

SDIC Standard Operating Procedure (SOP) for BSA Awards & Training

- Easy steps to complete awards and training paperwork
- **Reward volunteers**
- Links to award applications
 - <https://www.sdicbsa.org/Training/>
 - <https://www.scouting.org/awards/awards-central/>
- **Process for Leader Awards**
 - Download an Awards application
 - Fill out application
 - Signatures/Depending on application
 - Unit approval/signature
 - District/Zone approval/signature
 - Forward to Council for Award processing
 - Submit to trg@sdicbsa.org or deliver to Council Service Center
 - Council action
 - **Leader Awards processed MONTHLY**
 - Council obtains signatures, as appropriate
 - Assemble award package
 - Awardee training record update
 - Completed award package
 - Announced on Monthly RT
 - Mailed to awardee, unless notified or directed
- **Process for Leader Training**
 - If trainee completes training on line / provide BSA ID # & training record is updated automatically
 - Can download certificate if require documentation
 - If trainee completes training via Zoom, Webinar or in person
 - Trainee registers, fill out roster and complete training
 - Complete roster form accurately/completely as possible
 - Training event leader/Course Director
 - Ensures Training roster complete
 - If course in person, give appropriate completion material
 - If course Zoom/Webinar, trainee may purchase completion material
 - Submit to trg@sdicbsa.org or deliver to Council Service Center
 - Training event name & date on ALL documents
 - Roster (on approved form)
 - Funds collected (label with event information (if not DK))
 - Course income/expenses summary
 - Receipts for reimbursement per Council budget guidelines
 - Training event name & date on ALL receipts
 - Council action
 - **Leader Training packages processed MONTHLY**
 - Trainee record update
 - Assemble training completion package (as applicable)
 - Mailed to trainee unless notified or directed
 - Reimbursement approval & processing