



Request for Waiver to Conduct a National Training Course



This completed form **MUST** be submitted to the Territory Training Coordinator if the number of participants registered and paid for a course is less than 30, or more than 48, at least 30 days prior to the start of the course.

HOST COUNCIL INFORMATION

Council Service Territory #: _____ Council #: _____ Council Name: _____

HOST COUNCIL CONTACT INFORMATION

COURSE DIRECTOR

Name: _____ Email Address: _____ Phone: _____

COUNCIL TRAINING CHAIR

Name: _____ Email Address: _____ Phone: _____

STAFF ADVISOR

Name: _____ Email Address: _____ Phone: _____

COURSE INFORMATION

Course Dates: _____ Course Location: _____

Number of Fully Paid Registered Participants 30 Days Prior: _____

Number of Not Fully Paid Registered Participants 30 Days Prior: _____

WAIVER INFORMATION

The Wood Badge and NYLT curriculums are designed using experiential and team-based learning. Both courses work best when presented to a group of 30 to 48 participants. The intended outcomes will not occur with fewer than 24 participants divided into 4 patrols nor more than 56 participants divided into 8 patrols. The intended minimum course size is 30 participants and maximum course size is 48 participants.

At least 30 days before the start of a course, there must be a minimum of 30 participants who have paid their course fees in full. Any request for a waiver for a course of fewer than 30 or more than 48 participants must be approved by the Territory Training Coordinator.

In the case of Wood Badge, with 24 participants, no fewer than 4 patrols of 6 members each is permitted; with 25 or more participants, each patrol must have at least 5 members. No more than 8 patrols are permitted.

In the case of NYLT, similar rules must be followed, with an exception for female patrols which may be less than 5 members, if conditions dictate. All YPT and NCAP requirements regarding separate patrols and troops by gender must be enforced.

WAIVER JUSTIFICATION

FOR ALL REQUESTS – Provide justification to support the granting of a waiver:

FOR REQUESTS OF LESS THAN 30 – Describe in detail the marketing and recruitment strategies that will be used in the next 30 days to obtain the minimum number of paid participants:

FOR ALL REQUESTS – Explain what will be done to ensure the council is not in a similar situation having to request a waiver for future courses:

HOST COUNCIL ACKNOWLEDGEMENT

COURSE DIRECTOR

Signature: _____ Date: _____

COUNCIL TRAINING CHAIR

Signature: _____ Date: _____

STAFF ADVISOR

Signature: _____ Date: _____

TERRITORY TRAINING COORDINATOR ACKNOWLEDGEMENT

WAIVER REQUEST

APPROVED ☐ NOT APPROVED ☐

TERRITORY TRAINING COORDINATOR COMMENTS

TERRITORY TRAINING COORDINATOR ACKNOWLEDGEMENT

Name: _____ Signature: _____ Date: _____

Territory Training Coordinator to send completed/signed form electronically to NationalTraining.Course@scouting.org and all three host council contacts.

Updated 8-6-2024 (DE)