Training Section Scouting Ireland,
Larch Hill, Dublin 16, Ireland
T: 01 4956300
www.scouts.ie

Standard Operating Procedure (SOP) for Awarding the Scout Woodbadge Pin

1. **Purpose:**
   To provide clear and consistent guidelines for awarding the Scout Woodbadge Pin to eligible individuals who have successfully completed the Woodbadge training requirements based on the applicable training system (pre-2016 or post-2016).

2. **Scope:**
   This SOP applies to all Scouters who have completed the Dynamic Scouter phase of the Woodbadge training journey to meet the eligibility criteria for receiving the Woodbadge Pin.

3. **Eligibility Criteria:**
   a. Pre-2016 Training System
      i. Must have attained their Woodbeads.
      ii. Must have completed one Learning for Your Team (LFYT) course.
      iii. Must have completed one Adventure Skills Facilitator (ASF) course.
   b. Post-2016 Training System
      i. Must have attained their Woodbeads.
      ii. Must have completed two Learning for Your Team (LFYT) courses.
      iii. Must have completed two Adventure Skills facilitator (ASF) courses.

4. **Application Process:**
   a. Submission
      The Scouter will submit the application for the Woodbadge Pin using the official proforma.

   b. The application must include:
      i. Personal details of the applicant.
      ii. Proof of Woodbeads attainment.
      iii. Details of completed LFYT and ASF courses as required per cohort.

   c. Validation
      i. The Training Administrator will review and validate the application to ensure all requirements are met.
      ii. Validation includes checking the completion of requisite courses and Woodbeads attainment.

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d. Approval
Once validated, the application is forwarded to the National Training Team Lead for final approval.
e. Notification
Upon approval, the applicant and the respective PTC will be notified of the decision.

5. **Presentation of the Woodbadge Pin**
The Woodbadge Pin will be awarded by the Provincial Training Coordinator at a time and place of their discretion.

6. **Wearing the Woodbadge Pin**
   a. Where an Awards Ribbon is present, the Woodbadge Pin is to be worn on the awards ribbon, located above the left breast pocket of the uniform.
   b. Where no award ribbon is present the Woodbadge Pin will be worn above the left breast pocket

7. **Responsibilities**
   a. Scouter
      i. Ensure their application form is complete and accurate before submission.
   b. Training Administrator
      i. Validate applications and supporting documents against eligibility criteria.
   c. National Training Team Lead
      i. Approve validated applications and ensure timely notification and presentation of the Woodbadge Pin.

8. **Review and Amendments**
This SOP will be reviewed annually by the National Training Team Lead to ensure it remains relevant and effective. Any updates will be communicated to all Scouters.

Effective Date: This SOP is effective as of 19th January 2025.

9. **Approved by:**

Michael Dempsey
National Training Team Lead
Scouting Ireland
17th January 2025.