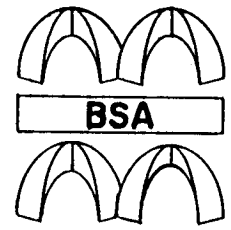




BOY SCOUTS OF AMERICA TROOP 313

DES PERES, MISSOURI
Since 1944



Advancement Chair Duties and Responsibilities

1. Summary of Responsibilities

- 1.1. The Advancement Chair is a voting member of the Troop Committee.
- 1.2. The Advancement Chair is responsible for maintaining the Troopmaster database of membership, participation, training and advancement for both Scouts and adults.
- 1.3. The Advancement Chair is responsible for submitting advancement reports to the Greater St. Louis Area Council (GSLAC).
- 1.4. The Advancement Chair is responsible for purchasing rank badges, merit badges and other BSA emblems for presentation to Scouts. (Note that purchase of activity patches is normally the responsibility of the adult advisor for the particular outing or activity, but these are provided to the Advancement Chair for presentation at Troop Courts of Honor.)
- 1.5. The Advancement Chair is responsible for organizing and supervising Boards of Review for Scouts advancing through the ranks.
- 1.6. The Advancement Chair is responsible for coordinating Courts of Honor and working with the Scout Master of Ceremonies to develop the program and order of presentation of ranks and other awards.
- 1.7. The Advancement Chair is responsible for reviewing Eagle Scout applications and associated paperwork.

2. Committee Duties

- 2.1. The Advancement Chair will attend monthly Troop Committee Meetings.

- 2.2. The Advancement Chair will provide monthly reports of Scout advancement, merit badges earned and a six-month running participation summary. In addition, the Advancement Chair will present an annual report of Scout advancement and annual participation summary to be provided to the Troop Committee in January of each year.
- 2.3. The Advancement Chair will collaborate with the Troop Treasurer, Scoutmaster, Chartered Organization Representative and Unit Commissioner to prepare and submit the Troop recharter paperwork according to the GSLAC schedule.
- 2.4. The Advancement Chair will collaborate with the Scoutmaster to maintain Troopmaster records of Scout Positions of Responsibility and training such as National Youth Leadership Training (NYLT), National Advanced Youth Leadership Experience (NAYLE) and other youth training.
- 2.5. The Advancement Chair will collaborate with the Troop Training Chair to maintain Troopmaster records of adult leader training and to assist in preparation of reminders of re-training based on BSA or GSLAC training schedules.

3. Maintenance of Troopmaster Database

- 3.1. The Advancement Chair will collaborate with the New Scout Advocate to collect and maintain advancement records for Scouts through the First Class rank. This is most readily accomplished by providing a copy of the "Target First Class" printout at each Troop meeting and working with the New Scout Advocate to record new advancement requirements on this printout to be transferred into Troopmaster.
- 3.2. The Advancement Chair will receive completed Merit Badge cards from Scouts and enter completion dates into the Troopmaster database.
 - 3.2.1. The Advancement Chair will review all Merit Badges (completed or partial) at the close of summer camp to ensure that Scouts are properly credited by the camp. Note that the Scoutmaster must sign all summer camp Merit Badge cards in the appropriate place.
 - 3.2.2. For summer camps that do not provide individual Merit Badge cards, the Advancement Chair will prepare "blue cards" using the associated Troopmaster function. For completed merit badges, the Advancement Chair will sign in the counselor's approval section and indicate "Out of

Council Camp” and the camp name. If individual records are provided by the camp, these must be attached to the “blue cards.” If the camp provides only per-badge or overall unit summaries, excerpts of these showing the particular Scout’s completion of the merit badges must be attached to the “blue cards.” Note that the Scoutmaster must sign the “blue cards” in the appropriate place as well. The Advancement Chair will maintain a file of out-of-Council summer camp Merit Badge printouts in case of any question by GSLAC regarding the completion of Merit Badges by Scouts at out-of-Council camps.

- 3.3. The Advancement Chair will collaborate with the Troop Activity Chair, Scout campmasters and adult advisors to collect participation information for Troop outings and activities.
- 3.4. The Advancement Chair will provide the Senior Patrol Leader with a meeting attendance form for each Troop meeting and will enter meeting attendance data into the Troopmaster database.
- 3.5. The Advancement Chair will provide the Senior Patrol Leader copies of the “Target First Class” and “Target Eagle” reports for each month’s Patrol Leaders Council meeting. Copies of the full-Troop printout should be provided for the Senior Patrol Leader, Scoutmaster and New Scout Advocate. Copies by Patrol should be provided for the Senior Patrol Leader to give to each Patrol Leader.
- 3.6. The Advancement Chair will maintain regular backups of the Troopmaster database to guard against loss of critical data. It is strongly recommended that a serial file of backups be maintained with a new backup added each time the database is updated for any reason. Use of the “automatic backup upon exit” feature of Troopmaster is highly encouraged. By saving each new backup to its own folder/directory and naming these backup directories using a Georgian date (e.g. “20120915” for a backup made on September 15, 2012), the backup files will be easily identified should it be necessary to recover the Troopmaster database from a specific time. It is especially critical to create backups when handing off the database to other Troop leaders for specific updates, such as maintenance of medical form history by the Troop Medical Officer.

4. Boards of Review

- 4.1. The Advancement Chair will schedule Boards of Review at least on a monthly basis. Additional Boards of Review may be scheduled at regular Troop

meetings, especially to accommodate first-year Scout advancement when the number of Scouts advancing at a given time exceeds the number of Boards of Review that can be conducted during one Troop meeting.

- 4.2. The Advancement Chair is encouraged to schedule additional Boards of Review during summer camp.
- 4.3. The Advancement Chair will provide the members of each Board of Review with the following reports from Troopmaster for the Scout being reviewed: Individual Progress, Individual History and Individual Participation.
- 4.4. The Advancement Chair will make available copies of the Troop's guidelines for conducting Boards of Review.
- 4.5. The Advancement Chair may sit on Boards of Review but in most instances, will coordinate the Boards of Review, especially when multiple Boards are meeting simultaneously.
- 4.6. When coordinating Boards of Review, the Advancement Chair will collaborate with the Scoutmaster to ensure that each Scout appearing before a Board of Review has completed all rank requirements, especially the tenure and approval for Positions of Responsibility (for the ranks of Star and Life) and the "Scout Spirit" and Scoutmaster Conference requirements for all ranks.
- 4.7. The Advancement Chair will record the date of the Board of Review in the Troopmaster database. Note that the date of the Board of Review, not the date the rank badge is presented at a Court of Honor, is the effective date for that rank.
- 4.8. The Advancement Chair is strongly encouraged to recognize each Scout's advancement at the close of the meeting during which he completes his Board of Review.
- 4.9. While there is no formal Troop-level Board of Review for Eagle Scout candidates, an informal review of paperwork and coaching session is normally conducted prior to the Troop Committee Chair signing the Eagle Scout application. The Advancement Chair will provide the same Troopmaster printouts for this review as for a formal Board of Review.

4.10. The Advancement Chair will review each Eagle Scout candidate's paperwork and will ensure that all elements are included and properly prepared. These elements include:

4.10.1. The Eagle Scout Application. The Advancement Chair will review all advancement and Position of Responsibility dates and will ensure that the form is properly signed by the candidate, the Scoutmaster and the Troop Committee Chair.

4.10.2. The 21 Merit Badge cards. The Advancement Chair will review the Merit Badge cards and ensure that exactly those 21 cards are included that are listed on the first page of the Eagle Scout application and that all completion dates on the application agree with the dates on the respective Merit Badge cards and that all signatures are present on each card. Note that out-of-Council summer camp "blue cards" require backup documentation for GSLAC review.

4.10.3. The Advancement Chair will ensure that the four letters of recommendation are present in sealed envelopes and that the name of the candidate and name of the recommender are inscribed on each envelope. The names on the envelopes must correspond to the recommenders listed on the candidate's application. (Note that *only* the District Eagle Board of Review ever opens these letters of recommendation.)

4.10.4. The Advancement Chair will ensure that the candidate has provided his final Eagle Project report, that the Scoutmaster and representative from the benefitting organization have signed the report and that the date on the application agrees with the later of these two signature dates.

4.10.5. The Advancement Chair will ensure that the candidate has provided the required "Statement of Life's Goals and Ambitions."

5. Courts of Honor

5.1. Courts of Honor are scheduled as part of the annual Troop plan. They are typically scheduled in months which have five Wednesdays but this schedule may be varied when holidays or other issues interfere with the "fifth-Wednesday" norm. In any event, the Troop will schedule four Courts of Honor per year.

- 5.2. The Advancement Chair will solicit Scout volunteers to serve as the Master of Ceremonies for each Court of Honor. These are typically Scouts working on Communications Merit Badge who need the Master of Ceremonies duty to fulfill one if the badge's requirements.
- 5.3. The Advancement Chair will advise the Scout Master of Ceremonies to prepare the script for the Court of Honor and to coordinate with the Troop Historian(s) to prepare a presentation ("slide show") of photographs from recent Troop outings and activities.
- 5.4. The Advancement Chair will produce the printed program for the Court of Honor and will provide draft and final copies of this program to the Scout Master of Ceremonies to assist him in recruiting Scout and/or adult presenters for various ranks, Merit Badges and other awards.
- 5.5. The Advancement Chair will prepare the "advancement report" printouts from Troopmaster to be used to develop the Court of Honor program and to provide to GSLAC to record rank advancements and Merit Badges. Note that Troopmaster provides the option to automatically set the "reported" and "presented" flags for each rank and Merit Badge. It is *imperative* that this option *not* be checked until the final advancement report has been prepared and all advancements and merit badges double-checked.
- 5.6. The Advancement Chair will check all Merit Badge cards received against the advancement report printouts before finalizing the program or providing the advancement report to GSLAC.
- 5.7. The Advancement Chair will take the advancement report and all Merit Badge cards to one of the GSLAC "Scout Shops" (either West Pine or Page Avenue). The staff at the Scout Shop will receive the advancement report, stamp the Merit Badge cards with the Council Executive's signature and allow the Advancement Chair to purchase the rank badges, rank pins, rank cards and Merit Badges.
- 5.8. The Advancement Chair will solicit activity and other participation awards from Scout campmasters and adult advisors.
- 5.9. The Advancement Chair will prepare awards for the Court of Honor as follows:
 - 5.9.1. For rank advancements, the Advancement Chair will fill in the rank card with the Scout's name and effective date of rank (date of Scoutmaster

Conference for "Scout" and date of Board of Review for Tenderfoot through Life). The Advancement Chair will ensure that the Scoutmaster, Senior Patrol Leader and Troop Committee Chair sign the rank advancement cards as indicated on the specific cards. The Advancement Chair will staple the rank badge to the card and affix the parent's pin to the card. It is most convenient to group the completed cards by ranks for presentation.

5.9.2. For Merit Badges, the Advancement Chair will staple the badge to the Merit Badge card. It is most convenient to group the completed Merit Badge cards by Scout for presentation.

5.9.3. For activity and other special awards, the Advancement Chair will prepare paper labels with the Scout's or adult's name and the event for which the award is presented. These labels will be stapled to individual award patches or award pins will be attached to the labels. It is most convenient to group special awards by award for presentation. Note: While it may seem to be quite a bit of work to prepare the individual Scout/adult tags, this makes it much easier to keep track of who has and who has not received a given patch or pin.

5.9.4. After each Court of Honor, the Activity Chair will collect any "leftover" badges and other awards and divide these by Scout (or adult). Putting each Scout's "leftovers" into a single zip-lock baggie makes it easy to hand these out at subsequent Troop meetings.

5.10. Approximately once per year, the Advancement Chair will review the Troopmaster database for special recognition awards. This is most often done at the first Court of Honor within a calendar year, before the New Scouts have joined the Troop. Special recognition awards include:

5.10.1. Miles of Hiking. Awards are given to Scouts and adults for 100, 200, 300, 400, 500 and (rarely) 1,000 miles of hiking.

5.10.2. Nights of Camping: Awards are given to Scouts and adults for 50, 100, 200 and (rarely) 365 nights of camping.

5.10.3. National Outdoor Awards: This is a relatively new BSA award for Scouts only. There is a "base" patch (pentagon) which is presented when a Scout completes any of the topical segments. There are segments for hiking, camping, aquatics, riding and high adventure. Each segment has certain

base Merit Badge requirements plus a number of nights, miles or hours of activity in the specified area. Additional participation beyond the base requirements earns “devices” or pins for that segment. A spreadsheet has been developed to assist in determining which Scouts are eligible for this award. There is an application form available online which must be turned in to GSLAC in order to purchase the base patches, segments and devices.

5.11. In addition to the usual rank, Merit Badge and activity recognition, there are other opportunities for recognition at Courts of Honor. Examples of these include:

5.11.1. Order of the Arrow (O/A): Scouting’s honor camping society is recognition of Scouts by Scouts and adults by adults. At the post-summer-camp Court of Honor, it is appropriate to recognize those Scouts and adults who were elected as Ordeal Candidates in the Order of the Arrow. Similarly, when Ordeal Candidates complete their Ordeal (at the O/A Fall Reunion or Spring Conclave) or when Ordeal Members complete their Brotherhood honor in the O/A, they should be recognized at the following Court of Honor. (Note that there is no badge presented, but recognizing their honor is appropriate.) (Although there is no badge for these O/A presentations, the Troop has a tradition of purchasing lodge flaps from out-of-Council camps and presenting them to Ordeal members who were elected the year the Troop attended the out-of-Council camp as a memento of their election.)

5.11.2. NYLT: National Youth Leadership Training is the primary youth training program. By tradition, Troop 313 provides laminated name tags to youth completing NYLT. The Advancement Chair will produce and laminate these name tags.

5.11.3. Adult Leadership Training (ALT): By tradition, Troop 313 provides engraved name badge pins to adults who complete ALT either at summer camp or at one of the District’s weekend sessions. The Advancement Chair will purchase these name badge pins at one of the Scout Shops.

5.11.4. Wood Badge: Completion of the advanced adult leadership training course is formally recognized in a “beading” ceremony but it is appropriate to also recognize adult leaders who complete their Wood Badge at Troop Courts of Honor.

5.11.5. Religious Awards: Both youth and adult religious awards may be earned from time to time and should be recognized at a following Court of Honor.

6. Eagle Scout Processes

6.1. In addition to the observations under “Boards of Review,” above, the Advancement Chair has several responsibilities in the final steps of the Eagle Scout application process.

6.1.1. When an Eagle candidate has completed his application and received the Scoutmaster and Committee Chair signatures, the Advancement Chair will accept the five items noted in section 4.10, add an Advancement Report (usually manually generated) and take these to either the West Pine or Page Avenue Scout Office (not the Scout Shop). The staff will review the materials (sometimes while you wait but more often in 24 to 48 hours) and verify all advancement information, Merit Badge dates, etc. They will then stamp the application with the Council Advancement Chair’s signature and call the Advancement Chair to pick up the paperwork.

6.1.2. After Council review and approval, the Advancement Chair will pick up the Eagle application packet (minus the advancement report) and return it to the Eagle candidate, who may then schedule his District Eagle Board of Review.

6.1.3. After the candidate completes his District Eagle Board of Review, the Advancement Chair will accept the Eagle application (just the two page application) and take it to one of the Scout offices. From there, it will be sent to BSA National for final review and approval. This process generally takes two to four weeks, at which point the Scout office will call the Advancement Chair to pick up the application and presentation materials.

6.1.4. The Advancement Chair will pick up the Eagle Scout presentation materials and return them to the Eagle Scout, who may then plan his Eagle Court of Honor.

6.2. The process for Eagle Palms is somewhat simpler:

6.2.1. The Eagle Palm candidate must complete the required five additional Merit Badges, three months of time since his Eagle or preceding Palm Board of Review and a Scoutmaster Conference.

- 6.2.2. Either the Eagle Palm candidate or the Advancement Chair may fill in the Eagle Palm application, which is available as an editable .pdf document.
- 6.2.3. The Eagle Palm candidate secures the Scoutmaster's signature and requests an Eagle Palm Board of Review from the Troop Committee Chair.
- 6.2.4. Once the Eagle Palm application is signed by the Troop Committee Chair, the Advancement Chair accepts it, along with the five Merit Badge cards listed on the application and an advancement report, and takes them to one of the Scout offices for processing. (This may be accomplished while-you-wait or may take a few days.)
- 6.2.5. After notification by the Scout Office, the Advancement Chair receives the completed Eagle Palm presentation materials and retains them for presentation at the next Court of Honor.

7. Other Observations

- 7.1. The Advancement Chair is not necessarily a camping position although it is helpful if the Advancement Chair is present on outings.
- 7.2. It is most helpful for the Advancement Chair to attend summer camp with the Troop in order to provide guidance to Boards of Review for Scouts attending summer camp.
- 7.3. If the Advancement Chair does not attend summer camp, another leader must be designated to collect and review the merit badge cards or other documentation provided by the camp for merit badge completion or partial completion. This should *not* fall to the Scoutmaster who has multiple other responsibilities at summer camp.
- 7.4. The Advancement Chair *must*, however, be available to attend Troop meetings on a regular basis.
- 7.5. The Advancement Chair must have good computer skills. Programs used regularly include Troopmaster, Microsoft Word, Microsoft Excel and Microsoft Publisher. (The latter has been used for preparation of Court of Honor programs.) A laptop computer is handy but not vital.