Troop 271 Advancement Checklist

This checklist applies to advancement procedures for the following ranks:

- Tenderfoot
- Second Class
- First Class
- Star
- Life

Section 1: Steps for Scouts to follow

1. The scout is responsible for making sure all requirements for the rank advancement are signed off in the Scout Handbook prior to taking the next steps, with the exception of:
    - Scout Spirit and Scoutmaster Conference (which will be signed off by the Scoutmaster at the Scoutmaster Conference - SC).
    - Board of Review (which will be signed off by the Advancement Chair at the Board of Review - BoR).
2. The scout contacts the Scout Records Coordinator to request an Individual History Report (IHR) to verify his records. **One week advanced notice** is required for the scout to request and receive his IHR. The IHR will be emailed to the scout, parent(s), Scoutmaster, and Advancement Chair(s) from the troopmaster email account.
    - Contact Mrs. Cridlig, the Scout Records Coordinator, at troop meetings or call (619) 252-7273 or email at mila.cridlig@yahoo.com to request the IHR.
    - Upon review of the IHR, if the requirements for rank advancement have not been met, the scout must complete the requirements (step 1) and then request his IHR again. Once any issues with the IHR and requirements completion are resolved, the scout may proceed to step 3.
    - Note: For Tenderfoot, Second Class, and First Class IHRs, there are many empty spaces on the IHR for most of the requirements because these requirements are signed off in the Scout Handbook instead of being entered in the troop's record system. The Star and Life IHRs require the dates and spaces on the IHR to be complete (with the exception of EDGE, Scout Spirit, SC, and BoR).
3. The scout contacts the Scoutmaster to schedule the Scoutmaster Conference (SC). **One week advanced notice** is required for scheduling the SC.
    - Contact Mr. Gillespie, the Scoutmaster, at (858) 337-3447, or email at james_gillespie@me.com to request the SC.
    - Scout must arrive to the SC on time, or the SC will be rescheduled to a later date.
    - Scout wears full Class A uniform: shirt, pants, socks, belt, (and neckerchief for scouts that are Second Class rank and above). Scouts who are not uniformed appropriately will have the SC rescheduled to a later date.
    - Scout brings Scout Handbook, print out of IHR, and other items of proof depending on rank; see specific proof requirements in Section 2 below.
    - At the conclusion of a successful SC, the Scoutmaster will sign the Scout Handbook.
4. The scout contacts the Advancement Chair to schedule the Board of Review (BoR). The BoR date must be after the Scoutmaster Conference date. If the scout's request is prior to Court of Honor (CoH), **three weeks advanced notice** are required for the scout to request the BoR. Scout requests for BoR at times other than CoH require **two weeks advanced notice**.
    - Contact Mrs. McDaniel, the Advancement Chair, at (858) 952-9530, or email at themcdaniels98@gmail.com to the BoR.
    - Leave a message with your name and phone number if you receive voice mail or an answering machine.
    - Scout must arrive to the BoR on time, or the BoR will be rescheduled to a later date.

- Scout wears full Class A uniform: shirt, pants, socks, belt, (and neckerchief for scouts that are Second Class rank and above). Scouts who are not uniformed appropriately will have the BoR rescheduled to a later date.
- Scout brings Scout Handbook, print out of IHR, and other items of proof depending on rank; see specific proof requirements in Section 2 below.
- At the conclusion of a successful BoR, the Advancement Chair will sign the Scout Handbook.

5. The scout earns the rank upon successful completion of the BoR.
    - Once the scout receives the rank patch, immediately sew the patch on the left Class A shirt pocket according to scout uniform guidelines.
    - At the next CoH, the scout will be presented with the rank card which needs to be stored in a safe place because it serves as the scout's permanent record for the rank advancement.

Section 2: Specific proof for Scouts to bring to SC and BoR

Second Class Rank:

- Bring proof of two (2) campouts and three (3) other activities.
- Bring proof of at least one (1) hour of service activity.

First Class Rank:

- Bring proof of three (3) campouts and seven (7) other activities.

Star Rank:

- Bring proof of at least six (6) hours of service activities after the date the scout achieved First Class rank.
- Bring proof of at least four (4) months in Position of Responsibility (PoR) after the date the scout achieved First Class rank.

Life Rank:

- Bring proof of at least six (6) hours of service activities after the date the scout achieved Star rank, or the Life Project report for scouts who selected this option for their service hours.
- Bring proof of at least six (6) months in Position of Responsibility (PoR) after the date the scout achieved Star rank.

Section 3: Tips

- Remember that a Scoutmaster Conference not relating to rank advancement signoff may be requested at any time. These checklist procedures relate to Scoutmaster Conferences specifically for rank advancement.
- Advanced notice periods may be adjusted during times of vacation and out-of-town work responsibilities by the Scoutmaster, Advancement Chair, and Scout Records Coordinator.
- The scout is encouraged to write all campouts with nights camping, miles hiking, miles cycling/riding, miles canoeing/kayaking, service hours, and other scout activities in the Scout Handbook or an activity notebook. Compare this information in the Scout Handbook with the IHR and the Individual Participation Summary (IPS) of activities on a regular basis. Report any discrepancies and work with Mrs. Scull to update the scout records. Scouts are encouraged to contact Mrs. Scull to request their IHR and IPS to verify their records not only at times of rank advancements but at other times as well.
- Scouts are encouraged to take color copies of the advancement signoff pages in their Scout Handbook. These copies are important as proof of requirements completion if the Scout Handbook is lost.
- It is a good idea to write the merit badges in the Scout Handbook in the same order that they are listed on the Individual History Report (IHR). This practice will help later when the scout completes the Eagle Scout Rank Application.
- Please note that the scout's IHR is sent from the TroopMaster email account. This is an outgoing email account only. Do not reply or send emails to the TroopMaster email account as emails are not received and responded to.