

**Pathway to Adventure Council  
Boy Scouts of America  
Guide to Running a Training Event  
April 19, 2019 (rev)**

All training events sponsored by Pathway to Adventure Council must follow the current BSA syllabus. Copies of current BSA training syllabi are generally available online, from the training committee or from your staff advisor. Syllabi for courses such as Wood Badge and NYLT are provided to course directors by the National Council.

Training events must follow the syllabus in its entirety with no modifications. Courses such as IOLS may allow participants to arrive the evening before the course begins. Early arrival is entirely optional, no syllabus content can be delivered to individuals arriving early.

Any individual presenting training must have taken the course they are presenting, be enthusiastic and be approved by the District Training Chair, District Chair or Council Training Chair. It is recommended (but not required) that adult trainers be Wood Badge and Trainers Edge trained, youth trainers should be NYLT and Trainers Edge trained. Individuals providing specialized training such as CPR must meet the requirements of the certifying agency.

NYLT, Wood Badge and Powder Horn are sponsored by the Council and led by PTAC approved course directors under the guidance of the Wood Badge or NYLT coordinator. No district or unit may run a Wood Badge or NYLT course. We encourage Pathway to Adventure Scouters or Scouts to attend a PTAC sponsored course however, individuals may attend courses hosted by other councils or the National Council.

Any Council or District training event which charges a registration fee and / or having expenses requiring reimbursement must be on Black Pug and have an approved course budget. Budgets must be submitted to the council training chair and approved by the council training chair and staff advisor prior to the registration opening on Black Pug. Local unit level training events or district level training events (not charging registration and / or having expenses) do not need to be on Black Pug.

**Leader Specific Training:**

Leader Specific Training events may be run by the Council, District or individual units. Individuals completing the training should be issued a certificate of completion or a BSA training card. A BSA Training Attendance Report ( [https://filestore.scouting.org/filestore/training/pdf/34169\\_forms\\_wb.pdf](https://filestore.scouting.org/filestore/training/pdf/34169_forms_wb.pdf) ) must be completed and sent to the training chair within 2 business days. If you enter the training records into my.scouting record note the entry on the training report.

Individuals also have the option to complete training online.

There is to be no charge for Leader Specific training however participants have the option to pre purchase the program specific book. If the course director chooses to make the book pre purchase option available the course must be on Black Pug. The Course Director or their designee is responsible for picking up the prepaid books from the service center of your choosing and distributing them at the course. Allow 10 days for the books to be delivered to the service center. Any extra books must be returned to a local service center and forwarded to the attention of Mary Demski in LaGrange. Books are not to be purchased by the course director at the local Scout Shop.

### **IOLS / Baloo**

The training committee established fixed fees for these courses. The fee for IOLS and Baloo is \$45.00. Fees will be reviewed annually. These courses must be on Black Pug. The course director is responsible for the course budget. It is encouraged to look at the council calendar and try to not plan two of the same courses on the same dates. If this is not possible due to availability of location or other extenuating circumstances there must be geographical separation. IOLS / Baloo courses running on concurrent dates must be approved by council training chair. Summary reports are due to the council training chair within 7 calendar days of course completion. Summary reports are to include a budget summary and list of individuals completing the course. Participants must receive a certificate or BSA trained card.

### **Black Pug & Calendar**

To have an event added to the council calendar and/or to Black Pug (staff registrations, for example, are not usually on the calendar) go to the council home page: <http://www.pathwaytoadventure.org/>

Find the Calendar tab at the top and choose "add an event to the calendar" from the drop down list

Fill out the form with all the requested information. You will need a budget code – use the link to find the one for your course on the list provided. This code is for the specific type of training, not your particular course.

The more information you can provide, the easier the process will be. So, know your program name, volunteer in charge, staff adviser, budget code, date(s)/times of your course, dates/times of registration opening and closing, program cost (any early bird/late fees?), event location, restrictions on number of participants or participant age, which calendars/districts where you want the event to appear, a description of the event, the information you want to collect from registrants, any flier you may have can be uploaded. The council Black Pug support staff will create the event and send a test link so you can check out if it is what you meant to have created. Once it is approved, the link will be turned live by the support staff. (Note – all test registrations disappear when the event goes live). When you have

completed the form, you may request a copy of your responses before you hit submit. Turnaround time is about a week, depending on the complexity of the event and how busy staff is.

Course directors will have access to registration reports for their events. Access instructions will be provided when the event goes live on Black Pug.

### **PTAC Training Financial policies**

For any event with revenues and or expenses a budget must be developed by the course director completed and submitted to the council training chair for approval. Sample budget forms can be found at: <http://pathwaytoadventure.org/resources/marketing/>

#### **All purchases and expenses must be included in the budget.**

Purchases should be made using a PTAC issued purchase order. With a purchase order vendors are paid directly by the council and volunteer funds are not involved. This is especially true for items from the “Scout Shop” as prices may be discounted from retail. Plan ahead and you should have no problem obtaining the needed items. Purchase orders should be requested through your staff advisor or the training program assistant. Please provide vendor name and contact information, items needed, quantities of items needed and unit pricing with purchase order requests. If you have questions on the purchase order process contact your staff advisor.

GFS food purchases – Obtain a purchase order for the anticipated food expense. Make arrangements with one of the Field Directors to pick up the GFS card. Each Field Director has a card. Provide GFS with the card and the PO number when completing the sale. After shopping, return the card and the receipt with the PO number clearly written on it to the office which provided the card. Keep a copy of the receipt to turn into your staff advisor.

Pathway to Adventure Council does not reimburse individuals for sales taxes paid. Be sure to bring a copy of the current tax exempt letter with you if you must make a purchase without a purchase order. <http://pathwaytoadventure.com/resources/taxexempt>

Reimbursement requests for budgeted items should be turned in to the staff advisor within 10 days of course completion. Be sure to include receipts (original or scanned). Expenses without receipts may not be reimbursed.

Staff are expected to pay for their own food and items such as shirts and hats. A special registration page should be established in Black Pug for payment and tracking of staff fees.

No expenses are to be paid from receipts collected at the event. All monies collected at the event should be turned in to the nearest service center. The service center will generate a receipt indicating time and place of the event. A copy of the receipt should be included with your financial closeout report. Deposit of a personal check equal to any cash received is acceptable. All expenses must be reimbursed

thru the council. NO EXPENSES ARE TO BE REIMBURSED FROM RECEIPTS COLLECTED AT THE EVENT. The event chair or designee must issue duplicate receipts for any fees collected at an event. One copy of the receipt is issued to the payee, the duplicate copy is turned in with your financial summary.