

National Required Training Time Frame

■ *Jan. 1, 2011*

1. All councils implement required training for all top leaders. All top leaders should complete training by the end of 2011.
2. Top leaders include Cubmasters, Scoutmasters, Varsity Scout Coaches, Venture Advisors, Sea Scout Skippers, and Explorer Advisors.

■ *Jan. 1, 2012*

1. All councils should implement required training for all direct contact leaders.
2. Direct contact leaders include den leaders, assistant den leaders, assistant Cubmasters, assistant Scoutmasters, assistant Varsity Coaches, assistant Venture Advisors, and assistant Explorer Advisors.
3. All direct contact leaders should complete training by the end of 2012.

*Because Every Scout
Deserves a TRAINED
Leader!*

National Required Training Council Checklist

1. "Culture" of Training
 - Establish commitment from council/district training teams.
 - Seek commitment from the council executive board.
 - Consider reorganizing the council and district training teams to better serve the council.
2. Council Executive Board Resolution
 - Secure an approved resolution for the "Training Requirements for Top Unit Leaders," which includes Cubmasters, Scoutmasters, Varsity Scout Coaches, Venture Advisors, Sea Scout Skippers, and Explorer Advisors.
3. Council Top Leader Training
 - Have council/district training volunteers focus on updating all training records.
 - If the pilot council's resources allow, have a volunteer or employee update training records and follow up with volunteers for training validation.
 - Begin the unit inventory/training in October versus the traditional December unit inventory.
4. Training Calendar Development
 - Increase the number of council/district training opportunities offer convenient times for unit leaders.

5. Training Costs
 - Keep training costs very low or free.
6. Training Teams
 - Recruit additional/qualified trainers within all districts.
 - Create training teams to conduct minicourses for individual units at meeting locations.
 - Look to nontraditional staff members for new trainers (NYLT, OA, Venturing youth trainers). Utilize young people who are the products of the program to demonstrate how new opportunities can open doors.
7. Trainer Development Conference
 - Have all trainers sharpen their skills by taking this conference or the new “Trainer’s Edge” course.
8. Council Kick-Off
 - Send all unit leaders, unit training coordinators, and chartered organization representatives a letter informing them of the new training standards, and request validation of their current training status.
 - Attach a training calendar to each letter. Encourage leaders to take advantage of future training opportunities.
9. Training Attendance Reports
 - Develop a process to record training completed in the field and to return reports to the council service center for proper documentation.
 - For record keeping of online training, create a “holding bin” for new leaders who have not been issued a membership number prior to the completion of a training course.
10. Report Generators
 - Develop a system that council staff members/district volunteers can closely monitor on a monthly basis, to ensure leaders are completing the required training within the one-year time frame (from initial registration or official launch of the council’s required training initiative).
11. Base Line of Current Conditions
 - Create a baseline for all units for advancement, resident/family/day camp participation, and retention (youth and adult). Training can improve numerous program elements that directly impact the program youth members experience.
12. Charter Renewal
 - Establish a system of direct correspondence to keep training requirements of unit leaders and chartered organizations up to date.
 - Within 90 days of (before) charter renewal, the district commissioner’s staff must alert the unit’s top leaders that training requirements **have not been met** and that the unit cannot be rechartered until those requirements have been fulfilled.