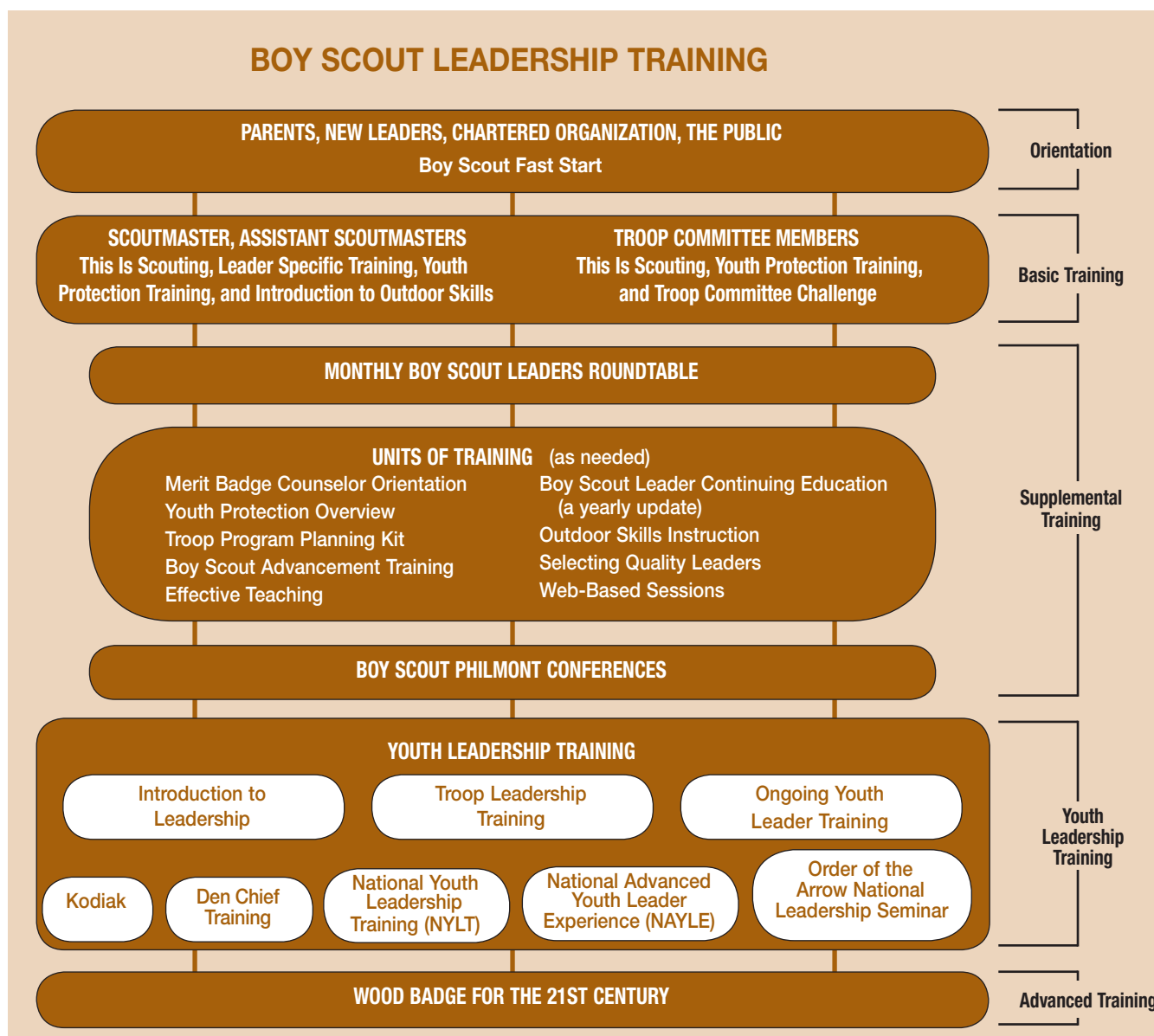
Advanced Training

Wood Badge for the 21st Century is designed for all Scout leaders. It is for Cub Scout, Boy Scout, Varsity Scout, and Venturing leaders, as well as council and district leaders. Its focus is on leadership, not outdoor skills.

The first part of the new Wood Badge course reflects unit meetings, while the second part of the course uses a unit camping activity as its delivery model.

The course content and leadership principles introduced apply to Scouters of all leadership positions and will provide a common foundation of leadership skills to be used throughout all program areas.

Successful completion of the Basic Leader Training for a Scouter position is the prerequisite for enrollment in a Wood Badge for the 21st Century training course.



Varsity Scout Leadership Training

A new Varsity Scout Coach has lots of questions. New leaders always want to do a good job. The training programs described below will help a leader get his/her team off on the right foot to a quality program.

Definition of a Trained Varsity Scout Leader

A trained Varsity Scout leader is one who has completed Fast Start, This Is Scouting training, Varsity Coach Leader Specific Training, and Introduction to Outdoor Leader Skills. The requirements for the Varsity Scout Leader Training Award and Coach's Key are found near the end of this book under "Progress Record Cards." The requirements for the leader's letter include Fast Start basic training, and regular attendance at the monthly leaders' roundtable.

FAST START

Varsity Scout Leader Fast Start is used when recruiting and getting a new Varsity Scout leader off to a fast start. It can be viewed also on the Web site at www.scouting.org.

Varsity Scout Leader Basic Training

This Is Scouting is designed for all volunteers and provides the basics of the Scouting programs, the age appropriateness of those programs, and our values and methods.

Varsity Coach Leader Specific Training has three sessions to provide leaders with a good working knowledge of team operations. The sessions are:

- Setting Out: The Role of the Varsity Coach
- Mountaintop Challenges: The Outdoor/Sports Program and the Advancement Program
- Pathways to Success: Program Planning and Team Administration

Introduction to Outdoor Leader Skills is a hands-on training program to give adult leaders the practical outdoor skills they need to lead Scouts in the outdoors. Imagine having hands-on knowledge about setting up a campsite, pitching a tent, hiking, outdoor cooking—all the skills necessary to see the outdoor program of the Boy Scouts of America come to life.

If a leader has completed the Introduction to Outdoor Leader Skills in a previous Scouting position, he or she does not need to repeat the course when changing leadership positions or programs.

Varsity Scout Youth Leader Training

See the *Varsity Scout Leader Guidebook* for details on training the youth leaders of a Varsity Scout team.

Venturing Leadership Training



Venturing leadership training is designed to provide all youth and adult leaders with a series of simple but effective training opportunities that will meet the varying needs of Venturing leaders. All sessions are flexible so that the council training team can construct the best plan to meet local conditions. The plan requires a minimum of equipment and materials and is scripted to support those instructors with limited Venturing experience.

The continuing success of Venturing across America depends upon the program skill and enthusiasm of volunteer adult leaders. It is hoped that this plan will provide them the necessary knowledge and inspiration.

VENTURING FAST START

Venturing Fast Start shows how using the Venturing program planning process can get a Venturing crew up and running and off to a successful start. Fast Start is on a CD, at www.scouting.org/Venturing, and on most council Web sites. It is sold in a set with a DVD containing two videos, *Venturing and Troops* and *Venturing and Other Teen Programs*. Details on crew operations, program planning, and elected youth officer training can be found in the *Venturing Leader Manual*.

Objectives

The Venturing leadership training plan is designed to:

- Convey an understanding of how Venturing achieves the purposes of the Boy Scouts of America.
- Teach the best methods of program planning and use of resources.
- Give insight into the skills of leadership.
- Provide ongoing opportunities for communication, idea sharing, and updating of techniques.
- Share information about local and national program support, activities, and resources.
- Provide each leader with the specific skills and tools available for his or her job.
- Encourage recognition and inspiration for all leaders.

Definition of a Trained Venturing Leader

An adult Venturing leader is considered to be trained after completing Fast Start, This Is Scouting, Youth Protection Training, and Venturing Leader Specific Training.

Venturing Leader Specific Training

It is designed to introduce adult Venturing leaders to the basic information needed for operating a crew. This includes (1) Here's Venturing, (2) Understanding and Protecting Youth, (3) Leadership and Organization, (4) Advancement, and (5) Resources and Program Planning. The course can be offered in four separate sessions, in two longer sessions, or in one day with a lunch break.

New Crew Officer Orientation

This fun, interactive orientation is designed to show newly elected youth crew officers how to plan the crew's annual program and what their job is. Available online at www.scouting.org/Venturing, or on CD, No. AV-0322CD.

Crew Officers' Seminar (elected officers' basic training)

This training experience is conducted by the crew Advisor or ship Skipper to orient newly elected youth officers, plan programs, and develop the annual crew activity schedule. The seminar outline can be found in *Venturing Fast Start* (available only on www.scouting.org).

Supplemental Training

VENTURING LEADERSHIP SKILLS COURSE

This new course has been designed to be run by the crew Advisor and officers to teach leadership skills to the entire crew. Districts or councils may offer this course as a weekend training opportunity. Completion of this course is a requirement for a youth earning the Silver Award.

KODIAK

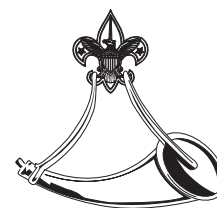
This is a six-day Venturing leadership skills training course. Follows Venturing leadership skills course. It teaches five leadership skills called commissions to Venturers while on a trek or trip. It is not a classroom-style course. Visit www.kodiak-BSA.org for more information or use the Kodiak syllabus. Kodiak treks may be offered at the troop or crew level, district level, or council level.

KODIAK X

The final Venturing leadership skills course. It is a week-end leadership challenge course offered on the district or council level. During the course, Kodiak graduates will each lead their group through a leadership challenge. Participants will also receive two final leadership commissions. Councils may use the syllabus to conduct the course.

POWDER HORN

This weeklong or two-weekend, exciting experience is a high-adventure resource management course for adult leaders. The course introduces adult leaders to over 20 high-adventure skills through presentations by expert outside consultants and hands-on practice. In addition to learning introductory skills, participants will learn how and where to secure resources and how to integrate exciting, creative high adventure into their unit-level programs. There are courses offered across the range. Visit www.powderhorn-bsa.org for a list of courses.



SEABADGE

An advanced weekend training conference for Sea Scouting leaders is conducted on a regional basis or region-approved council invitational basis.

SELLING VENTURING TO THE HEAD OF AN ORGANIZATION

This video gives tips and techniques on how to prepare for and effectively sell the Venturing program to the head of a potential chartered organization. Available on DVD No. AV-09DVD23.

BRIEFING THE ORGANIZING COMMITTEE

This is a video for use with step two of the Venturing new crew organization process. It is designed for briefing the new crew organizing committee. Available on DVD No. AV-09DVD23.

Youth Leader Training

Training plans for youth leaders form a continuing cycle. Each element leads to the next. As soon as recruited, the youth leader enters the cycle with an introductory explanation of the job and its duties. From there, the cycle carries the youth through the process of increased training for added responsibilities.

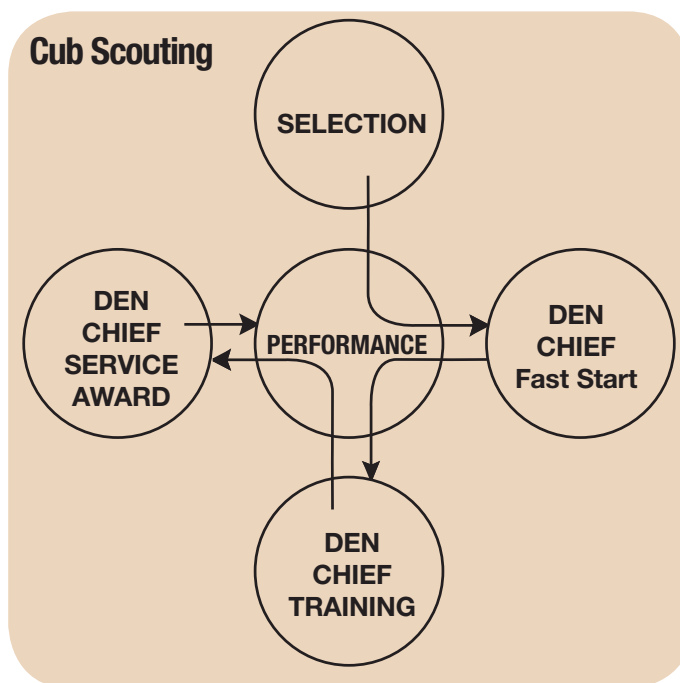
Den Chief-Fast Start

Selection. The den chief is selected by the senior patrol leader and Scoutmaster or Varsity Scout Coach or Venturing Advisor upon request by the Cubmaster, and approved by the Cubmaster and pack committee for recommendation to the den leader.

Den Chief Fast Start. The den leader talks with the den chief about Cub Scouting, the den, and what is expected of him. He is also given a copy of the *Den Chief Handbook*. This is available online.

Den Chief Training. This is a 3½-hour training event conducted by the district or council. Cub Scout and Webelos den chiefs, den leaders, and the Cubmaster usually attend together. (See *Den Chief Training* syllabus for a guide.)

Den Chief Service Award. With the approval of both Cubmaster and his unit leader, this is presented to den chiefs who have completed certain service and training requirements. (See the *Den Chief Handbook* for details.)



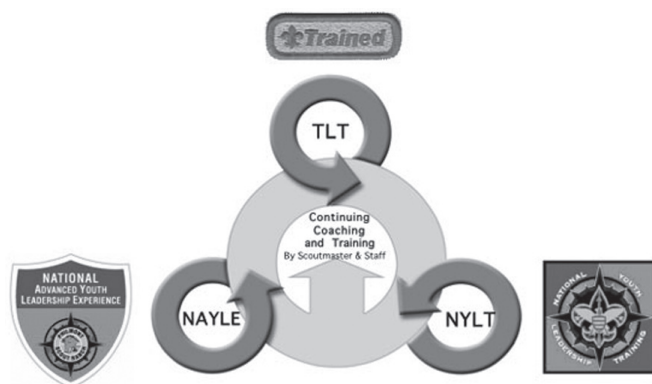
Boy Scout Youth Leader Training

Introduction to Leadership. Initial briefing of the newly selected troop youth leader. Conducted by the Scoutmaster and senior patrol leader. (See the *Scoutmaster Handbook* and the Troop Leadership Training Kit.)

Troop Leader Training. These one-hour modules are conducted by the Scoutmaster for the troop's youth leaders. The workshops are devoted to building the troop's leadership team. (Outlined in the Troop Leadership Training Kit.)

National Youth Leadership Training. A weeklong experience conducted by the council featuring leadership skills. Scoutmasters are involved before and after the conference. (See *National Youth Leadership Training*.)

National Advanced Youth Leadership Experience. Conducted at Philmont Scout Ranch, this advanced training is designed to put to use the leadership skills taught in NYLT.



Varsity Scout Youth Leader Training

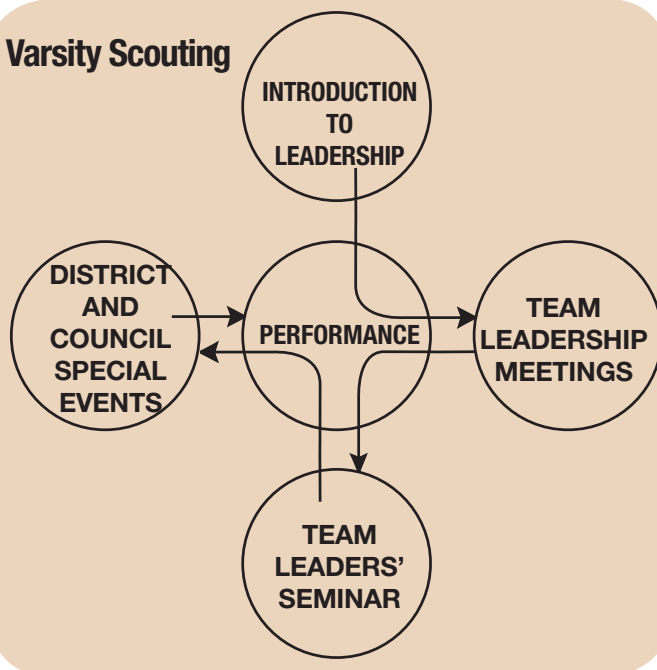
Introduction to Leadership. Initial briefing of newly selected team youth leaders, conducted by the Coach. (*Varsity Scout Leader Guidebook*)

Team Leadership Meetings. Further development of youth leaders is provided by the Coach and other adults. (*Varsity Scout Leader Guidebook*.)

Team Leaders' Seminar. A weekend experience conducted by the Coach and captain as basic training for their own youth leaders. (See *Varsity Scout Leader Guidebook*.)

District and Council Special Events. Special varsity workshops and training camps conducted by the district and council.

Varsity Scouting



Venturing Crew Officers' Training

Officers' Briefing. A briefing session by the Advisor as soon as the new officers are elected. Sets the crews up for the crew officers' seminar. (*Venturing Leader Manual*)

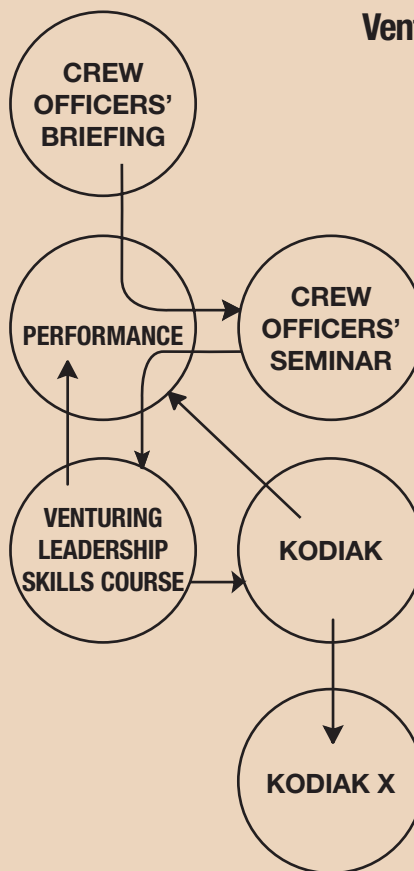
New Crew Officers Orientation. This fun, interactive orientation is designed to show newly elected youth crew officers how to plan the crew's annual program and what their job is. Available online at www.scouting.org/Venturing or on CD, No. AV-0322CD.

Crew Officers' Seminar. Conducted by a single crew for its own officers. A weekend spent with officers' duties, leadership skills, and the details of crew program planning. (*Venturing Fast Start*)

Kodiak. A teen leadership training program of one week or two weekends. Totally experienced learning—no classrooms. Teaches five leadership skills called commissions.

Kodiak X. Graduates of Kodiak move on to this one-weekend leadership challenge course. Their leadership skills are tested while they receive their final two leadership commissions.

Venturing



Training for District and Council Leadership

A number of training opportunities are available for district and council leaders. In some cases, these training sessions might be the responsibility of the training committee. If the programs are the responsibility of other elements of the district or council organization, the training committee should make its members available to serve as consultants.

1. Trainer Development Conference. This one-day course is designed to train those who conduct training for leaders in Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, commissioner service, and district/council operations. There is an extensive staff development section to prepare trainers to conduct outstanding sessions using contemporary training techniques and to ensure that learning takes place. Available to councils on ScoutNET.

2. Commissioner Basic Training. A detailed outline for a three-session training program for unit commissioners will be found in *Commissioner Basic Training Manual*. This program involves actual visits to Scouting units as a part of the training experience.

3. Continuing Education for Commissioners shows how to incorporate training into many commissioner functions. These functions include monthly district and council commissioner staff meetings, annual commissioner conferences, college of commissioner science, and personal coaching. The book also includes one- to two-hour training outlines, many of which can be divided into several minitraining topics.

4. District Committee Training Workshop. A training program for councils to train district committee members to support the standard district operation plan. Includes breakout sessions for all positions including district Key 3. Qualifies district committee members as trained leaders. For complete workshop plans, order the manual.

5. Council Executive Board Orientation. This 18-module workshop is designed for all executive board members, council officers, council committee chairs, advisory council, charter organization representatives, and any other volunteers or professionals involved with council operations. It is designed to be presented as individual modules, two or three at a time, or during a week-end retreat. It provides training in job responsibilities, support of the four functions, understanding of council finances, and other resources available for strengthening of council operations. It consists of a DVD, CD with handouts/resources, a facilitators' guide, and a syllabus to guide the instructors.

6. Training the Chartered Organization Representative. A unit of training to help chartered organization representatives understand the important role they play in the organization of Boy Scouts of America as representatives of the chartered organization to the district committee and the local council.

7. The Relationships Conference. A unit of training designed for the heads of chartered organizations and other organization leaders to help them understand how the Boy Scouts of America supports their youth-serving objectives. See *Foundations for Growth: A Resource for Unit Development*.

8. Health and Safety Training. For district and unit Scouters, use the course syllabus and the video *Scouting Safety Begins With Leadership*.

9. Leave No Trace Camping. A training program on the skills and techniques of camping with a minimum impact on the environment. Two outlines are included: Introduction to Leave No Trace Camping is a 90-minute program that introduces the subject; The Leave No Trace Camping Workshop is designed to be conducted over a four- to six-hour period with actual experience in wilderness and backcountry skills. The introduction can be a part of a camporee or Venturing program conference. The workshop can be offered as a separate training experience, or as a summer camp feature, and is written into Wood Badge for the 21st Century and Powder Horn.

Leadership Training Recognition

How Recognition Works

The recognition of leaders for training is the responsibility of the council leadership training committee. This responsibility is carried out within the policies set forth by the national committees for Cub Scouting, Boy Scouting, and Venturing.

Interpretation of the requirements for the various awards is the responsibility of the council training committee.

Credit for performance is certified by commissioners unless otherwise stated in the detailed information on the awards.

Tenure used to earn one key or award cannot be used to earn another key or award, unless otherwise noted in the award requirements.

Approval for an award is the responsibility of the council training committee; however, the committee can authorize others to approve certain requirements. The local council is the final authority in interpreting and approving all training recognition awards.

PROMOTION

An important part of the recognition plan is to keep leaders informed of the opportunities for training and the recognition they will receive. At the start of their training, give each leader a progress record card for the leadership position he or she holds.

For Cub Scouting, progress records may be found in the *Cub Scout Leader Book* for the following:

- Cubmaster Award
- Tiger Cub Den Leader Award
- Cub Scout Den Leader Award
- Webelos Den Leader Award
- Cub Scouter Award
- Pack Trainer Award

Reproduction masters of the progress records for Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, and district Scouters can be found in the back of this book.


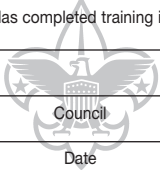
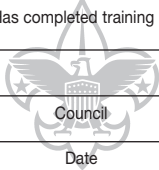
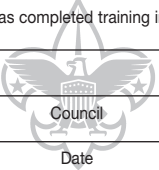
Following each individual training session or training event, the participants should be presented a Training Certificate to recognize completion of that particular training. This card is a personal record of training that has been completed (see below).

APPLYING FOR AWARDS

The application for an award is the completed progress record for that award. The application is reviewed by the council training committee and, if approved, the record is signed by the committee chairman. The district is informed so that its leadership training records can be updated. (All of the awards for training recognition can be ordered by the council from the Supply Group.)

EARNING THE AWARDS

Detailed requirements for all awards are provided in the back of this book. Cub Scout leader awards are provided for various leadership positions in the pack. The Scouter's Key

Boy Scouts of America	Boy Scouts of America	Boy Scouts of America	Boy Scouts of America
This is to certify that	This is to certify that	This is to certify that	This is to certify that
Has completed training in	Has completed training in	Has completed training in	Has completed training in
			
Council	Council	Council	Council
Date	Date	Date	Date
Instructor	Instructor	Instructor	Instructor
Scout Executive	Scout Executive	Scout Executive	Scout Executive

Sample—Training Pocket Certificates

recognizes Scoutmasters, Coaches, Advisors, Skippers, commissioners, and district committee members who have taken the recommended training for these positions and have achieved a high standard of performance over a three-year period.

The Scouter's Training Award is the recognition for individuals who have not obtained the Scouter's Key but are trained and give consistent service to Boy Scouting, Varsity Scouting, Venturing, or are serving on a roundtable staff. Scoutmasters also are required to earn the Scouter's Training Award as part of earning the Scoutmaster's Key.

A holder of the Scouter's Key may not go back and earn the Scouter's Training Award in the same program area. If a committee member or assistant unit leader has earned the Scouter's Award, however, the Key may be earned if that individual becomes a unit leader in the same program area and meets the training, tenure, and performance requirements as a unit leader. If a Scouter who has earned the Scouter's Key changes programs (a Scoutmaster becoming an associate Advisor, for example), the award may be earned in the program in which he or she is currently registered. Also note that a Scoutmaster must earn the Boy Scout Leader Training Award as part of earning the Scoutmaster's Key.

The leadership training recognition plan is intended to honor demonstrated performance and tenure of trained leaders in all areas of the Scouting program directly involving units. Leaders interested in collecting recognitions for the sake of the emblem only should be counseled as to the true intent of the plan.

The local council is the final authority in interpreting and approving all training awards. Interpretation of the requirements for the various awards is the responsibility of the council training committee.

PRESENTING THE AWARDS

Trained leaders have the knowledge and self-confidence needed to provide young people with a quality program. It is important to the recognition plan that all awards be presented in a dignified manner at an occasion befitting the achievement.

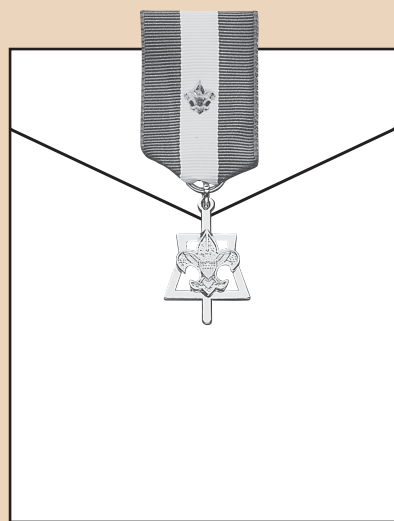
Immediate recognition of achievement should be given by presentation of the award in the presence of the unit membership and representatives of the chartered organization. Announcement in the council newsletter and in other news media is also recommended. In addition, announcement at a major event in the district or council is desirable.

Keep in mind that an important objective is to encourage other leaders to strive to be fully trained. Properly handled, the awards presentation can serve to prompt others to seek training and recognition.

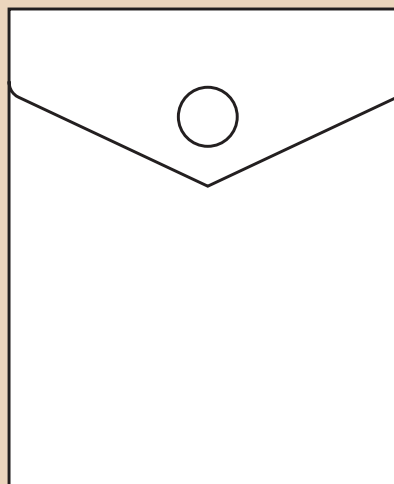
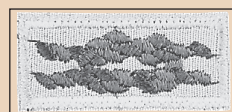
WEARING THE AWARDS

Training awards and the equivalent square knots are worn only on uniforms as prescribed in the *Insignia Guide*. Many Scouters prefer to wear the equivalent square knot on the field uniform. Knots and ribboned awards are worn just above the upper seam of the left breast pocket. Holders of more than one award may wear them or the equivalent knots at the same time.

A Scouter who has earned an award in one program may continue to wear it though engaged in another. A miniature device indicating the program in which the key or training award was earned is worn on the ribbon and knot to distinguish it. If the key or training award is again earned in a different program, another distinguishing device may be added to the ribbon and knot.



Left Pocket



Left Pocket

Trained Leader Emblem



No. 00280

A Trained Leader emblem is for all leaders who have completed the training programs appropriate to their positions. The

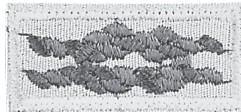
emblem is worn immediately below and touching the emblem of office for which it was earned. Commissioners wear it between the emblem of office and the Arrowhead Honor. Boy Scout youth leaders who have completed Troop Leadership Training, Varsity Scout team leaders who have completed the Team Leaders' Seminar, den chiefs who have completed the Den Chief Training Conference, and elected Venturing officers who have completed the crew officers' seminar may wear the Trained Leader emblem beneath their badge of office. Note: The Trained Leader emblem may be worn *only* in connection with the emblem of office for which basic training has been completed.

Cub Scout Leader Recognition

CUBMASTER AWARD REQUIREMENTS

Tenure

Serve as a registered assistant Cubmaster for one year and a Cubmaster for one year, or serve as a registered Cubmaster for two years.



Cubmaster Award,
No. 05022

Training

- Complete Cubmaster Fast Start training.
- Complete Youth Protection training.
- Complete Cubmaster position-specific training and This Is Scouting.
- During each year of tenure for this award, participate in a Cub Scout Leader pow wow or university of Scouting, or attend at least four roundtables.

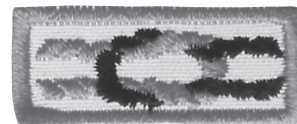
Performance

- As a Cubmaster, earn the national Centennial Quality Unit Award at least twice.
- Earn the National Summertime Pack Award at least once.
- Plan and conduct monthly pack meetings or activities during each year registered as Cubmaster.

TIGER CUB DEN LEADER AWARD REQUIREMENTS

Tenure

Complete one year as a registered Tiger Cub den leader.



Tiger Cub Den Leader Award,
No. 17688

Training

- Complete Tiger Cub Den Leader Fast Start training.
- Complete Youth Protection training.
- Complete Tiger Cub Den Leader Position-Specific Training and This Is Scouting.
- During your tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.

Performance

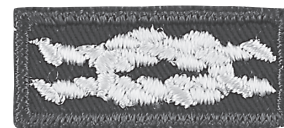
Do **all** of the following:

- Help conduct a Tiger Cub roundup for your pack with at least five new Tiger Cub/adult teams recruited.
- Contact the host team each month and provide support as needed for one year.
- Coordinate Tiger Cub den participation in three pack activities.
- Graduate a Tiger Cub den into Cub Scouts with at least 60 percent of the Tiger Cubs becoming Cub Scouts.
- Report on the progress of Tiger Cub dens at 75 percent of pack leader meetings.

CUB SCOUT DEN LEADER AWARD REQUIREMENTS

Tenure

Complete one year as a registered Cub Scout den leader.



Cub Scout Den Leader Award,
No. 05016

Training

- Complete Cub Scout Den Leader Fast Start training.
- Complete Youth Protection training.
- Complete Cub Scout Den Leader Position-Specific Training and This Is Scouting.

- During your tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.

Performance

Do **five** of the following:

- During at least one program year, have a minimum of 50 percent of the Cub Scouts in your den earn the rank for their grade or age (Wolf or Bear).
- At least once, reregister a minimum of 75 percent of the eligible members of your den as a part of pack rechartering.
- Graduate a minimum of 60 percent of the eligible members of your den into Webelos Scouting.
- Have an assistant den leader who meets regularly with your den.
- Have a den chief who meets regularly with your den.
- Take leadership in planning and conducting a den service project.
- Conduct at least three den meetings per month, nine months per year, or follow an optional meeting plan approved by the pack.
- Participate with your den in a Cub Scout day camp or Cub Scout resident camp experience.
- Explore three Character Connections activities with your den members in one year.
- Hold regular den meeting and den activity planning sessions with your assistant den leader.

WEBELOS DEN LEADER AWARD REQUIREMENTS

Tenure

Complete one year as a registered Webelos den leader.



Webelos Den Leader Award,
No. 05064

Training

- Complete Webelos Den Leader Fast Start training.
- Complete Youth Protection training.
- Complete Webelos Den Leader Position-Specific Training and This Is Scouting.
- Complete Outdoor Leader Skills for Webelos leaders.
- During your tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.

Performance

Do **seven** of the following:

- During at least one program year, have a minimum of 50 percent of the Webelos Scouts in your den advance in rank (Webelos badge or Arrow of Light Award).
- At least once, reregister a minimum of 75 percent of the eligible members of your den as a part of pack rechartering.
- Graduate a minimum of 60 percent of the eligible members of your Webelos den into Boy Scouting.
- Have an assistant den leader or second adult who meets regularly with your Webelos den.
- Have a den chief who meets regularly with your den.
- Take leadership in planning and conducting two Webelos overnight campouts or other outdoor den activities each year.
- Assist in planning and conducting a Webelos den/Boy Scout troop joint activity.
- Take leadership in planning and conducting a Webelos den service project.
- Conduct at least three Webelos den meetings per month, nine months per year, or follow an optional meeting plan approved by the pack.
- Participate with your den in a Webelos day camp or resident camp experience.
- Explore three Character Connections activities with your den members in one year.
- Hold regular den meeting and den activity planning sessions with your assistant den leader.

CUB SCOUTER AWARD REQUIREMENTS

Tenure

Complete two years as a registered adult leader in a Cub Scout pack.



Cub Scouter Award,
No. 05017

Training

- Complete Fast Start training for your position.
- Complete Youth Protection training.
- Complete position-specific training for any Cub Scouting position and This Is Scouting.
- During each year of tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.

Performance

Do **five** of the following:

- Assist in planning a pack program that results in advancement in rank by a minimum of 50 percent of pack members each year.
- Serve as an adult leader related to a pack that earns the national Centennial Quality Unit Award.
- Serve as leader of a blue and gold banquet, pinewood derby, space derby, raingutter regatta, field day, picnic, or other Cub Scout activity.
- Give leadership to a promotional effort that results in at least 60 percent of pack families subscribing to *Boys' Life* magazine.
- Develop or update a Tiger Cub or Cub Scout den activity book listing places to go, things to do, costs, distances, etc., for the five Tiger Cub areas, or 12 Core Values.
- Give leadership to planning and conducting a pack service project.
- Organize participation of a pack in the Cub Scout Academics and Sports program.
- Help conduct two annual pack Friends of Scouting campaigns.
- Serve as a leader for members of your pack attending a Cub Scout day camp or resident camp.

SCOUTMASTER'S KEY REQUIREMENTS

Training

- Complete Boy Scout Leader Fast Start Training.
- Complete This Is Scouting.
- Complete Scoutmaster and Assistant Scoutmaster Leader Specific Training.
- Complete Youth Protection training.
- Complete Introduction to Outdoor Leader Skills.
- Participate in one supplemental training course either at a local council or national level.
- Participate in at least six Boy Scout leader roundtables per year.
- Conduct troop youth leader training at least three times.
- Participate as an adult in youth leader training by either serving on the staff or attending the Scoutmaster orientation session of the national youth leader training.
- Earn the Boy Scout Leader's Training Award.



Cub Scout Leader Recognition Certificate

Tenure

Complete three years of registered tenure as a Scoutmaster within a five-year period (can include the tenure used to earn the Scouter's Award).

Performance

At least twice during the three-year period serve as a Scoutmaster of a troop that earns the national Centennial Quality Unit Award.

Varsity Scout Coach Key Requirements

Training

- Complete Varsity Scout Leader Fast Start training.
- Complete This Is Scouting.
- Complete Varsity Coach Leader Specific Training.
- Complete Introduction to Outdoor Leader Skills.
- Conduct Youth Leader Introduction to Leadership Training twice.
- Participate twice in a team leader seminar.
- Participate in one training course beyond Varsity Scout Leader Specific Training (local council, or national-level experience).
- Attend at least six Varsity Scout leaders' roundtables each year.

Tenure

Complete three years of registered tenure as a Varsity Scout Coach within a five-year period.

Performance

At least twice during the three-year period, serve as Coach of a Varsity Scout team that qualifies as a national Centennial Quality Unit.

SKIPPER'S KEY REQUIREMENTS

Training

- Complete *Venturing Leader Specific Training*.
- Complete Sea Scouting leader's specialized training.
- Complete a boating safety course offered by the U.S. Coast Guard Auxiliary, U.S. Power Squadron, or similar organization.

Tenure

Complete three years of registered tenure as a Skipper within a five-year period.

Performance

At least twice during the three-year period serve as the Skipper of a ship earning the national Centennial Quality Unit Award or its equivalent.

VENTURING ADVISOR'S KEY REQUIREMENTS

Training

- Complete Venturing Fast Start.
- Complete This Is Scouting.
- Complete *Venturing Leader Specific Training* (which includes Youth Protection training).
- Conduct crew officers' seminars for your crew.
- Conduct at least one Venturing Leadership Skills Course for your crew.

Tenure

Complete three years of registered tenure as an Advisor within a five-year period.

Performance

- At least twice during these three years, serve as the Advisor of a crew earning the national Centennial Quality Unit Award.
- Have a crew parents' night each year.
- Attend at least four roundtable meetings each year.

COMMISSIONER'S KEY REQUIREMENTS

Training

- Complete the Commissioner Basic Training sessions outlined in the *Commissioner Basic Training Manual*.
- Complete personal coaching orientation including the orientation projects.

Tenure

Complete three years as a registered commissioner within a five-year period.

Performance

Earn the Arrowhead Honor Award for your position.

Arrowhead Award Requirements for Council Commissioner and Assistant Council Commissioner (Field Service):

(1) Work with your Scout executive or other staff adviser and evaluate all district commissioners in the council; (2) Have an active, effective district commissioner in every district of the council; (3) Develop and put into action a suitable recruiting plan throughout the council; (4) Achieve a ratio in the council of one unit commissioner for every three units, or a ratio approved by your staff adviser; (5) Chair or actively take part in six council commissioner meetings; (6) Give leadership to a council commissioner conference or other major event; and (7) In consultation with the Scout executive/staff adviser, select and carry out a major project in the council.

Arrowhead Award Requirements for Assistant Council Commissioners (Administration):

(1) Create a position description for the ACC role and obtain approval of the council commissioner; (2) Develop a work plan for your position that covers the program year; (3) Implement the work plan with continuous evaluation throughout the program year; (4) Report on work plan progress at council commissioner staff meetings; (5) Chair or actively take part in six council commissioner meetings; (6) Give leadership to a council commissioner conference or other major event; (7) In consultation with the Council Commissioner, select and carry out a major project in the council. Examples of Administrative ACCs include ACCs for: Commissioner Training and Recognition, Unit Health, New Unit Support, Administration, Commissioner Conference/College, Diversity, etc.

District Commissioner and Assistants: (1) Work with your district executive to evaluate all commissioners you supervise; (2) Achieve a ratio of one unit commissioner for every three units in the district or service area; (3) Develop and put into action a suitable recruiting plan; (4) Chair or take part actively in six district commissioner staff meetings; (5) Attend six district committee meetings (not required for assistants); (6) Attend a council commissioner conference

Training Keys



Tan, No. 05006
Scouter's Key
Square Knot With Device



No. 00927
Scoutmaster



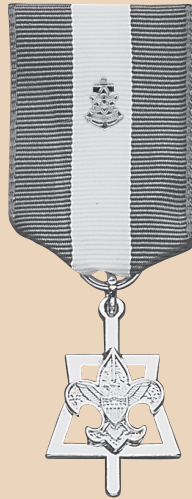
No. 00928
Varsity Scout
Coach



No. 00871
Commissioner



No. 00872
District Committee
Member



No. 00924
Scouter's Key



No. 00931
Skipper



No. 00940
Venturing

with a majority of your staff; (7) Provide personal coaching for the commissioners you supervise; and (8) Develop and implement a plan to track and hold your unit commissioners accountable for monthly unit visits.

Unit Commissioner: (1) Visit each assigned unit eight or more times throughout the year; (2) Fill in and follow up on Commissioner Work Sheets or self-assessment forms for each assigned unit; (3) Conduct membership and leadership inventories in each assigned unit; (4) Attend six district commissioner staff meetings and provide the training topic for one meeting; (5) Participate in a charter review meeting that results in on-time unit reregistration; (6) Participate in a charter presentation; (7) Attend a council commissioner conference; and (8) Help a unit resolve a specific problem or improve some aspect of their unit operation.

Roundtable Commissioner: (1) Review all material in the current *Venturing Program Forum Guide*, current *Boy Scout Leader Roundtable Planning Guide*, or current *Cub Scout Leader Roundtable Planning Guide*; (2) Review all material in *Troop Program Resources* and *Troop Program Features* or *Den & Pack Meeting Resource Guide*; (3) Recruit a roundtable staff; (4) Lead staff in preparing a one-year roundtable outline; (5) Supervise the staff in conducting these roundtables; (6) With the district commissioner and district executive, develop and use an attendance promotion plan; and (7) Attend a council commissioner conference, roundtable, or planning conference.

Commissioners assuming a new commissioner position are encouraged to complete the Arrowhead Honor projects for the new position.

DISTRICT COMMITTEE KEY REQUIREMENTS

Training

- Review *The District and A Handbook for District Operations*. Discuss the role of the district and your position with your committee chairman or district executive.
- Complete the District Committee Training Workshop.

Tenure

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

Performance

- Your district must earn the national Centennial Quality District Award at least once within a three-year period.
- Take part actively in six district committee meetings.
- 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 event, completing an FOS assignment, etc.).

BOY SCOUT LEADER'S TRAINING AWARD REQUIREMENTS

Training

- Complete Boy Scout Leader Fast Start Training.
- Complete This Is Scouting.
- Complete Leader Specific Training for your position.
- Complete Introduction to Outdoor Leader Skills (for Scoutmasters and assistants).
- Complete Youth Protection training.

Tenure

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

Performance

Do **five** of the following:

- Participate in a support role for five overnight campouts.
- Help organize or reorganize a Boy Scout troop.
- Help with two annual unit and/or district Friends of Scouting presentations.
- Serve on the staff of a council or district training event.
- Participate actively in three troop parents' nights or courts of honor.
- Help supervise and support a troop money-earning project.
- Participate in a supplemental training course at either the council or national level.
- Serve as a merit badge counselor for at least five Scouts.
- Successfully complete Wood Badge training.
- Fulfill requirements of a troop committee function as described in the *Troop Committee Guidebook*.
- Assist actively in a Webelos den for six months.
- Participate in six Boy Scout leader roundtables.

VARSITY SCOUT LEADER'S TRAINING AWARD REQUIREMENTS

Training

- Complete Varsity Scout Leader Fast Start Training.
- Complete This Is Scouting.
- Complete Varsity Coach Leader Specific Training.
- Complete Introduction to Outdoor Leader Skills (for Coaches and assistants).

Tenure

Complete a total of two years as a registered adult Varsity Scout leader.

Performance

Do **five** of the following:

- Participate in a team leader seminar.
- Help with two annual unit and/or district Friends of Scouting presentations.
- Serve as a Varsity Scout program instructor or training course staff member.
- Participate actively in three team parents' nights or courts of honor.
- Coordinate at least one team money-earning project.
- Serve for at least one year as team committee person assigned to one of the five program fields of emphasis.
- Participate in six Varsity Scout leader huddles.
- Serve as an approved merit badge counselor for at least five Varsity Scouts.
- Serve for at least one year as chair of a Varsity Scout team committee.
- Serve for at least one year on the Varsity Scout huddle staff.
- Help organize or reorganize a Varsity Scout team.

SEA SCOUTING LEADER'S TRAINING AWARD REQUIREMENTS

Mates and ship committee members earn this award by qualifying for the requirements listed below.

Training

- Complete *Venturing Leader Specific Training*.
- Complete Sea Scouting leader's specialized training.
- Complete boating safety course offered by the U.S. Coast Guard Auxiliary, U.S. Power Squadron, or similar organization.

Tenure

Complete two years' tenure in any adult capacity in the Venturing program.

Performance

Perform your assigned leadership responsibilities to the satisfaction of the Skipper.

VENTURING LEADER'S TRAINING AWARD REQUIREMENTS

Training

- Complete This Is Scouting.
- Complete *Venturing Leader Specific Training*.

Tenure

Complete two years' tenure registered in any adult capacity in the Venturing program.

Performance

Do any **seven** of the following:

- Attend at least six Venturing monthly forums or Teen Leaders' Council meetings.
- Participate in a crew officers' seminar.
- Help with two council, district, or crew Friends of Scouting enrollments.
- Participate in two parents' night programs.
- Participate in a crew open house.
- Serve in a support role for five crew weekend activities.
- Serve on the staff of a Venturing training event.
- Assist with a crew leadership skills course.
- Serve as a Bronze, Gold, Silver, Ranger, Trust or Quest consultant.
- Help organize or reorganize a Venturing crew.
- Help support a crew money-earning project.

ROUNDTABLE STAFF TRAINING AWARD REQUIREMENTS

Training

- Review with the roundtable commissioner orientation material in the current *Cub Scout Leader Roundtable Planning Guide*, *Boy Scout Leader Roundtable Planning Guide*, or *Venturing Program Forum Guide*.
- Review all material in the current *Den & Pack Meeting Resource Guide/Webelos Leader Guide*, *Troop Program Resources*, and *Troop Program Features*, or *Varsity Scout Game Plan*.
- Complete basic training for Cub Scout, Boy Scout, or Venturing roundtable commissioners and staff.

Tenure

Complete two years as a roundtable staff member.

Performance

Do the following:

- Participate in six roundtable staff meetings.
- Actively assist in six roundtables.
- Conduct a successful roundtable attendance promotion project.
- Conduct a preopening activity and an opening ceremony.
- Conduct or be responsible for a major project, presentation, or demonstration at one roundtable.



Leadership Training Plan Certificate

Training Awards



**No. 00922
Scouter's
Training Award**



**Tan, No. 05008
Training Award Square
Knot**



**No. 00926
Cub Scouting**



**No. 00928
Varsity Scout
Coach**



**No. 00940
Venturing**



**No. 00931
Skipper**



**No. 00927
Boy Scouting**

Volunteer Conferences at Philmont

Many volunteer training conferences are offered at the Philmont Training Center, Cimarron, New Mexico, during the summer. All registered Scouters are now eligible to attend a training conference at Philmont.

All conferences begin with check-in on Sunday and end the following Saturday with breakfast. This allows Scouters to fit a conference into a one-week vacation period.

All participants and their families live in a tent city that provides shelter and conveniences. Laundry facilities are available, and meals are served in a modern cafeteria.

The local council service center has details and dates.

Typical volunteer conferences at Philmont include:

- Administration of Commissioner Service
- Administration of Venturing
- Advanced Camping Skills
- Advanced Commissioner Service
- Advanced Unit Commissioners
- Becoming a Stronger Council Board Member
- Boy Scout Advancement
- Boy Scout Leader Training
- Boy Scout Roundtables
- Chartered Organizations and Growth
- Communicating the International Story
- COPE Instructor/Inspector
- Council and District Activities
- Council High-Adventure Trek Planning
- Cub Scout Leader Extravaganza
- Cub Scout Outdoor Program
- Cub Scout Den Program
- Cub Scout Outdoor Education
- Cub Scout Pack Program
- Cub Scout Pow Wow and University of Scouting Leadership
- Cub Scout Roundtables
- The District Committee
- Endowment Development Seminar
- Geocaching and Scouting
- Health and Safety/Risk Management
- High-Adventure Trek (Council/Unit)
- Implementing the New Trainer Development Conference
- District Key 3
- Council Key 3
- Membership Growth Ideas
- Membership Growth Ideas for Councils/Districts
- National Advanced Youth Leadership Experience (NAYLE)
- Order of the Arrow Advisers
- Quality Cub Scout Roundtables
- Scouting as a Youth Ministry
- Scouting in the Catholic Church
- Scouting in the Jewish Community
- Scouting in the LDS Church
- Scouting in the United Methodist Church
- Scouting the Environment
- Scoutmaster Basic Camping Skills
- Sea Scouting
- Strictly for Cubmasters
- Strictly for Scoutmasters
- The Unit Commissioner
- Training Cub Scout Leaders
- Training Management Seminar
- Training Venturing Leaders
- Venturing Advancement
- Venturing—The Crew
- Venturing—Council and District Administration
- Venturing Leadership Development
- Webelos Scout Program
- Wilderness First Aid

Catalog of Materials

Council Service Center Records

- District Summary of Trained Leaders Training Attendance Report
- Unit Inventory of Training
- Training Status Change
- Training Status of Top Leaders
- Fast Start Completion Report

All Programs

- Trained Leader emblem, No. 00280
- Health and Safety Training Syllabus, No. 19-100
- *Insignia Guide*, No. 33066 (available on www.Scouting.org Web site)
- This Is Scouting DVD, No. 36118
- *Wood Badge for the 21st Century—Staff Guide*, No. 511-590
- Youth Protection training is available on most council Web sites.
- *Scouting Safety Begins With Leadership*, AV-09V025
- Training the Chartered Organization Representative, No. 04-113

Cub Scouting

PROGRESS RECORDS

Record cards for Cubmaster, Cub Scout Den Leader, Webelos Den Leader, Tiger Cub Den Leader, Pack Trainer, and Cub Scouter awards on pages 48-53. Also may be reproduced from the *Cub Scout Leader Book*.

RECOGNITION AND AWARDS

- Cub Scout Den Leader Award, gold square knot on blue cloth, No. 05016
- Cubmaster Award, blue square knot on yellow cloth, No. 05022
- Webelos Den Leader Award, gold square knot on yellow cloth, No. 05064
- Cub Scouter Award, blue and yellow knot on blue cloth, No. 05017
- Tiger Cub Den Leader Award, orange and black knot on yellow cloth, No. 17688

- Pack Trainer Award, blue and gold braided square knot on yellow cloth
- Cub Scout Leader Recognition Plan Certificate, No. 34107B
- Miniature Device for Cub Scouting, No. 00926

PUBLICATIONS

- *Cub Scout Leader Position-Specific Training*, No. 34875
- *Cub Scout Roundtable Commissioner and Staff Basic Training Manual*, No. 33013. (online at www.scouting.org/commissioners)
- *Cub Scout Leader Roundtable Planning Guide* (annual), No. 34239
- *Den Chief Training*, No. 34450
- *Fast Start Guide for Cub Scout Leaders*, on your council Web site
- *Fast Start Orientation*, AV-01DVD22
- *It Happened to Me*, AV-09DVD11A
- Outdoor Leader Skills for Webelos Leaders, No. 13-33640
- *Spotlight on Pow Wow*, on BSA Info site through ScoutNET

Boy Scouting

PROGRESS RECORDS

Reproduce locally from pages 54 and 55 in this book.

RECOGNITION AND AWARDS

- National Youth Leader Training Conference Participant's Certificate
- Troop Youth Leader Certificate of Training, No. 33746
- Leadership Training Certificate, No. 33756C
- Scoutmaster's Key, No. 00924
 - Key Square Knot on Khaki Cloth, No. 05006
 - Miniature Device for Boy Scouting, No. 00927
- Scouter's Training Award, No. 00922
 - Award Square Knot on Khaki Cloth, No. 05008
 - Miniature Device for Boy Scouting, No. 00927
- Training Certificate (pocket—sheet of 8), No. 33767A
- National Youth Leader Training Conference emblem (NYLT, No. 00096)
- National President's Scoutmaster Award of Merit, No. 58-413B

PUBLICATIONS

- *Scoutmaster and Assistant Scoutmaster Leader Specific Training*, No. 34879B
- *Introduction to Outdoor Leader Skills*, No. 33640
- *Troop Leadership Training Kit*, No. 34306A
- *National Youth Leadership Training*, No. 34490
- *Merit Badge Counselor Orientation*, No. 34542
- *Boy Scout Leader Roundtable Planning Guide*, (available on ScoutNET)
- *Boy Scout Leader Continuing Education*, No. 18-980
- *Selecting Quality Leaders*, No. 522-981
- *The Troop Committee Challenge* (available on www.scouting.org)
- *Topping Out*, No. 32007

AUDIOVISUALS

- *Scoutmaster and Assistant Scoutmaster Leader Specific Training* video, AV-02DVD15
- *Boy Scout Leader Fast Start*, AV-01DVD22
- *A Time To Tell*, AV-09DVD04
- *Youth Protection Guidelines DVD*, No. 36121

Varsity Scouting

PROGRESS RECORDS

Reproduce locally from pages 56 and 57 in this book.

RECOGNITION AND AWARDS

- Scoutmaster's Key, No. 00924
Key Square Knot on Khaki Cloth, No. 05006
- Scouter's Training Award, No. 00922
Award Square Knot on Khaki Cloth, No. 05008
Miniature Device for Varsity Scouting, No. 00928

PUBLICATIONS

- *Varsity Coach Leader Specific Training*, No. 34877
- *Varsity Scout Leader Guidebook*, No. 34827A
- *Varsity Team Program Features*, Volume 1, No. 34837
- *Varsity Team Program Features*, Volume 2, No. 34838
- *Varsity Team Program Features*, Volume 3, No. 34839

AUDIOVISUALS

- *Varsity Scout Leader Fast Start*, AV-02V004

Venturing

PROGRESS RECORDS

Reproduce locally from page 58.

RECOGNITION AND AWARDS

- Venturing Advisor's Key, No. 00924
Miniature Device for Venturing, No. 00940
- Trained Sea Scouting Skipper, No. 00924
- Trained Sea Scouting Mate, No. 00922
- Sea Badge (Restricted), No. 04097
- Venturing Training Award, No. 00922
Miniature Device for Sea Scouting, No. 00931
Miniature Device for Skipper, No. 00931
Miniature Device for Venturing, No. 00940
- Powder Horn Medal, No. 04044 (Restricted)
- Kodiak Medal, No. 14221 (Restricted)
- Kodiak X Medal (restricted)

PUBLICATIONS

- *Venturing Leadership Skills Course*, No. 34340C
- *Kodiak Syllabus*
- *Kodiak X Syllabus*
- *Venturing Fast Start*, No. 25-878, www.scouting.org
- *Venturing Leader Specific Training*, No. 33491D
- *Venturing Leader Manual*, No. 34655

AUDIOVISUALS

- *Selling and Supporting Venturing*, AV-03DVD20
*Venturing for Scoutmasters (selling the program; how it works)
*Venturing for Religious Organizations
*Venturing for Professional Orientation
- *Selling and Supporting Venturing*, Volume II, AV-03DVD23
*Briefing the Organizing Committee
*Selling Venturing to the Head of an Organization
- *Venturing New Officers Orientation*, No. AV-0322CD
- *Venturing New Leader Fast Start Orientation*, AV-0321CD
- *Youth Protection: Personal Safety Awareness*, AV-09DVD33
- *Youth Protection Guidelines: Training for Adult Venturing Leaders*, AV-03DVD14

*Items to be reproduced locally from this book.

Commissioners and District Committee

PROGRESS RECORDS

Reproduce locally from pages 59–65.

RECOGNITION AND AWARDS

- District Scouter Training Certificate, No. 33738A
- Leadership Training Plan Certificate, No. 33756B
- Scouter's Key, No. 00924
 - Miniature Device for Key—Commissioner, No. 00871
 - Miniature Device for Key—District Committee Member, No. 00872
 - Key Square Knot on Khaki, No. 05006
- Scouter's Training Award, No. 00922
 - Award Square Knot on Khaki, No. 05008
- Training Certificate (pocket), No. 33767A
- Arrowhead Honor Emblem, No. 00933
- Arrowhead Honor Certificate, No. 33750A

PUBLICATIONS

- *Cub Scout Roundtable Commissioner and Staff Basic Training*, No. 33013 (also available online at www.scouting.org/commissioners)
- *Boy Scout Roundtable Commissioner Training*, No. 34256
- *District Committee Training Workshop*, No. 34160
- *Foundations for Growth: A Resource for Unit Development*, No. 04-925
- *Orientation Guide for the Council President, Officers, and Executive Board*, No. 33161

AUDIOVISUALS

- *Highlights of District Operations*, AV-06V002 on DVD
Commissioner Service and District Operations,
AV-06DVD08

Volunteer Training Techniques

- The Trainer's EDGE staff training for Wood Badge and NYLT staff (download the syllabus from www.scouting.org)
- *Trainer Development Conference CD ROM*, No. 13-044
 - **Reaching the Untrained Leader*
 - *Work Schedule Guide for Group Training
 - *District Training Evaluation
 - *Training Event Budget Worksheet and Report
- *A Handbook for District Operation*, No. 34739

*Items to be reproduced locally from this book.

Additional Resources

(The following pages can be reproduced locally.)

UNIT INVENTORY OF TRAINING

BOY SCOUTS OF AMERICA

No. _____		Date _____	
Type of unit* _____			
Community _____		State _____	
Council _____		District _____	
EXPIRATION DATE OF UNIT _____			

*Indicate pack, troop, team, or crew

INSTRUCTIONS: This form is used for showing the record of an individual unit. Information on use of this form may be found in the pamphlet *Leadership Training Committee Guide*.

NAME	Registered Position in Unit	TENURE	TRAINING Check (✓) Courses Completed												RECOGNITION
			DATE REGISTERED IN THIS POSITION												
															A Scouter's Award K Scouter's Key WB Wood Badge CS Cub Scouter Award CM Cubmaster Award DL Den Leader Award DC Den Leader Coach Award TC Tiger Cub Coach Award WL Webelos Den Leader Award Indicate code and date.

TRAINING ATTENDANCE REPORT

BOY SCOUTS OF AMERICA

Name of training course _____

Location _____
(Name of chartered organization if new or reorganized unit)

Course dates _____ District _____

INSTRUCTIONS

Please print all information requested.
Be sure to fill in the titles of the training sessions and check attendance.
Send original report to the council service center promptly.

(PLEASE USE BALLPOINT PEN)

NAME (please print)	Position	Unit type and number	ADDRESS	Phone number	Session title and date					Date certificate issued
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										
21.										
22.										

SUMMARY

Total attendance _____

Number of participants _____

Total completing course _____

FOR COUNCIL OR DISTRICT USE

Date received _____
Posted to unit inventory _____
Posted to district summary _____

INSTRUCTORS OR COACHES

DISTRICT SUMMARY OF TRAINED LEADERS

INSTRUCTIONS: Make entries in pencil and erase when status changes. Completion of New Leader Essentials and Leader Specific Training is entered. Use more than one page if necessary, or one page for packs, one for troops, one for teams, and one for crews.

DISTRICT _____

[illegible]

TRAINING STATUS OF TOP LEADERS

[illegible]

The council training committee and council registrar should be notified as soon as a unit leader has completed Fast Start or basic training. The sample reports below will help update the unit's "top leader" trained status or Fast Start completion.

(TO: Council Training Committee and Council Registrar)

COUNCIL

BOY SCOUTS OF AMERICA

TRAINING STATUS CHANGE

District

The leaders listed below have completed basic training for their positions. Please change their status to "TRAINED."

UNIT	LEADER NAME	POSITION	UNIT	LEADER NAME	POSITION

Signed: Position: Date:

(Reproduce locally.) Figure 5

FAST START COMPLETION REPORT

To the Training Committee:

The Scouter named below has completed Fast Start training for his or her position. Please post this to the training records.

Leader's name

Pack, Troop, Team, Crew (circle one) No.

District Date completed

Office use only

Date posted

Fast Start Scouter

(Reproduce locally.) Figure 6

TRAINING EVENT BUDGET WORKSHEET AND REPORT

District _____

Council _____

Training Course Title: _____ Date(s) of Training Course _____

INCOME

ESTIMATE

ACTUAL

Participant fee	1. _____ Scouts	@ \$ _____	\$ _____	\$ _____
	2. _____ Scouters	@ \$ _____	\$ _____	\$ _____
	3. _____ Others	@ \$ _____	\$ _____	\$ _____

OTHER INCOME

4. Refreshments		_____	_____
5. Donations		_____	_____
6. _____		_____	_____
7. _____		_____	_____
8. _____	TOTAL INCOME	\$ _____	\$ _____

EXPENSE

9. Materials		_____	_____
10. Equipment rental		_____	_____
11. Building use fees		_____	_____
12. Refreshments		_____	_____
13. Recognitions		_____	_____
14. Food service		_____	_____
15. _____		_____	_____
16. _____		_____	_____
17. _____		_____	_____
18. _____		_____	_____
19. _____		_____	_____
20. _____		_____	_____
21. _____		_____	_____
22. _____		_____	_____
23. Contingency		_____	_____
24. _____	TOTAL EXPENSE	\$ _____	\$ _____

Surplus (deficit)	\$ _____	\$ _____	\$ _____
-------------------	----------	----------	----------

Signed _____
Preparer

Approved _____
Scout executive

Prepare three copies with Estimate columns filled in, before any expenditures are made. Send one copy to Scout executive for approval, one copy to event director or training committee, and one copy to your files. Prepare three copies with Actual column filled in, as soon as possible after event and no later than 30 days following activity.

(Reproduce locally.)

Figure 7

WORK SCHEDULE GUIDE FOR GROUP TRAINING

District or organization _____ Location _____

Subject _____ Location _____

ACTION TO BE TAKEN	MIN. DAYS PRIOR	MONTH & DAY	ASSIGNED TO	CHECK WHEN COMPLETED
Determine who needs training	90			
List prospects' names	90			
Assign instructors	80			
Conduct instructor training	60			
Arrange meeting place	45			
Start promotion	45			
Order supplies	45			
Publicize (bulletins, news, etc.)	30			
Organize group for personal contact	30			
Promote at district meetings	30			
Promote at roundtables	30			
Review agenda with course director	25			
Check instructor preparation	21			
Send last-minute reminder notices	15			
Complete personal contacts	14			
Make final check—arrangements, equipment, exhibits	10			
Make final check—who's coming	7			
Final promotion	5			
Conduct training	0			
Publicize names (participants and staff)	+1			
Follow-up for personal coaching for those who missed				

Figure 8

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DISTRICT TRAINING EVALUATION

Figures to the left of each statement indicate a numerical value. Select one of the three statements that applies under each heading and make a mark

in the column to the right corresponding to the numerical value of that statement. Draw a line connecting these marks.

	1	2	3
COMMITTEE 1. The district has no committee responsible for leadership training. 2. The district has a leadership training committee chairman. 3. The district has a leadership training committee chairman and enough people to do the job.			
NEEDS 1. No up-to-date records are kept. 2. Some records are kept. 3. Up-to-date, complete records are kept showing who needs training and what kind.			
GOALS 1. No goals have been set. 2. Realistic goals have been established for the percent of trained leaders. 3. Quarterly goals have been achieved.			
PLANS 1. There is no real planning. 2. Planning is based on interest shown by Scouters. 3. A complete plan is scheduled a year ahead to meet training needs and goals, including provision for personal coaching.			
TRAINERS 1. There are no trainers or instructors. 2. Trainer pool is small. 3. Trainer pool is adequate, completely developed, and active in both group training and personal coaching.			
PROMOTION 1. There is little promotion of any kind. 2. Promotion is inadequate to get the job done. 3. Promotion is well planned, timed, and effective.			
FOLLOW-THROUGH 1. No follow-through is made to complete learning sessions missed. 2. Occasional makeup opportunities are scheduled. 3. Leadership training plans provide for effective makeup opportunities, including personal coaching.			
RECOGNITION 1. Recognition is given by mail. 2. Recognition is given only at a learning event. 3. Recognition is prompt and given impressively at several appropriate district occasions.			

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Figure 9


Progress Record Cards

PROGRESS RECORD FOR THE TIGER CUB DEN LEADER AWARD

Cut along solid lines; fold along dotted lines.




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locally.)

<p>PERFORMANCE</p> <p>Do all of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a Tiger Cub roundup for your pack with at least five new Tiger Cub boy/adult teams recruited. <input type="checkbox"/> Contact the host team each month and provide support as needed for one year. <input type="checkbox"/> Coordinate Tiger Cub den participation in three Cub Scout pack activities each year. <input type="checkbox"/> Graduate at least 60 percent of your Tiger Cubs into a Cub Scout den. <input type="checkbox"/> Report on the progress of your Tiger Cub dens at 75 percent of your leaders meetings. <p>Approved by _____ Pack committee chairman or Cubmaster Date _____</p>	<p>TENURE</p> <p>Complete one year as a registered Tiger Cub den leader. (Dates of service used to earn this award cannot be used to earn another key or award.)</p> <p>Dates of Service</p> <p>From _____ To _____</p> <p>Approved by _____</p> <p>Pack committee chairman or Cubmaster Date _____</p> <p>TRAINING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete "The New Tiger Cub Den Leader" Fast Start training. <input type="checkbox"/> Complete Youth Protection Training. <input type="checkbox"/> Complete leader position-specific training. <input type="checkbox"/> Complete This Is Scouting.
<p>DISTRICT ACTION</p> <p>This progress record has been reviewed and the candidate has met the standards for the Tiger Cub Den Leader Award. The award is approved.</p> <p>Approved by _____ For the district Date _____</p>	<p>PROGRESS RECORD FOR THE TIGER CUB DEN LEADER AWARD</p> <p></p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Pack No. _____ District _____</p> <p>Council _____</p> <p>BOY SCOUTS OF AMERICA</p> <p>2008 Printing</p>

PROGRESS RECORD FOR THE CUB SCOUT DEN LEADER AWARD

Cut along solid lines; fold along dotted lines.



PERFORMANCE	TENURE
<p><input type="checkbox"/> Conduct at least three den meetings per month, 9 months per year or an optional meeting plan approved by the pack.</p> <p><input type="checkbox"/> Participate with your den in a Cub Scout day camp or Cub Scout resident camp experience.</p> <p><input type="checkbox"/> Explore three "character connection" activities with your den members in one year.</p> <p><input type="checkbox"/> Hold regular den meeting and activity planning sessions with your assistant den leader.</p>	<p style="text-align: center;">PROGRESS RECORD FOR THE CUB SCOUT DEN LEADER AWARD</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Pack No. _____ District _____</p> <p>Council _____</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">BOY SCOUTS OF AMERICA</p>
<p>Approved by _____</p> <p style="font-size: 0.8em;">Pack committee chairman or Cubmaster _____ Date _____</p>	<p>Approved by _____</p> <p style="font-size: 0.8em;">Pack committee chairman or Cubmaster _____ Date _____</p>
<p>DISTRICT ACTION</p> <p>This progress record has been reviewed and the candidate has met the standards for the Cub Scout Den Leader Award. The award is approved.</p> <p>Approved by _____</p> <p style="font-size: 0.8em;">For the district _____ Date _____</p>	<p style="text-align: center;">TRAINING</p> <p>Approved by _____</p> <p style="font-size: 0.8em;">Pack committee chairman or Cubmaster _____ Date _____</p> <p>Dates of Service _____ From _____ To _____</p> <p>Complete one year as a registered Cub Scout den leader. (Dates of service used to earn this award cannot be used to earn another key or award.)</p> <p>Complete "The New Den Leader" <input type="checkbox"/> Complete "Fast Start training." <input type="checkbox"/></p> <p>Complete Youth Protection Training. <input type="checkbox"/> Complete Cub Scout leader position-specific training. <input type="checkbox"/></p> <p>Complete "This Is Scouting." <input type="checkbox"/> During your tenure for this award, participate in a Cub Scout leader powwow or University of Scouting, or attend at least four roundtables. <input type="checkbox"/></p> <p style="text-align: right;">Approved by _____</p>
<p>Do five of the following:</p> <p><input type="checkbox"/> During at least one program year, have a minimum of 50 percent of the Cub Scouts in your den earn the rank for their grade or age (Wolf or Bear). <input type="checkbox"/></p> <p><input type="checkbox"/> At least once, reregister a minimum of 75 percent of the <i>eligible</i> members of your den as a part of pack rechartering. <input type="checkbox"/></p> <p><input type="checkbox"/> Graduate a minimum of 60 percent of the eligible members of your den into Webelos Scouting. <input type="checkbox"/></p> <p><input type="checkbox"/> Have an assistant den leader who meets regularly with your den. <input type="checkbox"/></p> <p><input type="checkbox"/> Have a den chief who meets regularly with your den. <input type="checkbox"/></p> <p><input type="checkbox"/> Take leadership in planning and conducting a den service project. <input type="checkbox"/></p>	<p style="text-align: right;">Approved by _____</p>


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PROGRESS RECORD FOR THE WEBELOS DEN LEADER AWARD

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<p style="text-align: center;">PERFORMANCE</p> <p>Do seven of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> During at least one program year, have a minimum of 50 percent of the Webelos Scouts in your den advance in rank (Webelos Badge or Arrow of Light Award). <input type="checkbox"/> At least once, re-register a minimum of 75 percent of the <i>eligible</i> members of your den as a part of pack rechartering. <input type="checkbox"/> Graduate a minimum of 60 percent of the eligible members of your Webelos den into Boy Scouting. <input type="checkbox"/> Have an assistant Webelos den leader or second adult who meets regularly with your Webelos den. <input type="checkbox"/> Have a Webelos den chief who meets regularly with your den. <input type="checkbox"/> Take leadership in planning and conducting two Webelos overnight campouts or other outdoor den activities. <input type="checkbox"/> Help plan and conduct a Webelos den-Boy Scout troop joint activity. 	<p style="text-align: center;">TENURE</p> <p>Complete 1 year as a registered Webelos den leader. (Dates of service used to earn this award cannot be used to earn another key or award.)</p> <p>Dates of Service</p> <p>From _____ To _____</p> <p>Approved by _____</p> <p>From _____ To _____</p> <p>TRAINING</p> <p>Pack committee chairman or Cubmaster _____ Date _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete "The New Webelos Den Leader" Fast Start training. <input type="checkbox"/> Complete Youth Protection Training. <input type="checkbox"/> Complete leader position-specific training. <input type="checkbox"/> Complete This Is Scouting. <input type="checkbox"/> Complete outdoor leader skills for Webelos den leaders. <input type="checkbox"/> During your tenure for this award, participate in a Cub Scout leader powwow or University of Scouting, or attend at least four roundtables. <p>Approved by _____</p> <p>Pack committee chairman or Cubmaster _____ Date _____</p>
<p><input type="checkbox"/> Take leadership in planning and conducting a Webelos den service project.</p> <p><input type="checkbox"/> Conduct at least three Webelos den meetings per month, 9 months per year or an optional meeting plan approved by the pack.</p> <p><input type="checkbox"/> Participate with your den in a Webelos day camp or resident camp experience.</p> <p><input type="checkbox"/> Explore three "character connection" activities with your den members in one year.</p> <p><input type="checkbox"/> Hold regular den meeting and activity planning sessions with your assistant den leader.</p> <p>Approved by _____</p> <p>Pack committee chairman or Cubmaster _____ Date _____</p> <p style="text-align: center;">DISTRICT ACTION</p> <p>This progress record has been reviewed and the candidate has met the standards for the Webelos Den Leader Award. The award is approved.</p> <p>Approved by _____</p> <p>For the district _____ Date _____</p>	<p style="text-align: center;">PROGRESS RECORD FOR THE WEBELOS DEN LEADER AWARD</p> <div style="text-align: center;">  </div> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Pack No. _____ District _____</p> <p>Council _____</p> <p style="text-align: center;">BOY SCOUTS OF AMERICA</p> <p style="text-align: right;">2008 Printing</p>

PROGRESS RECORD FOR THE CUBMASTER AWARD

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<p style="text-align: right;">Pack committee chairman or commissioner Date _____</p> <p style="text-align: center;">Approved by</p> <p> <input type="checkbox"/> Complete "The New Cubmaster" <input type="checkbox"/> Fast Start training <input type="checkbox"/> Complete Youth Protection Training. <input type="checkbox"/> Complete leader position-specific training for Cubmasters. <input type="checkbox"/> Complete This Is Scouting. <input type="checkbox"/> During each year of tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables. </p> <p style="text-align: center;">TRAINING</p>	<p style="text-align: right;">Pack committee chairman or commissioner Date _____</p> <p style="text-align: center;">Approved by</p> <p> From _____ To _____ From _____ To _____ </p> <p style="text-align: center;">Dates of Service</p> <p> Serve as a registered assistant Cubmaster for one year and a Cubmaster for one year, or two years as a registered Cubmaster. (Dates of service used to earn this award cannot be used to earn another key or award.) </p> <p style="text-align: center;">TENURE</p>
<p style="text-align: center;">PERFORMANCE</p> <p> <input type="checkbox"/> As a Cubmaster or assistant Cubmaster in a pack, earn the national Quality Unit Award or Centennial Quality Unit Award at least twice. <input type="checkbox"/> At least once, earn the National Summertime Pack Award. </p> <p style="text-align: center;">Approved by</p> <p> Pack committee chairman or commissioner Date _____ </p> <p style="text-align: center;">DISTRICT ACTION</p> <p> This progress record has been reviewed and the candidate has met the standards for the Cubmaster Award. The award is approved. </p> <p style="text-align: center;">Approved by</p> <p> For the district Date _____ </p>	<p style="text-align: center;">PROGRESS RECORD FOR THE CUBMASTER AWARD</p> <div style="text-align: center;">  </div> <p> Name _____ Address _____ City _____ Pack No. _____ District _____ Council _____ </p> <p style="text-align: center;">BOY SCOUTS OF AMERICA</p> <p style="text-align: right;">2008 Printing</p>

PROGRESS RECORD FOR THE CUB SCOUTER AWARD

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<p>PERFORMANCE</p> <p>Do five of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist in planning a pack program that results in advancement in rank by a minimum of 50 percent of pack members each year. <input type="checkbox"/> Serve as an adult leader related to a pack that earns the national Centennial Quality Unit Award. <input type="checkbox"/> Serve as leader of a blue and gold banquet, pinewood derby, space derby, raingutter regatta, field day, picnic, or other Cub Scout activity. <input type="checkbox"/> Give leadership to a promotional effort that results in at least 60 percent of pack members subscribing to <i>Boys' Life</i> magazine. <input type="checkbox"/> Develop or update a Tiger Cub or Cub Scout den activity book listing places to go, things to do, costs, distances, etc., locally for the five Tiger Cub areas, or at least 12 Cub Scout themes. <input type="checkbox"/> Give leadership to planning and conducting a pack service project. <p>Approved by _____ Date _____ Pack committee chairman, Cubmaster, commissioner, or other appropriate person</p>	<p>TENURE</p> <p>Complete 2 years as a registered adult leader in Cub Scouting in a pack. (Dates of service used to earn this award cannot be used to earn another key or award.)</p> <p>Dates of Service</p> <p>From _____ To _____ From _____ To _____</p> <p>Approved by _____ Date _____ Pack committee chairman, Cubmaster, commissioner, or other appropriate person</p> <p>TRAINING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Fast Start training for your position, if applicable. <input type="checkbox"/> Complete Youth Protection Training. <input type="checkbox"/> Complete leader position-specific training for Cub Scout position. <input type="checkbox"/> Complete This Is Scouting. <input type="checkbox"/> During each year of tenure for this award, participate in a Cub Scout leader pow wow or University of Scouting, or attend at least four roundtables.
<p>DISTRICT ACTION</p> <p>This progress record has been reviewed and the candidate has met the standards for the Cub Scouter Award. The award is approved.</p> <p>Approved by _____ Date _____ For the district</p>	<p>PROGRESS RECORD FOR THE CUB SCOUTER AWARD</p> <p></p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Pack No. _____ District _____</p> <p>Council _____</p> <p>BOY SCOUTS OF AMERICA</p> <p>2008 Printing</p>

PROGRESS RECORD FOR THE PACK TRAINER AWARD

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<p>PERFORMANCE</p> <p><input type="checkbox"/> Participate in a Cub Scout leader pow wow or university of Scouting (if your council conducts them) during each year of tenure for this award.</p> <p><input type="checkbox"/> Have Cub Scout roundtable staff certify your attendance for at least 30 percent of the roundtables during each year of tenure for this award.</p> <p><input type="checkbox"/> Attain 100 percent trained leadership within the pack for the committee chairman, Cubmaster, and all den leaders.</p> <p><input type="checkbox"/> Have a working plan in place for delivering Fast Start training to new leaders within 48 hours of their joining your pack.</p> <p><input type="checkbox"/> Have a working plan in place for helping leaders who have not taken basic training to attend New Leader Essentials and leader-specific training.</p> <p><input type="checkbox"/> Keep and update training records of all leaders in your pack.</p>	<p>TENURE</p> <p>Complete two years as a registered pack trainer.)</p> <p>Dates of Service</p> <p>From _____ To _____</p> <p>Approved by _____</p> <p>Pack committee chairman or Cubmaster _____ Date _____</p> <p>TRAINING</p> <p>Complete Fast Start training for the pack committee.</p> <p>Complete Youth Protection Training.</p> <p>Complete leader position-specific training for pack trainer and be familiar with and able to explain the key elements of leader-specific training for all volunteer positions in the pack.</p> <p>Complete This Is Scouting.</p> <p>Participate in a trainer development conference.</p> <p>Approved by _____</p> <p>Pack committee chairman or Cubmaster _____ Date _____</p>
<p>DISTRICT ACTION</p> <p>This progress record has been reviewed and the candidate has met the standards for the Pack Trainer Award. The award is approved.</p> <p>Approved by _____</p> <p>For the district _____ Date _____</p>	<p>PROGRESS RECORD FOR THE PACK TRAINER AWARD</p> <div style="text-align: center;">  </div> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Pack No. _____ District _____</p> <p>Council _____</p> <p>BOY SCOUTS OF AMERICA</p>



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SCOUTMASTER PROGRESS RECORD FOR THE SCOUTMASTER'S KEY

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Complete at least 3 years of registered tenure as a Scoutmaster within a 5-year period (can include the tenure used to earn the Scouter's Award).

<p>Tenure Complete at least 3 years of registered tenure as a Scoutmaster within a 5-year period (can include the tenure used to earn the Scouter's Award).</p> <p>Dates of Service: From _____ To _____</p> <p>From _____ To _____ From _____ To _____</p> <p>Approved by _____ Date _____</p> <p>_____ Troop Committee Chairman</p> <p>Performance • Earn the Boy Scout Troop National Centennial Quality Unit Award (2 times) during the three-year period.</p> <p>_____ Date</p> <p>Approved by _____ Date _____</p> <p>_____ Troop Committee Chairman</p>	<p style="text-align: center;">REQUIREMENTS FOR SCOUTMASTERS</p> <p>Conduct troop leader training (three times) Dates: (1) _____ (2) _____ (3) _____</p> <p>Approved _____ Date _____</p> <p>Participate in one supplemental training course either at a local council or national level. Approved _____ Date _____</p> <p>Participate as an adult in youth leader training by either serving on the staff or attending the Scoutmaster orientation session of the national youth leader training conference. Approved _____ Date _____</p>	<p style="text-align: center;">SCOUTMASTER PROGRESS RECORD</p> <div style="text-align: center;">  </div> <p style="text-align: center;">SCOUTMASTER'S KEY</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Troop No. _____ District _____</p> <p>Council _____</p> <p style="text-align: center;">BOY SCOUTS OF AMERICA</p> <p style="text-align: right;">2008 Printing</p>
<p style="text-align: center;">TRAINING COMMITTEE ACTION</p> <p>The leadership training committee has reviewed this application and accepts the certification as to the candidate's meeting the required standards. The Scoutmaster's Key is approved.</p> <p>_____ Date Chairman</p> <div style="text-align: center;">  </div>		
<p style="text-align: right;">Training (to be prepared by a trainer or troop committee chairman)</p> <p>Complete Boy Scout Leader Fast Start Training. Approved _____ Date _____</p> <p>Complete This Is Scouting. Approved _____ Date _____</p> <p>Complete Scoutmaster and Assistant Scoutmaster Specific Training. Approved _____ Date _____</p> <p>Complete Youth Protection Training. Approved _____ Date _____</p> <p>Complete Introduction to Outdoor Leader Skills. Approved _____ Date _____</p> <p>Earn the Boy Scout Leader's Training Award. Approved _____ Date _____</p>		

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Fold No. 1

<p style="text-align: center;">ROUNDTABLE ATTENDANCE</p> <p style="text-align: center;">Date/initials</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td style="width: 100px; height: 30px;"></td></tr> <tr><td style="text-align: center;">2</td><td style="height: 30px;"></td></tr> <tr><td style="text-align: center;">3</td><td style="height: 30px;"></td></tr> <tr><td style="text-align: center;">4</td><td style="height: 30px;"></td></tr> <tr><td style="text-align: center;">5</td><td style="height: 30px;"></td></tr> <tr><td style="text-align: center;">6</td><td style="height: 30px;"></td></tr> </table> <p style="text-align: center;">Roundtable commissioner approval</p> <p>Approved signature _____ Date _____</p>	1		2		3		4		5		6		<p style="text-align: center;">TRAINING</p> <p style="text-align: center;">Date/initials</p> <table style="margin: auto;"> <tr> <td style="text-align: right; padding-right: 10px;">Varsity Scout Leader Fast Start</td> <td style="width: 60px; height: 30px; border: 1px solid black;"></td> </tr> <tr> <td style="text-align: right; padding-right: 10px;">Varsity Scout Leader Specific Training Approved by training committee</td> <td style="width: 60px; height: 30px; border: 1px solid black;"></td> </tr> </table> <p>Approved signature _____ Date _____</p>	Varsity Scout Leader Fast Start		Varsity Scout Leader Specific Training Approved by training committee	
1																	
2																	
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4																	
5																	
6																	
Varsity Scout Leader Fast Start																	
Varsity Scout Leader Specific Training Approved by training committee																	
<p style="text-align: center;">TENURE</p> <p style="text-align: center;">Complete a minimum of six months as a registered Varsity Scout leader.</p> <p>Dates of service:</p> <p>From _____ to _____</p> <p style="text-align: center; margin-top: 20px;">COMMITTEE ACTION</p> <p>The committee responsible for leadership training accepts this applicant's certification and approves the awarding of his Varsity Scout letter.</p> <p>Approved signature _____ Date _____</p>	<div style="text-align: center;">  <p>VARSITY SCOUT LEADER LETTER SCORECARD</p> </div> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Position _____</p> <p>Team No. _____ District _____</p> <p style="text-align: center; margin-top: 10px;">BOY SCOUTS OF AMERICA</p> <p>No. 18-750 2007 Printing</p>																

Fold No. 2



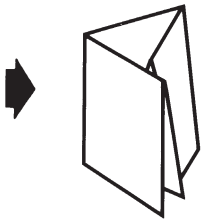
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ROUNDTABLE STAFF PROGRESS RECORD
FOR THE SCOUTER'S TRAINING AWARD

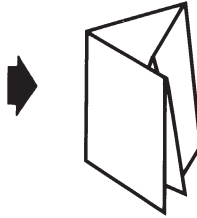
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Form containing sections: PERFORMANCE, TENURE, TRAINING, PERFORMANCE (cont.), COMMITTEE ACTION, and ROUNDTABLE STAFF PROGRESS RECORD FOR THE SCOUTER'S TRAINING AWARD. Includes checkboxes for staff types, a committee action statement, and a signature line for the chairman.

ROUNDTABLE COMMISSIONER PROGRESS RECORD FOR THE ARROWHEAD HONOR/COMMISSIONER KEY

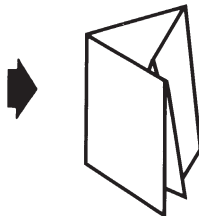
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<p>ARROWHEAD HONOR RECORD</p>  <p>1. Review all material in the current <i>Venturing Program Forum Guide</i>, current <i>Boy Scout Roundtable Planning Guide</i>, current <i>Cub Scout Roundtable Planning Guide</i>, or the current <i>Venturing Scout Roundtable Guide</i>.</p> <p>Approved _____ Date _____</p> <p>2. Review all material in the <i>Troop Program Features</i>, <i>Den & Pack Meeting Resource Guide</i>, <i>Varsity Scout Game Plan</i>, or <i>Venturing Leader Manual</i>.</p> <p>Approved _____ Date _____</p> <p>3. Recruit a roundtable staff.</p> <p>Approved _____ Date _____</p>	<p>PERFORMANCE</p> <p>Earn the Arrowhead Honor Award.</p> <p>Approved _____ Date _____</p> <p>Check One</p> <p><input type="checkbox"/> Cub Scout roundtable commissioner</p> <p><input type="checkbox"/> Boy Scout roundtable commissioner</p> <p><input type="checkbox"/> Varsity Scout roundtable commissioner</p> <p><input type="checkbox"/> Venturing program forum commissioner</p> <p>COMMITTEE ACTION</p> <p>The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.</p> <p>Chairman _____ Date _____</p>	<p>COMMISSIONER'S KEY RECORD</p>  <p>TRAINING</p> <p>Complete basic training for Cub Scout, Boy Scout, Venturing roundtable commissioners.</p> <p>Approved _____ Date _____</p> <p>Complete the 3-session training program outlined in Commissioner Basic Training Manual.</p> <p>Approved _____ Date _____</p> <p>Complete personal coaching assignments.</p> <p>Approved _____ Date _____</p> <p>TENURE</p> <p>Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.</p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p>From _____ To _____</p>
<p>Arrowhead Honor Record (cont.)</p> <p>4. Lead staff in preparing a 1-year roundtable outline.</p> <p>Approved _____ Date _____</p> <p>5. Supervise the staff in conducting these roundtables.</p> <p>Approved _____ Date _____</p> <p>6. With the district commissioner and district executive, develop and use an attendance promotion plan.</p> <p>Approved _____ Date _____</p> <p>7. Attend a council commissioner conference, roundtable, or planning conference.</p> <p>Approved _____ Date _____</p>	<p>When completed, clip Arrowhead Honor portion and send to council service center.</p> 	<p>ROUNDTABLE COMMISSIONER PROGRESS RECORD FOR THE</p>  <p>COMMISSIONER KEY/ ARROWHEAD HONOR AWARD</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Council _____</p> <p>District _____</p> <p>BOY SCOUTS OF AMERICA</p>

COUNCIL AND ASSISTANT COUNCIL COMMISSIONER (ADMINISTRATIVE) PROGRESS RECORD FOR THE COMMISSIONER KEY/ARROWHEAD HONOR AWARD

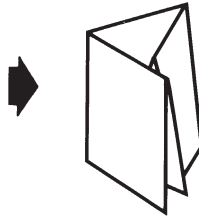
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<p style="text-align: right;">Approved _____ Date _____</p> <p>2. Develop a work plan for your position that covers the program year.</p> <p style="text-align: right;">Approved _____ Date _____</p> <p>1. Create a position description for the assistant council commissioner role and obtain approval of the council commissioner.</p> <p>_____ Name _____ Address _____ City _____ Council _____ District</p>	<p style="text-align: right;">Approved _____ Date _____</p> <p>Earn the Arrowhead Honor Award for your position.</p> <p style="text-align: center;">PERFORMANCE</p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p>Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.</p> <p style="text-align: center;">TENURE</p>	<p style="text-align: right;">Approved _____ Date _____</p> <p>Complete personal coaching orientation, including the orientation projects.</p> <p style="text-align: right;">Approved _____ Date _____</p> <p>Complete Commissioner Basic Training.</p> <p style="text-align: center;">TRAINING</p>
<p style="text-align: center;">ARROWHEAD HONOR RECORD</p>  <p>3. Implement the work plan with continuous evaluation throughout the program year.</p> <p>Approved _____ Date _____</p> <p>4. Chair or actively take part in six council commissioner staff meetings.</p> <p>_____ _____ _____ _____</p> <p>5. Report on work plan progress at council commissioner staff meetings.</p> <p>Approved _____ Date _____</p> <p>6. Give leadership to a council commissioner conference or other major event.</p> <p>Approved _____ Date _____</p> <p>7. In consultation with the council commissioner, select and carry out a major project in the council.</p> <p>Approved _____ Date _____</p>	<p style="text-align: center;">When completed, clip Arrowhead Honor portion and send to council service center.</p> <p>Check One</p> <p><input type="checkbox"/> Council commissioner</p> <p><input type="checkbox"/> Assistant council commissioner (administrative)</p>  <p style="text-align: center;">COMMITTEE ACTION</p> <p>The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.</p> <p>_____ Chairman _____ Date _____</p>	<p style="text-align: center;">COUNCIL AND ASSISTANT COUNCIL COMMISSIONER (ADMINISTRATIVE) PROGRESS RECORD FOR THE</p>  <p style="text-align: center;">COMMISSIONER KEY/ARROWHEAD HONOR AWARD</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Council _____</p> <p>District _____</p> <p style="text-align: center;">BOY SCOUTS OF AMERICA</p>

COUNCIL AND ASSISTANT COUNCIL COMMISSIONER (FIELD SERVICE) PROGRESS RECORD FOR THE COMMISSIONER KEY/ARROWHEAD HONOR AWARD

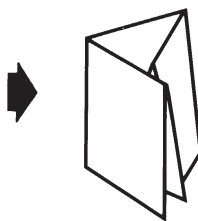
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<p>Approved _____ Date _____</p> <p>2. Achieve a ratio in the council of one unit commissioner for every three or a ratio approved by your staff adviser.</p> <p>Approved _____ Date _____</p> <p>1. Work with your Scout executive or staff adviser to evaluate all district commissioners in the council.</p> <p>_____ District _____ Council _____ City _____ Address _____ Name</p> <p>ARROWHEAD HONOR RECORD</p> 	<p>Approved _____ Date _____</p> <p>Earn the Arrowhead Honor Award for your position.</p> <p>PERFORMANCE</p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p>Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.</p> <p>TENURE</p>	<p>Approved _____ Date _____</p> <p>Complete personal coaching orientation, including the orientation projects.</p> <p>Approved _____ Date _____</p> <p>Complete Commissioner Basic Training.</p> <p>TRAINING</p>
<p>Arrowhead Honor (cont.)</p> <p>3. Develop and put into action a suitable recruiting plan throughout the council.</p> <p>Approved _____ Date _____</p> <p>4. Chair or actively take part in six council commissioner staff meetings.</p> <p>_____ _____ _____ _____</p> <p>5. Have an active, effective district commissioner in every district of the council.</p> <p>Approved _____ Date _____</p> <p>6. Give leadership to a council commissioner conference or other major event.</p> <p>Approved _____ Date _____</p> <p>7. In consultation with the Scout executive/staff adviser, select and carry out a major project in the council.</p> <p>Approved _____ Date _____</p>	<p>Check One</p> <p><input type="checkbox"/> Council commissioner</p> <p><input type="checkbox"/> Assistant council commissioner (field service)</p>  <p>COMMITTEE ACTION</p> <p>The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.</p> <p>Chairman _____ Date _____</p>	<p>COUNCIL AND ASSISTANT COUNCIL COMMISSIONER (FIELD SERVICE) PROGRESS RECORD FOR THE</p>  <p>COMMISSIONER KEY/ARROWHEAD HONOR AWARD</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Council _____</p> <p>District _____</p> <p>BOY SCOUTS OF AMERICA</p> <p>2008 Printing</p>

DISTRICT AND ASSISTANT DISTRICT COMMISSIONER PROGRESS RECORD FOR THE COMMISSIONER KEY/ARROWHEAD HONOR AWARD

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<p>Approved _____ Date _____</p> <p>2. Achieve a ratio of one unit commissioner for every three units in the district or service area.</p> <p>Approved _____ Date _____</p> <p>1. Work with your district executive to evaluate all commissioners you supervise.</p> <p>Name _____ Address _____ City _____ Council _____ District _____</p> <p>ARROWHEAD HONOR RECORD</p> 	<p>Approved _____ Date _____</p> <p>Earn the Arrowhead Honor Award.</p> <p>PERFORMANCE</p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p>From _____ To _____</p> <p>Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.</p> <p>TENURE</p>	<p>Approved _____ Date _____</p> <p>Complete Commissioner Basic Training.</p> <p>TRAINING</p>
<p>Arrowhead Honor (cont.)</p> <p>3. Develop and put into action a suitable recruiting plan.</p> <p>Approved _____ Date _____</p> <p>4. Chair or take part actively in six district commissioner staff meetings.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>5. Attend six district committee meetings (not required for assistants).</p> <p>Approved _____ Date _____</p> <p>6. Attend a council commissioner conference or planning conference with a majority of your staff.</p> <p>Approved _____ Date _____</p> <p>7. Provide personal coaching for the commissioners you supervise.</p> <p>Approved _____ Date _____</p> <p>8. Develop and implement a plan to track and hold your unit commissioners accountable for monthly unit visits.</p> <p>Approved _____ Date _____</p>	<p>Check One</p> <p><input type="checkbox"/> District commissioner</p> <p><input type="checkbox"/> Assistant district commissioner</p>  <p>COMMITTEE ACTION</p> <p>The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.</p> <p>Chairman _____ Date _____</p>	<p>DISTRICT AND ASSISTANT DISTRICT COMMISSIONER PROGRESS RECORD FOR THE</p>  <p>COMMISSIONER KEY/ ARROWHEAD HONOR AWARD</p> <p>Name _____</p> <p>Address _____</p> <p>City _____</p> <p>Council _____</p> <p>District _____</p> <p>BOY SCOUTS OF AMERICA</p>

When completed, clip Arrowhead Honor portion and send to council service center.

UNIT COMMISSIONER PROGRESS RECORD FOR THE COMMISSIONER KEY/ ARROWHEAD HONOR AWARD

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<p>ARROWHEAD HONOR RECORD</p>  <p>Name _____ Address _____ City _____ Council _____ District _____</p> <p>Complete basic training and the following projects:</p> <p>1. Visit each assigned unit eight or more times throughout the year. Approved _____ Date _____</p> <p>2. Fill in and follow up on Unit Commissioner Work Sheets or self-assessment forms for each assigned unit. Approved _____ Date _____</p> <p>3. Conduct membership and leadership inventories in each assigned unit. Approved _____ Date _____</p>	<p>TENURE</p> <p>Complete 3 years as a registered commissioner within a 5-year period. Tenure for one award cannot be used for other training awards.</p> <p>Approved _____ Date _____</p> <p>PERFORMANCE</p> <p>Earn the Arrowhead Honor Award.</p> <p>Approved _____ Date _____</p> <p>COMMITTEE ACTION</p> <p>The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.</p> <p>Chairman _____ Date _____</p>	<p>TRAINING</p> <p>Complete the three-session training program outlined in <i>Commissioner Basic Training Manual</i>.</p> <p>Date and initial _____</p> <p>"Why Commissioners?" First visitation _____ Units: The Commissioner's Greatest Priority" _____ Second visitation _____ Third visitation _____ "How to Help a Unit" _____</p> <p>Complete personal coaching orientation including orientation projects.</p> <p>Approved _____ Date _____</p>
<p>Arrowhead Honor (cont.)</p> <p>4. Attend six district commissioner staff meetings and provide the training topic for one meeting.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>5. Participate in a charter renewal meeting that results in on-time unit reregistration.</p> <p>Approved _____ Date _____</p> <p>6. Participate in a charter presentation.</p> <p>Approved _____ Date _____</p> <p>7. Attend a council commissioner conference or planning conference, or actively participate in a major council event.</p> <p>Approved _____ Date _____</p>	<p>8. Help a unit resolve a specific problem or improve some aspect of their unit operations.</p> <p>Approved _____ Date _____</p>  <p>When completed, clip Arrowhead Honor portion and send to council service center.</p>	<p>UNIT COMMISSIONER PROGRESS RECORD FOR THE</p>  <p>COMMISSIONER KEY/ ARROWHEAD HONOR AWARD</p> <p>Name _____ Address _____ City _____ Council _____ District _____</p> <p>BOY SCOUTS OF AMERICA</p>

PROGRESS RECORD FOR THE DISTRICT COMMITTEE KEY

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Fold No. 1

Chairman _____
Date _____

The leadership training committee has reviewed this application and accepts the certifications as to the candidate's meeting the required standards. The award is approved.

COMMITTEE ACTION



PERFORMANCE

- Your district must earn the Centennial Quality District Award at least once within a 3-year period.

Approved _____ Date _____

- Take part actively in six district committee meetings.

Approved _____ Date _____

- 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 event, completing an FOS assignment, etc.).

Approved _____ Date _____

Approved _____ Date _____

From _____ To _____

From _____ To _____

From _____ To _____

Dates of Service

Complete three years as a district committee member within a 5-year period. Tenure for one award cannot be used for other training awards.



TENURE

Approved _____ Date _____

Complete the District Committee Training Workshop.



Approved _____ Date _____

Review *The District* manual. Discuss the role of the district and your position with your committee chairman or district executive.



TRAINING

DISTRICT COMMITTEE MEMBER PROGRESS RECORD



DISTRICT COMMITTEE KEY

Name _____

Address _____

City _____

District _____

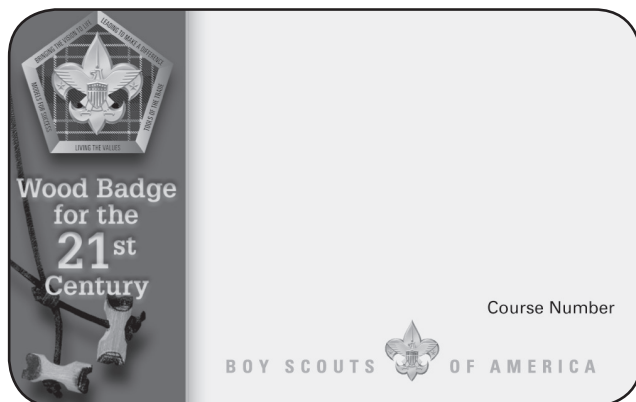
Council _____

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Fold No. 2

Wood Badge Pocket Card



No. 18-605A

A plastic Wood Badge pocket card is available on an optional basis for those who have completed their Wood Badge ticket and received their certificate and beads.

Complete the order form below, giving your full name, address, council name, and course number and date you received your beads. Cards are \$10 each. Checks should be made payable to the Boy Scouts of America. Mail the form with payment to the Volunteer Development Team, S209, National Office, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079.

To: Wood Badge Training, Volunteer Development Team, S209
National Office
Boy Scouts of America
1325 West Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015-2079

Account No.
62005-4020

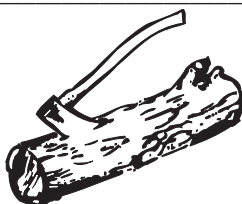
Wood Badge Course No. _____ Date Beads Received _____

Please send me _____ Wood Badge pocket cards at \$10 each.

Check in the amount of \$ _____ is enclosed. (Make payable to the Boy Scouts of America.)

Print Name _____ Telephone _____

Address _____ Council _____



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Reaching the Untrained Leader

“A Matter of Attitude”

Background. Recently, 59.7 percent of top unit leaders in the Boy Scouts of America were reported to be trained. That is good, you say? Yes, that is good for Cub Scouts, Boy Scouts, and Venturers in 59.7 percent of the units, but what about the members in the other 40.3 percent? What kind of program are they likely to be having?

The same type of question was under discussion with several advisory members of the council training committee in one of the larger councils in America a few years ago. Their “percentage trained” was even a better figure, reaching about 70 percent.

After much discussion, the chairman finally stated, “Why not 100 percent? Why must we always look upon 70 percent as a goal to be reached? In my book, this number is failure.”

More discussion on what relationship training would have to the total program of the district followed. Would it raise the quality of unit program? Would it increase general community interest? Would it raise roundtable attendance? Would it enhance the enthusiasm of the district?

The brand new idea was presented to the entire training committee at its next monthly meeting and some most interesting, and rather discouraging, remarks were soon spoken:

“It would seem impossible to get 100 percent—at least now!”

“Seems to me an unattainable goal.”

“It would be difficult!”

“The biggest trouble is the constant turnover!”

“You cannot force people to take training!”

“It is probably worth fighting for, but the membership committee might be a big handicap.”

“The idea is great, but who could develop a program that would accomplish this objective?”

Discouraging? Yes, but not entirely!

A Matter of Attitude

“IT CAN BE DONE,” said one district training chairman. With this statement he accepted a new challenge. The council training committee immediately designated his district as a pilot operation for this training project.

The district committee also approved, and with this backing, it soon became a managed activity—having a purpose, action, standards, and a plan.

The Purpose. To help provide the Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers in the district with the best experience possible in Scouting.

The district training committee accepted the challenge and developed the action, standards, and a plan.

The Action. Increase the number of training experiences through regular training courses, and where needed, provide special and personal coaching sessions.

The Standards. Never sacrifice the high quality of the district training program to increase the percentage of trained unit leaders. Take no shortcuts. Use the training materials provided by the national office.

The Plan. To work out every detail carefully to have a trained leader at the head of each unit by the end of the year.

- 1. Survey.** A complete survey of all unit leadership was made to find out the training status in all units. All training records were brought up to date. This was done both through a district bulletin and telephone follow-up by members of the district training committee.
- 2. Recruiting Trainers.** A selection process was implemented to recruit the additional instructors needed to carry on a project of this size.
- 3. Trainer Development Conference.** Several training sessions were held for the instructors to make sure all were telling the story correctly. Help and guidance were given on how to instruct; manners and dress were also covered. A properly worn uniform was mandatory.
- 4. Advertising/Promotion.** Advertising of the training course, dates, times, and place, along with the course titles, became a standard procedure with every bulletin, newspaper, and radio station in the district. Special

fliers were developed and handed out at district meetings, roundtables, and other events. A follow-up mailing was begun. All who had missed a session or two in previous courses were notified.

- 5. Letters.** A personal letter went to each new person or unit leader who had no training. He was advised of the value of training and the responsibility he had in making himself available for training.
- 6. Chartered Organization Involvement.** Each head of a chartered organization was alerted as to the current status of their unit leader's training and they were urged to follow up with the unit leaders to see that they completed training.
- 7. Commissioner Involvement.** The commissioner's staff kept the district leadership training committee alerted on changes of unit leaders. As changes occurred, the training committee started the promotion immediately.
- 8. Charts.** A "Chart That Talks" was used at each meeting of the district. It listed each unit number, the unit leader's name, and his current status.
- 9. Roundtables.** At every roundtable, the training committee secured time to whip up enthusiasm and promote a feeling of pride in trying to do something for the first time—reaching 100 percent of the unit leaders with training.
- 10. "Hitchhike Promotion."** A rubber stamp was made, and every piece of district mail that left the council service center had "100% Trained" stamped in red on the envelope.
- 11. Emphasis—Continuity—Follow-up.** The project became an item on every district agenda to check details, progress, and what effect it was having. National material for course content, visual aids, and other equipment was as prescribed in the manuals for the course. "Stick to the book" became the byword of every instructor.

The Results. By now you are wondering what results were achieved. The picture cannot possibly reveal all of the gains that were made in the district. The percentage of trained leaders leaped from a plateau of between 60 and 70 percent to almost 100 percent—98.6 percent to be exact. This was achieved in a district that has more units than many councils.

Related to the progress made in the training of unit leaders were many other benefits to the district:

- 1.** Information was reaching the unit level at a faster pace and with a greater degree of clarity.
Unit leaders understood the purpose of Scouting, having set their goals, and boys were receiving a rich and full Scouting experience.
- 2.** A broader understanding was reached on the part of unit and district personnel as to the purpose and procedures of Scouting.
- 3.** Chartered organizations became more aware of the reasons for Scouting and what it was all about. They developed a broader program of unit recognition by organization heads.
- 4.** District committee meetings went from an average attendance of 15 to an average attendance of 150 people.
- 5.** Roundtable attendance grew 10 times! From a hopeful attendance of 25 to 30 dedicated few to an interested 250 people giving broader unit representation.
- 6.** Participation increased in district and council activities where the largest number of people from the district became a matter of district pride.
- 7.** The recipients of Scouter's Awards and Keys almost tripled. Scouters stayed in the program and finished their total training.
- 8.** A marked difference was shown in the unity and morale of the district committee. Members were working together for a common cause.

This is a true story! It happened because a group of Scouters in Detroit said it could happen. It could happen to you, in your district, starting right now.

Pack Trainer (Mentor) Position Description

Position Summary

Under the direction of the pack committee chairman, the pack trainer helps leaders and parents understand purposes, policies, and procedures of the Cub Scouting program. The pack trainer conducts, or facilitates, the training of leaders and parents in the pack. The pack trainer promotes training to help leaders learn to plan and conduct pack and den meetings and activities. The pack trainer orients parents and leaders and guides pack leaders in carrying out their specific position responsibilities. The pack trainer's main objective is to have 100 percent of the pack leadership trained in their position responsibilities.

Position Qualifications

The pack trainer must:

- Meet BSA membership requirements and be at least 21 years of age
- Be registered with the Boy Scouts of America as a pack trainer

It is recommended that the pack trainer have at least one year of experience in a leadership position in Cub Scouting. Pack trainers should participate in a Trainer Development Conference.

For new packs and those lacking experienced leaders, an experienced leader may be appointed as pack trainer until the new leaders gain experience.

Responsibilities

The pack trainer is responsible for:

- Remaining current with training material and program updates
- Conducting orientation of new families within one week of joining the pack
- Providing Fast Start Training to new leaders. (Fast Start Training can be used as a recruiting tool. The pack trainer should contact the new leader within two or three days to review the information and answer questions. Fast Start Training can be completed by viewing the Fast Start video or DVD or by completing the training on your council's Web site.)

- Encouraging both leaders and parents to complete online Youth Protection training
- Conducting monthly Unit Leadership Enhancements
- Encouraging pack leaders to attend:
 - a. Cub Scout Leader Basic Training, which includes Cub Scout Leader Position-Specific Training and This Is Scouting Training (as soon as possible after they are recruited)
 - b. Roundtables
 - c. Pow Wow (if conducted in your council)
 - d. Basic Adult Leader Outdoor Orientation (BALOO)
 - e. Outdoor Leader Skills for Webelos Leaders
 - f. Wood Badge
- Encouraging den chiefs to complete Den Chief Fast Start training (online) and attend Den Chief Training
- Update and maintain pack training records
- Serve as a resource at the pack's annual program planning conference

The Trainer's Creed

I dedicate myself to influencing the lives of youth through the training of Scouting leaders.

I promise to support and use the recommended literature, materials, and procedures as I carry out my training responsibilities.

I promise to "Be Prepared" for all sessions to assure an exciting and worthwhile training experience.

I will help leaders understand their importance to Scouting and will take a personal interest in their success.

*In carrying out these responsibilities,
I promise to "Do My Best."*

Boy Scouts of America



**CHALLENGE YOUR DISTRICT/
COUNCIL LEADERSHIP TO
ATTAIN 100 PERCENT TRAINED
LEADERS.**



**ESTABLISH A CONVICTION
THAT AN UNTRAINED
LEADER MEETING WITH
YOUTH IS UNACCEPTABLE.**

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