

## Troop 616 Guide to Advancement & Boards of Review

### =====Instructions to Scouts for Rank Advancement=====

- 1) **Complete and enter rank requirements.**
  - a) Make sure that all requirements are signed off in your Boy Scout handbook.
  - b) Enter the dates that each requirement was signed off on the Troopmaster App (TM Mobile) and sync it for approval from the advancement chair. *(new - as of October 2022)*
  - c) Send a photo of your Handbook pages that correspond with your TM Mobile updates to [t616advance@gmail.com](mailto:t616advance@gmail.com) so your entries may be approved.
- 2) Once your entries are approved, email [t616advance@gmail.com](mailto:t616advance@gmail.com) to request database reports or print your reports from Troopmaster on your own.
  - a) Individual History (reports>advancement>individual history)
  - b) Individual Participation (reports>activities>individual participation)
- 3) **Review both reports to ensure that all rank advancement and activities are correct:**
  - c) If anything is missing on the history report, repeat steps 1b and 1c above.
  - d) If anything is missing on the participation report, email [t616advance@gmail.com](mailto:t616advance@gmail.com) or print it on your report and submit it during your Board of Review.
- 3) **Call Scoutmaster Mr. Honeycutt or an ASM to schedule a Scoutmaster Conference.**
  - a) If you are advancing to Star, Life or Eagle, you must contact Mr. Honeycutt.
  - b) Attend the Scoutmaster Conference in full uniform and bring your handbook and completed reports. If you do not have your database reports, you will be asked to reschedule your Scoutmaster conference.
- 4) **Call Mr. Herschelmann at (858) 212-3214 or talk to him in person at a meeting to request your Board of Review (BOR).**
  - a) Note that BORs are typically held during Wednesday troop meetings.
  - b) Do not wait until the last minute to schedule a BOR as we may not be able to fit you in! It is your responsibility to plan in advance.
  - c) Scoutmaster conferences need to be completed *before* you call to schedule your BOR.
- 5) **Contact [t616advance@gmail.com](mailto:t616advance@gmail.com) with any questions about the advancement process.**

### =====The Board of Review=====

- 1) **Attend the BOR in full uniform.**
  - a) This is your Class A uniform and includes sash, all current badges (merit badges, patrol patch, leadership position patch), socks & belt.
  - b) Be sure to bring your Boy Scout handbook and your reviewed database printouts.
  - c) If you do not have both of these items, you will be asked to reschedule your BOR.
- 2) **Select another scout to introduce you to the BOR committee members.**
  - a) When performing introductions, the introducer will introduce himself by his name and then introduce you by name and the rank you are being tested on.
  - b) He will then introduce the members of the BOR by their names. Example: "Hello. My name is Luke Skywalker and I would like to introduce William Shatner who is going for the rank of 2nd Class. William, this is Mr. Vader, Mr. Valdemort and Miss Amidala".
- 3) **You are expected to know the following:** (The requirements for preparation for the BOR vary depending on the rank)
  - a) The Boy Scout oath, motto, law, slogan, and outdoor code as well as all the parts of the emblem. All the parts of the scout uniform, which includes knowing the names of all patches, what they represent, and how they are earned.
  - b) The requirements specific to your rank that have been signed off on.
  - c) The meaning and examples of leadership, your scouting experience and ideas for improvement for both yourself and the troop.
- 4) **Upon successful completion of the BOR, the Committee Members will sign your scout handbook and keep your database printout in order to approve your entries in Troopmaster.**
  - a) You should let someone in the youth or adult leadership at the meeting know right away, so that you can be recognized immediately during our closing ceremony at that meeting.
  - b) You will receive the badge and card at the first Troop meeting of the month. The parent pin is presented to the Scout at the next Court of Honor.