

## Procedures for Rank Requirements:

Parent(s)/guardian(s) and Scout siblings are NOT allowed to sign off on rank advancement requirements. Star through Eagle requirements; only adult leaders can sign off on. It is the Scout's responsibility to inform the Advancement Coordinator or Scribe of the rank advancement that has been completed and signed off on.

Earned advancement in the *Official Scouts BSA Handbook for Boys* can be signed off **only** by the following: the Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, Patrol Leaders, current leaders listed below, merit badge counselors, or camp staff assigned to that role. **Scout signing off needs to be First Class 90 days, working on rank advancement themselves and be active in the Troop.**

### Current Adult Leaders who can Sign Books:

Scoutmaster, ASMs, Advancement Coordinator, Troop Committee Chair, Outdoor Activities Coordinator and Unit & District Commissioners

### Rank of Scout:

Before requirements can be signed off, must have advancement chair approve the following: age requirements have been met; application and health history form completed and turned in. Requirements #1 - #5 can then be signed off by Troop Guide or as outlined above.

With your parent or guardian, complete the exercises in the pamphlet "*How to Protect Your Children from Child Abuse: A Parent's Guide*" and view the four (4) Personal Safety Awareness videos. The Cyber Chip Award has been passed out as of January 1, 2024, and now for this rank they must watch the Personal Safety Awareness **Scout rank** training videos (with your parent or Guardian's permission). Videos can be found at <https://www.scouting.org/training/youth-protection/scouts-bsa/> and are "Digital Safety", "Bullying", "Abuse", and "Youth Protection Policies". Upon completion of both items, parent, or guardian initials by this requirement #6 and then the Scoutmaster will sign off on Requirement #6.

Scout then needs to ask the Scoutmaster for a Scoutmaster conference #7.

### Rank of Tenderfoot:

All requirements signed off by Troop Guide or as outlined above except for #7B, #9, #10 and #11. Requirement #7B the Scout must check with the Advancement Coordinator to make sure this has been completed.

When requirements #1 - #8 are done, the Scout needs to ask the Scoutmaster for a Scoutmaster conference. Requirement #9 will be done with the Scoutmaster during the Scoutmaster conference. When the Scoutmaster conference is done #10, the Scoutmaster will let the Advancement Coordinator know the Scout is ready for a Board of Review – the Scout **does not** ask for a Board of Review.

The Advancement Coordinator will contact the Scout and let them know when their Board of Review is scheduled. The Scout needs to present himself to the Advancement Coordinator at the beginning of the meeting to find out what time his Board of Review will be done. Requirement #11 will be signed off upon completion of Tenderfoot Board of Review.

### Rank of 2nd Class:

All requirements signed off by Troop Guide or as outlined above except for #1A, #5B, #7C, #8E, #10, #11, and #12.

Requirements #1A, #5B and #8E the Scout must check with the Advancement Coordinator to make sure these have been completed. Requirements #1A, #5B, and #8E can then be signed off.

Requirement #7C Scout needs to talk with Scoutmaster or other approved adult listed above who can sign in handbooks.

When requirements #1 - #9 are done, the Scout needs to ask the Scoutmaster for a Scoutmaster conference. Requirement #10 will be done with the Scoutmaster during the Scoutmaster conference. When the Scoutmaster conference is done #11, the Scoutmaster will let the Advancement Coordinator know the Scout is ready for a Board of Review – the Scout **does not** ask for a Board of Review.

The Advancement Coordinator will contact the Scout and let them know when their Board of Review is scheduled. The Scout needs to present himself to the Advancement Coordinator at the beginning of the meeting to find out what time his Board of Review will be done. Requirement #12 will be signed off upon completion of 2<sup>nd</sup> Class Board of Review.

### **Rank of 1st Class:**

All requirements signed off by Troop Guide or as outlined above except for #1A, #6A, #9D, #10, #11, #12 and #13.

Requirement #1A, #6A, #9D the Scout must check with the Advancement Coordinator to make sure this has been completed. Requirements #1A, #6A, and #9D can then be signed off.

Requirement #10 Scout needs to talk with Scoutmaster or other approved adult from list above who can sign in handbooks.

When requirements #1 - #10 are done, the Scout needs to ask the Scoutmaster for a Scoutmaster conference. Requirement #11 will be done with the Scoutmaster during the Scoutmaster conference. When the Scoutmaster conference is done #12, the Scoutmaster will let the Advancement Coordinator know the Scout is ready for a Board of Review – the Scout **does not** ask for a Board of Review.

The Advancement Coordinator will contact the Scout and let them know when their Board of Review is scheduled. The Scout needs to present himself to the Advancement Coordinator at the beginning of the meeting to find out what time his Board of Review will be done. Requirement #13 will be signed off upon completion of 1<sup>st</sup> Class Board of Review.

### **Rank of Star:**

Star requirements only adult leaders can sign off on. All requirements need to be signed off as listed below. Requirement #1, #3, and #4 the Scout must check with the Advancement Coordinator to make sure these have been completed. Requirements #1, #3, and #4 can then be signed off.

Requirement #5 the Scout must check with their Leadership Adult Mentor to make sure their leadership role has been fulfilled. Scout must present their Leadership Form from JLT to their Adult Mentor. Adult Mentor will sign off on the form and form will be given to Scoutmaster or Advancement Coordinator to sign off in handbook. Parent/guardian cannot be adult mentor and sign off on leadership role. Assistant patrol leader is not an approved position of responsibility for the Star, Life, or Eagle rank.

With your parent or guardian, complete the exercises in the pamphlet "*How to Protect Your Children from Child Abuse: A Parent's Guide*" and view the four (4) Personal Safety Awareness videos. The Cyber Chip Award has been passed out as of January 1, 2024, and now for this rank they must watch the Personal Safety Awareness **Start rank** training videos (with your parent or Guardian's permission). Videos can be found at <https://www.scouting.org/training/youth-protection/scouts-bsa/> and are "Persistence for Pictures", "Grooming & Sexual Abuse", "Sexual Abuse in the Family", and "Friends Should Never Look the Other Way". Upon completion of both items, parent, or guardian initials by this requirement #6 and then the Scoutmaster will sign off on Requirement #6

When these requirements are done, the Scout needs to ask the Scoutmaster for a Scoutmaster conference. Requirement #2 is discussed at time of the Scoutmaster conference (Requirement #7). When the Scoutmaster conference is done, the Scoutmaster will let the Advancement Coordinator know the Scout is ready for a Board of Review – the Scout **does not** ask for a Board of Review.

The Advancement Coordinator will contact the Scout and let them know when their Board of Review is scheduled. The Scout needs to present himself to the Advancement Coordinator at the beginning of the meeting to find out what time his Board of Review will be done. Requirement #8 will be signed off upon completion of Star Board of Review.

### **Rank of Life:**

Life requirements only adult leaders can sign off on. All requirements need to be signed off as listed below. Requirement #1, #3, and #4 the Scout must check with the Advancement Coordinator to make sure these have been completed. Requirements #1, #3, and #4 can then be signed off.

Requirement #5 the Scout must check with their Leadership Adult Mentor to make sure their leadership role has been fulfilled. Scout must present their Leadership Form from JLT to their Adult Mentor. Adult Mentor will sign off on the form and form will be given to Scoutmaster or Advancement Coordinator to sign off in handbook. Parent/guardian cannot be adult mentor and sign off on leadership role. Assistant patrol leader is not an approved position of responsibility for the Star, Life, or Eagle rank.

Requirement #6 the Scout must do the EDGE method of teaching with a younger scout and have an adult leader witness the teaching. They will sign off for this requirement.

When these requirements are done, the Scout needs to ask the Scoutmaster for a Scoutmaster conference. Requirement #2 is done at the time of the Scoutmaster conference (Requirement #7). When the Scoutmaster conference is done, the Scoutmaster will let the Advancement Coordinator know the Scout is ready for a Board of Review – the Scout **does not** ask for a Board of Review.

The Advancement Coordinator will contact the Scout and let them know when their Board of Review is scheduled. The Scout needs to present himself to the Advancement Coordinator at the beginning of the meeting to find out what time his Board of Review will be done. Requirement #8 will be signed off upon completion of Life Board of Review.

### **Rank of Eagle:**

Eagle requirements only adult leaders can sign off on. It is recommended that the Scout picks an Eagle mentor and work with them at verifying all rank requirements, Eagle project handbook, personal statement, Eagle application, etc.

All requirements need to be signed off as listed below. Requirement #1 and #3 the Scout must check with the Advancement Coordinator to make sure these have been completed. Requirement #1 and #3 can then be signed off.

Requirement #4 the Scout must check with their Leadership Adult Mentor to make sure their leadership role has been fulfilled. Scout must present their Leadership Form from JLT to their Adult Mentor. Adult Mentor will sign off on the form and form will be given to Scoutmaster or Advancement Coordinator to sign off in handbook. Parent/guardian cannot be adult mentor and sign off on leadership role. Assistant patrol leader is not an approved position of responsibility for the Star, Life, or Eagle rank.

Requirement #5 the Scout works with their Eagle mentor, and they sign off on the requirement.

When these requirements are done, the Scout needs to ask the Scoutmaster for a Scoutmaster conference. Requirement #2 is done at time of the Scoutmaster conference (Requirement #6). When the Scoutmaster conference is done, the Scoutmaster will work with the Advancement Coordinator and the Eagle mentor to put the Scouts' Eagle paperwork and application in order and get submitted into the council.

The Scout is ready for a "Review" Board of Review – the Scout **does not** ask for this, the Advancement Coordinator will schedule it.

After the council has approved the Eagle Scout's paperwork, the Scout is notified by District Eagle Board Chairperson as to when their Eagle Board of Review will be. Requirement #7 is signed off in the book at the District Eagle Board of Review.

### **Eagle Palms:**

The Scout needs to work with the Advancement Coordinator with how/what is needed to obtain these. As of January 1, 2024 Scouts will no longer have to wait three months between Eagle Palms.

Requirement #1 and #4 the Scout must check with the Advancement Coordinator to make sure this has been completed. When these requirements are done, the Scout needs to ask the Scoutmaster for a Scoutmaster conference. Requirements #2 and #3 are done in the Scoutmaster conference.

When the Scoutmaster conference is done #5, the Scoutmaster will let the Advancement Coordinator know the Scout is ready to receive their Eagle Palms – the Scout **does not** ask the Advancement Coordinator for them.