



# Preparing to Advance

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The purpose of this document is to provide Scouts an easy way to check that they are fully prepared for their next rank advancement. Essential steps in the advancement process are the Scoutmaster Conference and the Board of Review. Scoutmaster Conferences and Board of Reviews are held monthly. The dates are set in September and are published to the Troop Calendar which may be found on the Troop website, [www.troop173-yorktown.org](http://www.troop173-yorktown.org).

## Scoutmaster Conference

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Scoutmaster Conferences are scheduled during designated times. Please refer to the Troop calendar for the dates. It is the responsibility of the Scout to sign up for a scheduled conference by the deadline set by the Scoutmaster. Scouts must report to a Scoutmaster Conference in Full Field "Class A" Uniform. The Scout MUST bring his Boy Scout Handbook with all requirements completed (with the exception of those requirements related to Scout Spirit, Scoutmaster Conference and Board of Review) for the rank pursuing. Also, the Scout MUST bring a completed Board of Review Application Form for the rank pursuing. A Scout is not permitted to complete his Scoutmaster Conference and Board of Review for the same rank in the same evening. Scouts who do not pass the Scoutmaster Conference will be given the reason(s) for the Scoutmaster's rejection, and the corrective steps (and timing) necessary to pass a future Scoutmaster Conference. Scoutmaster Conferences will not be given to a Scout not in Full Field "Class A" Uniform.

## Board of Review

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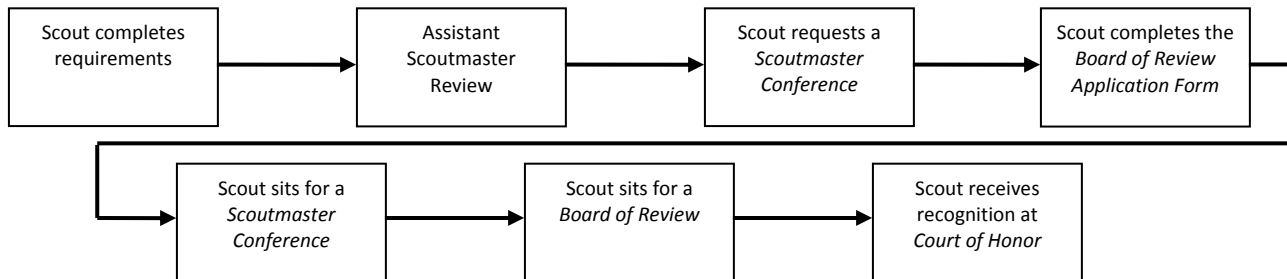
The Board of Review consists of non-uniformed adults, members of the Troop Committee, parents from the Troop membership and/or members of the Community, lead by the Advancement Chairperson or Committee Chairperson, who meet with each Scout after the Scout has completed the requirements for each rank (except for the rank of Scout) and a Scoutmaster Conference. This is an opportunity for Board members to review the Scout's attitude, accomplishments and acceptance of Scouting ideals. The Board is responsible for checking that each Scout has in fact completed his rank requirements, is displaying appropriate leadership skills, maturity, attitude, spirit, and is prepared to move on to the next rank. The Board meeting schedule for the year is normally announced in September and published in the Troop calendar. Scouts who successfully pass the Board of Review will be immediately announced at that or the next Troop meeting. Scouts who do not pass the Board of Review will be given the reasons for the Board's rejection and the corrective steps (and timing) necessary to pass a future Board. Decisions of the Board of Review may be appealed to the full Troop Committee.

Scouts must appear before the Board in Full Field "Class A" Uniform (no exceptions), and must bring his Boy Scout Handbook. The completed Board of Review Application Form will have been sent to the Board of Review Committee by the Scoutmaster.

The District Advancement Chairperson chairs the Eagle Board of Review, with members drawn from Manitoga District. The Troop normally has two voting members on an Eagle Board of Review. Eagle Boards are convened on an "as required" basis.

## Rank Process Flowchart

There are a few steps a Scout must follow to be able to complete the Rank. Here at Troop 173 we've established a formal process for Rank progression. The following flowchart depicts this process.



1. The Scout completes all requirements for rank with the exception of:
  - *Demonstrate Scout Spirit by living the Scout Oath (Promise) and Scout Law in your everyday life. Discuss four specific examples of how you have lived the points of the Scout Law in your daily life.*
  - *Participate in a Scoutmaster Conference.*
  - *Complete your Board of Review*
 These will be completed later in this process.
2. An Assistant Scoutmaster reviews Handbook to confirm all requirements are signed off
3. The Scout requests a *Scoutmaster Conference* from the Scoutmaster in advance of the next scheduled date. (See Troop Calendar for dates). ***(If this Scoutmaster Conference is for the SCOUT Rank then the process jumps to step 7)***
4. The Scout completes the *Board of Review Application Form* for the rank he is pursuing. (See Troop website for the *Board of Review Application Forms*)
5. The Scout sits for the *Scoutmaster Conference* in Full Field "Class A" Uniform with completed *Board of Review Application Form* and his Scout Handbook
6. After passing the *Scoutmaster Conference* the Scout will then sit for the next scheduled *Board of Review* in Full Field (Class A) Uniform. (See Troop calendar for dates).
7. After passing the *Board of Review* the Scout has completed his rank. He may begin working on his next rank. The Scout will receive his Rank Badge at the next scheduled Court of Honor.