

## Troop 616 Guide to Advancement & Boards of Review

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

1. Complete rank requirements – make sure all requirements are signed off in BSA handbook.
2. Get your database reports.
  - a. Email **t616advance@gmail.com** to request them OR login to your Troopmaster account to get them yourself.
  - b. Print out two reports: Individual History Report and Participation Report
  - c. Review history report. Add missing dates and correct all incorrect ones.
  - d. **Call Scoutmaster, Mr. Honeycutt, or an ASM** to schedule a Scoutmaster conference.
  - e. If you are advancing to Star, Life, or Eagle, you must contact Mr. Honeycutt.
3. **Call Mrs. McCallum, (858) 888-2301**, to talk to her in person, to schedule your Board of Review (BOR).
  - a. You must complete your Scoutmaster conference before you schedule your BOR.
  - b. Note that BORs are conducted during Wednesday troop meetings.
  - c. 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.

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

1. **Wear your full uniform to the BOR.**
  - a. This is your Class A uniform and includes sash with all merit badges, all uniform patches, BSA socks and BSA belt.
  - b. Bring your BSA handbook and your reviewed database reports. If you do not have them, we will ask you to re-schedule your BOR.
2. **Select another scout to introduce you to the BOR members.**
  - a. The introducer will introduce himself by name, then introduce you by name and say the rank you are being reviewed for. He will then introduce the BOR members by their names.
  - b. Example: "Hello, my name is Tim Duncan and I would like to introduce Jordan Smith who is going for the rank of 2<sup>nd</sup> class. Jordan, these are the board members, Mr. Wall, Mr. Andrews and Mrs. Marshall.
3. **Know the following to prepare for the BOR:**
  - a. Boy Scout Oath, Motto, Law, Slogan (pp 11-17 in handbook) and Outdoor Code (p 223) and all symbols on the emblem.
  - b. All parts of the Class A uniform, including the names of all patches, what they represent, and how they are earned.
  - c. The requirements for the rank.
  - d. The meaning and examples of leadership, your scouting experience and ideas for improvement for both yourself and the troop.
4. **After successfully completing the BOR, the board members will sign your handbook and database reports.** Tell the SPL or an ASPL you advanced in rank so the troop can recognize you at the closing ceremony of the troop meeting.