



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.



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.