

# **TROOP 658 Advancement Process**

Rolling Hills Covenant Church  
Pacifica District, Los Angeles Area Council

Resources used for this document include but are not limited to: Advancement Committee Policies and Procedures (2002), Boy Scout Requirements 2001, The Chartered Organization Representative (2000), Scoutmaster & Assistant Scoutmaster Training Book (2001), Troop Committee Guidebook (2000), and T658 Patrol Leaders Council meeting held January 2, 2003.

## **Overview - Steps In The Advancement Process**

The following steps in the advancement process help a boy grow in self-reliance (skills) and in the ability to help others (citizenship). Scouting provides the challenges. The Scout, planning his advancement, progressing at his own pace, overcomes each challenge. The adults associated with the troop provide the leadership example and support the Scouts in achieving their goals.

Advancement is a four-step process, defined as follows:

- Step 1 - The Scout Learns
- Step 2 - The Scout Is Tested
- Step 3 - The Scout Is Reviewed
- Step 4 - The Scout Is Recognized

Charts depicting the advancement process can be found at the end of this document.

A current Advancement Worksheet shall be used to track the Scout's advancement progress and record comments. The Scout shall prepare a resume for the ranks of star and above.

## **Step 1 - The Scout Learns**

“Education and fun are functions of the Scouting movement, and they must be the basis of the advancement program.” (Advancement Committee Policies and Procedures)

Learning is a natural outcome of an exciting and diverse program offered by the troop. Learning takes place in troop meetings, patrol meetings. Field Day, camping trips, Camporees, other trips, advancement days, etc.

The troop's Patrol Leaders Council (PLC) is responsible for providing teaching and advancement opportunities in the annual program.

After a Scout is taught the skills required for his next rank, and he has an understanding of the subject, it is his responsibility to:

1. Have his Boy Scout Advancement Record (green card) or his Boy Scout Handbook signed off to show that he has learned all required skills for the next rank. Signoff can be done by a PLC member, assistant scoutmaster, Scoutmaster or fellow scout that holds at least one rank above the rank being sought. This certifies that learning has taken place and does not constitute formal testing.

2. Obtain recommendations on his Advancement Worksheet from PLC members and Assistant Scoutmasters as appropriate. Although it is highly encouraged that recommendations be obtained, the Scout may proceed to the testing phase without obtaining recommendations. The Scout should be aware that without recommendations the Scoutmaster and the Testing Board may ask the Scout why recommendations were not obtained.

## **Step 2 - The Scout Is Tested**

“A badge is recognition of what a young person is able to do, not merely a reward for what he or she has done. The badge is proof of certain abilities, and is not just a reward for the completion of a task.” (Advancement Committee Policies and Procedures)

The Scoutmaster owns the testing process. He depends on the help of his assistant scoutmasters and the boy leadership to implement this process.

The Scoutmaster is to maintain a list of qualified individuals authorized to sit on the Test Boards. A current list is to be made available to the Troop Committee upon request.

The Scout shall be tested on requirements by a Test Board, which will be assigned by the Scoutmaster. This Test Board will consist of 2 to 5 members. The Test Board may be chosen from PLC members holding at least one rank above the rank being sought and the assistant scoutmasters. The Scoutmaster may sit on the Test Board at his discretion. Test Boards for First Class and above shall include at least one adult leader.

Those individuals authorized to test and pass candidates, while holding the Scouts to the high standards that Troop 658 is known for, are to maintain an attitude of encouragement and service to the Scout. In no way shall a Scout be berated, belittled, hazed or antagonized.

There shall be no additions or deletions to the advancement requirements as published by the most current Boy Scout Requirements book unless approved by the Troop Committee in accordance with BSA guidelines for scouts with a disability. Testing may include questions concerning skill requirements, scout spirit and leadership position as described in the particular position description sheet. The Scoutmaster will maintain a list of minimum requirements for the Test Boards and will ensure that there is a consistency among boards.

Testing on skills requirements will be from information found in the Boy Scout Handbook and Boy Scout Requirements book, and may include all skills required for the rank being sought plus all skills learned in previous ranks. For Merit Badges, the Merit Badge Counselor is responsible for testing and the Scout will not be re-tested by the Test Board on merit badge skills.

Specific guidelines for scout spirit and leadership will be provided to the Scout in advance and will conform to published Troop 658 policies as approved by the Troop Committee. Testing will be limited to these guidelines.

The Test Board will be accomplished within a maximum time limit of 2 hours. If the end of the time limit is approaching, and the Test Board feels that the Scout is close to passing, they may extend the time with the Scout's agreement.

When testing is completed, the Test Board will send the Scout out of the room, make its decision and then call the Scout back into the room. The Test Board may make one of three possible decisions; pass, conditional pass or no pass. A majority decision is required to pass the Scout. A unanimous decision is required for a conditional pass. If neither a pass nor conditional pass decision can be reached the Scout will be given a no pass. Conditional passes are encouraged in cases where the Scout shows competence in a majority of the requirements.

If the Scout receives a conditional pass, he will be given a written statement on his Advancement Worksheet indicating specifically what area(s) he did not pass and what specifically must be done to pass. This statement will also indicate who specifically by name is authorized to test on the areas the Scout did not pass, and when the follow-up testing may or will be done. It is the Scout's responsibility to complete the requested items and make arrangements with the authorized contact person to complete the testing within the time frame indicated on the conditional pass. Only the specifically listed deficiencies may be tested. The authorized contact person will have the full signature authority of the Test Board to sign off completion of the testing phase when the Scout completes the deficient items.

If the Scout receives a no pass, he will be given a written statement on his Advancement Worksheet of why he did not pass and the areas to work on. When he returns to the Test Board he may be asked questions on all requirements since he did not pass the previous board.

### **Step 3 - The Scout Is Reviewed**

The Troop Committee owns the review process. The Advancement Chair is responsible for its implementation.

After a Scout has completed all requirements for rank and passed the testing phase, it is his responsibility to:

1. Present himself for a Scoutmaster Conference (requirement for every rank).
2. Attend a Board of Review (BOR). The Troop conducts the Board of Review for the ranks of Tenderfoot through Life. The District conducts the Board of Review for Eagle.

### **Scoutmaster Conference**

The Scoutmaster conducts this conference which has the following purposes:

- Ensure that the Scout has completed the requirements for rank and has been tested and passed.
- An opportunity for the Scoutmaster to get to know the Scout better.
- Find out about his experiences in the Troop and look for ways to improve the program.
- Assist the Scout in setting new goals for his future.

This meeting has many values including establishing trust between Scout and Scoutmaster and providing the opportunity for the Scout to set goals for future advancement.

The conference is a private discussion between the Scoutmaster and the Scout, but is held in full view of other people.

### **Board of Review**

After the Scout has completed his Scoutmaster conference, the Advancement Chair will schedule his Board of Review. The Board will consist of 3 to 6 registered members of the Troop Committee. The Scoutmaster and assistant scoutmasters may not sit on the Board. The Troop Committee will make every effort to schedule the Board to occur within 2 weeks of the Scoutmaster Conference unless the Scout is unavailable during this time period, in which case the Board will be held within 2 weeks of the time the Scout becomes available.

The Boards of Review will be conducted as follows:

- The Board will have available the current BSA rank requirements during the review. They will ensure that the work was learned and completed, but they will NOT retest the Scout.
- They will find out about the boy's experience in the troop. They will have available a Troop Calendar and Roster for reference.
- They will determine the Scout's attitude and acceptance of scouting ideals.
- They will discuss the Scout's goals and encourage him to progress further.
- The Board will serve as an opportunity for the Troop Committee to evaluate the troop program from the boy's perspective and recommend any changes necessary.

The Board of Review will be accomplished within a maximum time limit of 30 minutes. This time limit may be extended only with the Scout's agreement.

When the review is completed, the Board will send the Scout out of the room, make its decision and then call the Scout back into the room. The Board may make one of three possible decisions; pass, conditional pass or no pass. A unanimous decision is required to pass the Scout. A unanimous decision is also required for a conditional pass. If neither a pass nor conditional pass decision can be reached the Scout will be given a no pass. Since the purpose of the Board is to review the Scout's experience and is not a retest of skills, conditional pass and no pass decisions should be rare and well substantiated.

If the Scout receives a conditional pass, he will be given a written statement on his Advancement Worksheet indicating specifically what area(s) he did not pass and what specifically must be done to pass. This statement will also indicate who specifically by name is authorized to review the areas the Scout did not pass, and when the follow-up review may or will be done. It is the Scout's responsibility to complete the requested items and make arrangements with the authorized contact person to complete the review within the time frame indicated on the conditional pass. Only the specifically listed deficiencies may be reviewed. The authorized contact person will have the full signature authority of the Board of Review to sign off completion of the review phase when the Scout completes the deficient items.

If the Scout receives a no pass, he will be given a written statement on his Advancement Worksheet of why he did not pass and the areas to work on. He must then return to the full Board for a second review.

The Board is responsible for communicating to the Advancement Chair the results of the Board and the scouts earning rank so that troop records can be updated and the local council can be notified via the Advancement Report.

The District in accordance with Los Angeles Area Council policy conducts the Eagle Boards of Review. The troop committee members do not conduct them.

Boards of Review will normally be conducted on Advancement Days at pre-scheduled times or on Troop meeting nights at times that do not conflict with the Scout's responsibilities to the extent possible. Boards may also be held at other times and places other than the Church with the agreement of the Scout and Board participants.

Non-Advancing Scouts - Boards of Review may be conducted annually for scouts that have not presented themselves for rank advancement in the previous twelve months. The Advancement Chair, based on a review of the scouts' records, will initiate them. These Boards will be conducted in the same general manner as the regular advancement Boards except that there will not be a pass/no pass decision. The Board will provide written comments and record any mutual decisions and goals that are reached with the Scout. These Boards will give the Troop Committee the opportunity offer support to these scouts, encourage them in their scouting experience and hear any concerns they may have.

#### **Step 4 - The Scout Is Recognized**

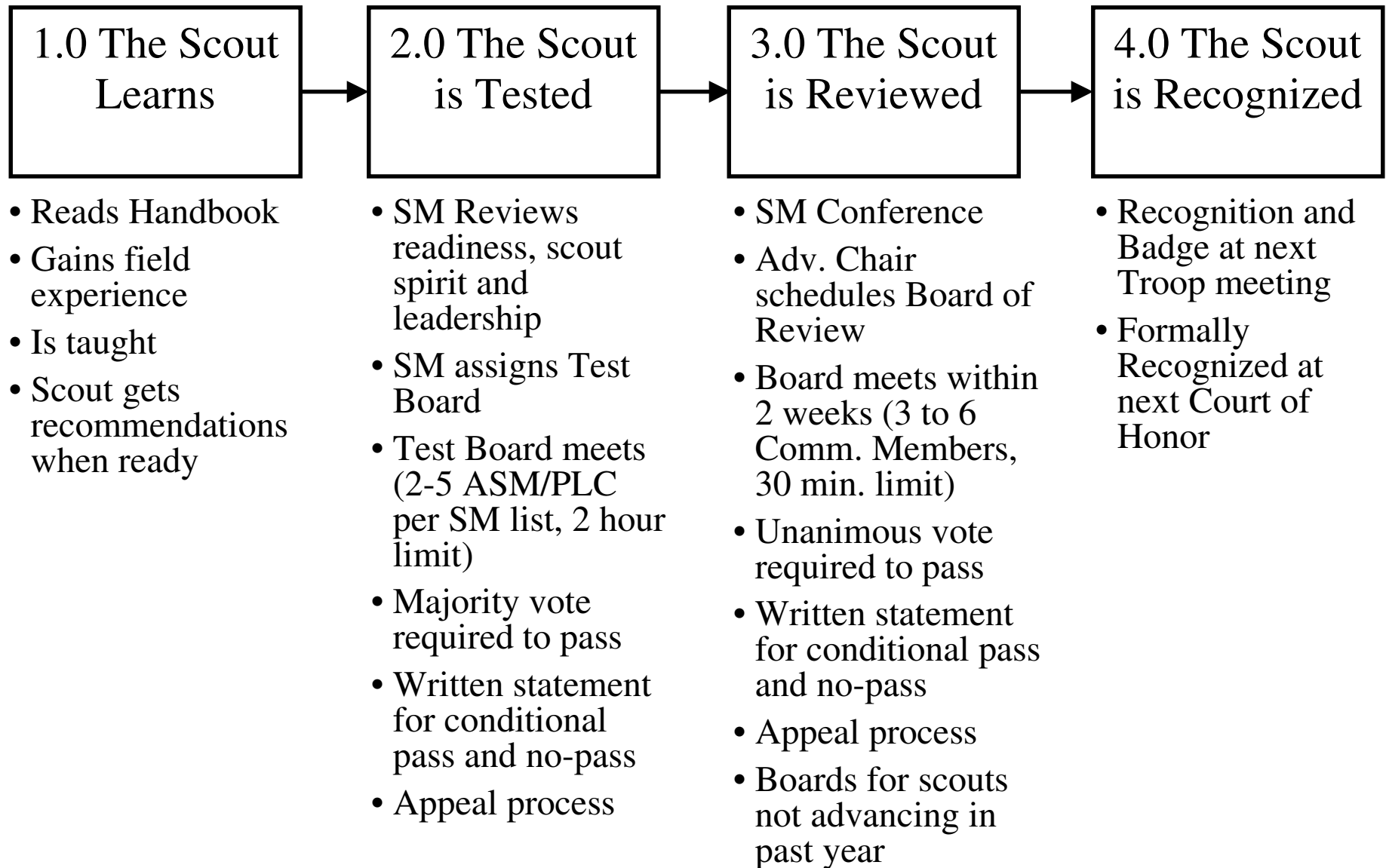
Immediate recognition is a powerful incentive of the BSA advancement program. A Scout will be recognized in two ways. Immediately at the next troop meeting, he will have his rank badge presented by the Scoutmaster. He will be recognized publicly and formally at the next Court of Honor.

Troop 658 will hold three Courts of Honor during the scouting year; one in December, one in March and one in June.

#### **The Advancement Process Flow**

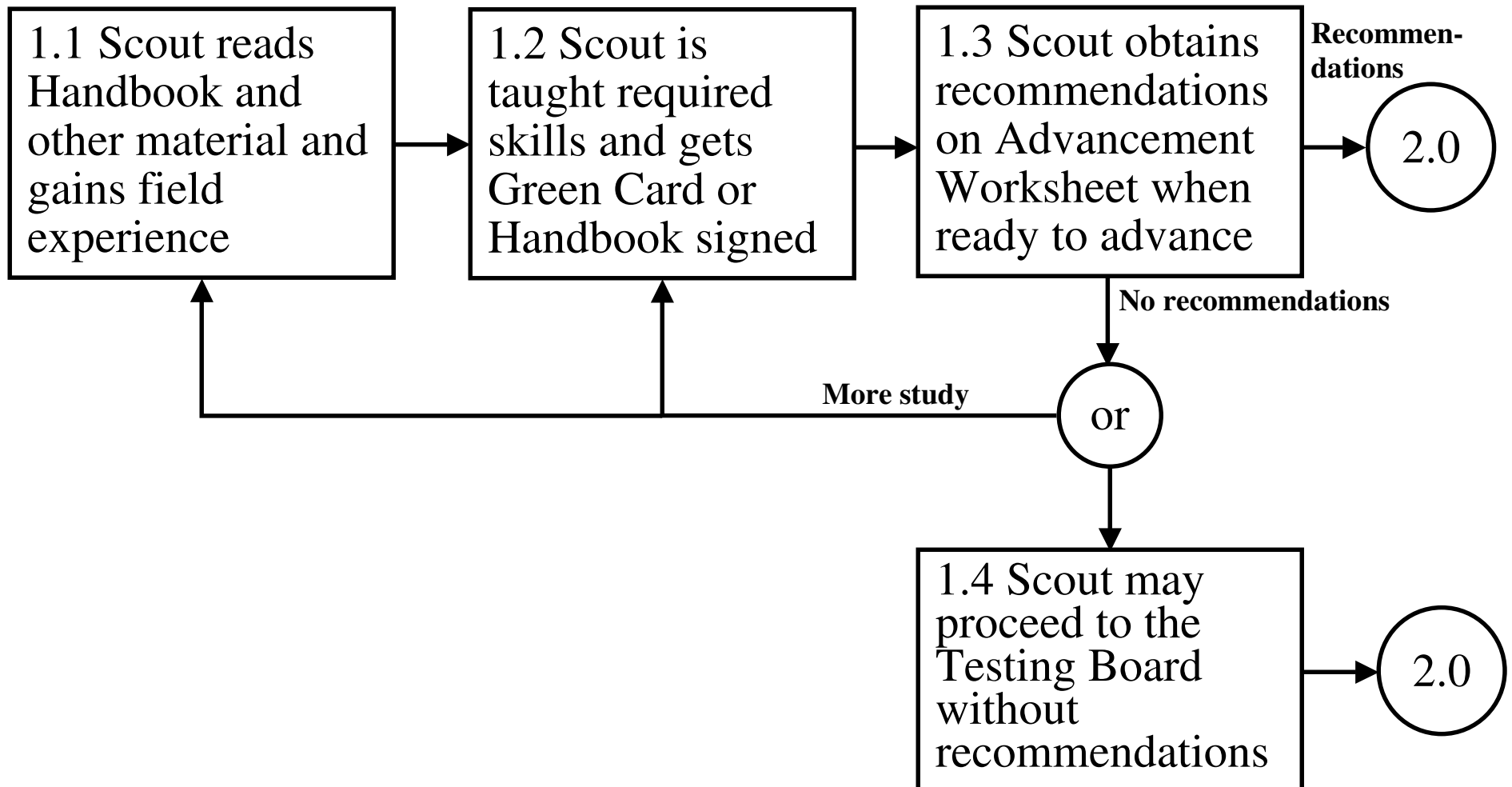
The Troop 658 Advancement Process flow is shown in the following charts. The first chart is an overview of the process. The remaining four charts detail each step in the process.

# Troop 658 Advancement Process Overview



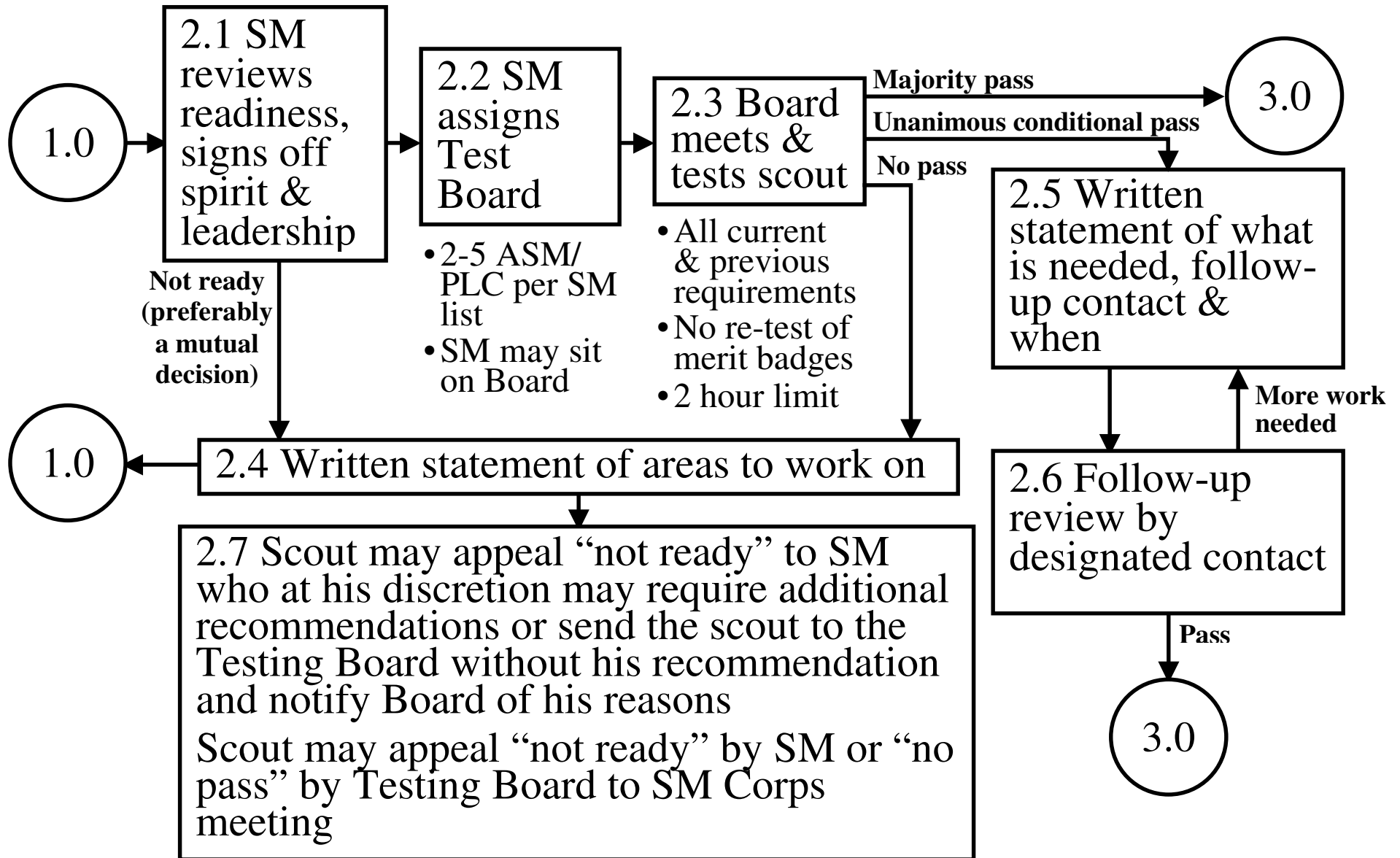
# Troop 658 Advancement Process

## 1.0 The Scout Learns



# Troop 658 Advancement Process

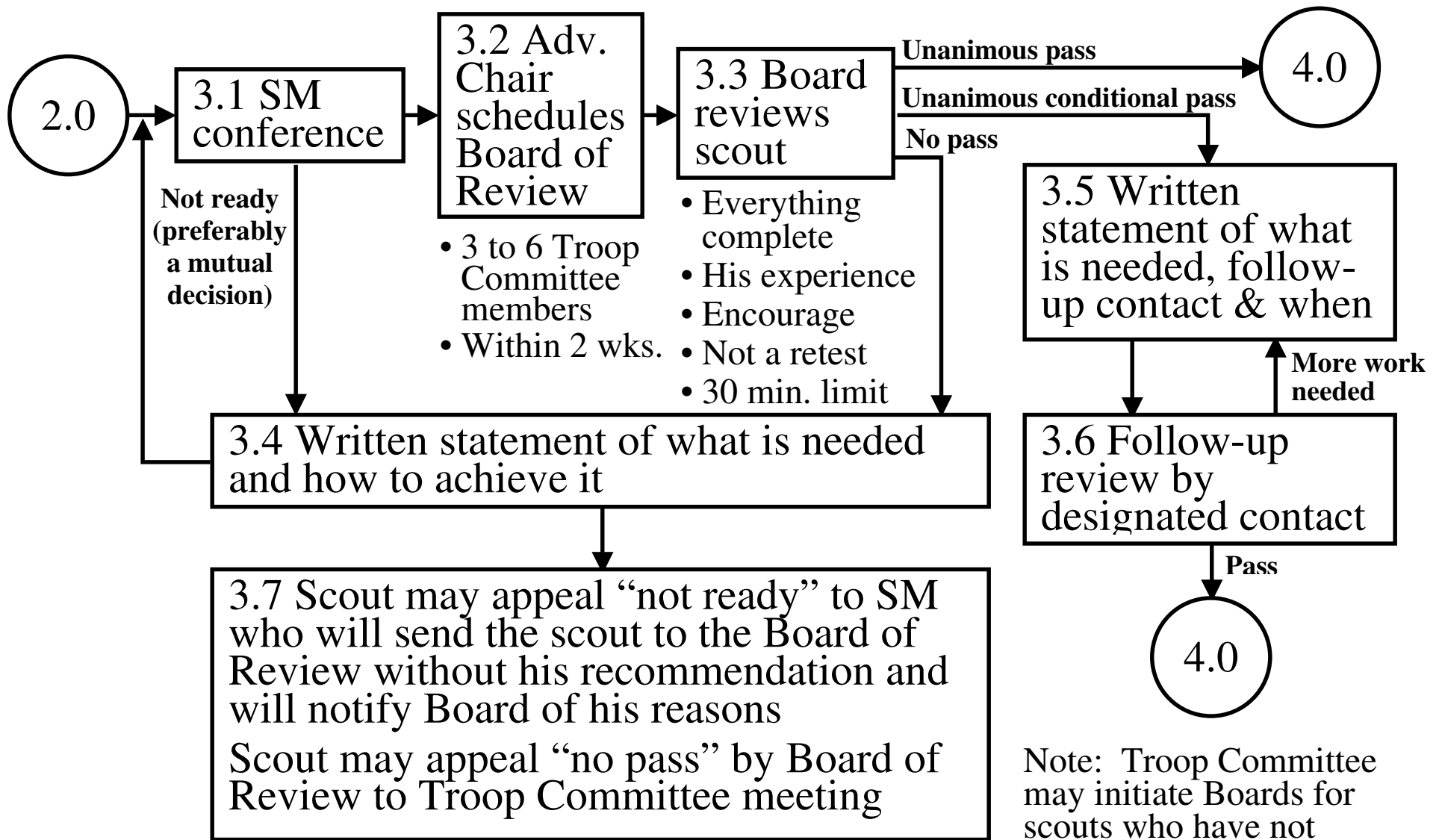
## 2.0 The Scout is Tested





# Troop 658 Advancement Process

## 3.0 The Scout is Reviewed



Note: Troop Committee may initiate Boards for scouts who have not advanced in past year

# Troop 658 Advancement Process

## 4.0 The Scout is Recognized

