

Course Director's Closeout Report

(To be filed with _____ area training chairman and national office within 30 days of close of course.)

To: Scouting U

Date _____

Wood Badge course No. _____

Location _____

Region _____

Host council name _____ Host council No. _____

Course dates _____

Number of course participants: (volunteer) _____ (professional) _____

Number of staff members: (volunteer) _____ (professional) _____

_____ participants were *not* certified. (List their names and circumstances on a separate sheet.)

The following staff members were presented with assistant course director beads: _____

Comments: _____

(Signature) Host Council Scout Executive _____

(Signature) Course Director _____

Address of course director _____

Attachments (copies to area and national office):

- Course staff roster
- Course participant roster
- Future staff recommendations, including information on current staff and promising participants
- Participants by Scouting Position form
- Names and circumstances of uncertified participants, if any
- Comments and recommendations

Note: If the course was operated below the minimum number of participants, circumstances should be explained on a separate page, including the name and title of the individual who authorized the course.