

Rank Advancement and Merit Badge Procedures

Rule #1: Rank advancement is the responsibility of the scout!

Contacts

Advancement Chair	Mr. Lockwood	lrlockwood@gmail.com
Advancement Assistant	Mrs. Deutsch	patricia.deutsch@psualum.com
Committee Chair	Mr. Byrne	dbr_tx@yahoo.com
Scoutmaster	Mr. Hendrick	Rhen1514@aol.com

Rank Advancement

Tenderfoot, 2nd Class, 1st Class

- The Scoutmaster and Assistant Scoutmasters are the only people that can sign off the items in your book
- During a group advancement activity, it is the Scout's responsibility to get the signoff signature and date. Always bring your book!
- Show your book to Mr. Lockwood or Mrs. Deutsch for the rank advancement to be entered into Troopmaster. You can do this in person or by emailing a scan of your book.
- When all items for a rank are signed off in your book, request a Scoutmaster Conference (SMC) from Mr. Hendrick
- Once the SMC is completed, request a Board of Review (BoR) from Mrs. Deutsch or Mr. Byrne

Star, Life

- Requirements 1, 3, and 5 will post automatically in Troopmaster
- Service hours should be reported using the Troop Service Hour Form
- SCM and BoR follow the same procedure as lower ranks

Note that SCMs and BORs can be held at Troop Meetings or on campouts, but need to be requested by the Scout in advance and confirmed by the appropriate Leader

Individual History Reports

The Troop will periodically send each scout an "Individual History Report" which shows rank items completed and merit badges earned and a "Partial Merit Badge Report" which shows items which have not been completed for any partial merit badges. The Scout should review these reports when received. If there are any discrepancies between the report and what the Scout thinks he has completed, the Scout should review the discrepancies with Mr. Lockwood or Mrs. Deutsch at a Troop Meeting.

BOARD OF REVIEW (EXCEPT FOR EAGLE SCOUT)

After a Scout has completed all the other requirements for a rank, he needs to appear before a Board of Review. These Boards of Review are composed of members of the Troop committee (reviews are not required for merit badges). The purpose of the review is not an examination. Rather it is to determine the Scout's attitude and acceptance of Scouting's ideals; to ensure that the requirements have been met for advancement, to discuss the Scout's experiences in the Troop and the Troop's program, and to encourage him to keep working towards advancement. A Board of Review may also be held to counsel a boy about his lack of progress toward advancement.

It is a **Scout's responsibility to request a Board of Review from the Board of Review Coordinator** after he has completed all requirements for a rank. The exception to this is the rank of Eagle. Arrangements for an Eagle Board will be discussed with the candidate at the appropriate time.

The Scout should arrive at the Board of Review

- (1) On Time,
- (2) In Formal Uniform (see uniform section in this book), and
- (3) with their Scout Handbook,

After an initial interview the Candidate is dismissed and the Board discusses whether he meets the requirements. The Scout is then asked to return before the Board and is told their decision. If the Board feels the Scout is not ready to advance the Scout is informed of the reasons. After the Scout has corrected the issues of the Board's concern, he will reappear before the same Board and only those items will be discussed a second time.

The Board will inform the Scoutmaster of the results of the board of review. Advancement below Eagle rank is approved the Scout will be presented with the cloth patch as soon as possible (at Closing ceremony of Troop Meeting or at Chapel Service of a Campout). A card of rank will be presented at the next Court of Honor. The date that the board of review is held, if advancement is approved is the date of advancement.

Eagle rank advancement requires approvals of Council and National offices. The announcement of Eagle advancement will be made as soon as confirmation of approval is received.

Rank and Merit Badge Binders

It is a good idea to keep all materials for merit badges and rank advancement in two 3-ring binders – a binder for “partials” and a binder for “completions” which could also be called an Eagle Binder.

The “partials” binder holds work in progress such as:

- Materials for partial merit badges (for example, the Word/pdf worksheets that are available online for merit badges, documents the scout has written to fulfill merit badge requirements, etc.)
- Blue cards for partial merit badges

The “completions” binder holds all “official records” for completed items such as:

- Blue cards for completed merit badges
- Rank cards once received at Court of Honor
- Merit badge cards once received at Court of Honor
- Scout portion of Service Hour Forms that have been submitted

It is a good idea to separate “partial” material from “completed” material! A Scout will likely carry around his partials binder when working on a merit badge. Keeping the completion items in a separate binder minimizes the chance that a Scout loses his official records of advancement and merit badges which are required to earn the Eagle rank.