

TROOP 150 ADVANCEMENT PROCEDURES

In a Boy Scout Troop, the Boy Scout is responsible for availing himself of advancement opportunities and opportunities to earn merit badges as they are made available to him. Outside of summer camp, or merit badge classes made available through Troop activities, each Scout is expected to follow a simple process that is simple to follow and offers the ability of the Scoutmaster and the Advancements Chairman to track the Scout's progress. Should a conflict exist in this summary, the procedures set forth in the Troop 150 By-Laws and the **Scout Handbook** shall prevail.

MERIT BADGES

Blue Cards – With the exception of a few merit badges such as Camping and Hiking, Scouts need to request a blue card from the Scoutmaster before they begin work on a merit badge. Since Troop meetings generally have a full agenda, it is best if Scouts contact the Scoutmaster outside of meeting times to request the blue cards. This is something that can be done by email and the blue cards delivered at the next available meeting.

Merit Badge Counselor Selection – Once the Scout receives the blue card, he needs to contact the Advancement Chairman to choose a merit badge counselor. When more than one merit badge counselor is available, the Scout may choose the counselor of his choice. In some instances the Scoutmaster or Advancement Chairman may suggest a merit badge counselor based on any number of variables.

Working on the Merit Badge – Once the counselor is chosen the Scout contacts the counselor and arranges times to meet with the counselor. At no time should the Scout meet with a counselor without at least one other Scout, another youth, or another adult present. The counselor will provide the necessary guidance for the Scout to complete the merit badge. Once completed, the counselor annotates the blue card and retains their copy for their records. The Scout then brings the two remaining parts to the Scoutmaster for his final approval. Once approved, the Scoutmaster will give the Scout his copy of the card and submit the Troop records copy to the Advancement Chairman for processing and to have the merit badge ready for presentation at the next Court of Honor.

RANK ADVANCEMENT

As Scouts complete requirements through the rank of 1st Class, they may request the assistance of senior Scouts, 1st Class and above, to assist them with the requirements. Once the senior Scout is satisfied that the Scout has mastered the requirement, he may initial and date the Scout's Scout Handbook. The Scoutmaster will periodically review these requirements and countersign that he is satisfied the requirements have been satisfied.

SCOUTMASTER CONFERENCE

Once a Scout completes all requirements necessary for advancement to the next rank, the SCOUT will request a Scoutmaster Conference with the Scoutmaster. The Scoutmaster will make an effort to schedule the conference at a time that will afford him the opportunity to spend time with Scout to ensure that he is ready for the Board of Review. Generally, SMC's will not be done during regular Troop meetings.

BOARDS OF REVIEW

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Once the Scoutmaster signs off on the Scoutmaster Conference, he will advise the Scout to contact the Advancement Chairman to request a Board of Review. Boards of Review are scheduled during the 1st and 3rd meeting of each month. Immediately prior to and immediately following summer camp, the Advancement Chairman may make special arrangements on dates other than the 1st and 3rd meetings in order to have Scouts ready for the Court of Honor following summer camp.

THE SCOUT IS RESPONSIBLE

Please note that at every step it is the Scout's responsibility to request the adult leaders to assist him. Parents are encouraged to remind their Scouts of what they need to do, but they should not attempt to set up meetings for their Scout. This process is an integral part of teaching Scouts to become independent and to take responsibility for their rank advancement. If you believe your Scout is hesitating or delaying a step for some reason, discuss it with the Scoutmaster and alert him about any potential issues in that regard. The Scoutmaster will then the Scout and ask if there is some reason he is delaying taking the next step. Sometimes Scouts get a little nervous about the next step and a little nudging is acceptable.

Note that we attempt to avoid doing Scoutmaster Conferences during regularly scheduled Troop meetings and we do not permit Scouts to miss meetings to meet with merit badge counselors. Both of these can be done prior to a meeting or immediately following a meeting if there is sufficient time to do so. Boards of Review are generally scheduled during the regular Troop meeting; but, the Advancements Chairman may schedule the BOR outside of the regular meeting time.