

Rank Advancement Process for Star and Life rank:

If you think you are ready to advance in rank except you still need a Scoutmaster Conference and Board of Review, here are the next steps:

- **Obtain a copy of your Troopmaster Advancement Report and review it to make sure it shows you have completed all of the requirements for your rank. You can get this form from the Advancement Coordinator or see your patrol leader. It will tell you what our record keeping system shows you have completed and have left to complete for your next rank. If all is in order, keep it with you as you proceed to the next step.**
- **Contact the troop Scoutmaster and let him know you are ready to advance to your next rank.**
 - **The Scoutmaster will then schedule a “Guide Review”. This is a brief meeting with an older scout who will review the basic skills and rank requirements with you to see how well you know them. He will then report back to the Scoutmaster as to whether you are ready to move on to the next step (This may take up to one week to schedule).**
 - **The Scoutmaster will then schedule a “Scoutmaster Conference” (SMC). At this conference you will meet either with the Scoutmaster or an Assistant Scoutmaster to review your rank progress.**
 - **Do not go up to the Scoutmaster at a meeting and expect for him to meet with you that night. (He should be able to schedule it within one week after the completion of the Guide Review.)**
- **Before the Scoutmaster Conference review the requirements for your rank advancement in the Scout Handbook.**
 - **Be prepared to talk about what you have learned.**
 - **If your rank required service hours, what did you do? When did you do it?**
 - **If you worked on merit badges, what did you work on? What did you like? What didn't you like?**
 - **If you had a Position of Responsibility (POR), what was it? What did you do to meet the requirements of that position? How did you show leadership in that position? What did you learn?**
- **Bring your Scout Handbook and your Troopmaster Advancement Report to the Scoutmaster Conference. The Scoutmaster will review your work and sign both for your records.**
- **If you pass the SMC, the Scoutmaster will then schedule and arrange your Board of Review(BOR).**

- The Scout does NOT schedule their BOR.
- The Scout does NOT ask adults to sit in on their BOR.
- If you have questions about when your review will be and you haven't heard yet, call or email the Scoutmaster to inquire when the review will be. (This should happen within 2 weeks)
- **Once you have received a date and time for your BOR:**
 - Bring your Troopmaster Advancement Report.
 - Bring your Scout Handbook.
 - Review your requirements like you did for your Scoutmaster Conference.
 - Wear your Class A uniform to the fullest extent that you can.
 - Arrive on time. (or a little bit early)
 - Have a professional attitude; this is not the time to be silly.
- **When the BOR begins, use the following format:**
 - Introduce yourself.
 - Tell the board what rank you are working on.
 - Be prepared to recite the Scout Oath.
 - Be prepared to recite the Scout Law.
 - Remain standing until the Board invites you to sit down, but be sure to sit up in a respectful manner.
 - Answer the questions asked.
 - The Board may ask for your opinion or any ideas you have; be prepared to answer truthfully whether your opinions are positive or negative.
- **The Board will then review your information for a brief time:**
 - You will be asked to step out of the room or the immediate area, but be prepared to return at a moment's notice.
 - Think about how your review went. Be prepared to discuss further or ask any questions when you go back before the Board.
- **The Board will call you back in:**
 - At this time the Board will either congratulate you on advancement or tell you what they would like for you to work on.
 - If you are requested to work on something before receiving advancement, remember that the Board is interested in making sure that you are ready. Try not to take it personally and look at it as an opportunity to become a better Scout. Be sure to find out when they would like to meet with you again.
 - If you are successful, the Board will sign your handbook and keep your Troopmaster Advancement Report. They will pass this completed form back to the Scoutmaster or the Advancement Coordinator to assure your official records are updated.
 - Before you leave, be sure to thank the Board for their time and

interest in your progress.

- **Feel free to ask for any advice or add anything that you would like to have discussed.**
- **Sometimes when you are advanced you may be given a challenge by the board. Be sure to work on that challenge, as that same adult leader may be on your next BOR or they may ask you about it sometime after your BOR**
- **After you have received your rank advancement:**
 - **You will be recognized at the next circle-up with the troop.**
 - **You will receive your patch at the next Court of Honor.**
 - **Be sure to bring a family member to the next COH so you can give them a smooch when you get your patch! :-)**
- **Timing of Advancement**
 - **All boards of review need to be successfully completed at least two weeks prior to a Court of Honor in order to receive your rank advancement at that Court of Honor.**
 - **All boards of review need to be successfully completed at least two weeks prior to departing for summer camp for any activities, outposts, merit badges or honor camping society inductions or elevations requiring that rank**
 - **Don't expect to be able to get a Guide review, SMC and BOR done in one week. This whole process may take up to 2-4 weeks.**