

Professional Trainings Outside of Scouting U Training Courses

Overview:

The Circle Ten Council is committed to making sure that its professional staff receive continuous education/training throughout the course of a professional's career. This ensures that the professional staff member continues to learn and grow as individuals which, in turn, will ensure that the community receives the best service from its professional(s) which will allow the Scouting program to flourish.

Below are the procedures for requesting that a member of the professional staff attend a training course ("training") outside of the professional trainings (i.e. through Scouting U) offered through the National council. Further below are guidelines that should be used in considering if a professional staff member is eligible to attend such a training.

Procedure:

- A conversation should take place between the staff member and the staff leader on the merits of attending the training. This conversation may be initiated by the staff leader or the staff member
 - When this conversation takes place, the following should be discussed (this list is not exhaustive):
 - Is the training going to benefit the staff member in their current role or a future role?
 - Are the staff member's current work standards meeting or exceeding expectations?
 - What, if any, key assignments, activities, etc. will the staff member miss while attending the training?
 - What is the budget impact on the council should the staff member attend the training?
 - If the staff leader feels that the staff member should NOT attend the training, then a discussion should take place between the staff member and staff leader.
 - When this discussion is complete the staff leader should schedule a time to meet with the department head (DFS, DSS, etc.) to make sure that he/she is aware of the discussion. This meeting should take place as soon as is reasonably possible.
- After the conversation between the staff member and staff leader takes place, and the staff leader feels that it is appropriate that the staff member take the course, then the staff leader should have a discussion with the department head about the staff member attending the training
 - A similar conversation should take place between the staff leader and department head over the merits of the staff member attending the training
 - If, after having the conversation, it is determined that the staff member should NOT attend the training then a conversation between the staff member, staff leader, and department head should take place about the reasoning behind the decision and this conversation should be scheduled as soon as it is reasonably possible.

- Once the department head has agreed to the staff member taking the training then the department head should inform his/her supervisor (Scout Executive or Deputy Scout Executive) of the decision
- **ONLY AFTER THE ABOVE IS COMPLETED AND APPROVED** should the staff member be scheduled to attend the training course.

Guidelines for Attending:

These guidelines are course specific and cannot account for all factors but should be used by the staff leader and department head, along with additional information, to determine whether the staff member is eligible to attend a training course. These guidelines assume that the staff member is meeting current work demands at, or above, expected levels.

- **Powder Horn**
 - See *Wood Badge* section (*please keep in mind that Powder Horn is a resource course intended for unit leaders to go back to their units and implement a unit-based high adventure program. As such, it should be a very rare instance where there is a legitimate business reason for a Scouting professional to attend or staff a Powder Horn course*).
- **National Camping School (NCS)**
 - Resident Camp Director or Program Director
 - The employee will have (or has) a staff assignment as a resident camp director or a program director and does not have a current NCS certification for that assignment.
 - The employee currently has the NCS resident camp director or program director certification and it is believed that there is a reasonable likelihood that he/she will have a future staff assignment as a resident camp director or a program director.
 - Cub Scout Day Camp Administration
 - The employee has a very weak Cub Scout day camp team within his/her district and little or no time to recruit a stronger team to run Cub Scout day camp.
 - The employee has little or no Scouting experience (at any level) and has little or no time to recruit a strong team to run Cub Scout day camp.
 - *Please note sending a Scouting professional to Cub Scout Day Camp Administration DOES NOT mean that the Scouting professional should be expected to serve in any role other than staff advisor to the day camp.*
 - Other NCS Sections
 - The employee will have (or has) a staff assignment where the NCS section will be required to fulfill the assignment.
 - The employee current has a NCS certification and it is believed there is a reasonable likelihood that he/she will have a future staff assignment where that NCS certification will be required.

- Staffing NCS
 - Please see *All Other Course* section.
- **National Youth Leadership Training (NYLT)**
 - Please see *Wood Badge* section (*note that as NYLT is intended for youth to attend the course and it should be a very rare instance where there is a legitimate business reason for a Scouting professional to staff a NYLT course*)
- **Sea Badge**
 - See *Wood Badge* section (*please keep in mind that Sea Badge is a leadership course intended primarily for Sea Scouts so there should be a very rare instance where there is a legitimate business reason for a Scouting professional to attend Sea Badge*).
- **Wood Badge**
 - For anyone (volunteer or professional) to attend Wood Badge that person must be trained in his/her position; in order for a Scouting professional to be trained he or she must have completed District Operations II (DO2)
- **All Other Courses**
 - For any course not listed above the staff leader should have a discussion with the department head prior to any in-depth discussion taking place between the staff member and his/her staff leader. It is on the staff leader to inform him/herself on the nature of the training course and work with the department head prior to beginning the process outlined above.

Vacation Time Used:

While an employee may use vacation to attend a training course it is important to note that the council has, at its discretion, the ability to approve, or not approve, anyone from taking a training course or staffing a training course. This applies in all instances regardless of whether or not the person taking the training course is a volunteer or employee. With that said, the revoking of an employee taking a training course while on vacation should be a very rare instance and the Scout Executive (him/herself) must approve this revocation prior to it taking place.