



# Wood Badge Course Director Application

W. D. Boyce Council BSA

## Part 1 — Application Information

### Personal Information

First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone(s) Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

### Scouting Registration

BSA Registration ID: \_\_\_\_\_ Primary Scouting Position: \_\_\_\_\_

Unit Type: Pack Troop Crew Other: \_\_\_\_\_ Unit No.: \_\_\_\_\_

District: \_\_\_\_\_ Council: \_\_\_\_\_

### Wood Badge Service

Please list each experience you have had as a Wood Badge staff member, including course number and course director.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### NYLT Service

Please list each experience you have had as an NYLT staff member, including date and course director.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Part 2 — Values / Vision / Mission

On a separate sheet of paper, please write a personal statement of not more than 1000 words that addresses the following.

- Why you want to be a Wood Badge Course Director
- What would make you a good Wood Badge Course Director
- What would you struggle with as a leader in general
- The success of a Wood Badge course rests on the shoulders of the course director, and achieving that success takes a lot of time and energy. How would you open up time in your life to make room for such a large responsibility?

## Part 3 — Recommendations

Obtain two letters of recommendation. Encourage the letter writers to each provide information that gives insight into your personal character, servant leadership abilities, people skills, and organizational abilities.

## Part 4 — Submission

Please sign below stating that you have read and understand the qualifications and responsibilities of being a Wood Badge Course Director.

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

Date: \_\_\_\_\_

Submit this application, with the required documentation outlined in Parts 2 & 3, to the address below. An interview may be requested after your application is submitted.

W. D. Boyce Council  
ATTN: Wood Badge Course Advisor  
614 NE Madison Avenue  
Peoria, IL 61603

## Qualifications: Course Director

To serve as a Wood Badge course director, a Scouter must have the following qualifications.

- Must be a registered member of the Boy Scouts of America and a strong supporter of the local council.
- Must be enthusiastic, open-minded, flexible, people-oriented, and committed to implementing a Wood Badge 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 completed a Wood Badge course and received the Wood Badge beads.\*
- Must have extensive experience in several Scouting programs as either a volunteer Scouter or a BSA professional.
- Must have served on the staff of a Wood Badge course as a troop guide as well as in at least one additional required Wood Badge staff position or in an adult NYLT staff position. (See "Staff Positions.")
- Must complete the Annual BSA Health and Medical Record (found at [www.scouting.org](http://www.scouting.org)).
- Must be able to demonstrate the ability to train, to counsel, and to perform the specific skills, duties, and responsibilities of an assigned position.
- Must be approved by local council Scout executive, along with the council training chair and Wood Badge Advisory Committee, for a specific Wood Badge course.
- In the case of a cluster course, must be approved by the host council Scout executive.
- Must be approved by the area director and area Wood Badge coordinator, or the area training chair.
- Must attend an Area or Regional Wood Badge Course Directors Conference within 18 months before the start of their course.
- Finally, must sign and agree to strictly follow the Course Director's Pledge. (A copy can be found in the appendix of the Wood Badge Administrative Manual.)

*\*Note: Individuals who attended Wood Badge in the past (including prior course directors), and who subsequently attend Wood Badge and complete their Wood Badge ticket may eventually serve as Wood Badge course directors when they meet all of the qualifications above.*

## Position Description: Course Director

1. Serves during the Wood Badge course as Scoutmaster of Gilwell Troop 1. The course director needs to have a complete understanding of the role of the Scoutmaster as presented in the Scoutmaster Handbook, No. 33009, though this does not mean that the course director needs to have previous involvement in the Boy Scout program.
2. Upon staff members' approval by the Scout executive and council leadership training committee, makes staff assignments that take into consideration the leadership skills and developmental potential of each staff member.
3. Ensures that the curriculum for Wood Badge is followed *without additions or deletions to either content or activities*. (Local logistical needs may require minor schedule changes.)
4. Understands that the way in which a course is conducted is a direct reflection of the course director's knowledge, skills, and attitude toward Scouting and its purpose.
5. Holds each staff member accountable for adhering to the highest standards of Scouting as staff members embrace the values and mission of the Boy Scouts of America and bring them to life for Wood Badge course participants.
6. Takes all necessary steps to meet the course objectives. The course director has the authority to dismiss any staff member when that action is in the best interest of Scouting, the Wood Badge course, or that member. Dismissals should only be exercised after consultation with the staff advisor or council Scout executive.
7. Accepts a threefold mission for growth and development:
  - a. To develop oneself through mastering the course content, leadership styles, and team development, and to understand how they interrelate
  - b. To train staff members and establish opportunities for growth
  - c. To train participants according to the course curriculum
8. Recognizes that a four-stage process of team development is a foundation piece of the Wood Badge staff guide, and encourages patrols to progress through those stages. The course director ensures that staff members also encourage this progression and match their own leadership styles to particular team-development phases of each patrol.
9. Monitors course presentations and stands ready to redirect sessions that drift from the staff guide (syllabus). The course director should be prepared for the rare occasion when it is necessary to assign an alternate facilitator or step in and conduct any one of the course sessions.
10. Provides appropriate counsel to staff and participants.

11. On questions of policy and procedure not spelled out in this guide or other Wood Badge or Scouting literature, makes a decision in consultation with the professional advisor, the council Scout executive, the council Wood Badge coordinator, or the area training chair or Wood Badge coordinator.
12. Conducts staff meetings, evaluates the progress of each day of a course, coordinates interrelationships of leadership principles, and makes staff assignments.
13. Conducts a conference midway through a Wood Badge course with each staff member to assess performance, offer assurance, and search out ways to improve performance.
14. Serves as a viable role model by sharing leadership responsibilities and resources and by employing the leadership and team-building philosophies being presented by session facilitators.
15. Ensures that participants have fun and that the program is infused with the joy and fellowship of Scouting.
16. Employs the guidelines in *Guide to Safe Scouting*, No. 34416, and the *Guide to Awards and Insignia*, No. 33066, and ensures that all information disseminated during the course is consistent with official BSA material.
17. Is responsible to the host council for administering all parts of the course, including the budget, expenditures, adhering to council policies and procedures, and submitting a closeout report on the course within 30 days of completion. (Failure to do so may result in the national office rejecting future applications from the host council to conduct a Wood Badge course.)
18. Determines the size of the staff, reducing the number of staff members if course enrollment drops below the original estimates upon which staff needs were based.
19. Cancels the course and notifies all potential staff and participants if, 30 days before the course, registration has not reached the minimum of 30 paid participants (or a lesser number, if approved by the area director and area training chair or area Wood Badge coordinator). If the course is canceled, the participants' fees will be returned.
20. Monitors the progress of all participants with respect to completion of their Wood Badge tickets and submits a final ticket report to the region within 19 months.