

Rank Advancement Notes

by Cathy H., Advancement Chair, Troop 1 Acton 1/21/2009

In order to make sure scouts know what to do when they believe they have all their rank requirements completed, here is a short set of notes to keep for reference.

For Tenderfoot, Second Class, and First Class ranks:

- A scout learns the material for each requirement, either alone, with a family member, in a scout meeting, or in a patrol meeting. All the information required to teach each requirement is found within the *Boy Scout Handbook*.
- When the scout knows the requirement and can demonstrate his knowledge or document his achievement to his patrol leader or to another one of the following scouts, he can ask that scout to sign his book. Qualified scouts include:
 - Patrol Leaders
 - Instructors
 - Troop Guide
 - Assistant Senior Patrol Leader
 - Senior Patrol Leader
 - Other members of Greenbar at Star rank or higher
- The scout signing a book needs to clearly sign his initials and a date in the format mm/dd/yy. The data needs to be legibly written in ink so it photocopies well.
- A scout working towards Tenderfoot, Second Class or First Class rank can work on any of the requirements from these three ranks at any time. While the Scoutmaster conference and board of review are the final two steps in the process, work on the requirements can proceed in any order. A scout should be alert to notice what he is learning in meetings and on trips in order to get requirements signed off in a timely manner.
- A scout at the first three ranks should bring his *Handbook* to the troop meeting on a regular basis so he can have his book signed as he is learning skills.

For Tenderfoot, Second Class, and First Class Scoutmaster Conferences and Boards of Review:

- When a scout has completed all but the last three requirements for his rank (“Demonstrate Scout spirit...”, Scoutmaster conference, and board of review), and the requirements are signed-off as appropriate, he can ask for a Scoutmaster conference. Sometimes the Scoutmaster can conduct this meeting after a troop meeting; other times he will have the meeting evenings or weekends. The scout should plan ahead for this meeting and expect that he might have to consider a few possible times. The Scoutmaster signs two out of the last three requirements.
- During the Scoutmaster conference, the Scoutmaster will explain the board of review process to young scouts. He will provide a list of people who can participate in the board of review.
- After completing a Scoutmaster conference (*but not before*), a scout needs to set up his own board of review. He can do this by speaking to scouts and adults at a meeting or by telephoning people to request their support. **He should NOT use E-mail to do this.** Boards of review can be held after a troop meeting or outside of meeting time at the convenience of the participants. Sometimes it can be held at the scout’s house, or if two people from one family are participating, the scout might ask if it can be held at their house. A scout typically asks his patrol leader, another senior scout, and an approved adult from the Scoutmaster’s list.
- When the scout has completed his board of review, he needs to submit a copy of his signed advancement pages to the Advancement Chair, providing either a photocopy of the pages or E-mailing a scanned copy. In each case,

please write your name on the pages before you send them. When this is done, the scout is ready for the next court of honor!

For Star and Life Rank Advancement:

- Requirements for these ranks are quite straightforward. Scouts now know their skills and must complete merit badges, actively lead in the troop, and take part in Scoutmaster-approved service projects.
- To be ready for a Scoutmaster conference in these ranks, a scout needs to ask the Advancement Chair for an Individual History Report. That report from the database software called TroopMaster, shows the merit badges a scout has earned (if he passed in his completed blue cards), service hours a scout has completed, and shows the time a scout has been in the current rank. The Advancement Chair provides the information so that requirements 1, 3, 4, and 5 can be signed off. Usually a senior scout or the Advancement Chair signs the book for these requirements at these ranks.
- The Scoutmaster signs a scout's book for requirements 2 (Scout spirit) and 6 (Scoutmaster conference). He may also sign requirement 5 (position of responsibility).
- An important requirement for each of these ranks is taking part in a Scoutmaster-approved service project (or projects). Although many scouts choose to complete these requirements working on Eagle projects and other troop-wide service projects, a Star or Life scout candidate can also choose to lead and complete a 6-hour project of his own design, provided the Scoutmaster approves in advance. Please note: Service to scout organizations (such as Camp Wanocksett improvement projects) does **NOT** count for advancement.

For Star and Life Scoutmaster Conferences and Boards of Review:

- After requirements 1, 3, 4, and (optionally) 5 are signed off, the scout may set up a Scoutmaster conference. After he completes that step (*but not before*), he needs to set up a board of review as usual.
- For these ranks, a scout needs to contact, in person or by telephone, three qualified **ADULTS** for his board of review. The Scoutmaster provides the list of qualified board members during the Scoutmaster conference.
- As usual, a scout can decide where and when to have his board of review based on everyone's schedule.
- When the scout has completed his board of review and has his signed rank advancement pages, he needs to submit a copy of these pages to the Advancement Chair, providing either a photocopy of the pages or E-mailing a scanned copy. In each case, please write your name on the pages before you send them. When this is done, the scout is ready for the next court of honor!