

TROOP 1011 ADVANCEMENT PROCESS*

GENERAL OVERVIEW

The advancement process includes four basic steps: Completion of the Rank Requirements, a Skills Review, a Scoutmaster Conference and a Board of Review.

1. **The Rank Requirements** for each rank are in the back of the Boy Scout Handbook. When the scout completes a requirement or skill, it should be reviewed and signed off by an Assistant Scout Master in the back of the Handbook. When skills or tasks are completed, the scout should then make a copy of the Handbook page and place it in the basket in the Scout Office. That information is then input into Troopmaster, the software program that we use to track the advancement process and most of all of the troop activities.

It is a good practice for the scout to review his progress to rank periodically. He will need to do this as part of his request for advancement. The scout can ask for a printout of his Progress Report or History Report from the Scout Office by asking an adult or filling out a form on the desk just to the left of the entrance to the Scout Office. Any discrepancies can be addressed by an adult leader in the Scout Office.

After the scout completes the requirements for rank advancement, he signs up for advancement on the clipboard in the Scout Office. He then proceeds to a Skills Review.

2. **The Skills Review** is performed by a fellow scout of upper rank. There is a checklist of the skills reviewed for each rank. The skills are cumulative, so it is important that the scout know his skills well at each level. It is not uncommon for scouts to be asked to return for skills review until they can show they have mastered the skill(s) required to advance in rank.
3. **The Scoutmaster Conference** is conducted after the skills review is completed and passed. For ranks below Eagle, an Assistant Scoutmaster can perform the Scoutmaster Conference although it is preferred to have the Scoutmaster perform the SMC for advance to Life as well. The Scoutmaster performs the Scoutmaster Conference for Eagle Scout rank. The Scout wears Class A and brings his book with him to the SMC.
4. **The Board of Review** is convened after the Scoutmaster Conference is completed and passed. The Scout wears Class A and brings his book to the BOR. The evening of the successful Board of Review the scout is awarded his rank advancement and rings the bell.

For ranks below Eagle, the Board of Review consists of three parents (who are neither Assistant Scoutmasters nor a parent of the scout). The Board of Review will interview the scout about his accomplishments and goals for scouting. When a scout has his Board of Review, it is important for at least one parent to come that evening so that scouts will have enough parents participating in a Board of Review.

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Troop 1011 uses the following time-tested process to manage advancement for all our scouts in a fair and efficient manner. The Advancement Chair, Scoutmaster and/or Committee Chair will adjust the process where appropriate using common sense. We have a large troop. Our overriding objective is to ensure that advancement occurs in an appropriate fashion, that scouts have earned advancement when it is awarded, and that our records are kept accurate in an orderly fashion. Please note that Scouts are expected to pursue their own advancement – not

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parents. When we or a scout get a little sidetracked, we will do whatever we can reasonably do to accomplish any of the three major events for advancement.

1. Sign Up in Scout Office:

There is a clipboard in the Scout Office with a sign-up sheet for advancement. The scout must sign up – not the parent. At that time, the Advancement Chair will check whether the scout has met the requirements for advancement to the next rank. The scout can check on his progress by obtaining a History Report or Progress Report. Forms to fill out for the reports are on the table next to the entrance to the Scout Office. The forms, and all other items turned in for input for advancement, should be placed in the wire basket under the windows at the far wall of the Scout Office.

It is important to sign up so that we can make sure there are enough guides/instructors available for the skills reviews. When the scout signs up, he should ask for a copy of the Skills Review Checklist (using the form provided for that purpose) so that he will know what skills will be tested. All scouts of all ranks should start the advancement process with this step.

2. Skills Review:

The purpose of the Skills Reviews is to ensure the Scout has mastered the skills necessary for him to advance in rank. This helps the scout avoid an unsuccessful Scoutmaster Conference. It also gives higher-rank scouts opportunities to demonstrate leadership, and it uses our volunteer resources wisely.

The Skills Reviews are held the first week of every month. The scout should check in at the Scout Office before the meeting to confirm that he is present and ready for the Skills Review. An appropriate instructor will be assigned to administer the Skills Review. If the scout does not pass the Skills Review, the Advancement Chair will meet with the scout to discuss why he did not pass, and if it is appropriate to try to have another Skills Review prior to the next meeting. If the scout does not meet the requirements for a number of skills, he can sign up for the advancement the next month.

For the Eagle Rank, the Skills Review portion of the process is accomplished through completion of the Eagle project, workbook, application, and related material (after review of the scout's records in step 1 above). The Eagle candidate must complete this work before asking to schedule his Scoutmaster Conference. Please attend a "Life to Eagle" Seminar and/or see our Eagle Coordinator (John Huffmann) for further information on the Eagle advancement/application process.

3. Scoutmaster Conference:

For ranks below Eagle, the Scoutmaster Conference is held the second week every month. The Scoutmaster Conference consists of a review of the requirements of the particular rank advancement and a discussion of what the scout enjoys and what he is looking to get out of his scouting experience. If the scout can show that he has learned the requirements for advancement, the scoutmaster approves the rank advancement. If there is any reason not to advance, such as a lack of proficiency or knowledge required for advancement, the Assistant Scoutmaster, the Advancement Chair and the scout will develop a plan for meeting the needed requirements and arranging a follow-up Scoutmaster Conference.

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For the Eagle rank, the Scoutmaster Conference will be scheduled with the scout/family at the scoutmaster's discretion. All requirements must be completed before the Scoutmaster Conference will be scheduled. For Scoutmaster Conferences that occur outside of the troop's normal meeting schedule, one parent must be present to observe the "two-deep" rule.

4a. Board of Review (below Eagle rank)

For ranks below Eagle, the BOR consists of three parents (who are neither assistant scoutmasters nor a parent of the scout) who interview the scout about his accomplishments and goals for scouting. *Recognizing that several BOR's are often needed on one night, we ask that each scout requesting a BOR bring at least one parent with him to serve on BOR's that evening.*

The Board of Review is held the third week of every month. Because most of the adult leaders are also Assistant Scoutmasters and cannot sit on a Board of Review, it is important that parents are present during these evenings so that we have enough parents to hold Boards of Review for each scout that has passed his Scoutmaster Conference. If there is a shortage of parents to hold Boards of Review, preference will be given to scouts that have a parent present to serve on a Board of Review.

The Board of Review is not a complicated or lengthy process. It is not a "test" but it is an important part of the advancement process. The scout should prepare for the Board of Review in advance. There are instructions available in the Scout Office for parents that need to know how the process works. After the Board of Review is completed, the Board of Review signs the Scout's book and the scout advances. A copy of the scout's book is made and given to the Advancement Chair, and Troopmaster is updated.

4b. Board of Review (Eagle)

For the rank of Eagle Scout, BOR's are convened at the district level on the third Thursday of every month. BOR's will be organized by the troop's Eagle coordinator (John Huffmann). Scouts may request but may not confirm specific BOR members. Scouts who successfully pass their Eagle Board of Review will have their book and paperwork signed off that night, and their paperwork will be processed by the Eagle Coordinator (John Huffmann).

AWARDS

Generally, scouts will receive their rank badge upon advancement, and they will be recognized and receive awards where relevant at a Court of Honor. For ranks below Eagle, recognition/awards will occur at a regularly-scheduled Troop Court of Honor. For Eagle Scouts, a special national Court of Honor will be convened by the Troop Committee Chair and led by the Scoutmaster, with involvement by other Troop representatives and others as appropriate.

PLANNING AHEAD

As you know, a scout must complete his requirements for Eagle Scout by the age of 18. It is important to continually make progress in advancement. A scout should get involved in leadership positions that allow him to advance to higher ranks and make sure that Eagle-required merit badges are earned as early as possible. We have dedicated adult leaders that will advise the scouts as soon as they are Life Scouts to guide them through the Eagle Scout process. Our

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volunteers are not miracle workers, mind readers or time travelers, so please keep an eye on the calendar.

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