

## Sample letter/message to use to request support from employer to attend Wood Badge

As an employee of \_\_\_\_\_, I understand the importance that the company places on the continued development of its employees and the importance placed on being engaged in our community. It is for these reasons that I would like to attend the premier volunteer training provided by Scouting called Wood Badge. I would like to share with you why supporting me in attending this training session will benefit our company, Scouting and me.

Wood Badge is advanced leadership training for Scout leaders. It draws upon some of the most current leadership models used by corporate America, academic circles, and successful outdoor leadership organizations throughout the country, presenting the latest in leadership theory and team development. Wood Badge relies on a busy schedule that forces the participants to work together through five days and organize and develop an enthusiasm and team spirit to accomplish the tasks and challenges placed before them. Carried out in the context of Scouting ideals and service to young people, the course brings out a deep dedication to the things we commit to, guided by the principle of leading by serving others.

The Wood Badge curriculum is delivered through multi-media presentations, hands-on exercises and activities, case studies with role playing, and a post-course commitment to apply the leadership skills taught during the course. The content is formulated around five major themes and direct instruction is provided for approximately the time periods listed below:

- **Living the Values**—about “being” the values, who you are personally, setting the example (2.5 hours)
- **Growing**—knowing and growing yourself first, a commitment to continuous improvement and lifelong learning (2.5 hours)
- **Connecting**—with other people (5 hours)
- **Guiding**—focusing on enabling and developing others (6.75 hours)
- **Empowering**—ultimately helping other people to become healthier, wiser, more free, more autonomous, and more likely to “serve and to lead” other people themselves (3.5 hours)

The remainder of the course is focused on the implementation and application of the course themes and competencies. As a personal learning experience, individuals create five individual goals to be completed over the next 18 months. As you imagine the growth potential for me as your employee and what I can bring to the company, I ask that you invest the \_\_\_\_\_ days off required and provide the financial support of \$\_\_\_\_\_ for me to attend this training. As mentioned, the course encompasses five days total using either a two weekend or a weeklong format. This training is quite reasonable in today’s world of corporate training.

This investment in time and training for me will be well spent and will have a lasting impact on everyone I work and volunteer with. Should you have any questions or require further information, please feel free to contact me, or the Northern Star Wood Badge Coordinator Lee Steffens at: [lsteffens5670@gmail.com](mailto:lsteffens5670@gmail.com).

Sincerely,

Employee Name