



1. Prepare a Training Course Report for each District represented at the training course.
2. Be sure the unit number, participant name (spelling), and position in scouting is correct.
3. Use the following position designations:

CM- Cubmaster  
CA- Assistant Cubmaster  
TL- Tiger Cub Den Leader  
DL- Den Leader  
DA- Assistant Den Leader  
WL- Webelos Den Leader  
WA- Webelos assistant Den Leader  
PT- Pack Trainer  
SM- Scoutmaster  
SA- Assistant Scoutmaster  
VC- Varsity Coach  
VA- Assistant Varsity Coach  
EA- Exploring Advisor  
AA- Exploring Assistant Advisor  
NL- Venture Crew Advisor  
NA- Crew Associate Advisor  
SK- Skipper  
MT- Mate  
CC- Committee Chairman  
MC- Committee Member  
CR- Chartered Organization Representative  
UC- Unit Commissioner  
ADC- Assistant District Commissioner

4. Fees paid column- enter the fee amount as it is received.
5. This is a course completion report. Please only enter the names of the participants that complete the courses indicated. Also indicate all courses that they complete.
6. The distribution of the copies are as follows:

White copy -	Training Services and master file
Yellow copy -	District Executive
Pink copy -	District Training Chairman
7. Return the course report with the fees and any unused training supplies (notebooks, leader books, trained stripes) to Training Services within 7 days of completion of the course.