

Application to Conduct a SEABADGE COURSE



TO: Mr. Keith Christopher
National Director, Sea Scouts BSA
National Events
Outdoor Adventures Group
Boy Scouts of America – National Council

Course No. _____
(To be assigned upon approval)

This application must be submitted one year but AT LEAST 270 days in advance of the proposed course date. As Course Director, you must be listed as qualified on a National Course Director's registry.

When application is completed, please mail, fax or e-mail to Mr. Keith Christopher, National Director, Sea Scouts BSA, National Events, Outdoor Adventures Group (Sum 250), Boy Scouts of America, PO Box 152079, Irving, Texas 75015, fax 972-580-2430 or e-mail: keith.christopher@scouting.org .

FROM _____ **Date** _____
Course Director Applicant

Address _____

E-Mail _____ **Telephone** _____

I am hereby making application to the National Council of the Boy Scouts of America for authorization to conduct the following SEABADGE Course:

Date of proposed Course: Start _____ **End** _____

Location _____

Cost of Course per Person: \$ _____ **(Submit a complete budget with this application.)**

Council _____

Council Address _____

I completed the Seabadge Course Director's Course (date and location) _____.

I have served on staff at the below Seabadge Courses:

Course Date: _____ Location _____

Name of CD _____ Telephone _____

Position _____

Course Date: _____ Location _____

Name of CD _____ Telephone _____

Position _____

List Scouting awards and training awards.

List the names and e-mail addresses, and telephone number of all staff members for proposed course:

Last name _____ First name _____

E-mail address: _____ Telephone No _____

Use additional paper as needed.

Check one of the below.

___ Council Invitational Course

Signature of Applicant Course Director Date _____

Signature of Council Professional and title Date _____

Council _____ Telephone No. _____

___ Regional Course

Signature of Regional Advisor for Sea Scouts and title Date _____

Region _____ Telephone No. _____

Approval for BSA National Director, Sea Scouts BSA

Date _____

Title: _____

(Once you have received approval to conduct this course, you must submit the names of all persons attending this course well in advance of this course so that certificates can be prepared and mailed to you. You will receive a CD or email with all course material on same. Once the names of students and staff are received, you will receive Seabadge certificates for presentation to those who complete this course.)

Seabadge Course Director's Pledge

Recognizing that *Seabadge* is a national program and that in accepting this nomination as course director I will be representing the National Council, Boy Scouts of America, I enter into the following covenant:

1. I will present the content and activities in the current *Seabadge Instructor Manual* (syllabus), without additions, deletions, or shortcuts.
2. I will structure my staff as outlined in the *Seabadge Administrative Guide*, focusing on diversity and training skills. Staff members will pay their own way.
3. As outlined in the *Seabadge Administrative Guide*, I will file reports to BSA national office and any required council or regional paper work within the specified time frames.
4. My course will be conducted in accordance with the aims and methods of the Boy Scouts of America. All staff members and students will be informed that;
 - a. *Seabadge* is a positive learning experience. The guiding principles are the Methods and Aims of the BSA.
 - b. We will create a positive learning environment at *Seabadge* and provide a setting where everyone should feel physically and emotionally secure. We will accomplish this in several ways:
 - We will set the example for others and ourselves by always behaving in a Scout-like manner. To the best of our abilities we will live the Sea Promise, Scout Oath and Law each moment of each day.
 - We will refuse to tolerate any kind of put-down, name-calling, or physical aggression.
 - We will communicate our acceptance of each participant and each other whenever possible through expressions of concern and by showing our appreciation.
 - We will create an environment based on learning and fun. We will seek the best from each participant and do our best to help each person achieve it.
5. As director, my staff and I will wear the official Sea Scout adult uniform as described in the *Sea Scout Manual*. Students attending *Seabadge* who are not registered in the *Sea Scout program* will wear the appropriate Scout uniforms for their Scouting position.
6. I will maintain the integrity of the course content, including the *Seabadge Instructor Manual*, *Seabadge Administrative Guide*, *Seabadge Participant Manual*, and all supporting materials. I will ensure that these materials are not copied or electronically published, except as specified as a part of the course participation.

Signed _____ **Date** _____

Seabadge Course Planning Calendar

<u>Backdate</u>	<u>Item</u>	<u>Person(s) Responsible</u>
1 year	Initial planning meeting	Staff advisor, region or council
1 year	Skipper, first mate and yeoman recruited	Council staff advisor
10 months	Dates, location secured and budget	Staff advisor and Skipper
10 months	Send application to national office	Skipper and council executive
9 months	Application deadline for submission to BSA	Skipper
9 months	Start recruiting staff	Skipper and first mate
9 months	Send fact sheets and applications to council, officers and the region	Yeoman
8 months	Letter and attachments to Sea Scout leaders	Council service center
7 months	Local council selection nominees	Local council
6 months	Local council nominates candidates First staff meeting (finalize staff)	Local council skipper
4 months	Order all materials.	Storekeeper and staff advisor
3 months	Deadline for applications Second staff meeting at <i>Seabadge</i> location	Participant and local council Skipper
80 days	Send letter to participants Equipment reserved	Skipper and yeoman Storekeeper and staff advisor
40 days	Attendance check with participants Preliminary estimate to host facility	Yeoman and skipper First mate
30 days	Deadline - list of participant submitted to BSA	Skipper
30 days	Posters and materials reproduced	Storekeeper
20 days	Final attendance check – firm estimate to host facility	First mate
14 days	Supplies and equipment secured/checked	Second mate and staff advisor
3 hours	Final staff meeting	All staff
0	<i>Seabadge</i> course	Staff and participants
+ 10 days	Evaluation/suggestions for improvements	Skipper and staff advisor
+ 30 days	<i>Seabadge</i> report due	Skipper and yeoman

Sample Course Budget Income/Expense Statement

Income:						
		Unit \$s	Quantity			Total
Participant Fees@		\$150	30			\$4,500
Staff Fees@		\$80	8			\$640
Donations						\$ 100
Ship's Stores						\$ 300
				Total income:		\$5,540
Expenses:						
Meals @		\$25	38			\$950
Berthing@		\$65	38			\$2,470
Refreshments						\$150
Name tags						\$50
Crew pins		\$5	30			\$150
Seabadge pins		\$6	30			\$180
Participant Manuals		\$5	30			\$150
3 ring binders		\$4	30			\$120
Meals for Spreakers		\$5	1			\$5
Supplies						\$65
Insur. Acc't & Liab.		\$2.17	38			\$65
Ship's Stores purchases						\$210
Contingency		10%				\$554
				Total Expenses:		\$5,119
				Surplus/(Loss)		\$421

Note: The Budget, if accessed digitally, is an Excel spreadsheet. Double click on the image and it will open. You can change the unit costs and the number of participants and staff to check other assumptions for your course.

Name Tags: Avery makes name tags which can be printed from your computer using this file. They are sold with badge holders. The design of the badge is your choice, but you can get creative with the badges of office, names and course number.