

Troop 442
Boy Scouts of America
Procedures to follow for Advancement

Rank Advancement – Tenderfoot through First Class

1. Complete all requirements and have your book signed off for the rank on which you are working
2. Your Patrol Advisor will conduct your Scoutmaster's Conference. Contact him 2-3 days in advance for an appointment. Wear your full uniform to your conference. The Patrol Advisor is to complete the *Personal Growth Agreement Worksheet* and give it to the Scout upon successful completion of the conference. If the Scout does not pass the conference, the worksheet must be given to the Scoutmaster.
3. The Scout then contacts the Senior Patrol leader one week in advance to schedule a Board of Review. This Board must consist of at least 5 Scouts holding the following offices: Senior Patrol Leader, Assistant Senior Patrol Leader, Patrol Leader, Instructor or Scouts of the rank of Star or Life and one Assistant Scoutmaster. All Board of Review members and the candidate must be in full uniform. No Board of Review are to be scheduled on Troop meeting night or on a campout without Scoutmaster approval one week prior.
4. The Board of Review Chairman then completes the *Personal Growth Agreement Conference Worksheet* and gives it to the Scoutmaster whether the scout passes the Board of Review or not.
5. Your badge will be presented to you within two weeks of the Scoutmaster receiving notice of you having completed your Board of Review, unless you earn your rank in a month having a Court of Honor. In those months, your rank will be presented at the Court of Honor provided everything is completed one week prior to the Court of Honor.

Rank Advancement - Star and Life

1. Complete all requirements and have your book signed off for the rank on which you are working.
2. Obtain a *Pre-Service Project Checklist* and a *Service Project Report Format* from the Scoutmaster. Complete checklist and have it approved by the Scoutmaster before you start work on your project. Failure to follow this procedure could result in you having to do your project over. (Pre-approval is not required if you are working on another Scout's Eagle Project.) After your project is completed, write a report on it following the instruction on *the Report Format* sheet. Before writing a final copy, have your report approved by the Scoutmaster. Then write the final copy and call the Scoutmaster 2-3 days in advance to schedule a Scoutmaster's conference.
3. After the Scoutmaster's conference, the Scout must contact the Troop's Board of Review Chairperson to set up an Adult Board of Review. Adult Board of Reviews will be scheduled as needed once a month during the first week of the month.

Scouts must call the Board of Review Chairperson by the 10th of the month to schedule an Adult Board of Review.

4. Ranks of Star and Life will be presented at Troop Court of Honor unless Scoutmaster gives approval to receive it at another time.

NOTE: Service projects for your next rank may be done anytime after you earn the previous rank.

Rank Advancement – Eagle

1. Contact the Troop's Eagle Advisor prior to obtaining the Eagle packet.
2. Write up a rough draft of your Eagle Service Project and have the Eagle Advisor review it. Then write up the final copy and present it to the Eagle Advisor and the Scoutmaster for review and approval. After you receive Scoutmaster approval, contact the Committee Chairman to make an appointment to present your project. It must be submitted to District for approval before you begin work on the project. The Eagle Advisor is available to answer questions and give you guidance. The Scoutmaster will also be advising you during your progress toward Eagle.

Rank Advancement – Eagle Palms

1. See the Scoutmaster Advisor regarding the requirements for Eagle Palms.

Merit Badges

1. Obtain blue merit badge card from the Scoutmaster at a Troop Meeting.
2. Read the merit badge book completely then contact the Merit Badge Counselor to make an appointment to discuss the requirements before you start working on the badge, (Patrol Leaders have a list of approved Merit Badge Counselors)
3. Complete the requirements for the merit badge.
4. Call the Merit Badge Counselor 2-3 days in advance to set up an appointment to get passed off on the badge. Make sure you are in complete uniform with sash and that your merit badge card is properly and complete filled out before you meet with your counselor.
5. Return the signed merit badge card to the Scoutmaster.
6. All merit badge cards must be returned to the Scoutmaster at least one week prior to any Court of Honor in order to have it present to you at that Court of Honor. Merit badges are only presented at Courts of Honor.