



WOOD BADGE

Schedule of Course Reports and Transmittals

Pre-course

Schedule	Your Date	Subject	BSA National Council Scouting U	National Wood Badge Coordinator	Territory Training Coordinator (TTC)	Participating Council(s)	Staff Advisor
June 30, year prior to course		Request for authorization to hold a course. Use the latest national version. This form will authorize the media usage and fee.	Via TTC	Via TTC	To	Copy	Copy
-240 days		Course budget and camp use permits			Copy	To	Copy
-210 days		Staff roster for area review (not approval)			To	Copy	Copy
-120 days		Application for medical insurance (if needed)				To	Copy
-90 days		Participant sign-up reports				To	Copy
-60 days		Participant sign-up reports				To	Copy
-45 days		Participant sign-up reports			To	Copy	Copy
-30 days		Sign-up report (participant roster confirming minimum of 30 signed up and fully paid)	To	Copy	To	Copy	Copy
Within 30 days of end of training phase		World Friendship Fund donation transmittal	To BSA International Team				Copy

* Uncertified participants are Scouters who start on Day One but do not finish the course.



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Schedule of Course Reports and Transmittals Post-course

Schedule	Your Date	Subject	BSA National Council Scouting U	National Wood Badge Coordinator	Territory Training Coordinator (TTC)	Participating Council(s)	Staff Advisor
Within 30 days		Course director's closeout report, including the following attachments: - Final staff roster - Final participant roster - Any uncertified participants (names and circumstances) - Participants by Scouting position - Future staff recommendations (staff and participants) - Comments and recommendations	To	To	To	Copy	Copy
Within 60 days		Financial Summary Report - A listing of major sources of revenue and expenses			To	Copy	Copy
As tickets are completed		Application for training recognition				To	Copy
19 months**		Final Ticket report	Copy	Copy	To	Copy	Copy

** If any participants were granted an extension of time to complete their tickets, then the final ticket report is due within 24 months after the course (the maximum extension is six months; see Administration)

It is the course director's responsibility to see that all reports concerning a Wood Badge course are filed electronically and on time, according to this schedule. Signatures on all forms, reports, and other documents relating to Wood Badge may be typed. Reports and other documents need to be sent as noted by the schedule to the Territory Training Coordinator, National Wood Badge Coordinator, and Scouting U.

National Wood Badge Coordinator's email is NationalWoodBadgeCoordinator@gmail.com and Scouting U's email is NationalTraining.Course@scouting.org.