



WOOD BADGE

Sample Letter of Acknowledgment

(Adjust to meet your course situation. Instructions and portions of the letter that may need to be tailored specifically are in italics.)

Dear _____:

I am pleased to welcome you to the upcoming Wood Badge course and to acknowledge receipt of your acceptance. Let me give you an overview to help you prepare for the course.

First, please do the following before *(date)* _____:

1. Pay all fees directly to _____ Council.
2. Mail your completed personal resource questionnaire to the course director or scribe. At check-in for the course, you will hand carry your completed medical form, signed by a physician, with you. Do not email this. **We cannot allow you to participate in this course without a current, complete medical form with parts A, B, and C.**
3. For planning purposes, at least one month before the course begins, please tell the course director or quartermaster of any special dietary needs or physical limitations.

(The following paragraph should be written to include specifics concerning the location, dates, times of arrival and departure, and any additional information that will help participants understand the major details of the course.)

Our course will begin with registration at 7 a.m. on *(day and date; e.g., Friday, May 18, 2020)* at *(name of course location)*. A map is attached. I have also attached a suggested equipment list to assist you in planning. *(Insert a sentence describing any special camp-related cautions such as mosquitoes, ticks, bears, etc.)* See the attached Personal Equipment List for information on clothing and equipment needed to successfully cope with these situations in the outdoors. **Attendance for all five days of the course is required.**

To help you begin considering issues that will be important during the course, please set aside time in the coming weeks to consider and to answer the 15 questions of the enclosed pre-course assignment. The assignment is for your benefit, and only you will see your answers; instructions are included with the assignment.

The first three days of the course will be held at *(location)* _____. Most of that time will be filled with instruction in various leadership development skills. All your meals will be prepared by staff members. The final two days of the course will take place in the backcountry, where you will camp and cook as a member of your patrol using the principles of Leave No Trace. The hike to the campsites will be relatively short and easy; however, we will provide alternative transportation for anyone who requires it.



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During the Wood Badge course, please wear the uniform of your position in Scouting. If you serve in more than one capacity, wear the uniform representing the position in which you are most active. Enclosed with this letter is a BSA Uniform Inspection Sheet. *(Enclose the appropriate, most current uniform inspection sheet.)* Please inspect your uniform before coming to the Wood Badge course and make any corrections. Should you have any questions, refer to the current BSA Guide to Awards and Insignia. In addition to your official uniform, you may at times during the course wear an “activity uniform” consisting of uniform pants (short or long) and a Scouting T-shirt. Non-Scouting shirts are not acceptable.

During course activities, we ask that you keep your phone in silent mode, so as to avoid interruptions. For emergencies only, you may be reached during the course at this telephone number: _____.

If you have any questions, please feel free to call me at _____ during the day or _____ in the evening. I join with the rest of the Wood Badge staff in welcoming you to the upcoming course. I am certain it will be a mountaintop experience for all of us.

Yours in Scouting,

Wood Badge Course Director