

# Scouts BSA Position Specific Training Facilitators Guide



**SCOUTS**  
**BSA**



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## **Why Training?**

To do anything well, people need training, in whatever form that takes. Training may be formal or informal, online or face-to-face; it may help someone learn to ride a bicycle, drive a car, or perform better at a job. Training can be conducted in a group setting or individually. In the end, the result of high-quality training is a person's ability to do something new or better, and a feeling of satisfaction from the accomplishment.

How effectively the Boy Scouts of America influences the lives of youth depends on its leaders and their ability to apply the aims and methods of Scouting—these are the keys. Developing the ability to use these keys is what these courses are all about.

## **Presentation of Training Modules:**

The content covered in these courses is exactly the same as is available online, thus whether taken online or in a face-to-face setting all leaders receive the same content. During face-to-face training, Facilitators should load and run each module (download from the internet in advance) and then lead a short discussion following each presentation. Thus, the Facilitator should be familiar with the material prior to presenting them to others.

It will be impossible to cover everything that might be on the minds of all participants! Specific and detailed questions should be addressed during breaks as well as during follow-up coaching sessions with the troop's unit commissioner. Facilitators should try to follow the recommended timing charts in this Guide as is possible in order to finish in a timely manner.

The presentation of these training modules will require a computer linked display device (e.g., monitor or video projector). The modules can be downloaded to the computer from <https://filestore.scouting.org/filestore/training/ScoutsBSA/ScoutsBSAoffline.zip>. Once downloaded you can unzip the file and there will be individual zip files for each module. Unzip each module. To run a module – open the directory created for the module when unzipped and double-click the index\_scorm.html file to launch the module.

It is recommended that you use Google Chrome for running the modules.

Consider giving the References material and Handouts to participants on a Thumb Drive. Recording of course completion is done by using the Training Attendance Form in the Guide to Leader Training on Scouting.org. The previous course codes, indicated in each training schedule enclosed, still apply.

It is recommended that coffee, juice, donuts, fruit, etc. be available for the registration and break times.

**Scouts BSA Position Trained Requirements:**

The following table details the courses included in the online Learning Plans associated with the positions of Scoutmaster and Assistant Scoutmaster, Merit Badge Counselor, Troop Committee Chair and Troop Committee Member, as well as the timeframe in which they should be completed. This information provides training facilitators an overview of position trained requirements and highlights the extent of course overlap associated with most positions.

**PLEASE NOTE THAT HAZARDOUS WEATHER TRAINING IS A PREREQUISITE THAT MUST BE COMPLETED IN THE BSA LEARN CENTER PRIOR TO ATTENDING THIS COURSE FOR SCOUTMASTER AND ASSISTANT SCOUTMASTER. CREDIT SHOULD NOT BE GIVEN FOR COMPLETION WITHOUT EVIDENCE OF THIS REQUIREMENT.**

Note: Once a module is completed for one course, it will also apply toward any other position requiring that same module.

### SCOUTMASTER & ASSISTANT SCOUTMASTER

#### BEFORE FIRST MEETING

SCOUTING ORGANIZATION  
AIMS & METHODS OF SCOUTS BSA  
ROLE OF UNIT KEY 3  
ROLES OF SCOUTMASTER AND SPL  
TROOP MEETING

#### FIRST 30 DAYS

PATROL METHOD  
ADVANCEMENT  
PATROL LEADERS COUNCIL MEETING

#### FIRST 60 DAYS

OUTDOOR PROGRAMS  
TROOP COMMITTEE  
UNIFORMS FOR SCOUTS BSA

#### POSITION TRAINED

ANNUAL TROOP PROGRAM PLANNING  
INTRO TO MERIT BADGE(S)  
OUTDOOR ETHICS  
HAZARDOUS WEATHER TRAINING

### MERIT BADGE COUNSELORS

AIMS & METHODS OF SCOUTS BSA  
INTRO TO MERIT BADGE(S)  
WHAT IS A MERIT BADGE COUNSELOR

#### POSITION TRAINED

ADVANCEMENT

### TROOP COMMITTEE CHAIR

#### BEFORE FIRST MEETING

SCOUTING ORGANIZATION  
AIMS & METHODS OF SCOUTS BSA  
ROLE OF UNIT KEY 3  
TROOP COMMITTEE  
TROOP COMMITTEE MEETINGS

#### POSITION TRAINED

OUTDOOR PROGRAMS  
ADVANCEMENT  
UNIFORMS FOR SCOUTS BSA  
ANNUAL TROOP PROGRAM PLANNING  
INTRO TO MERIT BADGE(S)

### TROOP COMMITTEE MEMBER

#### BEFORE FIRST MEETING

SCOUTING ORGANIZATION  
AIMS & METHODS OF SCOUTS BSA  
TROOP COMMITTEE

#### POSITION TRAINED

OUTDOOR PROGRAMS  
ADVANCEMENT  
UNIFORMS FOR SCOUTS BSA  
ANNUAL TROOP PROGRAM PLANNING  
INTRO TO MERIT BADGE(S)

**Scoutmaster & Assistant Scoutmaster Training:**

Scoutmaster Position-Specific training, course Code S24, is the BSA's initial level of training for adult leaders of Scouts BSA troops. It is designed primarily for Scoutmasters and assistant Scoutmasters. However, committee members and other adults connected to a Scouts BSA troop are welcome to attend.

When Scoutmaster Position-Specific training and Introduction to Outdoor Leader Skills (IOLS) have both been completed, new adult leaders are considered "Trained" and will have the tools needed to conduct an effective Scouting program.

The face-to-face style of Scoutmaster Position-Specific training requires approximately five (5) hours to complete. The following presentation sequence is recommended to facilitate finishing in a timely manner.

Start	End	Course Title	Instructor
8:00 am	8:30 am	Gathering Activity (during registration)	
8:30 am	8:45 am	Opening and Introductions	
8:45 am	9:00 am	Scouting Organization (SCO_481, 12 min)	
9:00 am	9:15 am	Aims and Methods of Scouts BSA (SCO_472, 9 min)	
9:15 am	9:25 am	Role of the Unit Key 3 (SCO_479, 7 min)	
9:25 am	9:45 am	Roles of the Scoutmaster and SPL (SCO_480, 13 min)	
9:45 am	10:00am	<i>Break</i>	
10:00 am	10:15am	Troop Meeting (SCO_484, 10 min)	
10:15 am	10:30 am	Patrol Method (SCO_478, 10 min)	
10:30 am	10:45 am	Advancement (SCO_471, 10 min)	
10:45 am	11:00 am	Patrol Leaders Council Meeting (SCO_477, 11 min)	
11:00 am	10:15 am	Outdoor Program (SCO_476, 10 min)	
11:15 am	11:30 am	Troop Committee (SCO_482, 14 min)	
11:30 am	11:45 am	Uniforms for Scouts BSA (SCO_485, 12 min)	
11:45 am	12:00 pm	<i>Break</i>	
12:00 pm	12:20 pm	Annual Troop Program Planning (SCO_473, 14 min)	
12:20 pm	12:30 pm	Introduction to Merit Badge(s) (SCO_474, 8 min)	
12:30 pm	12:40 pm	Outdoor Ethics (SCO_475, 7.5 min)	
12:40 pm	1:00 pm	Closing	
1:00 pm	1:20 pm	Clean up facility (no participants)	

Scoutmasters will need to be familiar with the references listed below. Facilitators should highlight relevant BSA literature during presentations as time permits. Consider having copies of the Troop Leader Guidebook and the Scouts BSA Handbooks available for purchase prior to the training.

***References:***

- Troop Leader Guidebook, Vol. 1, No. 33009 (SKU 616729)
- Troop Leader Guidebook, Vol. 2, No. 33010 (SKU 616835)
- Scouts BSA Handbook, 14<sup>th</sup> Edition – Girls (SKU 648768)
- Scouts BSA Handbook, 14<sup>th</sup> Edition – Boys (SKU 648103)
- Program Features for Troops, teams, and Crews, Vols. 1, 2, and 3, Nos. 33110, 33111, and 33112 (SKU 616351, 616352, and 616353)
- Guide to Safe Scouting, No. 34416 (SKU 618622)
- Troop Program Resources, No. 33588 (SKU 33588)
- Senior Patrol Leader Handbook (SKU 647789)
- Patrol Leader Handbook (SKU 647788)
- Guide to Advancement, No. 33088 (SKU 620573)

***Handouts:***

- Aims and Methods of Scouting from <https://www.scouting.org/wp-content/uploads/2021/06/Scouts-BSA-Aims-and-Methods.pdf>
- Troop Meeting Plan from <https://3rn7ez18fsfq1kf6kr1o3bpm-wpengine.netdna-ssl.com/wp-content/uploads/sites/5/2019/03/Printable-Troop-Meeting-Planning-Sheet.pdf>
- Troop Resources Survey from [www.scouting.org/filestore/pdf/512-116\\_WB.pdf](http://www.scouting.org/filestore/pdf/512-116_WB.pdf)
- Troop Annual Plan from [https://filestore.scouting.org/filestore/magazine/pdf/331-011\(20\)\\_Council\\_Planning\\_Calendar\\_WEB.pdf](https://filestore.scouting.org/filestore/magazine/pdf/331-011(20)_Council_Planning_Calendar_WEB.pdf)

**Merit Badge Counselor Training:**

This session, course Code D76, is the BSA's training for Merit Badge Counselors. Although designed primarily for Merit badge Counselors, committee members and other interested adults are welcome to attend.

The face-to-face Merit Badge Counselor Position-Specific training requires about one and one-half (1½) hours to complete. The following presentation sequence is recommended to facilitate finishing in a timely manner.

Start	End	Title	Instructor
8:00 am	8:30 am	Gathering Activity (during registration)	
8:30 am	8:45 am	Opening and Introductions	
8:45 am	9:00 am	Aims and Methods (SCO_472, 9 min)	
9:00 am	9:10 am	Introduction to Merit Badge(s) (SCO_474, 8 min)	
9:10 am	9:20 am	What is a Merit Badge Counselor (SCO_486, 7 min)	
9:20 am	9:35 am	Advancement (SCO_471, 10 min)	
9:35 am	9:45 am	Closing	
9:45 am	10:00 am	Clean up facility (no participants)	

Counselors will need to be familiar with the references listed below. Facilitators should highlight relevant BSA literature during presentations as time permits.

**References:**

- A Guide for Merit Badge Counseling, No. 512-065
- Merit Badge Counselor Information, No. 34405
- Guide to Advancement, No. 33088 (SKU 620573) *Includes additional Merit Badge Counselor qualifications associated with some merit badges*
- Guide to Safe Scouting, No. 34416 (SKU 618622)

**Handouts:**

- Aims and Methods of Scouting
- Merit Badge Counselor Orientation, No. 34542
- Application for Merit Badge, No. 34124



**Committee Chair Training:**

This session, course Code WS10, is the BSA's initial level of training for Committee Chairs of Scouts BSA troops. While designed primarily for Committee Chairs, committee members and other adults connected to a Scouts BSA troop are welcome to attend.

The face-to-face Position-Specific training of Committee Chair(s) requires about three (3) hours to complete. The following presentation sequence is recommended to facilitate finishing in a timely manner.

Start	End	Title	Instructor
8:00 am	8:30 am	Gathering Activity (during registration)	
8:30 am	8:45 am	Opening and Introductions	
8:45 am	9:00 am	Scouting Organization (SCO_481, 12 min)	
9:00 am	9:10 am	Aims and Methods of Scouts BSA (SCO_472, 9 min)	
9:10 am	9:20 am	Role of the Unit Key 3 (SCO_479, 7 min)	
9:20am	9:35 am	Troop Committee (SCO_482, 10 min)	
9:35 am	9:45 am	Troop Committee Meetings (SCO_483, 6 min)	
9:45 am	10:00 am	<i>Break</i>	
10:00 am	10:15 am	Outdoor Program (SCO_476, 10 min)	
10:15 am	10:30 am	Advancement (SCO_471, 10 min)	
10:30 am	10:45 am	Uniforms for Scouts BSA (SCO_485, 12 min)	
10:45 am	11:05 am	Annual Troop Program Planning (SCO_473, 14 min)	
11:05 am	11:15 am	Introduction to Merit Badge(s) (SCO_474, 8 min)	
11:15 am	11:25 am	Closing	
11:25 am	12:00 pm	Clean up facility (no participants)	

Committee Chairs will need to be familiar with the references listed below. Facilitators should highlight relevant BSA literature during presentations as time permits.

***References:***

- Troop Committee Guidebook, No. 34505 (SKU 616928)
- Guide to Safe Scouting, No. 34416 (SKU 618622)
- Selecting Quality Leaders, No. 522-981
- Troop Committee Challenge, No. 511-039
- Guide to Advancement, No. 33088 (SKU 620573)
- Guide to Awards and Insignia, No. 33066 (SKU 620572)
- The Chartered Organization Representative Guidebook, No. 511-421
- Troop Program Resources, No. 33588 (SKU 33588)
- Troop Leader Guidebook, Vol. 1, No. 33009 (SKU 616729)
- Troop Leader Guidebook, Vol. 2, No. 33010 (SKU 616835)
- Program Features for Troops, teams, and Crews, Vols. 1, 2, and 3, Nos. 33110, 33111, and 33112 (SKU 616351, 616352, and 616353)

***Handouts:***

- Aims and Methods of Scouting
- Advancement Report, No. 34403
- Tour Plan, No. 34426
- Unit Budget Plan, No. 524-426
- Unit Money-Earning Application, No. 34427

**Committee Member Training:**

This session, course Code WS10, is the BSA's initial level of training for the Committee Members of Scouts BSA troops. While designed primarily for committee members, other adults connected to a Scouts BSA troop are welcome to attend.

The face-to-face style of Committee Member Position-Specific training should take about three (3) hours. The following presentation sequence is recommended to facilitate finishing in a timely manner.

Start	End	Title	Instructor
8:00 am	8:30 am	Gathering Activity (during registration)	
8:30 am	8:45 am	Opening and Introductions	
8:45 am	9:00 am	Scouting Organization (SCO_481, 12 min)	
9:00 am	9:10 am	Aims and Methods of Scouts BSA (SCO_472, 9 min)	
9:10 am	9:30 am	Troop Committee (SCO_482, 14 min)	
9:30 am	9:45 am	Outdoor Program (SCO_476, 10 min)	
9:45am	10:00 am	<i>Break</i>	
10:00 am	10:15 am	Advancement (SCO_471, 10 min)	
10:15 am	10:30 am	Uniforms for Scouts BSA (SCO_485, 12 min)	
10:30 am	10:50 am	Annual Troop Program Planning (SCO_473, 14 min)	
10:50am	11:00 am	Introduction to Merit Badge(s) (SCO_474, 8 min)	
11:00 am	11:20am	Closing	
11:20 am	11:50 am	Clean up facility (no participants)	

Committee Members will need to be familiar with the references listed below. Facilitators should highlight relevant BSA literature during presentations as time permits.

**References:**

- Troop Committee Guidebook, No. 34505 (SKU 616928)
- Guide to Safe Scouting, No. 34416 (SKU 618622)
- Selecting Quality Leaders, 522-981
- Troop Committee Challenge, No. 511-039
- Guide to Advancement, No. 33088 (SKU 620573)
- Guide to Awards and Insignia, No. 33066 (SKU 620572)
- The Chartered Organization Representative Guidebook, No. 511-421
- Troop Program Resources, No. 33588 (SKU 33588)
- Troop Leader Guidebook, Vol. 1, No. 33009 (SKU 616729)
- Troop Leader Guidebook, Vol. 2, No. 33010 (SKU 616835)
- Program Features for Troops, teams, and Crews, Vols. 1, 2, and 3, Nos. 33110, 33111, and 33112 (SKU 616351, 616352, and 616353)

***Handouts:***

- Aims and Methods of Scouting
- Advancement Report, No. 34403
- Tour Plan, No. 34426
- Unit Budget Plan, No. 524-426
- Unit Money-Earning Application, No. 34427