

## STAR RESUME & BINDER TIPS – TROOP 658

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### RESUME

#### PRESENTATION

- All papers should be crisp and clean.
- Three (3) copies of the resume should be included in the binder. One to be given to each of the three Test Board members.
- Monthly Credit Sheet(s) should be attached to back.

#### CONTENTS:

- Explanation of why you think you're ready to be a Star Scout, and why you're qualified to be a Star Scout. Basically cover the requirements of the Rank.
  - List of all Merit Badges earned – Eagle-required first, then non-eagle required.
  - List of Service Hours accumulated, the date accomplished, the project where earned and who led it.
    - *(Please note that these MUST be signed off by **inquire with your SPL or Scoutmaster.**)*
  - List of Monthly Credit Earned (even include the months where you did not earn credit)
    - *(Please note that these MUST be signed off by the SPL who you earned the credit under)*
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### BINDER

#### PRESENTATION

- A clean, crisp binder should be presented to Test Board.
- Use a minimum of a 1" 3-ring binder. Anything smaller won't hold everything you need.
- Binder should be black, blue or otherwise dark-colored. Don't use white or light-colored as they get too dirty.
- All paperwork should be in clear plastic sleeves, one page facing out each side. No multi-pages in one sleeve.
- No items should be in the binder's cover pockets. No loose papers should be in binder at all.
- All papers should be crisp and clean. If needed, new copies should be printed out for the binder.
- Binder should start with a Table of Contents and all sections should be separated by dividers and marked tabs.

#### SECTION CONTENTS: (in order, front to back)

- Table of Contents
- Resume
- Rank Cards *(in chronological order earned, most recent in front)*
- Eagle Required Merit Badges *(in chronological order earned, most recent in front)*
- Non-Eagle Required Merit Badges *(in chronological order earned, most recent in front)*
- Leadership Experience *(Troop positions, patrol leader, APL, Den Chief, etc. – in chronological order, most recent in front)*
  - Position Descriptions
  - Monthly Credit Sheets
  - Position related papers
    - Patrol Leaders – Patrol Meeting PMPs/Evaluations, Status of Patrol Members rank advancements & needs, etc.

- Scribe – Meeting Attendance Sheets, etc.
  - Quartermaster – Inventories, etc.
  - Librarian – Check out logs for Summer Camp, etc.
- Leadership or Position-related emails
- Trip Planning (*in chronological order, most recent in front*)
  - Pre-trip Plans
  - Permission/Trip Slips
  - Attendance lists
  - Maps
  - Contracts/Permits
  - Trip Overviews
  - Trip related emails
  - Basically, include everything from start to finish.
- Menu Planning (*in chronological order, most recent in front*)
- Other Achievements Earned
  - Block E's
  - Tote'n Chip / Fire n' Chip
  - NYLT
  - Religious Awards
  - Special Awards (Conservation, CyberChip, etc.)
- Individual History Report
  - This can be obtained from the Troop Advancement Chair. Just ask them to print a copy. This includes ranks earned, merit badges and other awards earned, leadership positions held, nights camping, miles hiked and service hours.

#### **THINGS NOT TO INCLUDE IN BINDER:**

- Loose Papers
- Weekly Call Reports
- Completed Merit Badge Worksheets
- In-Progress Merit Badge Worksheets

#### **ADDITIONAL TIPS**

- Building your binder should begin three (3) months prior to going for Rank Advancement.
- **MAKE SURE** you get leadership credit and service hours signed off by the appropriate people.
- Have your binder reviewed by (*inquire with your SPL or Scoutmaster for a reviewer*) **BEFORE** you go for your Test Board.