

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 will be able to access the unit's Trained Leader Report.

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. It **must** be renewed annually to remain current.*

Consult the online [Guide to Safe Scouting](#) for the most current youth protection requirements.

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

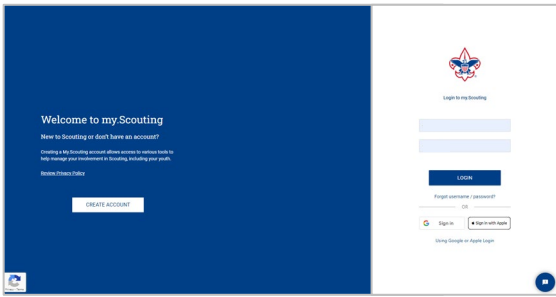
Mandatory Training + Online Training



- 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)

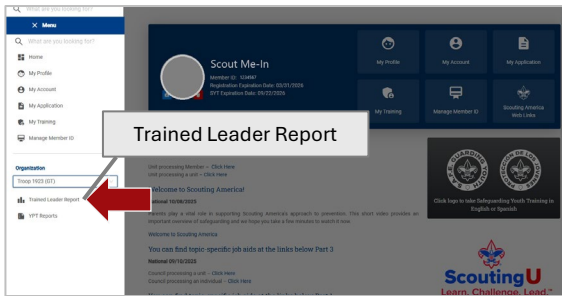
What do those course codes mean? Find Scouting America's Position Trained Requirements at [Scouting.org/training/position-trained-requirements/](https://scouting.org/training/position-trained-requirements/).

Finding and Reading Your Unit's Training Report



Log in to your account on [my.Scouting.org](https://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](https://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.