

## **Process for Applying for Training Knots \***

(Applicable only to the Golden Arrow District of the SHAC)

### **Application card or form**

The applications for training knots come in several formats, and all are equally accepted. For some training knots, cards are available on card-stock. These cards are often distributed by the GAD training team at the end of each major training course. These cards can also be obtained at the Scout Office and at the monthly Roundtable meetings.

The application forms are also available on 8.5x11 inch sheets that can be downloaded from various websites. The Leadership Training Committee Guide (available at Scout Shop) has the forms/cards on pages 50-64. Other booklets have a single page showing requirements for the most common training knots.

The requirements for each training knot are divided into three groups – training, tenure and performance. The requirements can be satisfied in any order.

### **Getting the cards or forms signed**

As you complete each item on the application card or form, get an appropriate leader to sign and date the item. At Akela's Trail and University of Scouting, a separate participation card is given, and a copy of this participation card can be attached to the application card.

Each requirement needs the month and year of completion and the initials of the approving leader. The box with the diagonal line is often too small, so the date or initials can be in the margins.

When you have completed all requirements, submit the application card or form and any supporting items for review and approval by your unit's Committee Chair or your Cubmaster, Scoutmaster or Crew Advisor.

### **District action**

After completion of the requirements and obtaining your unit's approval, the application card or form should be hand-delivered, mailed, faxed, or emailed to the GAD Training Chair. For the name and contact information of the current GAD Training Chair, check the GAD website under "District Committee" in the index. You can find the GAD Training Chair at most Roundtable meetings.

After approval by the GAD, the training knot and a certificate may be presented at Roundtable or another appropriate event, or mailed to the Unit or to the recipient. The recipient should tell the GAD Training Chair how he/she prefers to receive the training knot and certificate. Approval at the district level and certificate preparation usually takes about a week.

### **What if the requirements change?**

The requirements for the training knots are revised from time to time. Each knot is awarded on the basis of the requirements in effect on the date your completed application is submitted. If the requirements change after you have started getting portions of your card signed, you must meet the new requirements but you can attach the old card to a newer version instead of getting every item signed again.

From time to time, BSA modifies and replaces the adult training courses. Completion of either the older or newer training course for your scouting position is acceptable for the training knots.

---

\* These procedures apply to the following awards: Tiger Cub Den Leader Award, Cub Scout Den Leader Award, Webelos Den Leader Award, Cubmaster Award, Cub Scouter Award, Boy Scout Leader's Training Award, Scoutmaster's Key, Varsity Leader Coach's Key, Varsity Leader Training Award, Varsity Leader Letter, Venturing Advisor's Key, Roundtable Staff for the Scouter's Training Award, District Committee Key, and the Arrowhead & Commissioner Key for Roundtable, District, Asst District and Unit Commissioners.