Understanding Your Unit's Trained Leader Report

Trying to help your unit achieve 100% position-trained status? Here's how to access and make sense of your unit's Trained Leader Report.

Step 1: Find Your Unit's Trained Leader Report

- Follow the first two steps on the other side of this page.

   Only Key 3 or Key 3 Delegates are able to access the unit's Trained Leader Report.

Step 2: Interpret the Trained Leader Report

- This report is good at showing simply whether a volunteer is fully position-trained in their role(s) and what training a volunteer has and has not completed (see steps 3 and 4 on the other side).

- It is NOT good at showing that there are two paths to becoming fully position trained and earning a Trained patch for your uniform:

    Mandatory Training + Classroom Training
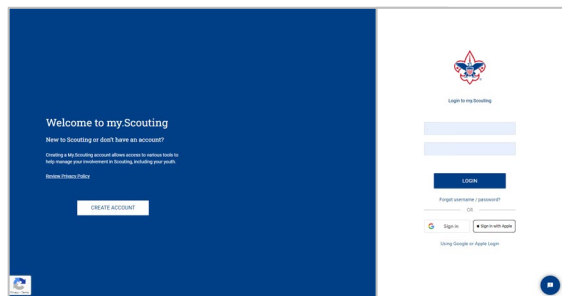
    OR

    Mandatory Training + Online Training

- If a volunteer has everything in their Classroom Training column **Completed** (green), they do NOT need to do the To Do items in their Online Training column.

- If a volunteer has everything in their Online Training column **Completed** (green), they do NOT need to do the To Do items in their Classroom Training column. (Blue **Completed** = training is in progress)
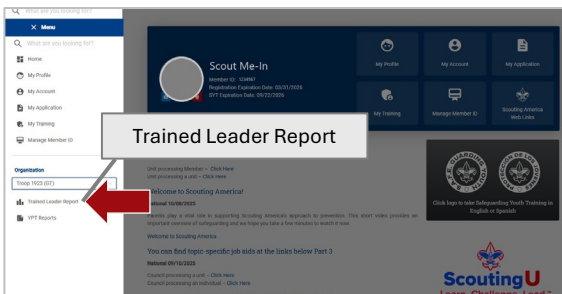

Every Scout Deserves a Trained Leader

Units with trained leaders offer stronger, mission-aligned programs that attract and retain Scouts and volunteers.
They might even have more fun!

NOTE: *Safeguarding Youth Training (SYT) is mandatory for* **all** *registered leaders and for adults attending campouts.* **Everyone** *will need to renew SYT by May 31, 2026, to remain current.*

Consult the online Guide to Safe Scouting for the most current youth protection requirements.

What do those course codes mean? Find Scouting America's Position Trained Requirements at Scouting.org/training/position-trained-requirements/.

Finding and Reading Your Unit's Training Report

Log in to your account on **my.Scouting.org**.

Note: If you have trouble logging in, contact Carol Swank, council registrar, for help at 302-622-3300 x 125 or cswank@delmarvacouncil.org. *Please do not make another account*.

Click the **Menu** icon in the upper left corner of your my.Scouting.org landing page.

Under **Organization** toward the bottom of the column, select **Trained Leader Report** for your unit. *(Key 3, Key 3 delegates, and district/ council training chairs can access this report.)*

Scroll right to the **Trained** column. If it reads **Yes**, that person has completed their position-specific training.

If **No**, that person has Mandatory Training and/or Classroom **or** Online Training to finish to be considered fully position trained.

Everything listed in the **Mandatory Training** column must be **Completed**.

In the **Classroom Training** and **Online Training** columns, only **one** needs to read **Completed**, not both. (Scouting offers the same content either in person *or* online.)

A blue **Completed** = training is in progress.

To Complete Online Training Log in to my.Scouting.org and click **My Training**. Then choose your program and position. **Enroll** to start (or **Resume**) the online training for your position. The Learning Plan will automatically take you through the position's online To-Do items shown in the unit's Trained Leader Report.

Have more questions? Need some help? Visit delmarvacouncil.org/training/ for resources and information and to contact your district or council training chair.