



NYLT-Wood Badge Financial Assistance Process and Procedure

Any individual requesting financial assistance to enroll in one of Circle Ten Council's ADLC programs must first do the following:

1. Be a currently registered scouter or scout in Circle Ten Council.
2. Begin your registration for the desired course in the registration system of Circle Ten Council at <https://scoutingevent.com/571>. Do not check out or pay.
3. Obtain the Financial Assistance Application from the course director or Circle Ten Training Website. (A participant is limited to one Circle Ten Council financial assistance per calendar year, and not guaranteed.)
4. Submit the application to the ALDC chair either in person at a Council Office or via email (Woodbadge@circletencouncil.org).
5. After being processed through Circle Ten Council's approval procedure, notification of approval or denial will be emailed to those requesting assistance.
6. If approved, an email will be sent with a link to complete any required information and pay the balance of the course fee not covered by the Financial Assistance.

Process

1. Upon receipt of the request form, the ALDC chair will confer with the appropriate program coordinator and course director.
2. If approved, the ALDC Chair will sign and submit the form to the Circle Ten Council professional who supports the ALDC for processing.
3. Upon the approval of the Council professional, they will forward it to the Council financial office for processing.
4. The Course Director will be notified and will then notify the participant of the decision to support or not support and how to complete their registration by paying the balance of the course fee.
5. If a decision is made not to support, the ALDC chair will provide a written response as to the reason(s) for the decision.