

BOY SCOUTS OF THE PHILIPPINES

National Office
Manila

20 March 2012

NATIONAL OFFICE MEMORANDUM

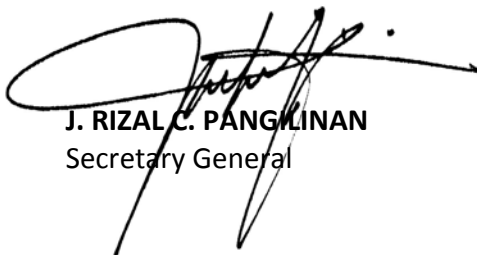
Number 20 s. 2012

To : Regional Scout Directors, Council Scout Executives and Officers-In-Charge

SUBJECT : HOSTING/CONDUCT OF ADVANCED TRAINING COURSE

1. This office never fails to emphasize to uphold the training policies, guidelines, procedures and standards in the conduct of ADVANCED TRAINING COURSE.
2. We, therefore, reiterate/remind you that the issuance of Course Recognition Certificate shall be made on the following conditions:
 - a) Application for the recognition of training course shall be addressed and submitted to the National Office at least **twenty (20) days before the course starts;**
 - b) Staff list and qualifications;
 - c) That the members of the staff are duly trained for the course being applied for;
 - d) That the prescribed syllabus shall be strictly followed; and,
 - e) Attendance shall be a minimum of 24 and a maximum of 40 participants per course. Problem on attendance required must be cleared with the Secretary General.
 - f) Participants qualifications**
 - Has complied the necessary requirements needed to qualify acceptance to the course.
 - Report of the Application for Completion of Basic Training (TA) must be submitted to the National Office one month before the scheduled course (ATC).
 - g) List of participants must be submitted together with the application for course recognition.**
 - **To give lead time to verify qualifications of participants.**
 - h) Applications from other Councils, outside of the Host Region must be coursed through the National Office which shall then transmit the same to the Host Region;
 - i) Submission of the **Application to Attend** must be strictly complied with to a) determine if the number of prospective applicants warrant the conduct of the course; 2) ensure that the standard facilities/venue and amenities of a Woodbadge Course are well prepared and ready for use in accordance with **item j** of this memorandum, in case of more than one course per section.
 - j) Strictly observe/consider the facilities/equipment needed in a training site/venue to ensure that training standards are met and maintained:
 - Open space for outdoor assemblies (games, flag ceremonies)

- General Session Hall (that can accommodate all the participants of the course during inclement weather)
 - Session Hall (to accommodate at least 40 participants with tables, chairs, equipped with blackboard/white board, a lectern with a sound system, an overhead projector and screen, electric fans and/or air –conditioning units.
 - Assembly/Flag Area (open level area with at least 3 flagpoles)
 - Staff Office
 - Staff/Participants’ Quarters
 - Toilet and shower facilities
 - Kitchen and Mess Hall
 - Small group meeting area (standard Patrol/Color Group sites)
3. Any violation thereof, will resort to the disapproval of the issuance of the Application for Course Recognition.
 4. As mandated in the International Training Manual and in accordance with the guidelines set by the National Training Commission, the management of a Woodbadge Course is the **SOLE** responsibility of the Course Leader and his Staff. Therefore, the following shall be strictly observed:
 - a) Challenge at the Yoke shall **ONLY** be handled by the Course Leader.
 - b) Closing Ceremony at the Flag Area should **not be discarded** especially when there is multiple courses, as this is not the only opportune time that the CL can officially close and send-off his participants but also the most important time for the course participants to express to their course leader their gratitude and appreciation of their unity and identity and as a fully cohesive and bonded group of inspired leaders.
 5. It is also the desire of this office to give opportunity to more Leader Trainers, especially those who have just receive their 4-beads and younger Leader Trainers, to have the privilege to manage an Advanced Training Course so that we can develop more seasoned Trainers.
 6. For strict compliance.



J. RIZAL C. PANGLINAN
Secretary General