



BOY SCOUTS OF AMERICA

SOUTHERN REGION
50 Chastain Center Blvd.
P.O. Box 440728
Kennesaw, Georgia 30144
770-421-1601

April 18, 2008

To: Southern Region Scout Executives

From: John Jenkins, Regional Wood Badge Chairman
Larry Mahoney, Associate Regional Director/Program

Subject: 2009 Wood Badge Courses and Course Directors

All Wood Badge courses must be conducted in accordance with the 21st Century Wood Badge program. Enclosed is a brief summary of the guidelines that will affect your request to conduct courses and your consideration of Scouters nominated to serve as course directors. **All course directors and backups for courses must have at least two staff experiences in the Wood Badge for the 21st Century course – one as a troop guide and one other required staff position or in an adult NYLT staff position.**

Requests to conduct a 2009 Wood Badge course and nominations for course director and back-up course director require approval of both the volunteer area coordinator and the area director. These requests are to be sent to the Southern Region Service Center no later than **June 30, 2008**. Courses and nominations for courses in January through April 2010 should also be submitted at this time. **Please submit request on the forms enclosed instead of the forms in the administration guide.** If a request comes in on the incorrect form the form will be returned resulting in a delay in processing. If you have already submitted a request for a 2009 Wood Badge Course on the form out of the administration guide please resubmit on the enclosed form. All Final Ticket Reports, which are due 18 months after the conclusion of the course, must be submitted to the Southern Region Service Center before new courses for a council will be approved.

Nominated course directors and back-up course directors are required to attend a regional course directors' development conference. The Southern Region will host two conferences in 2008. They will be held on October 17 and 18, 2008, at the Circle Ten Council, in Dallas, Texas and October 31 and November 1, 2008, at the Atlanta Area Council Service Center, in Atlanta, Georgia. Councils may also elect to have the professional advisor and the council training chairman or Wood Badge coordinator attend the conference, but only if they have not attended a 21st Century Course Directors' Conference in the past. Conference materials, information and registration information will be mailed directly to the persons listed on the enclosed forms in late August.

Special consideration should be given to the selection of course director to be nominated. The nominee not only must be capable of giving direction to this important training activity, but must also be capable and willing to pledge to accept the **content and spirit of the syllabus** and implement the material as closely to the official material as possible. It is very important that this course be presented as designed and not be degraded by a mix of old Wood Badge habits and material.

Any questions may be directed to Larry Mahoney at the Southern Region Service Center. (770-421-1601)

Enclosures: Summary of Wood Badge Course Guidelines
Request for Authorization to Conduct a Wood Badge Course
Invitations to attend the 2008 Wood Badge Course Directors' Development Conferences.

Cc: Regional Area Directors
Regional Wood Badge Committee

Summary of Guidelines for Wood Badge Courses

Course Length

- Weeklong (Six consecutive days)
- Weekend (Two weekends of three full days each). At least two weekends between the two course sessions)

Staff Development

- Start a maximum of 90 days prior to course
- Formal staff development shall consist of three days of meetings. (One meeting may be overnight)

Course Director and Back-up Course Director

- Requirements for selection as course director shall consist of at least two staff experiences in the Wood Badge for the 21st Century course – one as a troop guide and one other **required** staff position or one as a troop guide and one in an adult NYLT staff position.
- Must be a registered member of the Boy Scouts of America and a strong council supporter.
- Must be enthusiastic, open-minded, flexible, people-oriented and committed to implementing a Wood Badge for the 21st Century course in a positive manner.
- Must be a role model who is well respected by volunteers and professionals and must know and exemplify the Cub Scout Promise, Law of the Pack, Scout Oath, Scout Law, Varsity Scout Pledge, and Venturing Code.
- Must have extensive experience in several Scouting programs as either a volunteer Scouter or a BSA professional.
- Must be able to demonstrate a practical understanding of the role of the unit leader in effective unit operation. Must be capable of employing and teaching the leadership and team effectiveness concepts found in the Wood Badge for the 21st Century curriculum.
- Must sign the Course Director's Pledge
- Must actively recruit participants for the course and insist that staff does the same.
- A backup course director with the same qualifications should be selected. This individual should serve as one of the assistant Scoutmasters of the course.
- Must attend one of the Regional Wood Badge Course Directors' Conferences.
- An individual may serve as a course director only once, except in special circumstances, and then only with the approval of the area and region.

Staff

- By design the staff of a Wood Badge course is diverse.
- A mix of Cub Scout, Boy Scout, Venturing and District/Council Scouters is desired
- To the greatest extent possible, the staff should also represent the cultural diversity of the communities of the participants.
- The recommended ratio of participants to staff is 2.5 to 1.

Participation

- Wood Badge is open to all Scouters; Cub Scout, Boy Scout, Varsity, Venturing and District/Council Scouters
- Prerequisites for attending are program specific and in accordance with the new Training Continuum.
- Scouters who have attended Wood Badge courses prior to 21st Century are eligible to attend.
- Each course must have at least 30 paid participants registered by 30 days prior to the beginning of the course.

Final Course Director & Back-up Course Director Approval

- Following the Course Directors' Development Conference, by the Area Coordinator

Facilities

- Councils should determine in advance if the first half of the course(s) will be conducted in a camp environment or in a conference facility. Also, consideration should be given to the method of meal preparation for the first half of the course.

Reports

- Course Directors are required to submit a Course Director's Closeout Report within 30 days of the close of a course, and a Final Ticket Report 18 months after the close of the course. These reports should be filed with the Southern Region with a copy to the Area Wood Badge Coordinator.
- New course for a council will only be approved if all outstanding Final Ticket Reports have been submitted to the Southern Region.

Invitation to attend the 2008 Wood Badge Course Directors' Development Conference

**Invitation to Attend the
2008 Wood Badge Course Directors' Development Conference**

The Southern Region will host two conferences in 2008. They will be October 17 and 18, 2008, at the Circle Ten Council, in Dallas, Texas and October 31 and November 1, 2008, at the Atlanta Area Council, in Atlanta, Georgia.

Conference materials, information and registration information will be mailed directly to the persons listed on the attached sheet.

Lodging will be in local hotel/motels near the two council service centers and will be the responsibility of the individuals. To minimize your cost we encourage you to share rooms with others from your council who are attending the conference. There are many hotels located in the immediate vicinity of the service centers. A list of hotels will be provided in the conference packets. The following meals will be provided as part of the registration fee: Friday dinner, Saturday breakfast (continental) and Saturday lunch.

Based on 2007 CDC attendance, it is anticipated that space and facilities for 2008 will be limited. Therefore, it is requested that attendance be limited to the following:

- Course Director and Back-up Course Director for each course
(Attendance required for both)
- Council Training Chairman or Council Wood Badge Coordinator
(Only if they have not attended a previous 21st Century Course Directors' Development Conference in the past)
- Wood Badge Professional Advisor
(Only if they have not attended a previous 21st Century Course Directors' Development Conference in the past)

Councils not represented will be sent a copy of the conference materials on CD.

Invitation to attend the 2008 Wood Badge Course Directors' Development Conference

Exceptions to these attendees must secure prior approval from the region.

The attached sheet should be submitted to the Southern Region Service Center along with the council's *Request for Authorization to Conduct a Wood Badge Course* no later than June 30, 2008.

It is requested that the following people be sent registration information and materials for attending the 2008 Southern Region's Wood Badge Course Directors' Development Conference:

They will represent the (Name of council) _____ Signed _____
Council Executive

Name	Address	Phone	Email
Course Director – Course Date _____		H	
		B	
		Fax	
Back-up Course Director		H	
		B	
		Fax	
Course Director – Course Date _____		H	
		B	
		Fax	
Back-up Course Director		H	
		B	
		Fax	
Course Director – Course Date _____		H	
		B	
		Fax	
Back-up Course Director		H	
		B	
		Fax	
Council Training Chair or WB Coordinator only if they have not attended a previous 21st Century Course Directors Development Conference		H	
		B	
		Fax	
Professional Advisor only if they have not attended a previous 21st Century Course Directors Development Conference		H	
		B	
		Fax	

Request for Authorization to Conduct a Wood Badge Course in the Southern Region

From: _____ Council, No. _____ Area _____

Headquarters city _____

To: Regional Director, Southern Region, BSA, (via Program Area Director)

Type of Course: Cluster (or) Local Council Weeklong (or) Two-weekend

In accordance with the Southern Region Wood Badge Training procedures, authorization is requested to conduct a Wood Badge course as indicated above.

Course location: _____

Dates: Weeklong _____ (or) Weekend # one _____ & Weekend # two _____

Equipment and facilities will meet the high standards/expectations of Wood Badge. We will use the 21st century syllabus. The following names are submitted as candidates for Course Director and back-up Course Director. Those listed below, will receive invitations to the required regional Course Directors Conference.

Note: Under WB Staff Experience - Indicate Type: Boy Scout Leader (BSLWB) –Cub Scout Trainer (CSTWB) –21st Century (21st)

Course Director

Back-up Course Director

Name _____

Name _____

Address _____

Address _____

City _____ St _____ Zip _____

City _____ St _____ Zip _____

Home Phone _____

Home Phone _____

E-mail _____

E-mail _____

Current scouting position _____

Current scouting position _____

21st Century WB Staff Experiences (most recent first)

Course No.	Assignment	Type	Year	Location

21st Century WB Staff Experience (most recent first)

Course No.	Assignment	Type	Year	Location

Other WB/NYLT Staff Experiences

Other WB/NYLT Staff Experiences

Training

Course	Assignment	Year
Basic Leader Training		
Trainer Development Conference		
Other		
Other		

Training

Course	Assignment	Year
Basic Leader Training		
Trainer Development Conference		
Other		
Other		

(Over)

If cluster course: The following councils have been contacted and have agreed to provide participants and staff members.

Council _____ No. _____ Council _____ No. _____

Council _____ No. _____ Council _____ No. _____

Host council approval: (signed) _____ Date _____
Host Council Training Chairman

(signed) _____ Date _____
Host Council Scout Executive

Area approval (program): We have reviewed this request and recommend the course ___ be approved (or ___ not be approved. (If not approved, the area director should contact the host council requesting corrections, status or leadership changes).

(Signed) _____ Date _____
(Area Wood Badge Coordinator)

(Signed) _____ Date _____
(Area Director – Program)

ACTIONS BY REGION SERVICE CENTER

This course ___ is (or) ___ is not* approved. (If approved, supplies and materials to conduct this course may now be ordered).

(Signed) _____ Date _____
Associate Regional Director/Program

(Signed) _____ Date _____
Regional Director

Region-assigned Course Number _____

Maintain a copy for your record and then
Submit original request to:

Host Council Area Director

The Area Director will route the original to:
Volunteer Area Wood Badge Coordinator
Regional Service Center
Host Council Professional Advisor

*See attached letter of explanation