

Troop 191 Rank Advancement Overview

February 2010

Below are guidelines to ensure there is an understanding between Scouts, Scout Leaders and Parents/Guardians on the rank advancement process within Troop 191.

Quick Summary

Below is a quick summary for the advancement process for Tenderfoot through Life Scout:

	Scoutmaster Conference	Board of Review
How to Sign-up	<ul style="list-style-type: none">- Complete all requirements for next rank.- Fill in name and sign-up date on sheet located on bulletin board in back of meeting room.	<ul style="list-style-type: none">- Complete Scoutmaster Conference- Fill in name and sign-up date on sheet located on bulletin board in back of meeting room.
How to Prepare	<ul style="list-style-type: none">- Wear full Class A uniform- Know Boy Scout Oath, Law, Motto and Slogan	<ul style="list-style-type: none">- Wear full Class A uniform- Know Boy Scout Oath, Law, Motto and Slogan
What to Bring	<ul style="list-style-type: none">- Boy Scout Handbook- Boy Scout membership card- Troop 191 Advancement Form	<ul style="list-style-type: none">- Boy Scout Handbook- Boy Scout membership card- Troop 191 Advancement Form
Who will the Scout meet with	Scout will meet with the Scoutmaster or an Assistant Scoutmaster	Scout will meet with members of the Troop Committee, other adults and Assistant Scoutmasters if they haven't signed off on any item in that rank. Typically 3-5 adults will be present for a Board of Review.
Next Steps / Outcome	If Scoutmaster agrees the Scout is ready for advancement the Scout will proceed to a Board of Review	If the Board of Review members agree the Scout is ready for advancement, the Scout earns the new rank immediately (not at the time the Scout receives the uniform patch). The Scout will receive the rank uniform patch at the next Court of Honor.

Important Changes

1. Scout Advancement Form

Troop 191 will begin using a new form that Scouts need to bring to their Scoutmaster conference and Board of Review. The form will be located in the back of the meeting room at the scout cabin. There are two purposes of the form:

- Provide a record of the new rank achieved to update troop records

- Provide Scout feedback to the Troop Committee to improve the scouting experience within the troop

2. Scout Badge Checklist

The Scout Badge is not an official rank in Boy Scouts, but does have specific requirements to be achieved. The Scout Badge requirements should be completed prior to achieving Tenderfoot. The Scout Badge does require a Scoutmaster Conference, but not a Board of Review. To facilitate completion of the badge, a one page Scout Badge Checklist has been created and will be located in the back of the meeting room.

It is recommended that the Scout Badge Checklist be kept with the Scout Handbook and the completed form will be given to the Scoutmaster at the Scoutmaster Conference.

Boy Scout Rank Advancement Process

1. Completion of Rank Requirements

A Scout must complete all the requirements for each rank to be eligible to be reviewed by the Scoutmaster and Troop Committee to determine if the Scout will advance to the next rank. To learn skills for each requirement a Scout should practice and ask older Scout's for assistance at Troop meetings, campouts, etc. A Scout can also ask a Scout Leader for assistance in learning a skill. A Scout Leader must witness the Scout properly performing a skill and the Scout Leader must sign-off the skill in the Scout Handbook. It is the Scout's responsibility to ask for help in learning skills and to ask a Scout Leader to review and sign-off the requirement in the Scout Handbook.

2. Scoutmaster Conference

Once a Scout completes all requirements for a rank, the Scout must sign-up for a Scoutmaster Conference. This ensures the Scoutmaster is aware the Scout is ready for advancement to the next rank. The Scout is responsible for signing-up and this can be done by completing the information on the sign-up sheet located in the back of the meeting room on the bulletin board. If the Scout is unsure where to sign-up, he should ask a fellow scout or an adult for assistance.

The Scoutmaster typically will conduct Scoutmaster Conferences in the order Scouts have signed-up. Exceptions may occur due to a Scout not being present at a meeting/campout, Scout is not prepared (no uniform, book, etc.) or the Scoutmaster may determine there is not enough time to conduct certain conferences (typically the higher the rank, the longer the conference).

At times, a Scoutmaster Conference may be conducted by an Assistant Scoutmaster. The Scoutmaster (or Assistant) will review the Scout's book and achievements to determine if the Scout is ready for advancement.

Location of Scoutmaster Conference

A Scoutmaster conference may occur during the weekly Troop meeting at the cabin, a campout, summer camp or at a time/place agreed upon with the Scoutmaster.

In order for the conference to be done, the Scout must be in their Class A uniform, have their Boy Scout Handbook, the Scout Advancement Form and have their current Boy Scout Membership card. If the Scout does not have all these items, the conference will be done at a later time when the Scout is fully prepared.

Who attends the Scoutmaster Conference

The Scoutmaster Conference is a one-on-one meeting with the Scout and the Scoutmaster or an Assistant Scoutmaster.

What to expect during the Scoutmaster Conference

The Scoutmaster Conference allows the Scout to speak one-on-one with the Scoutmaster. This provides the opportunity for both the Scout and Scoutmaster the chance to get to know each other better. In addition, it allows the Scoutmaster the opportunity to identify the Scout's interests including future potential leadership roles. As a Scout progresses to higher ranks, the Scoutmaster will be looking to the Scout to becoming a stronger leader within the Troop.

This is an opportunity for the Scout to discuss and provide feedback to the Scoutmaster both positive and negative on their scouting experience.

Conclusion of the Scoutmaster Conference

At the end of the Scoutmaster Conference, the Scout will know if the Scoutmaster agrees he is ready for the next rank and will sign the Scout's book and the Scout Advancement Form.

If the Scoutmaster does not feel the Scout is prepared for the next rank, he will convey to the Scout the reasons why and what the Scout needs to accomplish. When the Scout is ready, another Scoutmaster conference will be held.

3. Board of Review

After receiving signoff from the Scoutmaster, the Scout is ready for a Board of Review. The Scout is responsible for signing-up for the Board of Review by completing the information on the sign-up sheet located in the back of the meeting room on the bulletin board. This is the same place the Scout signed-up for the Scoutmaster Conference.

The Board of Review is typically conducted in the order scouts have signed-up. Exceptions may occur due to a Scout not being present at a meeting/campout, Scout is not prepared (no uniform, book, etc.) or the Board members determining there is not enough time to conduct certain conferences (the higher the rank, the longer the conference).

Location of Board of Review

A Board of Review may occur during the weekly Troop meeting at the cabin, a campout, summer camp or at a time/place agreed upon with the Scout.

In order for the Board of Review to be done, the Scout must be in their Class A uniform, have their Boy Scout Handbook, the Scout Advancement Form and have their current Boy Scout Membership card and all

supporting Merit Badge documentation (blue cards). If the Scout does not have all these items, the Board of Review will be done at a later time when the Scout is fully prepared.

Who attends the Board of Review

The Board of Review includes the Scout and 3-5 members of the Troop Committee. At times, an Assistant Scoutmaster or other adults may also be included.

What to expect during a Board of Review

The purpose of the Board of Review is to understand if the Scout is ready for advancement. A Scout will be asked to stand and recite the Scout Oath, Scout Law, Scout Motto and Scout Slogan. The Scout will be asked open ended questions to determine the Scout's understanding of Boy Scouts, their interests, things they enjoy, identify opportunities for improvement in the Troop and determine the quality of their troop experience.

As a Scout advances to higher ranks, the Board will want to understand the Scout's aspirations and interest in Leadership positions within the troop.

A typical Board of Review for initial ranks lasts approximately 15 minutes. For higher ranks, a Board of Review will last longer.

Conclusion of the Board of Review

At the end of the Board of Review, the Scout will know if they have advanced to the next rank and their book and the Scout Advancement Form will be signed by a Troop Committee member. **If the Scout advances, the effective date of the new rank is the same day as the Board of Review.** It is not when the Scout receives the uniform patch. This is important for ranks Star through Eagle where there is a time requirement before a Scout can advance to the next rank.

If a Scout does not pass the Board of Review, the Board members will convey to the Scout the reasons why and what the Scout needs to accomplish. When the Scout is ready, another Board of Review will be held.

4. Recognition

The Scout is recognized with the new rank at the next Court of Honor. Troop 191 has formal Courts of Honor three times a year, typically in September, February and June.

5. Eagle Scout

For the rank of Eagle Scout a similar process is involved. Andrew Harrison is the primary point of contact for Scouts as they progress towards Eagle Scout.

Scoutmaster Conference

When ready, the Scout signs-up for a Scoutmaster Conference by completing the sign-up sheet located in the back of the meeting room. The Scoutmaster will ensure all required achievements have been completed and the Scout is ready for the Board of Review.

Board of Review

The Board of Review includes members of the Troop Committee, Tom Murphy (from Chester County Council), the Scoutmaster and people invited by the Scout. The Scout is responsible for contacting Tom Murphy to setup a time and place for the Board of Review. The Scout cabin is often used as the location for the Board of Review.

Prior to the beginning of the Board of Review (with the Scout not present in the room), letters of reference from people selected by the Scout are reviewed by all participants. In addition, the Scout's Eagle Scout Project Book is reviewed and discussed.

When all participants are ready, the Board of Review will begin. The Scout will be asked open ended questions to understand the Scout's progression through the Scouting ranks, the Scout's achievements, their Eagle Scout project and other questions to understand the Scout's character to determine if the Scout should advance to rank of Eagle Scout. A Board of Review will typically last one to two hours in length.

The Scout will know at the end of the Board of Review whether they have passed and have become an Eagle Scout.

Recognition

If the Scout achieves the Eagle Scout rank, a special Court of Honor is held to celebrate the achievement.

6. Additional Questions

For additional information, please contact Bob Smith or Andrew Harrison during a troop meeting or:

Bob Smith – rrsiv@comcast.net (610) 268-8852

Andrew Harrison – AndrewHarrison@comcast.net (610) 268-5199