



## ...EVERYDAY ADVENTURE

*To: County/Area Training Managers/Assistant Regional Commissioners (Adult Training – Scotland)  
Cc: County/Area/Regional (Scotland) Commissioners, District Commissioners*

Dear Colleagues,

While Compass has been offline we know that one of the significant impacts locally has been the pause and subsequent backlog in issuing Wood Badges for members who have completed them.

### **Requesting a Wood Badge**

There is an interim process to enable Wood Badge recommendations to be submitted for a member. Training Managers can send in completed [Wood Badge Recommendation Forms](#) directly to the [Appointments Team](#) at HQ. They will ensure that the information is recorded on Compass and added to the list of Wood Badges that require being sent out locally to be awarded.

### **Wood Badges to be dispatched**

All Wood Badges that have been completed but not dispatched over the recent months will be sent out over the next couple of weeks to Training Managers. We will send a Wood Badge for anyone in your County/Area/Region that Compass currently says requires one. We are aware that some of this information may be out of date or may have been recorded in error on Compass. We have therefore chosen the Training Manager as the first recipient on these Wood Badges so you can check which ones are correct and should be passed onto the local District Commissioner to be presented.

Thank you for helping to ensure the right Wood Badges are presented and for liaising with District Commissioners to arrange this.

If there is not a Training Manager recorded on Compass we will send the Wood Badges to the County/Area/Regional (Scotland) Commissioner instead.

### **Wood Badges going forward**

The mail-out over the next two weeks will clear the backlog of Wood Badges from September 2014. Going forward, all completed Wood Badges will be sent to District Commissioners to present to recipients on a monthly basis.

Our apologies that there has been such a wait to receive Wood Badges. Thank you for your patience while we put in place this manual system to allow the issuing to begin again.

Yours,

**Appointments and Awards Team**  
**The Scout Association**

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