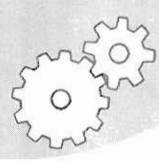
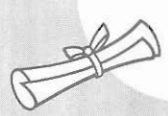
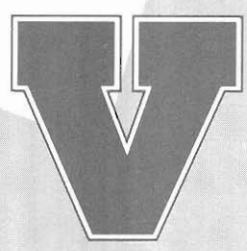


Advancement Policies and Procedures Committee Guide



PURPOSE OF THE ADVANCEMENT POLICIES AND PROCEDURES COMMITTEE GUIDE

This handbook has been written for the people responsible for advancement at the council, district, and unit levels. It is intended to help these individuals and committees understand and implement the advancement programs and procedures of the Boy Scouts of America. Council and district personnel should use this handbook as a tool to promote, administer, and monitor their council and district advancement programs.

Depending on the organization of the local council, a single committee or multiple committees may be responsible for the advancement program. Regardless of the structure of advancement committees or personnel in a council or a district, the promotion of advancement, as detailed in this handbook, must be met to achieve a successful program.

Certain awards programs and procedures also are discussed in this handbook, since these usually are the responsibilities of council and district advancement committees. These awards and special opportunity programs are included to make this handbook a more complete reference guide.

To further help persons responsible for advancement understand and implement the advancement program and procedures, excerpts from the *Rules and Regulations of the Boy Scouts of America* dealing with advancement and special types of registration are included. Excerpts from the *Charter and Bylaws of the Boy Scouts of America* dealing with the policy concerning religious principles have also been included.

Badges of rank, merit badges, and Eagle Palms, are restricted items. These items may not be sold or distributed unless the Advancement Report has been properly filled out and has been submitted. To do otherwise will jeopardize individual youth members' record of achievement.

No council, district, unit, or individual has the authority to add to or subtract from advancement requirements. (For the policies concerning Scouts with disabilities, see pages 20–21.) Suggestions for changes in requirements should be sent to the Cub Scout, Boy Scout, or Exploring committee, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079.

This edition of the Advancement Policies and Procedures Committee Guide supersedes all previous editions. The material in this book contains current policies, procedures, and other information relating to advancement. Previous editions and printings should be discarded.

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ARTICLE IX. POLICIES AND DEFINITIONS (POLICIES)—CHARTER AND BYLAWS

SECTION 1

Declaration of Religious Principle

Clause 1. The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. In the first part of the Scout Oath or Promise the member declares, "On my honor I will do my best to do my duty to God and my country and to obey the Scout Law." The recognition of God as the ruling and leading power in the universe and the grateful acknowledgment of His favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing members. No matter what the religious faith of the members may be, this fundamental need of good citizenship should be kept before them. The

Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.

Activities

Clause 2. The activities of the members of the Boy Scouts of America shall be carried on under conditions which show respect to the convictions of others in matters of custom and religion, as required by the 12th point of the Scout Law, reading, "Reverent. A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others."

Freedom

Clause 3. In no case where a unit is connected with a church or other distinctively religious organization shall members of other denominations or faith be required, because of their membership in the unit, to take part in or to observe a religious ceremony distinctly unique to that organization or church.

Leaders

Clause 4. Only persons willing to subscribe to these declarations of principles shall be entitled to certificates of leadership in carrying out the Scouting program.

ARTICLE X. PROGRAM (ADVANCEMENT)—RULES AND REGULATIONS

SECTION 1

General Principles

Clause 1. Education is the chief function of the Scouting movement and it shall be the basis of the advancement program. A fundamental principle of advancement shall be that the boy's progress is a natural outcome of his activities in his unit. The rank requirements in these phases of the Scouting program, as set forth in the official publications, shall furnish the basis of the activities of the unit.

a. In Cub Scouting, recognition is earned in the home and the neighborhood by passing certain achievements related to simple skills, habits, ideals, and hobbies.

b. In Boy Scouting, recognition is gained through leadership in the troop, attending and participating in its activities, living the ideals of Scouting, and proficiency in activities related to outdoor life, useful skills, and career exploration.

c. In Varsity Scouting, recognition is gained through leadership in the team, attending and participating in its activities, living the ideals of Varsity Scouting, and proficiency in activities related to outdoor life, useful skills, and career exploration.

d. In Exploring, recognition takes on a wider scope, involving the assumption of adultlike roles, identification with adult careers, and participation in community and citizenship responsibilities.

Administration

Clause 2. All advancement procedures shall be administered under conditions that harmonize with the aims and purposes of the Boy Scouts of America.

Cub Scout Advancement

Clause 3. Basis for Advancement. The Cub Scout advancement program shall be the basis for the Cub Scout's advancement. There shall be three steps in Cub Scout and Webelos Scout advancement procedures: preparation, qualification, and recognition.

Clause 4. Ranks. There shall be the following ranks in Cub Scouting: Bobcat, Wolf, Bear, Webelos, and Arrow of Light. The requirements shall be authorized by the Executive Board and set forth in official Cub Scout publications.

Boy Scout Advancement

Clause 5. Basis for Advancement. The Boy Scout requirements for ranks shall be the basis for the Scout's advancement. There shall be four steps in Boy Scout advancement procedure: learning, testing, reviewing, and recognition.

Clause 6. Ranks. There shall be the following ranks in Boy Scouting: Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The requirements shall be those authorized by the Executive Board and set forth in official Scouting publications. Eagle Palms may also be awarded on the basis of requirements authorized by the Executive Board and set forth in official Scouting publications.

Clause 7. Responsibility of the Troop Committee. It shall be the responsibility of the troop committee, under the leadership and guidance of the local council, to make sure that the program of the troop is conducted in such a way that Scouts have an opportunity to advance on the basis of the four steps outlined in clause 5.

Varsity Scout Advancement

Clause 8. Basis for Advancement. The Boy Scout requirements for advancement shall be the basis for Varsity Scout advancement.

Clause 9. Responsibility of the Team Committee. It shall be the responsibility of the team committee, under the leadership and guidance of the local council, to make sure that the program of the team is conducted in such a way that Varsity Scouts have an opportunity to advance on the basis of the four steps outlined in clause 5.

Explorer Recognition

Clause 10. Basis for Advancement. A male Explorer who has achieved the First Class rank as a Boy Scout in a troop or as a Varsity Scout in a team may continue working toward the Eagle Award while an Explorer, until his 18th birthday. There is no Explorer advancement route to qualify for the Eagle Award.

Clause 11. Ranks. There shall be awards and ranks in Sea Exploring, the requirements for which shall be approved by the Executive Board as proposed by the Exploring Committee and set forth in Explorer publications.

Responsibility for Merit Badges

Clause 13. The responsibility for merit badges shall rest with the merit badge counselor approved by the local council and district advancement committee. Merit badge counselors shall be registered adult members of the Boy Scouts of America. The merit badge counselor shall prepare and qualify youth members. There shall be no board of review procedure for merit badges, but public recognition may be given at a unit court of honor or other suitable occasion.

ARTICLE XI. (REGISTRATION)—RULES AND REGULATIONS

SECTION 3

Special Types of Registration

Clause 19. Mentally Retarded or Severely Physically Handicapped Youth Members. In the discretion of the Executive Board, and under such rules and

regulations as it may prescribe upon consultation with appropriate medical authorities, registration of boys who are either mentally retarded or severely physically handicapped, including the blind, deaf, and emotionally disturbed, over age 11 as Cub Scouts and over age 18 as Boy Scouts, or Varsity

Scouts, and registration of young adults who are either mentally retarded or severely physically handicapped, including the blind, deaf, and emotionally disturbed, over age 21 as Explorers, and the participation of each in the respective advancement programs while registered, is authorized.

WHAT IS ADVANCEMENT?

Advancement is the process by which youth members of the Boy Scouts of America progress from rank to rank in the Scouting program. Advancement is simply a means to an end, not an end in itself. Everything done to advance and earn these ranks, from joining until leaving the program, should be designed to help the boy have an exciting and meaningful experience.

Education and fun are functions of the Scouting movement, and they must be the basis of the advancement program.

A fundamental principle of advancement in Cub Scouting, Boy Scouting, Varsity Scouting, and Exploring is the growth a boy achieves as a result of his participation in his unit program.

In Scouting, recognition is gained through leadership in the unit; attending and participating in the activities; living the ideals of Scouting; and developing a proficiency in outdoor life, useful skills, and career exploration.

ADVANCEMENT IN THE FOUR SCOUTING PROGRAM PHASES

Advancement is one of the methods used to achieve the aims of Scouting in all four phases of the Scouting program (Cub Scouting, Boy Scouting, Varsity Scouting, and Exploring). The aims of Scouting are character building, citizenship training, and physical and mental fitness.

Cub Scouting

The Cub Scout program in the den and pack is the basis for the Cub Scout's advancement. The steps in Cub Scout and Webelos Scout advancement procedures are preparation, qualification, and recognition.

The following ranks are in Cub Scouting: Bobcat, Wolf, Bear, Webelos, and Arrow of Light. The requirements to reach each rank are authorized by the National Executive Board and set forth in the *Wolf Cub Scout Book*, *Big Bear Cub Scout Book*, and the *Webelos Scout Book*.

Boy Scouting

The Boy Scout requirements for rank are the basis for the Boy Scout's advancement. There are four steps in the Boy Scout advancement procedure: learning, testing, reviewing, and recognition.

The following ranks are in Boy Scouting: Tenderfoot, Second Class, First Class, Star, Life, and Eagle. The requirements for each rank are those authorized by the National Executive Board and set forth in the *Boy Scout Handbook* and the current *Boy Scout Requirements* book.

Varsity Scouting

The Varsity Scout requirements for rank advancement are the same as for Boy Scouts. However, the advancement program is supervised by a youth member called an advancement program manager, who is assisted by an adult on the team committee.

Exploring

A male Explorer who has achieved the First Class rank as a Boy Scout in a troop or as a Varsity Scout in a team may continue working toward the Eagle Scout rank as an Explorer until his 18th birthday. There is no alternate Explorer advancement route to qualify for the Eagle Scout rank.

There are special awards and ranks in Sea Exploring; the requirements are approved by the National Executive Board and set forth in the *Sea Explorer Handbook*.

RELIGIOUS PRINCIPLES

The Boy Scouts of America has a definite position on religious principles (see Article IX, Section 1, *Clause 1*, p. 3). The following interpretative statement may help clarify this position.

1. The Boy Scouts of America does not define what constitutes belief in God or the practice of religion.
2. The Boy Scouts of America does not require membership in a religious organization or association for enrollment in the movement but does prefer, and strongly encourages, membership and participation in the religious programs and activities of a church, synagogue, or other religious association.
3. The Boy Scouts of America respects the convictions of those who exercise their constitutional freedom to practice religion as individuals without formal membership in organized religious organizations. In a few cases, there are those who, by conviction, do not feel it necessary to for-

mally belong to an organized form of religion and seek to practice religion in accordance with their own personal convictions. Religious organizations have commended the Boy Scouts of America for encouraging youth to participate in organized religious activities. However, these same organizations reject any form of compulsion to enforce conformity to established religious practices.

4. If a boy says he is a member of a religious body, the standards by which he should be evaluated are those of that group. This is why the application for the Eagle Scout Award requests a reference from his religious leader to indicate whether he has lived up to their expectations.

Throughout life, Scouts are associated with people of different faiths. Scouts believe in religious freedom, respecting others whose religion may differ from theirs. Scouting believes in the right of all to worship God in their own way.

RESPONSIBILITIES OF THE COUNCIL ADVANCEMENT COMMITTEE

The council advancement committee's purpose is to implement throughout the council the policies and procedures contained in this handbook. This purpose is accomplished by providing training, by promoting advancement, and by supervising those involved in the advancement process.

A good advancement program in the council requires cooperation between the council and district advancement committees, the commissioner staff, and the units they serve.

Duties of the Committee. The council advancement committee is primarily a supervisory group guiding the district committees. The committee's responsibilities are to supervise the advancement program in all units and to guide the district advancement committee in its work with each unit. The specific duties are as follows.

- Establish procedures within the framework of national policy.
- Set council goals.
- Plan a yearly advancement calendar and committee budget.
- Review procedures for record keeping.
- Recruit and train council and district advancement committee members.

- Promote advancement in units by working with district advancement committees and through council publications and activities.
- Recommend candidates for national awards.
- Determine procedures for summer camp advancement.
- Approve merit badge counselors and publish council and/or district merit badge counselor lists.
- Serve as an appeal board for district boards of review and conduct posthumous boards of review.
- Present special council awards.

Implementing Procedures

The council advancement committee implements procedures that help achieve its advancement goals. Council procedures must be based on the following guidelines:

No council, district, unit, or individual has the authority to add to or subtract from advancement requirements. (For the policies concerning Scouts with disabilities, see pages 20–21.) Suggestions for changes in requirements should be sent to the Cub Scout, Boy Scout, or Exploring committee, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079.

Personal growth is the prime consideration in the advancement program. Scouting skills—what a boy knows how to do—are important, but they are not the most important aspect of advancement. Scouting's concern is the total growth of the boy. This growth may be measured by how the boy lives the Scouting ideals, and how he does his part in his unit and in his daily life.

Learning by doing. A Scout may read about fire building or good citizenship. He may hear it discussed, and watch others in action, but he has not learned a skill until he has done it.

Each Scout progresses at his own rate. Advancement is not a competition among individual boys, but is an expression of their interest and participation in the program. A Scout must be encouraged to advance steadily and set his own goals with guidance from his parents, guardian, or Scout leader.

A badge is recognition of what a boy is able to do, not merely a reward for what he has done. The badge is proof of certain abilities, and is not just a reward for the completion of a tiresome task.

Advancement encourages Scout spirit. Scouting teaches a boy how to care for himself and help others. Advancement should reflect the desire to live the Scout Oath and Law in his daily life.

Setting Council Goals

To measure the quality of the council advancement program, the committee should establish council advancement goals. These goals should be set with input from the districts and units.

Meaningful advancement goals cannot be set without keeping accurate records, which are the only measure of advancement. Records of the advancement progress of each unit should be obtained from the unit's advancement reports and the latest charter renewal applications.

To monitor advancement goals, the committee should also establish a system to follow up on how effectively advancement goals are being met.

Planning a Yearly Calendar and Committee Budget

Calendar. The council advancement committee should establish and maintain a calendar of training programs and special events designed to improve and stimulate advancement.

Training may include formal or informal sessions for district committee members, merit badge counselors, and unit leaders. The committee should also schedule special advancement events or shows.

Special councilwide events are valuable in improving advancement. They include shows featuring Cub Scout and

Boy Scout advancement skills, merit badge clinics, and yearly Eagle recognition dinners.

Committee Budget. The committee also is responsible for preparing a budget request for approval by the council executive board. This budget request should include funds for the Eagle recognition dinner, audiovisual materials, conference expenses, and advancement forms. Some councils also provide recognition certificates and subsidize the expense of the Eagle badges. The committee budget request is included in the annual council budget.

Record Keeping

Record keeping and the distribution of awards are the responsibilities of the council service center.

The council advancement committee periodically reviews the procedures used by units in applying for badges and other awards and in keeping records of advancement. These procedures must be as simple as possible. The goal should be to eliminate red tape so that a youth member may receive the badge he has earned without delay.

Each unit is responsible for keeping its own records and for making reports of advancements to the council. This is done on the unit Advancement Report form. One copy is kept by the unit and two copies are sent to the council service center with an order for the necessary badges and awards. At the council service center, one copy of the advancement report is placed in the unit file, and the other is given to the district executive for the district records.

Many councils have adopted a procedure of filing unit advancement reports in a current separate folder or by use of data processing equipment. Each year, reports for the year are transferred to a unit history folder. Whatever system is used for record keeping, the awarding of badges to youth members should never be delayed.

A monthly District Advancement Report Summary will be compiled by the council. This information, provided to the district each month, gives a clear picture of advancement progress in each unit. District reports are summarized annually and included on the Application for Renewal of the Local Council Charter, which every council submits each year to the national office.

The advancement statistics reported on the Application for Renewal of the Local Council Charter are important. These statistics help the national advancement committee in monitoring the interests and activities of the youth members.

Recruiting and Training Advancement Committee Members

One of the most important responsibilities of a council advancement committee is to help recruit and train new

advancement committee members for the council and district levels.

The council advancement committee should include executive board members, the district advancement committee chairmen, and members at large. School administrators, personnel directors, and business executives are among the people who have the type of background that would be of value to council and district advancement committees.

Men who have earned the Eagle rank as a Scout often are interested in serving on advancement committees. Many councils have occasions when they poll their communities to identify adults who have attained the Eagle rank, and ask them to participate in Scouting leadership.

The council may have a National Eagle Scout Association (NESA) committee. Updated lists of NESA members are sent to local councils twice a year. NESA members who are qualified can be a resource in serving on advancement committees as merit badge counselors, and in providing other types of assistance. Advancement committees should encourage the formation of Alpha Phi Omega chapters in local colleges in the council. These young people of college age are another good resource for council and district advancement committees.

Council advancement committee meetings provide an excellent opportunity for informal training. The training that a district advancement chairman receives at a council committee meeting can be the basis for training district committee members at district meetings.

Promoting Advancement

The council advancement committee can make contacts with local media (radio, television, and newspaper) to recognize young people who earn awards, or to give special attention to outstanding achievements.

Special civic, industrial, and retail contacts can be made on a council level that could expedite recruiting counselors, and provide opportunities for boys to learn special skills. This must not preempt the district committee responsibilities, but rather enhance and provide the district committee and units with resources that would not otherwise be available to them.

Eagle Scout Recognition Dinner. Among the many ways to promote advancement within the council is to provide an annual recognition dinner for all young men who attained the Eagle Scout rank during the previous year. This dinner serves as recognition to the boy and focuses the attention of the community on Scouting.

Distinguished speakers can be engaged, participating dinner sponsors can give plant tours, council service centers can be visited, and many other ideas can be integrated into the program. This can be a council program highlight, with excellent media coverage and personal contact between the boys and business, civic, and government leaders.

Recommending Candidates for National Awards

The procedures for recommending candidates for national awards are outlined in the section titled "District and Council Awards," page 22.

Advancement in Summer Camp

In determining the procedures for advancement, make sure the program at summer camp encompasses both the Cub Scout and Boy Scout camps. The procedures should be established, in writing, by the council advancement committee in cooperation with the camp director or program director prior to camp. (See the complete section titled "Advancement in Summer Camp," page 19.)

Approving Merit Badge Counselors and Publishing List of Counselors

The council advancement committee is responsible for approving merit badge counselors.

The council advancement committee reviews the district merit badge list and has it published at least once a year by the council service center. The list should include the current counselors' names, addresses, and telephone numbers. It should be mailed to every unit leader and commissioner, as well as printed in the council bulletin. (See section titled "Merit Badges," page 14.)

Acting as an Appeal Board for District Boards of Review

The process for appealing the decision of a board of review is outlined in the section titled "Appealing a Decision," page 18.

Posthumous Awards

If a Cub Scout, Boy Scout, Varsity Scout, or Explorer has met all of the requirements for a rank, including age and service requirements, before his death, he may receive an award posthumously. If he had met all of the requirements, but a board of review had not been conducted, the review by the council advancement committee can be conducted posthumously. Application should be made to the council advancement committee within six months after the boy's death. The application may be made only by the chairman of the unit committee or the boy's unit leader.

Presenting Special Council Awards

The procedures for presenting special council awards are outlined in the section titled "District and Council Awards," page 22.

RESPONSIBILITIES OF THE DISTRICT ADVANCEMENT COMMITTEE

The function of the district advancement committee is to motivate and train unit leaders and their committee members in the advancement program. This should be done under the direction of the council advancement committee and with the cooperation of the commissioner staff and the district training committee. The district advancement committee also should work closely with the district executive.

Other responsibilities of the district advancement committee are as follows.

- Set district advancement goals.
- Help units establish an active advancement program.
- Recruit and train merit badge counselors.
- Maintain a current list of merit badge counselors.
- Provide assistance in Eagle Scout advancement, including Eagle Scout boards of review.
- Provide recognition to district Scouters.
- Provide program resources for the unit.

Setting District Advancement Goals

The district advancement committee should encourage all packs, troops, and teams to set practical advancement goals at charter renewal time. By knowing the unit's goals, the committee can set advancement goals for the district. Committee members will need to know (a) the number of boys advancing each year in each unit; (b) the number of units meeting their goal in rank advancement; and (c) the number of merit badges earned.

The committee should make up progress charts showing advancement in the district and display them at district committee meetings, at roundtables, huddles, and at commissioner staff meetings. Publish an honor roll of units reporting advancement in the district or council bulletin, or both.

In analyzing advancement in a district, divide the units into three groups:

- those with good advancement records
- those with some advancement
- those with no advancement

The district advancement committee should concentrate first on the last group—units reporting no advancement. Make an appointment with the unit committee chairman and the unit leader and show them how to use advancement for a better program. Keep the unit commissioner informed. The unit commissioner is an important person in helping the unit develop a good advancement program.

Helping Units Establish Advancement Programs

In Cub Scout packs:

- Help unit commissioners explain advancement procedures to new packs.
- Visit the pack leaders' meeting at least once a year to review the Cub Scout advancement plan, using the parents' supplement in the *Wolf Cub Scout Book*, *Big Bear Cub Scout Book*, or *Webelos Scout Book* as a guide.
- Emphasize the importance of each Cub Scout earning the rank of his age.
- Stress the importance of regular advancement reports from the pack to the council service center.
- Promote prompt awarding of badges to the boys.
- Encourage the Cub Scout pack to participate in council or district advancement programs, such as skilloramas.

In Boy Scout troops:

- Help unit commissioners explain advancement procedures to new troops.
- Visit boards of review of troops with poor advancement history. Meet with the Scoutmasters and the troop committee to review the Scouts' advancement progress and to review the four steps of advancement.
- Help the troop to identify parents, committee members, and neighborhood men and women to serve as merit badge counselors by using the Troop Resource Survey and the Parent Talent Survey. The district merit badge counselors' list will supplement the troop's list.
- Emphasize the objectives of new Scouts earning the First Class rank during their first year and other Scouts earning at least one rank advancement each year.
- Stress the importance of scheduling monthly boards of review, and recommend at least four courts of honor for the members of the troop every year.
- Stress the importance of monthly advancement reports from the troop to the council service center.
- Help the Scoutmaster organize an advancement plan for when his troop attends summer camp.
- Encourage the troop to participate in a council or a district advancement program such as a merit badge show, Scout-orama, Eagle Scout recognition dinner, or a First Class Scout recognition.

In Varsity Scout teams:

- Help unit commissioners explain advancement procedures to new Varsity Scout teams.

- Visit boards of review of teams with poor advancement history. Meet with the Coach, advancement program manager, and team committees to review the Scouts' advancement progress and to review the four steps of advancement.
- Help the team to identify parents, committee members, and neighborhood men and women to serve as merit badge counselors by using the Troop/Team Resource Survey and the Parent Talent Survey. The district merit badge counselors' list will supplement the team's list.
- Emphasize the objective of at least one rank advancement, or Eagle Palms, for every Varsity Scout in the team each year.
- Stress the importance of scheduling monthly boards of review, and recommend at least four courts of honor for the members of the team every year.
- Stress the importance of monthly advancement reports from the team to the council service center.
- Encourage the team to participate in a council or a district advancement program such as a merit badge show, Scoutorama, or Eagle Scout recognition dinner.

In Explorer posts:

- Ensure that the service team members are aware of advancement procedures for qualified Explorers to continue their rank advancement.

Recruiting and Training Merit Badge Counselors and Publishing Lists

The essence of quality Scouting is having sufficient qualified adult leaders. Nowhere does this become more apparent than in the recruitment of adults to serve as merit badge counselors. Because counselors must be knowledgeable in specialized areas as well as able to have a good rapport with Scout-age boys, the district advancement committee has a challenging task in seeking, recruiting, and training merit badge counselors, and in helping units to do the same.

All counselors must have an understanding of their role in Scout advancement. The district advancement committee is responsible for making the appropriate counseling material available to the counselors and for providing the essential training to the counselors recruited by the units and by the district.

The Merit Badge Counselor and the Scout. The merit badge plan is based on the concept that a boy works with an adult knowledgeable in one or more fields, an experience invaluable to a Scout. The counselor introduces the Scout to subjects that may lead to a career choice or to a lifetime hobby.

Merit Badges for Eagle Palms. Any merit badges beyond those used to earn the Eagle Award, and earned before or after a Boy Scout earns the Eagle Award, may be applied toward requirement 4 for Eagle Palms.

Recruiting Merit Badge Counselors. Setting up a district list of merit badge counselors may seem at first like a staggering job, considering there are more than 100 merit badges offered. But it is not so difficult if the job is approached logically.

Step 1: Begin by using the *Work Sheet for Building a Merit Badge Counselor List*, noting the badges required for the Eagle Award since they obviously are a "must."

Step 2: List the merit badges most popular in the district or council, referring to copies of the past few council charter renewals. List the subjects that will require few counselors in the district or council; perhaps counselors for these merit badges can be shared with a neighboring district, or a counselor can be requested at the council level to service all districts. Troops and teams should provide as many counselors as they can. Do not add troop and team merit badge counselors' names to the district list unless the individuals agree to be included on the list.

Step 3: Merit badges are grouped into logical fields of activity. The district advancement committee should appoint a head counselor for each group. The head counselor recruits individual counselors, using knowledge of his or her field and suggestions of qualified candidates obtained from the district advancement committee.

As the district or council advancement committee works down the list in choosing head counselors, record the names of prospective counselors for specific subjects.

A Guide for Recommending Merit Badge Counselors is used to obtain names of prospective counselors at parents' meetings and from schools and universities, service clubs, religious institutions, government agencies, industries, armed services, and the chartered organizations.

Qualifications of Counselors. Persons serving as merit badge counselors must be registered as a merit badge counselor with the Boy Scouts of America. They must be men and women of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are to serve as merit badge counselors, as well as having the ability to work with Scout-age boys.

The Merit Badge Counselor Information sheet is used by district or council advancement committees in determining the qualifications of persons to serve as merit badge counselors. All merit badge counselors must be approved by the council advancement committee.

There is no restriction or limit on the number of merit badges an individual may be approved to counsel for.

There is no limit on the number of merit badges a Scout may earn from one counselor.

An approved merit badge counselor may counsel any Scout, including his or her own son, ward, or relative.

Counselors in Hard-to-Reach Areas. If there are hard-to-reach areas within a district or council, remember that special attention must be paid to them. Qualified counselors

may not be available in large numbers in these areas, and districts or councils must take special steps to provide them.

Training Merit Badge Counselors. All merit badge counselors must be trained in the purpose of Scouting and in advancement procedures.

The district or council advancement committee should train counselors, either as a group or individually.

A head counselor is in an excellent position to coach the persons he recruits by having a conference with them. This is perhaps the most effective training a counselor can receive.

If a formal course can be arranged through letters and phone calls from head counselors, the dividends are great. The counselors in each subject group will have much in common despite their different backgrounds, and they will enjoy meeting each other and discussing mutual interests and problems. They also will enjoy meeting professional and volunteer Scouters with whom they will be associated.

Merit Badge Counseling is a valuable booklet for all counselors and should be made available to them by the district or council advancement committee.

A unit of training, *Merit Badge Counselor Orientation*, is available for training merit badge counselors. It can be used for a one-on-one session with a new counselor or adapted to a group session. If desired, the orientation also can be conducted as a session of the Institutes of Boy Scouting.

Maintaining a Current List of Merit Badge Counselors. The district or council advancement committee's responsibility does not end with the recruiting and training of merit badge counselors.

The district or council advancement committee (or one member selected to oversee counselors) will follow through to be sure that the merit badge counselors are working effectively and that boys seeking merit badges are finding the help they need. The committee will give on-the-job coaching if a counselor is not doing well, and will be alert for signs of difficulty that might be mentioned by unit commissioners, Scoutmasters, Varsity Scout coaches, or unit committee members. District advancement committee members should attend district roundtables and huddles to update the list of merit badge counselors and to receive feedback.

The district or council list of counselors should be reproduced for distribution to troops and teams. When changes are made, these should be sent promptly to the units (or listed in the council bulletin) so that all units have readily available the names, addresses, and phone numbers of counselors. Lists are updated at least once a year, usually when councils and districts reregister.

With good word processing equipment or computer capabilities, these merit badge counselor lists can be easily maintained and updated so that units can use current information.

Merit badge counselors (Code 42) are registered with the local council. As with all council members, their registration must be renewed annually.

As part of the local council charter renewal process, the council advancement committee sends a letter to existing merit badge counselors who are to continue for another year. This provides the council an opportunity, at least annually, to assure that their merit badge counselor lists are updated. This also is an excellent opportunity to not reregister those persons identified as not following the policies and procedures of the Boy Scouts of America.

Suggested items for the letter include:

- Thank them for serving.
- Tell them it's time to reregister.
- Tell them the merit badges they are approved to counsel in.
- Ask them if they wish to continue.
- Enclose a response card or form for them to use.

Troop and Team Merit Badge Counselors. As a practical approach to providing merit badge counselors, troop and team committees may establish their own lists of counselors, if necessary, at least for the required and more popular merit badges. The Troop Resource Survey, available from the council service center, can be used to identify parents and others in the neighborhood who can serve as merit badge counselors.

All merit badge counselors, even those who serve only one unit, must be approved by the council and district advancement committee, and counselors must register as a merit badge counselor (see "Qualifications of Counselors," page 9). However, it is essential that a district have the most complete list of merit badge counselors that is possible. Thus, troops and teams should be encouraged to share lists of counselors willing to assist districtwide or councilwide.

District Role in Advancement to Eagle Scout

At the discretion of the council advancement committee, the district advancement committee is particularly attentive to advancement from Life rank to Eagle rank. Three specific responsibilities of the committee are:

- Review and approve service project ideas submitted by Eagle Scout candidates (see "Service Projects—Eagle Scout Rank," page 15).
- Participate in unit boards of review for Eagle Scout candidates or conduct district-level boards of review (see "Eagle Scout Boards of Review," page 17).
- Consider and act on appeals from the unit level for Eagle Scout applications and Eagle Scout boards of review (see "Appealing a Decision," page 18).

Providing Recognition to District Scouters

The procedures for presenting recognition to district Scouters—the Award of Merit—are explained on page 22.

Providing Program Resources

District advancement committees can help units with advancement by offering physical facilities and expertise in various fields not commonly available or difficult for unit leadership to secure. District advancement committees can identify resources available in the community that relate to the principal avenues of advancement for use by the units.

For example:

- *Citizenship.* Government officials, teachers.
- *Communications.* Toastmasters Clubs, teachers, newspaper reporters, radio and television personnel.
- *Community Living.* Local government officials, community service agencies, historical societies, social service groups.
- *Conservation and Environment.* Teachers; government departments of conservation, environment, wildlife, and natural resources; related societies; meteorologists; pollution-control agencies.
- *First Aid.* Rescue squads, Red Cross, utility company personnel, fire departments, police departments.

District advancement committees should encourage roundtable or huddle commissioners to occasionally include advancement programs in high-interest areas for unit leaders at the monthly district roundtable or huddle.

ADVANCEMENT IN THE UNIT

One of the major avenues of achievement in Scouting is advancing from rank to rank. To advance, a youth member fulfills specific requirements, usually including active participation, skill achievement, service to others, and leadership experience.

Cub Scout Advancement

Cub Scouting is home- and neighborhood-centered for the Cub Scout. Advancement involves parental approval of requirements.

If a boy is in the second grade (or is 8), he becomes a member of a Cub Scout den of perhaps five to eight boys, and his den is one of several that make up a pack. The den meets weekly, usually at the home of the den leader.

If the boy is in the fourth grade (or is 10), he may become a member of a Webelos den. This den is led by an adult Webelos den leader. A pack may have more than one Webelos den, depending on the number of Webelos Scouts. The Webelos den meets weekly.

The pack meets monthly, usually at the building of its chartered organization. This meeting is conducted by the Cubmaster and the committee.

There are five ranks in Cub Scouting:

- **Bobcat.** All boys earn this rank soon after registering, regardless of age.
- **Wolf.** The rank for second-graders (or 8-year-olds).
- **Bear.** The rank for third-graders (or 9-year-olds).
- **Webelos.** The first rank a boy earns in his Webelos den.
- **Arrow of Light.** For fifth-graders (or 10-year-olds).

Webelos Scouts also may work on any of twenty activity badges.

Bobcat Requirements. The new Cub Scout, regardless of his age, earns the Bobcat badge soon after registering. This rank involves learning the Cub Scout Promise, the Law of the Pack, and some signs and symbols of Cub Scouting. His parents determine when the boy has mastered them.

Wolf Requirements. When a boy is in the second grade, he starts work on the twelve achievements for the Wolf rank as soon as he has earned his Bobcat rank. These achievements involve knowledge of the national flag, his religious duties, physical skills, and other simple skills geared to his interests. A parent or adult family member should approve his work and sign his book, signifying completion of the requirements.

Cub Scout leaders approve only a few of the requirements, which are indicated in the book.

When the Cub Scout has completed the twelve achievements, he receives the Wolf badge in a ceremony during a monthly pack meeting. The boy may then work on any of the twenty-two other fields, called *electives*, until he completes second grade (or is 9). Electives mostly cover hobby and sports interests. Each of these electives is divided into projects. For the first ten projects, a boy is awarded a Gold Arrow Point, to be worn on his uniform below his Wolf badge. For the next ten projects completed, he receives a Silver Arrow Point, to be worn below the gold one. Additional Silver Arrow Points may be earned for each ten projects. All requirements and electives are found in the *Wolf Cub Scout Book*.

Bear Requirements. When the boy is in the third grade (or as soon as he completes the Bobcat requirements if he joins at this age), he begins work toward the Bear rank. When he has completed twelve of the twenty-four achievements and has been awarded the badge, he may work on the twenty-four electives in *The Big Bear Cub Scout Book* to earn arrow points as he did for Wolf. These arrow points are worn below his Bear badge. In addition, he may earn elective credits by completing requirements for the twelve achievements not used to earn the Bear badge. All requirements for both the Bear achievements and electives are found in *The Big Bear Cub Scout Book*. As with the Wolf rank, completion of the requirements is approved by the boy's parents.

Webelos Requirements. While working toward the Webelos rank and the Arrow of Light Award, the boy also may earn any or all of the twenty activity badges that range from Aquanaut and Sportsman to Geologist and Forester. The Webelos den leader approves the boy's work or assigns someone else to approve it. This is an important step in the boy's transition to a Boy Scout troop. All requirements for the Webelos badge, Arrow of Light Award, and activity badges are found in the *Webelos Scout Book*.

When he is 11 years old (or has earned the Arrow of Light Award or completed the fifth grade), the boy makes a transition from the pack to a Boy Scout troop in an impressive pack ceremony.

The Webelos badge and Arrow of Light requirements include many, but not all, of the joining requirements for the Boy Scout badge. Having earned these, the boy should have less difficulty in meeting the requirements for joining a troop and receiving his Boy Scout badge.

Cub Scout Advancement Goals. The administration of the Cub Scout advancement program is primarily the responsibility of the pack committee, with the support of the district advancement committee and commissioner staff.

- Parents of Cub Scouts should understand their role and responsibilities in their son's advancement. For the boy to receive maximum benefit and growth from his advancement, the adult's standard for completion of any requirement should be based on the Cub Scout motto, "Do Your Best."

- Advancement recognition should be given as soon as possible after a boy completes the requirements, and be done with proper ceremony. Presentation of badges should be a part of each monthly pack meeting. Suggestions for advancement ceremonies are contained in the *Cub Scout and Webelos Scout Program Helps, Staging Den and Pack Ceremonies*, and the *Cub Scout Leader Book*.
- Packs and troops should be encouraged to work together to ensure a smooth transition from the Webelos den to the Boy Scout troop.
- Good advancement records should be maintained by the pack to be sure that the boys are advancing and that the awards are presented promptly.
- Cub Scout day camp, resident camping, Webelos overnight campouts, family camping, and council or district Scouting shows provide additional opportunities for advancement.
- The use of den chiefs (Boy Scouts, Varsity Scouts, or Explorers who assist with Cub Scout and Webelos Scout den meetings) can help stimulate advancement through example and experience, as well as encourage boys to continue in the Scouting program.

Boy Scout Advancement

The Boy Scout advancement program is subtle. It places a series of challenges in front of a Scout in a manner that is fun and educational to a boy. As Scouts meet these challenges, they achieve the aims of Boy Scouting.

A boy advances and grows in the Boy Scout phase of the program in the same way a plant grows by receiving nourishment in the right environment. The job of adults concerned with advancement is to provide the right environment.

One of the greatest needs of boys is confidence. There are three kinds of confidence that boys need: in themselves, in peers, and in leaders.

Educators and counselors agree that the best way to build confidence is through measurement. *Self-confidence* is developed by measuring up to a challenge or a standard. *Peer confidence* develops when the same measuring system is used for everyone—when all must meet the same challenge to receive equal recognition. *Confidence in leaders* comes about when there is consistency in measuring—when leaders use a single standard of fairness.

No council, district, unit, or individual has the authority to add to or subtract from any advancement requirement. A Boy Scout badge recognizes what a boy is able to do; it is not a reward for what he has done.

Standards for joining a Boy Scout troop and for advancement are listed in the latest printing of the *Boy Scout Handbook* and in the current *Boy Scout Requirements* book.

Advancement accommodates the three aims of Scouting: citizenship, growth in moral strength and character, and mental and physical development.

The advancement program is designed to provide the Boy Scout with a chance to achieve the aims of Scouting. As a Scout advances he is measured and grows in confidence and self-reliance.

When a badge and certificate are awarded to a Boy Scout to recognize that he has achieved a rank, they represent that a boy has:

- Been an active participant in his troop and patrol.
- Demonstrated living the Scout Oath (Promise) and Law in his daily life.
- Met the other requirements and/or earned the merit badges for the rank.
- Participated in a Scoutmaster conference.
- Satisfactorily appeared before a board of review.

In the advanced ranks (Star, Life, and Eagle), the badge represents that the boy has also:

- Served in a position of responsibility in the troop.
- Performed service to others.

Four Steps of Advancement. A Boy Scout advances from Tenderfoot to Eagle by doing things with his patrol and his troop, with his leaders, and on his own. It's easy for him to advance, if the following four opportunities are provided for him.

1. *The Boy Scout learns.* A Scout learns by doing. As he learns, he grows in ability to do his part as a member of the patrol and the troop. As he develops knowledge and skill, he is asked to teach others; and in this way he begins to develop leadership.
2. *The Boy Scout is tested.* A Scout may be tested on rank requirements by his patrol leader, Scoutmaster, assistant Scoutmaster, a troop committee member, or a member of his troop. The Scoutmaster maintains a list of those qualified to give tests and to pass candidates. The Scout's merit badge counselor teaches and tests on the requirements for merit badges.
3. *The Boy Scout is reviewed.* After a Scout has completed all requirements for a rank, he has a board of review. For Tenderfoot, Second Class, First Class, Star, Life, and Eagle Palms, the review is conducted by members of the troop committee. The Eagle Scout board of review is conducted in accordance with local council procedures.
4. *The Boy Scout is recognized.* When the board of review has certified a boy's advancement, he deserves to receive recognition as soon as possible. This should be done at a ceremony at the next troop meeting. The certificate for his new rank may be presented later at a formal court of honor.

Age Requirements. Boys' awards are for boys. Merit badges, badges of rank, and Eagle Palms are for registered Boy Scouts, Varsity Scouts, or qualified Explorers. Any registered Boy Scout or Varsity Scout may earn these awards until his 18th birthday. Any Explorer who achieves the First Class rank as a Boy Scout or Varsity Scout in a troop or team may continue working for the Star, Life, and Eagle ranks and Eagle Palms while registered as an Explorer up to his 18th birthday.

Scouts with disabilities may work toward rank advancement after they are 18. (See section titled "Program for Youth Members with Disabilities," page 20.)

Time Extensions. If a Scout or an Explorer foresees that he will be unable to complete the requirements for the Eagle rank prior to his 18th birthday, he may file a petition in writing with the national Boy Scout Committee *through the local council* for special permission to continue to work toward the award after reaching age 18. The petition also may be filed by the unit leader or unit committee. The petition must show good and sufficient evidence and detail extenuating circumstances that prevented the boy from completing the requirements prior to his 18th birthday. **Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the Scout or Explorer.**

If circumstances should also prevent a Scout or an Explorer from requesting the extension before he is 18, it is still permissible to ask for the extension, detailing the extenuating circumstances that prevented him from completing the requirements and from requesting the extension before age 18. A limited extension may be granted by the national Boy Scout Committee.

Troop Advancement Goals. The Scoutmaster must be the spark plug of the troop. It is necessary that the Scoutmaster understand the purpose of the advancement program and the importance it has in the development of the Scouts in the troop. The troop's program must provide advancement opportunities. By participating in the troop program, the Scout will meet requirements for rank advancement.

The troop's unit commissioner and the district advancement committee can play an important part in explaining advancement and helping the Scoutmaster utilize the advancement program in the troop program, making it exciting to the boys in the troop.

It is important that the troop committee and the Scoutmaster set an advancement goal for the year. A basic goal should be for each boy to advance a rank during the year. New Scouts should earn the First Class rank during their first year in the troop. By doing so, these new Scouts become net contributors to the troop and are able to care for themselves and others. When reviewed monthly by the troop committee, Scouts will recognize the importance of advancement. Troops should conduct boards of review for boys who are not advancing. A minimum of four formal courts of honor a year (one every three months) should be held to formally recognize the boys in the troop.

Presentation of merit badges and rank badges should not await these courts of honor; awards and badges should be presented at the next meeting after they have been earned. Scouts are recognized again at a formal court of honor.

Scoutmaster Conferences. One of the most enjoyable experiences of being a Scoutmaster is the opportunity for a Scout and his leader to sit down and visit together.

In large troops, Scoutmasters occasionally assign this responsibility to assistant Scoutmasters or members of the

troop committee; but this is unfortunate, because most Scoutmasters feel that this is truly the opportunity to get to know the Scout and help him chart his course in life.

A good conference should be unhurried. It helps the Scout evaluate his accomplishments and to set new goals with his Scoutmaster. This can be accomplished at a troop meeting, camping trip, or in the Scout's home.

Goal setting by the Scout makes it possible for the Scoutmaster to encourage the Scout to use his strengths and to help him with his weaknesses.

The Scout (joining) conference is probably one of the most important associations the boy will have in his Scouting career. It is at this conference that the Scoutmaster illustrates to him the adult-youth relationship that is unique to Scouting.

All through the ranks, it is rewarding for the Scoutmaster to observe the Scout grow in responsibility and maturity. It is through this association and example that a boy grows and matures, and the Scoutmaster conference accomplishes that aim. (See *Scoutmaster Handbook*, chapter 8.)

Record Keeping. Each troop is responsible for keeping its own records and reporting advancement to the local council service center. This is done on an Advancement Report form. One copy is kept by the troop and two are sent to the council with an order for badges and awards. It is best that this form be submitted at least monthly so that troop records remain current and Scouts are able to receive their awards quickly after earning them. Awards cannot be purchased or awarded until the Advancement Report has been filed with the council office. A *Troop/Team Record Book*, maintained by the troop scribe, is available.

At the discretion of the local council, computer-generated Advancement Reports may be used. If used, **two** copies of the computer-generated report must be submitted to the council service center.

Training. A unit of training, *Boy Scout Advancement*, is available for instruction in how to carry out the advancement program.

Merit Badges

The merit badge program is one of Boy Scouting's basic measurement tools. Earning merit badges gives a boy the kind of self-confidence that comes from overcoming obstacles to achieve a goal. Through the merit badge program, a boy also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

The steps to follow in the merit badge program are outlined in the current *Boy Scout Requirements*. This book lists the requirements a Scout meets to earn each of the more than 100 merit badges that are available. Scouts must be tested individually, and they must meet all the requirements.

Scout Buddy System. A Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy can be another Scout, a parent or guardian, a brother or sister, or a relative or friend. From his Scoutmaster, the Scout obtains a signed merit badge application and the name of the appropriate merit badge counselor. The Scout sets up his first appointment with the counselor. The counselor should explain the requirements to the Scout. The Scout and his buddy then meet as appropriate with the counselor until the Scout completes the badge's requirements.

Group Instruction of Merit Badges. The question arises as to whether it is permissible to have boys earn merit badges in groups. Many subjects may be presented to groups of Scouts without defeating one of the purposes of the merit badge plan—working closely with a qualified adult.

The National Executive Board has approved this policy statement on merit badge counseling:

"To the fullest extent possible, the merit badge counseling relationship is a counselor–Scout arrangement in which the boy is not only judged on his performance of the requirements, but receives maximum benefit from the knowledge, skill, character, and personal interest of his counselor. Group instruction and orientation are encouraged where special facilities and expert personnel make this most practical, or when Scouts are dependent on only a few counselors for assistance. However, this group experience should be followed by attention to each individual candidate's projects and his ability to fulfill all requirements."

In harmony with this policy, a troop or team may use merit badge counselors in unit meetings. The merit badge counselor can make a presentation covering the highlights of a merit badge subject. Scouts should then be given an opportunity to try some skill related to the badge. This introduction to a merit badge can spark an interest in the subject.

Service Projects

Second Class Rank. For the Second Class rank, a Scout must participate in a service project approved by his Scoutmaster. The time of service must be a minimum of one hour. This project prepares a Scout for the more involved service projects he must perform for the Star, Life, and Eagle ranks.

Star and Life Ranks. For Star and Life ranks, a Scout must perform six hours of service to others. This may be done as an individual project or as a member of a patrol or troop project. Star and Life service projects may be approved for Scouts assisting on Eagle service projects. The Scoutmaster approves the project before it is started.

Eagle Scout Rank. For a service project to qualify as an Eagle Scout service project, a boy, while a Life Scout, must plan, develop, and give leadership to others in a service project benefiting any religious institution, school, or community. These projects, of course, must conform to the wishes and regulations of those for whom the project is undertaken.

The Eagle Scout service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skills he has learned in Scouting. He does the project outside the sphere of Scouting.

As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.

Service to others is important. Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fund-raiser.

NOTE: Fund-raising is permitted only for securing materials or supplies needed to carry out the project.

Routine labor, a job or service normally rendered, should not be considered. There is no minimum number of hours that must be spent on carrying out the project. The amount of time spent must be sufficient enough for the Scout to clearly demonstrate leadership skills.

The *Eagle Scout Service Project Workbook* must be used to meet this requirement.

The Scout must secure the prior approval of his unit leader, his unit committee, and the benefactor of the project. The project must also be reviewed and approved by the district or council advancement committee or their designee to make sure that it meets the stated standards for Eagle Scout service projects before the project is started. This preapproval of the project does not mean that the board of review will approve the way the project was carried out.

Upon completion of the project, the *Eagle Scout Service Project Workbook*, properly filled out, is submitted with the Scout's Eagle application to include the following information.

- What was the project?
- How did it benefit others?
- Who from the group benefiting from the project gave guidance?
- Who helped carry out the project?
- What materials were used and how were they acquired?

Although the project *idea* must be approved before work is begun, the board of review must determine the manner in which the project was carried out. Questions that must be addressed include:

- Did the candidate demonstrate leadership of others?
- Did he indeed direct the project rather than do all of the work himself?
- Was the project of real value to the religious institution, school, or community group?
- Who from the group benefiting from the project may be contacted to verify the value of the project?
- Did the project follow the approved plan or were modifications needed to bring it to its completion?

All the work on the project must be done while the candidate is a Life Scout and before the candidate's 18th birthday, unless a time extension has been allowed (see the section titled "Time Extensions," page 14).

The Eagle Scout service project is an *individual* matter; therefore, two Eagle Scout candidates may not receive credit for working on the same project.

The variety of service projects performed throughout the nation by Scouts earning their Eagle Award is staggering. For ideas and opportunities regarding service projects, the Scout can consult people such as school administrators, religious leaders, local government department directors, or a United Way agency's personnel.

The district or council advancement committee also can be helpful by identifying possible projects.

Boards of Review

A periodic review of the progress of a Scout is vital in the evaluation of the effectiveness of the Scouting program in the unit. The unit committee can judge how well the Scout being reviewed is benefiting from the program. The unit leader can measure the effectiveness of their leadership. The Scout can sense that he is, or is not, advancing properly and can be encouraged to make the most of his Scouting experience.

Not only is it important to review those Scouts who have learned and been tested for a rank, but also to review those Scouts who have shown no progress in their advancement over the past few months.

The members of the board of review should have the following objectives in mind when they conduct the review.

- To make sure the Scout has done what he was supposed to do for the rank.
- To see how good an experience the Scout is having in the unit.
- To encourage the Scout to progress further.

The review is not an examination; the board does not retest the candidate. Rather, the board should attempt to determine the Scout's attitude and his acceptance of Scouting's ideals. **Scout spirit is defined as living the Scout Oath (Promise) and Scout Law in a Scout's everyday life.** The board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school, and community.

The decision of all boards of review is arrived at through discussion and must be unanimous.

When a boy satisfactorily completes his board of review for a rank or an Eagle Palm, tenure for his next rank or Eagle Palm begins immediately.

Scouts 18 or older. Scouts who have completed all requirements for a rank prior to their 18th birthday may be reviewed

and recognized within three months after that date. **For Eagle Scout boards of review conducted between three and six months after the candidate's 18th birthday, a statement explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the Eagle Scout Service. The Boy Scout Division must be contacted for procedures to follow if a board of review is to be conducted more than six months after a candidate's 18th birthday.**

For the composition of boards of review for Varsity Scout teams and Explorer posts, see "Varsity Scout Advancement" and "Explorer Advancement," page 19.

Review for Tenderfoot through Life Ranks and Eagle Palms. After a Scout has completed all requirements for Tenderfoot, Second Class, First Class, Star, and Life ranks, or an Eagle Palm, he appears before a board of review. This board of review is made up of at least three and not more than six members of the **troop committee**. One member serves as chairman, usually the committee member responsible for advancement. **Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review.**

The review should be conducted at a convenient time and location, such as a meeting, summer camp, or the home of a member of the troop committee.

The review has three purposes:

- To make sure that the work has been learned and completed.
- To check to see what kind of experience the boy is having in his patrol and troop.
- To encourage the Scout to advance to the next rank.

Because many boys are ill at ease when talking to adults, it is important that the board be held in a relaxed atmosphere. A certain amount of formality and meaningful questioning should be used during the review.

The Scout should be neat in his appearance and his uniform should be as correct as possible, with the badges worn properly. It should be the desire of the board to encourage the Scout to talk so that the review can be a learning experience for the candidate and the members of the board.

The review is not an examination. The Scout has learned his skill and has been examined. This is a review. The Scout should be asked where he learned his skill, who taught him, and the value he gained from passing this requirement.

The Scout reviews what he did for his rank. From this review, it can be determined whether he did what he was supposed to do. The review also reveals what kind of an experience the Scout is having in the troop. With that knowledge, the troop leaders can shape the program to meet the needs and interests of the Scouts.

The board should attempt to determine the Scout's ideals and goals. The board should make sure that a good standard of performance has been met. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to

make sure the candidate recognizes and understands the value of Scouting in his home, unit, school, and community.

The board of review members should feel free to refer to the *Boy Scout Handbook*, *Scoutmaster Handbook*, or any other references during the review. The *Troop Committee Guidebook* contains examples of questions that could be asked during a review.

The review should take approximately fifteen minutes. At the conclusion of the review, the board should know whether a boy is qualified for the rank or Palm. The Scout is asked to leave the room while the board members discuss his achievements. The decision of the board of review is arrived at through discussion and must be unanimous. If members are satisfied that the Scout is ready to advance, he is called in, congratulated, notified as to when he will receive his recognition, and encouraged to continue his advancement or earn the next Palm.

If the board decides that the Scout is not ready to advance, the candidate should be informed and told what he has not done satisfactorily. Most Scouts accept responsibility for not completing the requirements properly. The members of the board of review should specify what must be done to rework the candidate's weaknesses and schedule another board of review for him. A follow-up letter must be sent to a Scout who is turned down for rank advancement, confirming the agreements reached on the actions necessary for advancement. Should the Scout disagree with the decision, the appeal procedures should be explained to him. (See "Appealing a Decision," page 18.)

After the board of review is completed, the Scoutmaster is informed of all of the decisions that were made by the board of review.

Remember, after a Scout satisfactorily completes a board of review, he cannot be recognized until that action is reported to the council service center on an Advancement Report. A monthly report keeps unit records current and is a good practice. The troop scribe should also keep a record in the *Troop/Team Record Book* for easy reference by the Scoutmaster and use by other boards of review.

Eagle Scout Boards of Review. The Boy Scouts of America has placed the Eagle Scout board of review in the hands of either the troop, team, post, or ship committee or the district or council committee responsible for advancement. The council will decide and promulgate which method or methods may be used.

The board of review for an Eagle candidate is composed of a minimum of three members and a maximum of six members, 21 years of age or older. **These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle board of review.** At least one district or council advancement representative shall be a member of the Eagle board of review, when conducted at the unit level, and may serve as chairman if so requested by the unit.

Because of the importance of the Eagle Scout Award, a unanimous decision must be reached as to the boy's qualifi-

cations. If a unanimous decision is not reached, a new review may be convened at the request of the applicant, the unit leader, or the unit committee. The review should take approximately thirty minutes.

The Twelve Steps from Life to Eagle. The following twelve steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the board of review. Share these steps with each Eagle candidate so that he can fully understand the procedure that must be followed by the Scout, the district, and the council.

1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.
2. The Eagle candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee (see "Service Projects—Eagle Scout Rank," page 15). The *Eagle Scout Service Project Workbook* must be used in meeting this requirement.
3. It is imperative that all requirements for the Eagle rank be completed prior to the candidate's 18th birthday. When all requirements for the rank of Eagle, including the service project, have been completed, an Eagle Scout Rank Application must be filled out and sent to the council service center promptly. (See special requirements for youth members with disabilities, page 21, and the section titled "Time Extensions," page 14.)
4. The application must be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before he appears before the board of review.
5. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.
6. The *Eagle Scout Service Project Workbook*, properly filled out, must be submitted with the application.
7. After the contents of an application have been verified and appropriately signed, the application, *Eagle Scout Service Project Workbook*, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. Reference checks that are forwarded with the application

are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least thirty minutes before the candidate appears in order to review the application, reference checks, and service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.
9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a boy may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate is found unacceptable, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, provide the name and address of the person he is to contact. (See "Appealing a Decision," this page.)
10. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.
11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. The *Eagle Scout Service Project Workbook* and references are retained by the council. The *Eagle Scout Service Project Workbook*, may be returned to the Scout after council approval.

Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.

12. The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle rank credentials.

Appealing a Decision

Two sets of circumstances may lead to the appeal of a decision.

First, if the unit leader does not recommend the Scout for a board of review, or if the unit leader or unit committee does not sign the Eagle Scout application, the Scout or other interested party may appeal the decision at the next level.

Second, if the appropriate board of review does not recommend the applicant for the rank advancement, the decision may be appealed to the next higher level. The Scout or other interested party may appeal the decision. With all appeal applications, the final decision rests with the national Boy Scout Committee. In ascending order, levels are unit, district, local council, and National Boy Scout Committee.

On receipt of an appeal, the district or council committee responsible for advancement will provide for a prompt review to determine the facts. All parties must be interviewed either individually or as a group, but a confrontation should be avoided. A written report with all details must be prepared for the committee responsible for a decision or for forwarding to the national Boy Scout Committee, if necessary.

Courts of Honor

Each time a Scout advances in rank, he should be recognized on two occasions. The first should occur as soon as possible after a Scout has been approved by a board of review and an Advancement Report has been filed with the council office—preferably at the next unit meeting. This ceremony should be dignified but simple, involving not much more than presenting the Scout with his new badge of rank.

The second occasion is a court of honor, a public ceremony to recognize Scouts for successful achievement and to describe the importance of the program. The main purposes of the court of honor are to furnish formal recognition for achievement and to provide incentive for other Scouts to advance.

Formal courts of honor should be conducted at least four times a year. All Scouts who have advanced since the

previous court of honor are honored. Their parents and friends should be invited to attend the ceremony.

When a Scout has earned the Eagle rank, he deserves a special recognition. The Eagle Scout ceremony may not be conducted until the action of the board of review has been approved by the National Eagle Scout Service.

Procedures for conducting courts of honor and special First Class and Eagle Scout courts of honor are described in *Woods Wisdom: Troop Program Features*.

Advancement in Summer Camp

In developing council procedures for handling Advancement Reports and distributing badges, remember that many Boy Scout advancement opportunities take place in summer camp. Special attention should be given to ensure that the procedures include summer camp.

The procedures for advancement in summer camp are established by the council advancement committee in cooperation with the committee responsible for summer camp, the camp director, and the program director. These procedures must be approved by the council advancement committee prior to the opening of camp. This procedure must include the four processes of advancement—learning, testing, reviewing, and recognition.

The camp program director will organize program staff, specialists, commissioners, and department heads in such a way that the program in camp is completely operative from the beginning of the camp season. These procedures should be given to each troop as part of precamp orientation.

The program director is responsible for assuring that all program equipment relating to advancement is available for use.

Camp staff members should be prepared and available to assist unit leaders in teaching and testing Scouts on Tenderfoot, Second Class, and First Class requirements.

Camp merit badge counselors must be qualified (see "Qualifications of Counselors," page 9). Camp staff members who are qualified in the subject and are younger than age 18 may assist the merit badge counselor with instruction. The merit badge counselor or instructor in a particular subject should be available to both individuals and groups. Because of the need for continued practice in some subjects, it will be necessary to meet candidates at a certain time each day. For other subjects, it may be necessary to meet as a group once or twice during the week.

Each counselor must maintain the exact standards as outlined in the merit badge requirements—**nothing deleted, nothing added**—and make himself available at the time most convenient to the Scouts. Partial completion of merit badges should be credited to a Scout on the Application for Merit Badge and given to the Scoutmaster at the end of the week.

There is no time limit for completion of merit badges other than age 18.

Varsity Scout Advancement

Any young man from 14 to 18 years old may participate in this older Boy Scout program. Varsity Scouting offers five program fields of emphasis: Advancement, High Adventure, Personal Development, Service, and Special Programs and Events. Each of these programs is led by a member of the team called a program manager, who receives assistance from a member of the team committee.

Position of responsibility requirements for Star and Life ranks may be met by a Varsity Scout serving as a team captain, cocaptain, program manager, squad leader, or other leadership roles assigned by the Coach. The acceptable positions of responsibility for the Eagle Scout rank are listed on the Eagle Scout Rank Application.

The Varsity Scout Coach will conduct a Coach conference. (See "Scoutmaster Conferences," page 14.)

As the Varsity Scout meets the requirements for each rank, a board of review is conducted by the team committee member responsible for advancement, the advancement program manager, and the Varsity Scout Coach for all ranks except Eagle. The Eagle Scout board of review follows the procedure established by the local council.

Explorer Advancement

Any male Explorer who has achieved the First Class rank as a Boy Scout in a troop or Varsity Scout in a team may continue working toward the Star, Life, and Eagle ranks up to his 18th birthday. He must meet the requirements as prescribed in the *Boy Scout Handbook* and the current *Boy Scout Requirements* book.

Position of responsibility requirements may be met by the Explorer serving as president, vice-president, secretary, or treasurer in his post, or as boatswain, boatswain's mate, yeoman, purser, or storekeeper in his ship.

The Scoutmaster conference will be conducted by the Advisor or Skipper.

As the Explorer meets the requirements for the Star and Life ranks, a board of review is conducted by the post or ship committee. The Eagle board of review follows the procedure established by the local council.

Sea Exploring is the only Exploring specialty that has its own advancement program. This program is outlined in the *Sea Exploring Manual*.

Sea Explorer advancements are approved by the ship's quarterdeck. In the case of the Quartermaster Award, the application is reviewed by the ship's committee with a member of the district advancement committee as chairman. Since the Quartermaster Award is an Exploring recognition, it may be earned by any young man or young woman registered as an Explorer up to his or her 21st birthday.

MISCELLANEOUS TOPICS

A number of topics are common to all phases of the Scouting program. These subjects are discussed individually in order to form a handy guide for the council and district advancement committees as well as for the unit leader and unit committee.

Extended Absence from Scouting

Many times Scouts become active again after dropping from other units because of other interests, moving within the community, or relocating to another part of the country. Boys who were members of a "dropped" unit also may become active again.

A proper term for such a Scout is "separated-reregistered." When this happens, the tenure for a Scout's rank is often questioned.

Upon reregistration, the boy should assume the last attained rank verified by documentation from the council service center. His previous verifiable service time in that rank applies toward qualification for the next rank and should commence with his reregistration and with guidelines set down by his new unit leader.

Lone Scouting

There are many boys of Cub Scout and Boy Scout age who, because they live in isolated areas or because of disabilities, do not have the opportunity to be a member of a traditional Cub Scout pack or Boy Scout troop. These boys can apply to the local council service center to become a Lone Cub Scout or a Lone Boy Scout.

A Lone Scout works with a designated Lone Scout friend and counselor. This friend is responsible for the Scout's learning, testing, and reviewing, and for awarding his badges.

Lone Scouts may meet monthly (or less) with others in the area. These meetings may provide the opportunity to give additional instruction and counseling so that the boy has a better chance to advance. This also is an excellent time to award him his rank and recognize his achievements.

Advancement Procedure. Lone Scouts are generally not registered with a Cub Scout pack or a Boy Scout troop, and must rely on their Lone Scout friend and counselor for leadership and guidance. They are not expected to meet the specific advancement requirements in the same way a member of a regular pack or troop does.

The Boy Scouts of America allows the Lone Scout friend and counselor to suggest alternative requirements. This is important, since the boy cannot meet all the advancement requirements because he is not in a unit.

All such alternative requirements should be equal to the replaced requirement. Alternative requirements must be approved by the local council advancement committee. Any unequal or dissimilar requirement should be allowed only in

extreme circumstances, or when such like requirements could not be met without extreme hazard or hardship to the boy.

Foreign Scouts

A Boy Scout from another country who either temporarily resides in, or has moved permanently to, the United States may join a BSA troop or team and participate in the BSA advancement program. He must present to the council service center available evidence of membership and advancement level from his previous association. Having done this, he then must appear before the district or council advancement committee with at least one member of the receiving troop committee present to review his previous advancement work and to determine which BSA rank he is qualified to receive. This policy applies to all ranks except Eagle. The BSA rank of Eagle cannot automatically be considered the equivalent of another association's highest rank. A Scout who holds his association's highest rank could qualify for the rank of Life Scout, and the district or council advancement committee should prescribe certain merit badges for him to earn before consideration for the rank of Eagle Scout. He must also fulfill all other requirements for the rank of Eagle Scout.

This policy also applies to members of the BSA who, while living abroad, have earned advancement in another Scout association.

Program for Youth Members with Disabilities

The following are the guidelines for membership and advancement in Scouting for persons having disabilities.

The Americans with Disabilities Act of 1990 (ADA) provides the following definition of an individual with a disability:

"An individual is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities (e.g., . . . seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working), has a record of such an impairment, or is regarded as having such an impairment.

An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability, is covered, but an individual with a minor, nonchronic condition of short duration, such as a sprain, broken limb, or the flu would not be covered by the ADA.

The ADA definition protects individuals with a record of a disability and would cover, for example, a person who has recovered from cancer or mental illness.

And the ADA protects individuals who are regarded as having a substantially limiting impairment, even though they may not have such an impairment. For example . . . a qualified individual with a severe facial disfigurement is protected from being

denied employment because an employer feared the 'negative reactions' of customers or co-workers."

The Department of Education identifies a severely handicapped child as one who, because of the intensity of his physical, mental, or emotional problems, or a combination of such problems, needs education, social, psychological, and medical services beyond those which have been offered by traditional regular and special educational programs, in order to maximize his full potential for useful and meaningful participation in society and for self-fulfillment. Such children include those classified as seriously emotionally disturbed or profoundly and severely mentally retarded, and those with two or more serious handicapping conditions, such as the mentally retarded blind, and the cerebral-palsied deaf.

Membership. The chartered organizations using Scouting determine, with approval of appropriate medical authorities, whether a youth member is qualified to register (based on the above definitions) beyond the normal registration age. The Cubmaster's signature on the Cub Scout Application, the Scoutmaster's signature on the Boy Scout Application, the Varsity Scout Coach's signature on the Varsity Scout Application, and the Advisor's or Skipper's signature on the Explorer Application, or on the unit's charter renewal application certify the approval of the chartered organization for the person to register. The local council must approve these registrations on an individual basis.

The medical condition of all candidates for membership beyond the normal registration age must be certified by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator. Use the Personal Health and Medical Record Form. Any corrective measures, restrictions, limitations, or abnormalities must be noted. In the case of mentally retarded or emotionally disturbed candidates for membership, their condition must be certified by a statement signed by a licensed psychologist or psychiatrist. Current health, medical, or certification records of all disabled youth members beyond the normal registration age are to be retained in the unit file at the council service center.

Advancements. All current requirements for an advancement award (ranks, merit badges, or Eagle Palms) must actually be met by the candidate. There are no substitutions or alternatives permitted except those which are specifically stated in the requirements as set forth in the current official literature of the Boy Scouts of America. No council, district, unit, or individual has the authority to add to, or to subtract from, any advancement requirements. The Scout is expected to meet the requirements as stated—no more and no less. Furthermore, he is to do exactly what is stated. If it says, "show or demonstrate," that is what he must do. Just telling about it isn't enough. The same thing holds true for such words as "make," "list," "in the field," and "collect, identify, and label."

Certification must be given by the appropriate local council committee responsible for advancement that each Eagle Scout candidate over the age of 18 and Quartermaster candidate over the age of 21 has met the requirements as stated in the current official literature of the Boy Scouts of America. (A representative of the council advancement committee must be a member of the Eagle board of review.)

The council committee responsible for advancement must then secure approval of the council executive board. The Scout executive must attach a letter to the application indicating that the executive board has approved the application.

The candidate's application for the award must be made on the Eagle Scout Rank Application or Quartermaster Award Application and recorded on the Advancement Report form.

In the application of this policy, reasonable accommodation in the performance of requirements for advancement may be made. These may include such things as the extension of time, adaptation of facilities, or the use of equipment or necessary devices consistent with the known physical or mental limitations of the handicapped individual. It is urged that common sense be employed.

Alternate Merit Badges for the Eagle Scout Rank

1. The Eagle Scout rank may be achieved by a Boy Scout, Varsity Scout, or qualified* Explorer who has a physical or mental disability by qualifying for alternate merit badges. This does not apply to individual requirements for merit badges. Merit badges are awarded only when all requirements are met as stated.
2. The physical or mental disability must be of a permanent rather than a temporary nature.
3. A clear and concise medical statement concerning the Scout's disabilities must be made by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator.
4. The candidate must earn as many of the required merit badges as his ability permits before applying for an alternate Eagle Scout rank merit badge.
5. The candidate must complete as many of the requirements of the required merit badges as his ability permits.
6. The Application for Alternate Eagle Scout Award Merit Badges must be completed prior to qualifying for alternate merit badges.
7. The alternate merit badges chosen must be of such a nature that they are as demanding of effort as the required merit badges.
8. When alternates chosen involve physical activity, they must be approved by the physician.
9. The unit leader and the board of review must explain that to attain the Eagle Scout rank a candidate is expected to do his best in developing himself to the limit of his resources.
10. The application must be approved by the council committee responsible for advancement, utilizing the expertise of professional persons involved in Scouting for the disabled.
11. The candidate's application for Eagle must be made on the Eagle Scout Rank Application, with the Application for Alternate Eagle Scout Award Merit Badges attached.

*In order for an Explorer to be an Eagle candidate, he must have achieved the First Class rank as a Boy Scout or Varsity Scout.

AWARDS

Awards are recognitions that Scouts and adults are presented when others wish to honor them for accomplishment. Awards, for the most part, are not earned by the recipients. Awards for individuals are proposed, approved, and presented without the recipients' request or participation. Exceptions to this general rule will be noted. For example, the recognitions listed under "Special Opportunity Programs" and "Religious Emblems" (page 25) are earned by Scouts and, in some cases, by unit leaders. Since these programs are not a part of the advancement process of the Boy Scouts of America, they are more appropriately managed as a portion of the awards program.

District and Council Awards

Award of Merit. The Award of Merit is a council award presented by districts or Exploring divisions.

The award is available to any registered Scouter who renders service of an outstanding nature on the district or Exploring division level.

The award is made annually on the basis of one award for each twenty-five units, or fraction thereof, registered on December 31. The district or Exploring division need not present all of the awards to which it is entitled each year.

Requirements

A nominee must be a registered Scouter.

A nominee must have rendered noteworthy service to youth.

The nature and value of "noteworthy service to youth" may consist of a single plan or decisions that contributed vitally to the lives of large numbers of youth, or it may have been given to a small group over an extended time.

The nominee should have contributed some type of service to youth outside of Scouting as well.

Consideration should be given to the nominee's position and the corresponding opportunity to render outstanding service beyond the expectation of duty. The nominee's attitude toward and cooperation with the district or Exploring division and council is to be taken into consideration. The nomination is confidential. To avoid possible disappointment, the committee should not advise the nominee of action on his or her behalf.

Procedure

1. Annually, the district and Exploring chairmen will appoint an Award of Merit committee of not more than five persons, who will consider all district or Exploring division candidates and make their recommendations. The com-

mittee's term of office shall be for one year from the date of appointment.

2. These recommendations should be submitted confidentially to the Scout executive, who will inform the district or Exploring chairman and the district commissioner.
3. The following procedure is suggested for such presentation ceremonies:
 - a. If possible, the recipient and spouse should be in attendance at the district or Exploring division annual meeting with no knowledge they are to receive this award.
 - b. A district or Exploring division or council officer or both should explain the award and its significance.
 - c. Eagle Scouts should be asked to escort the recipients to a place of honor at the head table or onstage.
 - d. A suitable citation for each recipient should be read indicating what each has done in Scouting.
 - e. The award should be presented at this time with appropriate congratulations.

Silver Beaver Award. The Silver Beaver Award is a national award presented by councils. Annually, the council president will appoint a Silver Beaver Award committee who will consider candidates and make recommendations.

Nominations will not be considered for former professional Scouters or council employees within five years of their leaving employment with BSA (i.e., any form of employment such as secretary, ranger, camp staff member, or professional-technical position, or any form of temporary or full-time employment). Nominations cannot be made for posthumous awards. The award is limited to adults 21 years of age or older. The requirements and procedures are as follows:

- This award may be made each year upon the nomination of chartered local councils. These nominations shall be submitted not fewer than thirty days in advance of the date upon which it is desired to present the awards.
- The award is made for noteworthy service of exceptional character to youth by registered Scouters within the territory under the jurisdiction of a local council.
- As evidence of the award there shall be presented: a suitable certificate, duly authenticated by the Boy Scouts of America, pursuant to the action of the National Court of Honor; and a miniature Silver Beaver suspended by a blue and white ribbon to be worn around the neck.
- It shall be general policy that no public announcements shall be made by the local council in advance of action by the National Court of Honor with reference to names presented for consideration.
- These awards shall be made to the recipients by the local council in connection with its annual meeting or other suitable public function.

- Each chartered local council shall be entitled to one nomination. Councils having more than sixty units shall be entitled to further nominations on the basis of one for each additional sixty units or fraction thereof in their territory, as of December 31 preceding the nomination, according to the records of the national office.
- Councils not using their full allotment in any year may accumulate the unused portion for use in any subsequent year.
- In extraordinary cases, the Silver Beaver Award may be made by the National Court of Honor to a Scouter upon the recommendation of Scouting authorities who have supervision of one or more units of the Boy Scouts of America, located outside of the United States, and not under the jurisdiction of a local council.

Lifesaving and Meritorious Action Awards

The council advancement committee or subcommittee may be constituted as a committee on lifesaving and meritorious action awards.

Unless unusual circumstances account for the time lapse, no application may be considered after six months from the deed without a written explanation from the Scout executive or from the adviser to the council committee.

Separate applications are required if more than one member is being recommended for recognition.

The council committee must investigate the case, interview the principals and witnesses, secure necessary signed statements, and make a recommendation based upon a full knowledge of the facts. It is recommended that this committee meet within thirty days of the receipt of the recommendation.

Only members of the committee present during the interviews and involved in the investigation should sign the application. The National Court of Honor reserves the right to contact individual members of the investigation committee.

The council committee bears the responsibility to:

- Write a summary of the event.
- Complete the application in detail.
- Provide any attachments, newspaper clippings, etc., which pertain to the case.

It is recommended that no case be forwarded to the National Court of Honor without the endorsement or statement of an eyewitness.

All recognitions are reserved for registered members and no such member should be encouraged to submit an application on his or her own behalf.

Caution is urged not to submit weak cases (in terms of meaningful action or documentation) to the National Court of Honor. Deliberations are conducted by the court not only to recognize deserving individuals, but also to preserve the historical integrity of the awards.

These are the national awards presented by councils:

Lifesaving Awards. Recognition may be given to a member of the Boy Scouts of America—Cub Scout, Boy Scout, Varsity Scout, Explorer, or leader—where the evidence presented to the National Court of Honor, in accordance with prescribed regulations, shows that he or she saved or attempted to save life under circumstances which indicate heroism and risk to self. The court will give consideration to resourcefulness and to demonstrated skill in rescue methods. In no case shall recognition be given where it appears that the risk involved was merely in the performance of duty, or the meeting of an obligation because of responsibility to supervise and give leadership to the persons whose lives were saved.

It shall be wholly within the discretion of the National Court of Honor to determine from evidence presented which, if any, lifesaving award shall be made. Awards are issued in the name of the Boy Scouts of America. The awards are as follows:

- *Honor Medal With Crossed Palms* may be awarded in exceptional cases to a youth member or adult leader who has demonstrated both unusual heroism and extraordinary skill or resourcefulness in saving or attempting to save life at *extreme* risk to self.
- *Honor Medal* may be awarded to a youth member or adult leader who has demonstrated unusual heroism in saving or attempting to save life at *considerable* risk to self.
- *Heroism Award* may be awarded to a youth member or adult leader who has demonstrated heroism and skill in saving or attempting to save life at *minimum* risk to self.

Meritorious Action Awards. Recognition may be given to a youth member or adult leader of the Boy Scouts of America where the evidence presented to the National Court of Honor, in accordance with prescribed regulations, shows that a significant or outstanding act of service was performed. The action taken need not involve attempts of rescue or risk to self but must put into practice Scouting skills and/or ideals. Recognition shall not be given where it appears that the action involved was merely in the performance of duty or the meeting of an obligation. The awards are:

- *Medal of Merit.* The Medal of Merit may be awarded to a youth member or adult leader who has performed an act of service of a rare or exceptional character that reflects an uncommon degree of concern for the well-being of others.
- *National Certificate of Merit.* The National Certificate of Merit may be awarded to a youth member or adult leader who has performed a significant act of service that is deserving of special national recognition.

All applications should be submitted to the National Court of Honor through the local council upon duly prescribed forms, and it shall be within the discretion of the National Court of Honor to determine which, if any, type of recognition shall be given. Recipients of these awards must have been registered members of the Boy Scouts of America at the time the action was performed.

Local Council Certificate of Merit

A Local Council Certificate of Merit is available for recognizing acts that the council committee does not feel qualify for national recognition, but that should receive some recognition. The council advancement committee should conduct the investigation and review carefully to maintain the integrity of the certificates.

Distinguished Eagle Scout Award

The Distinguished Eagle Scout Award is the highest award presented by the National Eagle Scout Association to those who have been Eagle Scouts for twenty-five or more years and who have distinguished themselves in their career or public life. Service to Scouting is not necessarily an important criterion in the determination of worthiness or degree of distinction of a potential recipient. Only nominations of truly distinguished individuals, those receiving extraordinary recognition, fame, or eminence, should be submitted. No posthumous nominations are accepted.

Selection of recipients is made by the Distinguished Eagle Scout Award Committee of the board of directors of the National Eagle Scout Association, all of whom are recipients of the Distinguished Eagle Scout Award. The award should be presented at a meeting of the recipient's peers, not at a Scouting function. Presentation should be made within the council submitting the nomination, and whenever possible by a previous recipient of the award. Applications for nomination are available only through the local council.

William T. Hornaday Award

The William T. Hornaday Award is presented for distinguished service in conservation.

The Hornaday Award may be given in one of five forms.

1. *Unit certificate* to a pack, troop, team, or post for unique conservation or environmental quality project.
2. *Badge* to a Boy Scout, Varsity Scout, or Explorer for outstanding service to conservation or environmental quality within a council.

The unit certificate and the badge are awarded by the local council. Application is made through the local council to the National Council.

3. *Bronze medal* to a Boy Scout, Varsity Scout, or Explorer for exceptional service to conservation or environmental quality in a council.

The bronze medal is awarded by the National Council of the BSA upon the recommendation of the local council. This award can be considered only when a qualified person is nominated by his council. Final selection is made by the William T. Hornaday Awards Committee, and presentation is made by the council.

4. *Silver medal* to a Boy Scout, Varsity Scout, or Explorer for unusual and distinguished service to conservation or

environmental quality on a state or regional basis. No more than eight silver medals each year are awarded. Applications are reviewed once a year for this award.

The procedures for applying for the silver medal are handled in the same way as the bronze medal. This award is the highest possible conservation recognition for a Boy Scout, Varsity Scout, or Explorer.

5. *Gold medallion* to an adult Scouter or Explorer leader for unusual and distinguished service to conservation or environmental quality on a state, BSA region, or national basis. Emphasis will be placed on the national impact of the project.

The gold medallion will be considered only when a qualified Scouter is nominated by his or her council, an established conservation organization, or by any responsible recognized conservationist. This nomination is considered by the William T. Hornaday Awards Committee. Upon selection, the nominee must be approved by the BSA national Conservation Committee. The gold medallion is the highest possible conservation recognition for an adult Scouter. Only one award is made annually.

How to Submit Applications. Applications for unit certificate and badge must be submitted on the proper form to the local council, which will decide whether such applications are worthy of consideration. If so, the applicant will be interviewed by a council committee. For reasons of distance or geography, an ad hoc committee in the applicant's community may be designated for the interview. After the interview, a decision is reached as to whether the applicant is worthy of approval for any of the Hornaday awards. Each council has the authority to grant the certificate and badge; however, if the council committee considers the application worthy of consideration for the Hornaday gold, silver, or bronze medal, the application and all supporting material will be forwarded to the National Council, Boy Scouts of America, where it will be judged by the Hornaday Awards Committee.

National President's Scoutmaster Award of Merit

At the request of the president of the Boy Scouts of America, the National Eagle Scout Association recognizes Scoutmasters who serve with enthusiasm, wisdom, and understanding of the Scouting program. The Scoutmaster does not need to be an Eagle Scout but must meet certain standards. The chairman of the troop committee nominates the Scoutmaster on behalf of the patrol leaders council and the troop committee. Nomination forms are available from the local council.

Special Awards

Council Achievement Awards. A council may approve special awards for Cub Scouts, Boy Scouts, Varsity Scouts, and Explorers for outstanding achievements that are not directly related to advancement. These achievements must be in keeping with the spirit and purpose of the Boy Scouts of

America. These recommendations must be submitted to the council advancement committee only by the unit committee chairman or the unit leader within six months of the outstanding achievement. Recommendations should be approved by the district chairman. The council advancement committee must determine the recognition and the merits of each action.

Special Opportunity Programs

There are a number of additional special opportunities that may be earned by either a unit or by youth members.

These awards are used by unit leaders to enrich their program and to provide recognition to the youth members for their participation. Some of the awards and their requirements can be found in the current *Boy Scout Requirements*. These special opportunities include:

BSA Lifeguard	Paul Bunyan Woodsman
Snorkeling, BSA	Den Chief Service Award
Fifty-Miler Award	Mile Swim, BSA
Firem'n Chit	Totin' Chip
Historic Trails Award	World Conservation Award
Interpreter Strip	

Religious Emblems

Youth members may earn a religious emblem in their faith. Such an emblem is not a Scouting award. It is conferred on youth members by their religious leaders. Each faith has its own requirements for earning its emblem. A list of the emblems and where to find out about them is included in the current *Boy Scout Requirements*.

ADVANCEMENT LITERATURE AND MATERIALS

Council Service Center Records	Number		
Boy Scout District Advancement Report Summary	6556	Cub Scout Advancement Chart	34192
Cub Scouting District Advancement Report Summary	6456	<i>Cub Scout Day Camp</i>	33815
Merit Badge Tabulation Record	34402	Cub Scout Den Record	33828
		<i>Cub Scout Fun Book, The</i>	33213
		<i>Cub Scout Leader Book</i>	33220
		<i>Cub Scout Leader How-To Book</i>	33831
General		Den Advancement Report	33847
Advancement Report	34403	<i>Den Chief Handbook</i>	33211
<i>Analysis of Unit Key Progress Chart</i>	7200	Individual Cub Scout Record	33827
<i>Analysis of Unit Progress—Charts that Talk</i>	4818B	<i>Pack Record Book</i>	33819
<i>Council and District Plan Book</i>	33032	<i>Staging Den and Pack Ceremonies</i>	33212
<i>Council, The</i>	33078	<i>Webelos Den Activities</i>	33853
<i>District, The</i>	33079	Webelos Den Record	33850
<i>Highlights of District Operation</i>	AV-06V002	Webelos Scout Advancement Chart	34187
<i>Highlights for the District Advancement Committee</i>	7124	<i>Webelos Scout Book</i>	33235
Personal Health and Medical Record	34412	<i>Wolf Cub Scout Book</i>	33234
<i>Rules and Regulations of the Boy Scouts of America</i>	57-492	Exploring	
<i>Scouting for Youth with Emotional Disabilities</i>	33008	<i>Exploring for Youth with Disabilities</i>	33675
<i>Scouting for the Hearing Impaired</i>	33061	Quartermaster Application	58-710
<i>Scouting for the Learning Disabled</i>	3065	<i>Sea Exploring Manual</i>	33239
<i>Scouting for Mentally Retarded Boys</i>	33058	Small-Boat Handler	33417
<i>Scouting for Youth with Physical Disabilities</i>	33057	Recognition Materials	
<i>Scouting for the Blind and Visually Impaired</i>	33063	Award of Merit Certificate	33719
Cub Scouting		Award of Merit Form	33720
<i>Big Bear Cub Scout Book</i>	33228	Award of Merit Overhand Knot	05013
<i>Building Parent and Family Participation</i>	34362	Award of Merit Plaque	17565
Certificates of Rank (pocket)		BSA Lifeguard Application	34435
Bobcat	34218	Certificate Presentation Folder	33743
Wolf	34220	Local Council Certificate of Merit	33732
Bear	34221	Distinguished Eagle Scout Award Nomination	58-300
Webelos	34222	50-Miler Award Application	34408
Arrow of Light	34219	Historic Trails Award Application	34408
Arrow point	4233	Recommendation for Lifesaving or Meritorious Action Award	92-104A
Webelos Activity Badge	33423	<i>Religious Emblems Program (slides)</i>	AV-661
Pack graduation certificate (8" × 10")	33751		

Silver Beaver Award Kit	00331	Star	7857
Silver Beaver Award Nomination	92-103	Eagle Scout Rank Application	58-728
William T. Hornaday Award Application	21-107	Eagle Palm Application	58-709
Boy Scouting/Varsity Scouting		<i>Eagle Scout Service Project Workbook</i>	18-927
Application for Alternate Eagle Rank		Individual Scout Record	34518
Merit Badges	58-730	Merit Badge Certificate (pocket)	33414
Application for Merit Badge	34124	<i>Merit Badge Counseling</i>	34520
<i>Boy Scout Advancement</i> (video and syllabus)	AV-02V001	Merit Badge Counselor Information	34405
<i>Boy Scout Handbook</i>	33229	Merit Badge Counselor Orientation	34541
<i>Boy Scout Requirements</i>	33217	<i>Merit Badge Counselors, A Guide for Recommending</i>	34532
Certificates of Rank, Boy Scout (pocket):		My Trail to Eagle (advancement chart)	33418
Boy Scout Certificate	33410	Scout Insignia Stickers	33419
Tenderfoot	33411	<i>Scoutmaster Handbook</i>	33002
Second Class	33412	<i>The Surprising Resource</i>	AV-002
First Class	33413	Troop/Team Advancement Chart	34506
Star	33426	<i>Troop Committee Guidebook</i>	34505
Life	33425	<i>Troop/Team Record Book</i>	34510
Bronze Palm	33401	Troop Resource Survey	4437A
Gold Palm	33402	<i>Varsity Scout Leader Guidebook</i>	34826
Silver Palm	33403	<i>Worksheet for Building a Merit Badge Counselor List</i>	34436
Certificates of Rank, Varsity Scout (pocket):			
Tenderfoot	7854		
Second Class	7855		
First Class	7856		

NOTE: AV items are audiovisuals. The absence of a letter at the end of the AV number indicates filmstrip or slides. A "C" at the end indicates cassette.

REQUIREMENTS

RANK*	TENURE	SCOUT SPIRIT	MERIT BADGES	SERVICE	POSITIONS OF RESPONSIBILITY	BOARD OF REVIEW
Boy Scout (joining)	Completed fifth grade, or be 11, or have earned the Arrow of Light Award, but be younger than 18	Understand and intend to live by the Scout Oath or Promise and Scout Law; Scout motto; Scout slogan; and Outdoor Code. Know the Scout salute and hand-clasp and when to use them. Understand the significance of the Scout badge.	None	None	Not applicable	
Tenderfoot	None	Repeat from memory the Scout Oath or Promise and the Scout Law. Explain the meaning of each point of the Law in your own words. Demonstrate that you have practiced these ideals in your everyday life.	None	None	Not applicable	Troop or team committee
Second Class	None	Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.	None	Participate in an approved service project (minimum of 1 hour).	Not applicable	Troop or team committee
First Class	None	Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.	None	None	Not applicable	Troop or team committee
Star	4 months as a First Class Scout	Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.	Six, including any 4 from the required list for Eagle.	Projects totaling at least 6 hours of work approved by the Scoutmaster.	Service actively for 4 months in an approved position after earning First Class Scout.	Troop or team committee
Life	6 months as a Star Scout	Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.	Five more (11 in all), including any 3 more (7 in all) from the required list for Eagle.	Projects totaling at least 6 hours of work approved by the Scoutmaster.	Service actively for 6 months in an approved position after earning Star Scout.	Troop or team committee
Eagle	6 months as a Life Scout	Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.	Ten more (21 in all), including 5 more from the required list for Eagle (12 in all), with at least 1 in each category.	Plan, develop and give leadership to a significant project. The idea must get proper approvals before work starts.	Serve actively for 6 months in an approved position after earning Life Scout.	Troop or team committee, district or council advancement committee (council decides method)
Eagle Palms	3 months after earning Eagle Award or after earning last Palm	Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.	Five more beyond those required for Eagle or last Palm. (Merit badges earned any time since becoming a Boy Scout may be used for this requirement.)	None	Satisfactory effort at demonstrating leadership	Troop or team committee

*NOTE: Scoutmaster conference conducted on joining, each rank advancement, and each Eagle Palm.

REQUIREMENTS

RANK	GRADE OR AGE	TENURE (active participation)	ACTIVITY BADGES	PREREQUISITE	ACHIEVEMENTS	TRANSITION	OTHERS
Bobcat	Earn this badge immediately after joining regardless of age	None	None	None	None	Not applicable	Learn and give the Cub Scout Promise. Say the Law of the Pack and tell what it means. Show the Cub Scout sign and tell what it means. Show the Cub Scout handshake and tell what it means. Give the Cub Scout motto. Give the Cub Scout salute and tell what it means. Complete the exercises in <i>How to Protect Your Children from Child Abuse and Drug Abuse: A Parent's Guide</i> .
Wolf	Second grade (or 8)	None	None	Bobcat	12	Not applicable	
Bear	Third grade (or 9)	None	None	Bobcat	12 of 24 from 4 groups	Not applicable	
Webelos	Fourth and fifth grades (or 10)	3 months	Fitness and any 2 others	Bobcat	None	Demonstrate understanding of the requirements for becoming a Boy Scout.	Plan and lead a flag ceremony in your den. Earn the religious emblem of your faith or do two optional (specified) requirements. Point out and explain the various parts of a Webelos Scout uniform. Tell where and when to wear the uniform. Know and explain the meaning of the Webelos Scout badge.
Arrow of Light	Fifth grades	6 months since completing the fourth grade (or becoming 10)	Five more (8 in all) including Fitness, Readyman, and Citizen, plus at least 1 from each of the outdoor, mental skills, and technology groups.	Webelos	None	Repeat from memory the Scout Oath or Promise and the 12 points of the Scout Law. Tell how you have practiced these in your everyday life. Give and explain the Scout motto, slogan, sign, salute, and handclasp. Understand the significance of the Scout badge. Tell how a Boy Scout uniform is different from a Webelos Scout uniform. With your Webelos den, visit at least one troop meeting and one Scout-oriented outdoor activity. After completing all other requirements and after talking with the Webelos leader, attend a meeting of a troop (or troops) you might like to join accompanied by your parent or guardian. Talk with the Scoutmaster. Then get an application to become a Boy Scout, fill it out, have your parent sign it, and show it to your Webelos den leader.	Participate in a Webelos overnighter or day hike.

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