

# Troop 209 Rank Advancement Guidelines

## Required Steps To Advance

### Tenderfoot, Second Class, First Class, Star and Life Scout

The following guidelines for rank advancement have been established to better serve the scouts in Troop 209 and to maintain the high standards of a quality troop.

**Step 1**    **Complete the rank requirements** - Scouts are encouraged to have requirements signed off in their Boy Scout Handbook, by a Scoutmaster, as they complete them. Troop 209 discourages Scoutmasters from signing off on their own son's completed requirements.

**Step 2**    **Verify the rank requirements with the Advancement Chairperson** - Scouts are not to approach a Scoutmaster directly for a Scoutmaster Conference. The Scout, not his parent, presents his Boy Scout Handbook to the Advancement Chairperson when all requirements (except Scout Spirit) have been signed off by the Scoutmaster or Assistant Scoutmaster(s). The Advancement Chairperson will verify that requirements have been signed off and will update the scout's permanent troop advancement file.

**Step 3**    **Request a Scoutmaster Conference** - The Scout may then, and only then sign the Troop Advancement Logbook requesting a Scoutmaster Conference.

For advancement to the rank of Tenderfoot, Second Class Scout and First Class Scout, the attending Troop Scribe will make arrangements with an Assistant Scoutmaster to meet with the Scout for his conference during the troop meeting as time permits.

For advancement to the rank of Star Scout and Life the Scout will sign the Troop Advancement Logbook and will be instructed to contact the Scoutmaster directly to schedule their conference. These Scoutmaster Conferences will be scheduled for a future date and will typically take place before a regular troop meeting, not during.

**Step 4**    **Scoutmaster Conference Completion** - When the Scoutmaster Conference has been successfully completed the Scout and the Assistant Scoutmaster will go to the Advancement Chairperson's table and sign Troop Advancement Logbook. For the ranks of Star Scout and Life Scout the Scout may report without the Scoutmaster to the Advancement Chairperson upon successful completion of the Scoutmaster Conference.

**Step 5**    **Request a Board of Review** – After completing the Scoutmaster Conference a Scout may then, and only then, request a Board of Review (does apply for Scout rank). At this time the Advancement Chairperson will contact the Troop Committee members to make the arrangements for the Board of Review to take place at the next regularly scheduled troop meeting.

**Step 6**    **Attend a Board of Review** - In order to participate in a Board of Review the Scout **MUST BE IN FULL and COMPLETE UNIFORM – NO EXCEPTIONS.**

No Board of Reviews will be started after 8:30pm for advancement to the rank of Tenderfoot, Second Class Scout and First Class Scout.

No Board of Reviews will be started after 8:15m for advancement to the rank of Star Scout or Life Scout.

At the troop meeting where the Scout has successfully passed his Board of Review he will be recognized and awarded his rank patch during the closing ceremony. A rank certificate card will be presented to him at the next Troop Court of Honor.