

Boy Scout TROOP 759

Parent and Scout

Handbook

PREAMBLE

This Handbook is designed to be a guide to scouts and parents of Troop 759. It is planned as a 'Living Document' that will be modified from time to time as directed by the Troop Committee through the following procedure:

- 1) Issue arises during a Committee Meeting that requires an amendment to the Handbook and/or the Supplements to the Handbook. Alternatively, written request for amendment may be submitted to the committee for discussion at the next committee meeting
- 2) Reasons for the amendments will be presented at the committee meeting and discussed.
- 3) Decision(s) will be made at the committee meeting as to each specific issue. Any amendments required to the handbook text will be made by the Committee Secretary as directed by the Committee and copies of the amendment circulated to each family.
- 4) All amendments will be dated as the date on which the Committee decision is made
- 5) (10/19/2010) Based on an established quorum of at least 10 of all registered committee members given at least a one month notification in the meeting minutes, a simple majority (greater than 50%) is required to modify this handbook.

Last updated 1/10/12 by Randy Strem

Boy Scout Troop 759 Handbook

PURPOSE: As a supplement to the BSA Handbook, this handbook and the supplemental documents establish specific policies and procedures to support the effective and efficient administration of Troop 759.

I. Troop Philosophy and Purpose.

In order to meet the objectives of the Boy Scout program and to foster desirable leadership and character traits among its Scouts, Troop 759, to the extent possible, is Scout-run. As necessary, the Troop Adult Leaders and parents administratively support the Scouts.

Troop 759 emphasizes integrity in the Scout program by ensuring rank advancements and merit badge achievements are earned to the letter and spirit of the Boy Scout program. Troop 759 also promotes among its Scouts strict adherence to the Boy Scout Oath, Law, Slogan, and Motto.

Troop 759 is an activity and service project-oriented Troop. As a rule, the Troop participates in one weekend-long activity per calendar month, a one-week summer camp, and numerous special activities, all of which are established by the Troop's Annual Calendar of Activities.

All Troop 759 activities are designed, developed, and administered to ensure a safe, rewarding, and fun environment for all participants, whether they be Scouts, Adult Leaders, Mothers and Fathers, legal guardians, siblings, or guests. In this vein, Troop 759 neither permits nor tolerates discrimination, intimidation, harassment, or verbal or physical abuse by its Scouts, Adult Leaders, or other affiliated personnel. Any Scout, Adult Leader, or affiliated person who believes they have been subjected to such treatment is required to report that treatment through the Troop 759 chain-of-responsibility, *as indicated in the Code of Conduct, Supplemental Document #3.*

II. Troop Organization and Structure.

--Adult Leader positions: Scoutmaster; Assistant Scoutmaster(s); Troop Committee Chairperson; Secretary/Scribe; Treasurer; Advancement Chairperson; Activities Coordinator; Equipment Coordinator/Quartermaster; Troop Information Manager; Merit Badge Counselor Coordinator; Publicity Coordinator; Fund Raising Coordinator; Summer Camp Coordinator; Scout Credits Coordinator; Special Events Coordinator; Charter Organization Representative; Eagle Scout Advisors; *High Adventure Camp Coordinator; Roundtable Representative; Scout Leader Mentor.*

--Scout positions: Senior Patrol Leader; Assistant Senior Patrol Leader; Patrol Leader; Assistant Patrol Leader*; Scribe, Librarian, OA Representative, Chaplain Aide, Quartermaster, Bugler, Troop Guide, Troop Instructor, Historian, Junior Assistant Scoutmaster, *Venture Patrol Leader, Den Chief, Troop Webmaster, Leave No Trace Trainer.* (* is not a position that can be used as a leadership position for the Star, Life and Eagle rank requirements)

--Appointed and Elected Positions: With the exception of the Scoutmaster and Assistant Scoutmaster(s) who serve indefinite terms at their discretion and at the discretion of the Troop Committee, all Adult Leaders, as identified by the positions

above, are elected by the Troop Committee for a one year period. Only registered adult committee members can vote, this excludes the Scoutmaster and Assistant Scoutmasters. For the scout positions, the SPL and Patrol Leaders are elected by the Troop and subject to affirmation by the Scoutmaster based upon the best interests and needs of the Troop.

--Troop Committee: The Troop Committee is responsible for the overall effective and efficient administration of the Troop. The Troop Committee is comprised of all of the adults *registered as committee members for Troop 759*. The Scout Senior Patrol Leader serves in an advisory/observer capacity to the Troop Committee.

The Troop Committee: Establishes the duties and responsibilities of the Adult Leader and Scout positions identified above; establishes Troop policies and procedures; if needed, authorizes variances from existing Troop policies and procedures; authorizes the Troop's annual calendar of activities on a beginning-of-the-calendar-year basis in conjunction with the expressed desires of the Scouts; supports the Scoutmaster and Assistant Scoutmaster(s) in their roles as Troop leaders, moral compasses, and Scout skills experts; meets *monthly*; authorizes expenditure of Troop funds; sets annual fees for Scouts joining the Troop and Scout re-chartering; approves annually the number of Scouts acceding to the Troop based upon the needs of the Troop and the ability of the Troop's infrastructure to support additional Scouts; ensures that all Troop 759 policies and procedures are fully implemented in a consistent, fair, and equitable manner; if and when necessary, determines and implements disciplinary measures to ensure Scouts adhere to the Scout Law; promotes and sponsors monthly "Green Bar" meetings for Scouts holding Patrol leadership positions; etc.

Troop Committee decisions will be based upon majority vote of those in attendance and recorded in Troop Committee meeting minutes and in this Handbook (following appropriate notice as defined in Preamble) if the decision modifies Troop policies or procedures. Minority positions will be recorded in the meeting minutes as appropriate.

In the event a majority of the Troop Committee members are not present at a scheduled Committee meeting, it is at the Committee Chairperson's discretion to table a decision for a later vote.

In the event the Committee Chairperson cannot chair a monthly meeting, he/she will arrange for a Committee member to serve as the chair, to include setting the written meeting agenda.

--Scout Patrol Organization: Each Patrol will have a Scout-elected and Scoutmaster-affirmed Patrol Leader who is at least a First Class Scout, with the exception of the new scout patrol. The Patrol Leader will select an Assistant Patrol Leader to serve in the Patrol Leader's absence. Each Patrol will be comprised of no more than eight Scouts unless the Troop Committee authorizes a variance.

III. Troop Meetings.

--All Troop meetings on Tuesday evenings, starting promptly at 7:30 PM and concluding promptly at 9:00 PM. *During the summer, the meetings typically are less frequent.* Currently troop meetings are held at Mt. Hebron Presbyterian Church in Ellicott City. To the extent possible, variances of day/time/place must be announced on a timely and effective basis to all Scouts/Adult Leaders/parents.

--Meeting Cancellations: With regards to Troop, Greenbar and Committee Meetings, we will follow the Howard County School System. If schools are closed for inclement weather, our meetings will be cancelled.

--Each Scout meeting will be comprised of an Opening (responsibility for conducting an Opening will be rotated among the Patrols); Committee announcements (*published, if at all possible*); Skill Session; Patrol time (Scouts plan patrol events, activities, and outings); Inter-patrol Activity; Scoutmaster Moment/Words of Wisdom; and Closing (responsibility for conducting a Closing will be rotated among the Patrols).

--Each Scout Patrol will keep written participation records for weekly meetings, activities, events, and outings and submit them on a timely basis to the Advancement Chairperson.

IV. Scout Participation.

In Troop 759, Scouts advance in rank and earn merit badges at their own volition and pace. No Scout is expected to achieve higher rank or merit badges on a predetermined schedule.

--Scout conduct: In conjunction with adherence to the Scout Law, upon joining Troop 759 and on an annual basis at the time of re-chartering in the Troop, each Scout, their parents/guardians and all involved adults will sign and date Supplemental Document #3, Conflict Resolution Statement.

--Rank advancement: Scouts are individually responsible for meeting the letter and spirit of each requirement for advancement to a higher rank. Scouts must fully demonstrate that they have earned advancement by being able to articulate what they accomplished to warrant advancement. Note: When a scout is asking for a rank advancement sign-off, the scout should be wearing the complete uniform. Each Scout requesting advancement must pass a Board of Review, as sanctioned and guided by the Boy Scout Handbook. Each Scout must present himself for the Board of Review in full Class A Scout uniform. Troop 759 Boards of Review will comprise *at least three currently registered* Troop Adult Leaders who are not the Scoutmaster or Assistant Scoutmasters and not related by family to the Scout. Each Board of Review must be prefaced by a successful Scoutmaster Conference with the Scout and established by the Advancement Chair as to place/date/time with the Adult Leaders.

--Scout Spirit: Scouts must consistently demonstrate Scout Spirit to earn rank advancement. Scouts who “live” the Scout Law are deemed to consistently demonstrate Scout Spirit. Only the Scoutmaster or *his designee* can attest to the Scout meeting the Scout Spirit requirement.

--Merit badge achievement: Troop 759 strives to have a Troop Merit Badge Counselor available to its Scouts for each merit badge. In the event Troop Counselors are not available; the Merit Badge Counselor will secure counseling through the BSA National Pike District.

--Uniforms: There are two Scout uniforms as follows: Class ‘A’: Scout shirt, *scout pants or shorts (Scout socks must be worn with scout shorts)* with Scout belt, neckerchief and slide, and *optional* Scout hat; Class ‘B’: Troop 759 T-shirt and scout pants or shorts (Scout socks must be worn with scout shorts) with Scout belt. Scouts are

required to be in the full *Class 'A'* uniform for all Scout activities unless the Scoutmaster or his designee authorizes a variance. Scouts must wear their uniforms in an appropriate manner at all times.

V. Troop Administration.

Troop 759 places the highest priority on the effective and efficient administration of the Troop to ensure a safe, rewarding, and fun environment for all Troop activities and participants.

In this pursuit, the Troop places special emphasis on:

--The timely and complete dissemination of Troop information through the Troop Information Manager. The Troop Information Manager utilizes comprehensive Phone Tree and Email capability and the Troop Website (<http://scout759ec.com>) to meet this priority. Adults who hold the above-identified Troop 759 Adult Leader positions usually provide the information for dissemination to the Troop Information Manager.

--As established by the Troop calendar, and as determined and supported by the Troop Activities Coordinator, the assignment of an Adult Leader or parent, other than the Scoutmaster or Assistant Scoutmaster(s), to act as a "Point of Contact" (POC), who will assume responsibility for the complete and timely coordination of that activity.

--Keeping family out-of-pocket Scout costs to a minimum. As noted above, the Troop Committee sets the annual fees for Scouts joining and re-chartering to the Troop. These fees have traditionally been nominal, but families also need to consider Scout and Adult Leader activity costs and uniform and any equipment/clothing outfitting costs, e.g. hiking boots, a backpack, etc. In order to mitigate financial impacts, the Troop sponsors and conducts a variety of fund raising activities. Scouts and Adult Leaders are encouraged, but not required, to participate in these fund raising activities. As an incentive, and as sanctioned as Troop policy by the Troop Committee, Scouts and Adult Leaders are eligible to earn dollar credits to offset Scouting expenses of their choice by participating in Troop fund-raisers.

<<< *What about adult training?* >>>

<<< *What about Youth election procedures?* >>>

Last updated 1/10/12 by Randy Strem

Troop 759
HANDBOOK – SUPPLEMENTAL DOCUMENT No: 1
Committee Positions and Responsibilities

These duties and responsibilities for each position listed here are in accordance with those of the Troop Committee guidebook as issued by the Boy Scouts of America Organization. However, where this document is in conflict with specific issues addressed in the BSA Troop Committee Guidebook, this document will prevail.

Troop Committee Chair

Duties:

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Prepare troop committee meeting agendas.
- Preside at the monthly committee meetings and any other special meetings that may be called. Appoint another committee member to chair if unable to attend.
- Encourage parent participation and cooperation

Charter Organization Representative

Duties:

- Serves as liaison between Troop 759 and our Charter Organization
- Assists with unit re-chartering

Secretary/Scribe

Duties:

- Keep minutes of Committee meetings and report the minutes of the previous meeting.
- Distribute copies of previous meetings minutes to committee members.
- Maintain records of all current and previous committee meetings
- Prepare final copy of Troop 759 correspondence, and retain copies on file
- Maintain Troop Handbook and supplemental documents for the handbook

Publicity Coordinator

Duties:

- Notify local newspapers of Troop's activities and accomplishments.
- Work in coordination with secretary
- Report (by monthly letter) to Charter Organization on Troop 759 activities

Troop Information Manager

Duties:

- Communicate information to parents in a timely manner.
- Establish and keep a current phone tree.
- Maintain Troop Website
- Maintain calendar
- Maintain list of current e-mail addresses

Treasurer

Duties:

- Handle all troop funds. Pay bills on recommendation / authorization of the troop committee.
- Reimbursable can be paid at treasurer's discretion
- Maintain checking account.
- Give treasurer's report at each committee meeting.
- Lead in the preparation of the annual troop budget.
- Work with the *Scout* Credits Coordinator and the Fund Raising Coordinator

Fund Raising Coordinator

Duties:

- Work with treasurer
- Coordinate and supervise fund raising projects
- Lead the Friends of Scouting campaign

Scout Credits Coordinator

Duties:

- Work with treasurer
- Maintain records for Scouts and adult of time and credits earned and expenses paid by the fund

Advancement Chair:

Duties:

- Maintain all Scout advancement records on Troopmaster and prepare specific reports generated from the data base
- Schedule Board of Reviews for advancement and act as the chairperson at the review
- Schedule Scoutmasters' conferences for boys
- Track boys' advancement and merit badge work
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Try to maintain consistency in requirements for rank

Equipment Coordinator/Quartermaster

Duties:

- Supervise and help the troop procure camping equipment.
- Maintain and inventory of troop equipment
- Ensure proper storage of equipment
- Make periodic safety checks on all troop camping gear, and encourage scouts in the safe use of all outdoor equipment.

Merit Badge Counselor Coordinator

Duties:

- Recruit parents as Merit Badge Counselors and prepare MBC paperwork
- Develop and maintain a merit badge counselor list for Troop and National Pike District

Activities Coordinator

Duties:

- Assign each activity a point of contact (POC) and monitor the progress to ensure that the following is achieved
 - develop an activity budget and collect each participant's fair share costs before the scheduled activity
 - determine and acquire any necessary food or equipment provisions
 - arrange appropriate transportation and monetary compensation to Troop drivers
 - effect logistical arrangements with the activity site
 - disseminate written activity preparation information to each Scout and Adult Leader at least two weeks prior to the scheduled activity
 - Develop and collect "permission slips" for each participating Scout, minor sibling, or minor guest; if necessary, acquire an activity tour permit, etc.
 - for future reference in making similar events better, POC prepares and presents, in coordination with the Scouts, a written post-activity "lessons-learned" report

High Adventure Camp Coordinator

Duties:

- *All the duties of the Activities coordinator apply to this position also. In addition,*
- *Identify and report to Committee on possible locations for all High Adventure Camp opportunities (Sea Base, Philmont, Northern Tier)*
- *Obtain information and requirements to allow planning and arrangements well in advance.*

Summer Camp Coordinator

Duties:

- All the duties of the Activities coordinator apply to this position also. In addition,
- Identify and report to Committee on possible locations for Summer Camp
- Obtain information and requirements to allow planning and arrangements well in advance.

Special Events Coordinator

Duties:

- Plan and set dates for at least four general Courts of Honor
- Assist in the preparation and arrangement for Eagle Court of Honors by working with the Eagle Scout's parents.

Eagle Scout Advisor

Duties:

- *Assist Life Scouts in becoming Eagle Scouts by providing the following assistance:*
 - *Assist with project clarification and provide guidance with the paperwork associated with the project*
 - *Provide guidance to the candidate by providing suggestions for additional documentation or for clarification of scope.*

Roundtable Representative

Duties:

- *Ensure that troop is represented at Monthly Boy Scout Roundtable.*
- *Secure any council or district information that represents an opportunity for the troop, and report it to Troop Committee.*

Scout Leader Mentor

Duties:

- *Ensure that the Youth Leader has contact with the mentor on at least a weekly basis*
- *Assist Youth Leader in fulfilling the requirements of his position*
- *Communicate a remediation plan for any Youth Leader that, in the opinion of the Scout Leader Mentor, is not fulfilling the objectives of his leadership position. This plan will be sent to both the Youth Leader and the Scoutmaster.*
- *Recommend to the Scoutmaster whether the Youth Leader has successfully met his objectives during the Youth Leader's tenure in office.*

The Scoutmaster and Assistant Scoutmasters are not part of the committee, but as the essential adult scouters and leaders of the troop their duties are listed below.

Scoutmaster

Duties:

- Train and guide boy leaders.
- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute (one of the Assistant Scoutmaster)
- Attend troop committee meetings, provide advice on troop operations and keep Committee apprised of relevant issues including any disciplinary action that may be required.
- Implement committee directives and instructions as to Troop operation philosophy.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation
- Conduct Scoutmaster Conferences for all rank advancements.
- Delegate responsibility to assistant scoutmasters so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.
- *Working with the Scout Leader Mentor, determine whether Youth Leadership has been successful in their tenure, and communicate this to the Advancement Chair.*

Assistant Scoutmasters

General Duties:

- Serve in the Scoutmasters absence. (must be 21 years old for this)
- Discuss issues with the Scoutmaster, other Assistants and the patrol coaches to provide the scouts with uniform guidance and advice.

Assistant Scoutmaster for Recruitment

Duties:

- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Assist Scoutmaster in the performance of his duties.

Assistant Scoutmaster for Adult Leader Training

Duties:

- Inquire as to training programs provided by the Boy Scouts Organization and other approved training for both Scouts and Adults in the troop
- Ensure troop leaders and committee members have opportunities for training,
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Recruit and train adults in the troop to serve as Assistant Scoutmasters.

Assistant Scoutmaster for the New Scout Patrol

Duties:

- *Work with Scoutmaster to recommend a boy to mentor the New Scout Patrol(s) in the Troop Guide position.*
- *Working with the Troop Guide, ensure that all new Scouts are given opportunities to advance in rank to achieve First Class within the first year of the boys' Scouting careers.*

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Troop 759
HANDBOOK – SUPPLEMENTAL DOCUMENT No: 2
Troop Procedures

Procedures for the Scout Credit Accounts

1. The Person in charge for each fundraiser should keep accurate accounts of the boys and parents who work and the total hours they worked. These numbers and the net amount earned should be submitted to the Scout Account coordinator after the event is over.
2. 25% of each fundraiser should be designated for the troop. This is for all events (including pizza & popcorn sales, car washes, & 4th of July clean up), but this is subject to budgetary needs.
3. After the 25% is taken from the net amount, the remaining money will be divided among the participants and that amount will be recorded in their scout account. Each FAMILY will have a page on the scout account, and the scout dollars can be used as the family sees fit (*It should be noted that scout account dollars cannot be used toward Eagle projects*).
4. A scout can use any of his available dollar credits toward any scout event expenses by contacting the coordinator. The coordinator will then subtract the expense amount from his account and give him a credit slip (chit) that can then be turned into the event coordinate in lieu of money.
5. If the family leaves the troop, all credit dollars go back into the troop account. This accounting will take place once a year after re-chartering. *If the scout transfers to another BSA chartered Scouting Unit (i.e. a Venture Crew), the monies can be transferred at the end of the calendar year in which the transfer occurred.*

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Troop 759
HANDBOOK – SUPPLEMENTAL DOCUMENT No: 3
Troop Procedures

Troop 759 Code Of Conduct

Every scout is expected to conduct himself in a positive, cooperative manner. If a scout does not follow this code of conduct, the following steps will be taken:

1. If the scout is disruptive or a problem arises, the patrol leader will ask the scout to cooperate.
2. If the scout continues to be disruptive or disrespectful, the patrol leader will inform the senior patrol leader or assistant senior patrol leader who will ask the scout to cooperate.
- 3 4. Finally, if the above steps do not alleviate the situation, the *SPL* will inform the scoutmaster who will talk with the scout and may at his discretion not sign off on “scout spirit” thus preventing advancement.
- 4 5. If the situation is more serious, the issue will be discussed with the troop committee for resolution.

I have read the above policy.

Scout/Scouter signature: _____ Date: _____

Parent signature: _____ Date: _____

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Troop 759
HANDBOOK – SUPPLEMENTAL DOCUMENT NO. 4
Advancement Procedures

Philosophy

“The Boy Scout advancement program is subtle. It places a series of challenges in front of a Scout in a manner that is fun and educational. As scouts meet challenges, they advance the aims of Boy Scouting.”¹ Each scout should strive to live the Scout Oath and Law in his everyday life and to do a good turn daily.

The Four Steps of Advancement²

The Boy Scout Learns

The Boy Scout is Tested

The Boy Scout is Reviewed (Scoutmaster’s Conference and Board of Review)

The Boy Scout is Recognized

THE BOY SCOUT LEARNS

“A Scout may at any time complete any requirement for Tenderfoot, Second Class and First Class. There is no waiting time between those ranks, so a boy may work on the requirements at his own speed.”² There is a special award given by the troop for those scouts who achieve First Class in one year.

THE BOY SCOUT IS TESTED

“A scout wanting to complete an advancement requirement must demonstrate to his leader that he has fully mastered a skill at the level expected.”² Most rank requirements can be signed off by the scout’s patrol coaches, except for the Scoutmaster’s Conference, Board of Review, service hours, and leadership requirement.

Rank Requirements –

Scouts should document in their books when requirements are done at a campout.

Rank requirements should only be signed off if the scout is appropriately dressed for the event at which his book is being signed. For example if the scout is not in full class A at a meeting, then he should not have his book signed off.

Second Class, requirement 2a and 1st Class requirement 3 – Troop/patrol activities: Any troop or patrol event approved by the Scoutmaster can be counted for this requirement. This includes the troop Court of Honor. If it’s on the calendar, it can be counted.

Second Class requirement 8 - Participation in a school, community or troop program on the dangers of using drugs alcohol and tobacco. Participation in a school program will only count if the scout was enrolled in the troop before the program was completed.

Service hours – Any service project that the troop is participating in can be counted and does not need prior approval (for example: scouting for food, We Remember). The 4th of July clean up does not count for service hours, as it is a fundraiser. Some examples of troop service projects are: cleaning up the community; pruning community trees; fixing up cemeteries; shoveling snow; conducting clothing drives; assisting at election day; aiding shut-ins; restoring historic sites; refurbishing monuments; visiting nursing homes; collecting toys; participating in conservation work.² If a scout wishes to do an independent service project, he must get written approval from the Scoutmaster before the project is started. The scout should provide the Scoutmaster in writing with a brief explanation of the service project, the expected number of hours needed to complete the service, and the date of the service project. The Scoutmaster will then sign the document approving or disapproving using the service project for rank advancement. After the service project is completed, the scout must have an adult in charge at the service project sign the document stating how many hours the scout worked. When this is done, the Scoutmaster can then sign off the requirement in the scout's book.

First Class requirement 4 – Requirements 4a, 4b, 4c, 4d, and 4e should be completed for the same campout.

Leadership Requirement for Star, Life, and Eagle – Each scout who holds a leadership position in the troop will be assigned an adult mentor (for example, Troop Scribe will work with the Committee secretary). This mentor will work with the scout on a regular basis and will sign off for this requirement. If a scout does not hold a leadership position in the troop, he may still complete this requirement by carrying out a Scoutmaster-assigned leadership project to help the troop. In this case, the Scoutmaster will sign off this requirement.

Scout Spirit – Only the Scoutmaster or someone designated by the Scoutmaster may sign off for this requirement.

Scheduling a Scoutmaster's Conference and Board or Review – When all requirements have been completed for the rank, except for the Scoutmaster's Conference and the Board of Review, let the Advancement Chairperson know. The Advancement Chairperson will then verify all of the dates for all of the requirements and schedule a Scoutmaster's Conference. After a scout has the Scout Spirit and Scoutmaster's Conference signed off, each scout should then request that the Advancement chairperson schedule them for a Board of Review.

THE BOY SCOUT IS REVIEWED

Three registered committee members of the troop will conduct the Board of Review (BOR). These people cannot be the Scoutmaster, Assistant Scoutmaster or a member of the scout's family. "The purpose of the BOR is not to retest a scout, but rather to ensure that he has completed all of the requirements, to determine the quality of his troop experience, and to encourage him to advance toward the next rank."² "At the end of the review, the scout will leave the room while the board members discuss his qualifications. Then they will call him back to tell him that he is qualified for his new rank, or to outline

very clearly what more he must do in order to successfully complete the requirements.”²
The BOR members must vote unanimously to advance to the scout. On the day of the scout’s BOR, he must present himself in full Class A uniform.

Full Class A uniform:

Class A shirt

Neckerchief

Slide

Green shorts or green pants (scout socks must be worn with the shorts)

A belt (this does not have to be a scout belt, any belt will do)

Slides or neckerchiefs should not be borrowed from someone else, as it is the scout’s responsibility to come to the BOR dressed appropriately. If the scout has a problem obtaining the required clothing, he must let the Advancement Chairperson know before the BOR.

A SCOUT IS RECOGNIZED

A scout will receive his new badge as soon as possible after his achievement has been certified by a BOR. He will receive his rank card at the next Court of Honor.

Additional Helpful Information

It is strongly recommended that each scout keep a notebook and bring it to each meeting. He should take notes during the meeting; keep a calendar of events, patrol/troop phone numbers, and merit badge information. It is very important to keep all rank advancement cards and merit badge cards in a safe place. A scout may make a copy of these cards to bring to meetings and outings and keep the originals in a safe place. Often these cards are used to verify requirements for eagle.

¹ Advancement Committee Policies and Procedures, Boy Scouts of America, Revised 1989.

² The Scoutmaster Handbook, Boy Scouts of America, Revised 2001.

Updated 10/19/2010 by Todd Coffelt