



Board of Review Guidelines

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Introduction

Thank you for volunteering to sit on an advancement board of review. We think you'll really enjoy the experience and we know that your participation will help our Scouts to advance and grow – not just in Scouting, but in life!

We've prepared this pamphlet to help you in conducting the board. Our goal in doing this isn't to enforce a rigid set of rules; but rather to ensure that all Scouts receive a fair, consistent, and growing experience. Some of the Scouts you review will be remarkably easy; they seem to accomplish advancement goals easily and appear to get along with their fellow Scouts and leaders. Other Scouts may have special needs that will challenge you and your co-board members. Just remember, regardless of how easy or hard a particular Scout seems, it's your duty to give him your full attention, be honest and fair in your judgements, and to make sure that he is growing to his maximum potential.

How This Guide is Organized

We've tried to include in this guide all of the information you'll need to successfully conduct a board of review. A complete "Board Member Packet" consists of:

1. This pamphlet,
2. A Troop Calendar for the last six months, and
3. A Board of Review/Individual Participation Report for each Scout being reviewed.

The Troop Calendar will allow you to evaluate how active the Scout is in the troop and also to talk with him about his experiences—both positive and negative.

The Board of Review/Individual Participation Report will give you a "snapshot" of the Scout's individual accomplishments and allow you to confirm that he is in fact qualified for rank advancement. In some cases where a Scout is advancing "at the last minute," we may not have time to complete this report before your board.

Where appropriate, we've included in this pamphlet official Boy Scouts of America (BSA) materials that may help you in conducting the review. Even if you've conducted many prior boards, you should always review the *Board of Review Objectives* and the individual rank advancement requirements before every board. This, more than anything else, helps achieve our goal of consistency in handling boards.

Board of Review Objectives

The objectives of the board of review are:

- To validate that the Scout has completed all requirements for rank advancement
- To ensure that the Scout is exhibiting "Scout spirit" in his everyday life
- To give the Scout guidance on how he might improve his skills or personal character
- To provide the Scout with an opportunity to give feedback about what he does and doesn't like about our troop's Scouting program or our leadership

It is **NOT** a role of the board to re-test a Scout on any advancement requirement. The Scout should be able to describe in general terms what skills he demonstrated; but he has already been tested and should not be subjected to "pop quizzes" at this time.

How to Conduct the Board of Review

Most of the information in this section are suggestions and hints. You and your fellow board members have a great deal of autonomy in how you actually conduct the board.

Boards of review consist of from 3 to 6 members of the troop committee. The Scoutmaster, Assistant Scoutmasters, and the parents of a Scout being reviewed are not eligible to sit on a board. Occasionally, the advancement chairman may ask non-committee members to participate on a board.

One member of each board is designated the chairman. The chairman has no more authority than does any other board member. The chairman's responsibilities are to:

- Assure that all BSA requirements for boards of review are being met,
- Facilitates the interviews and voting process by making sure everyone has an equal opportunity to participate, and
- Communicates the decisions of the board to the Scout, Scoutmaster, and advancement chairman.

Boards of review should normally last about twenty minutes each. Don't short-change a Scout who needs extra time; but also remember that there's other Scouts waiting in line for their turn.

Always remember that this can be a very stressful experience for the Scout—he's facing three or more authority figures that, at least in his mind, are deciding if he's worthy. That would stress most adults! While this is a formal event with lots of rules, interviews, and processes, try to make it as friendly as possible. Make sure that the Scout understands that you're here to help him succeed, not to hold him back unnecessarily.

While not required, you may want to start the board by having the Scout stand, give the Scout sign, and recite the Scout Oath (Promise) and Law (for younger Scouts, you may have them only do one or the other). Remember that they're nervous and even the best Scouts may slip up. Give them a chance to correct any mistakes. Starting this way provides good background for the interview since much of what you'll discuss relates to how they kept the Oath and Law.

During the interview make sure all board members have a chance to ask the Scout questions. Keep your questions short; the Scout should do almost all of the talking. If he's nervous and only gives short answers,

try to open him up by asking him to elaborate or to give examples.

Some good interview questions include:

- "Tell me how you demonstrated loyalty (or any other Scout Law) this week."
- "What does the Scout Oath or Promise mean to you personally?"
- "How do you get along with your brothers and sisters?"
- "What things do you do around the house to help out your family?"
- "What was the hardest advancement requirement? Why? What did you learn from it?"
- "Do you think you'll be able to apply something you learned in your adult life?"
- "What do you enjoy most about Scouting? What is the least fun?"
- "Do you like the leaders? Are they honest and fair?"
- "What changes do you think we should make to our Scouting program?"

Always offer the Scout the opportunity to add anything he wants to at the end of the interview.

Never tell a Scout of your decision to promote him before discussing it amongst your fellow board members in private. When the interview is over, ask the Scout to leave the room and close the door. You should be able to make your decision within a couple of minutes—but do it in private. A decision to advance a Scout must be unanimous. If there's dissension in your board, don't tell the Scout who voted "for" and "against" him. Your decisions are made as a group, not as individuals.

After you've reached a decision, call the Scout back in and let him know what it is. If you're promoting a Scout, make sure to congratulate him and encourage him to continue his progress. Even if you're promoting him, you may still need to give him some guidance on areas he should work on. When doing this, make sure you're honest, fair, and specific. For example, don't say "Joe, you really need to work on your attitude." Instead say something like "Joe, overall you're doing very well. But we're a little concerned about how you sometimes treat others. Remember last month when you and Bobby got into it at the meeting? Sometimes you just need to slow down and think about what the other person is saying before jumping right into a fight. What do you think Joe?" Remember: honest, fair, and specific.

NEVER, NEVER “rubber stamp” a Scout for a rank advancement. Remember, just because a Scout has been presented to you doesn’t mean he’s really ready for advancement. The Scoutmaster and Assistant Scoutmasters have presented a Scout to you because he’s completed the *skill* requirements for a rank. It’s up to you to determine if he’s showing *Scout spirit*. If you decide not to award a rank advancement, make sure you tell the Scout why: honest, fair, specific. Also let him know what he needs to do to be reconsidered.

On rare occasions you might be presented with a situation that you just don’t know how to handle. Here are some quick guidelines:

- If it’s a procedural question or a question on advancement requirements, contact the advancement chairman, the Scoutmaster or any Assistant Scoutmaster.
- If you’re unsure whether or not to promote a Scout, you may again ask any of these people, but they can only give you advice; the final decision is yours.
- If during the interview you receive any indication of any form of sexual or physical abuse caused by *anyone* (fellow Scout, leader, family, etc.), you **must** contact the Scoutmaster or committee chairman immediately.

National Policies and Procedures

This section presents the official BSA requirements for conducting boards of review. These are taken from the *National BSA Advancement Policies and Procedures* handbook, revised 1997.

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 his or her 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 should submit their application and 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.** If an Eagle Scout board of review will be held after the six months following the candidate's 18th birthday, the Eagle Scout must petition the National Boy Scout Committee for an extension of time to hold the board of review. The petition must be processed through the local council, detailing the extenuating circumstances that prevented the board of review from being held within the six-month period following the candidate's 18th birthday, and be accompanied with a copy of the Eagle Scout Rank Application.

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.

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 Scout's qualifications. 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 under-

stand 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. Using the *Eagle Scout Service Project Workbook*, the 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. The *Eagle Scout Service Project Workbook*, No.18-927, must be used in meeting this requirement.
3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review 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.
4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.
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 does not meet the requirements, 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.

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 Scout rank credentials.

Appealing a Decision

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

First, if the unit leader or unit committee 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, his leader, or his parents 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.

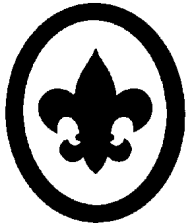
On receipt of an appeal, the district or council committee responsible for advancement will provide for a prompt review to determine the facts. All parties must be interviewed either individually or as a group, but a confrontation should be avoided. A written report with all details must be prepared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

All appeals to the national Boy Scout Committee must be processed through the Scout's local council. A copy of the Scout's Eagle Scout Rank Application must be included when petitioning at the national level.

Rank Requirements

This section presents the official BSA requirements for rank advancement. They are reproduced here from the *1996-97 Boy Scout Requirements* book.

The requirements for Tenderfoot, Second Class, and First Class may be worked on simultaneously; however, these ranks must be earned in sequence.



Boy Scout Joining Requirements

1. Complete the fifth grade, or be 11 years old, or have earned the Arrow of Light Award, but be younger than 18 years old.
2. Submit a completed Boy Scout application and health history form signed by your parent or guardian.
3. Repeat the Pledge of Allegiance.
4. Demonstrate the Scout sign, salute, and handclasp.
5. Demonstrate tying the square knot (joining knot).
6. Understand and agree to live by the Scout Oath or promise, Law, motto, and slogan, and the Outdoor Code.
7. Describe the Scout badge.
8. With your parent or guardian, complete the exercises in the pamphlet "How to Protect Your Children from Child Abuse."
9. Participate in a Scoutmaster conference.



Tenderfoot Rank Requirements

1. Present yourself to your leader, properly dressed, before going on an overnight camping trip. Show the camping gear you will use. Show the right way to pack and carry it.
2. Spend at least 1 night on a patrol or troop camp-out. Sleep in a tent you have helped pitch on a ground bed you have prepared.
- 3a. Demonstrate how to whip and fuse the ends of a rope.
- 3b. Demonstrate you know how to tie the following knots and tell what their uses are: two half hitches and the tautline hitch.
4. Explain the rules of safe hiking, both on the highway and cross-country, during the day and at night. Explain what to do if you are lost.
5. Demonstrate how to display, raise, and fold the American flag.
6. Repeat from memory and explain in your own words the Scout Oath, Law, motto, and slogan.
7. Know your patrol name, give the patrol yell, and describe your patrol flag.
8. Explain why we use the buddy system in Scouting.
- 9a. Record you best in the following tests: Push-ups, Pull-ups, Sit-ups, Standing long jump, Run/walk 500 yards.
- 9b. Show improvement in the activities listed above after practicing for 30 days.
10. Identify local poisonous plants; tell how to treat for exposure to them.
- 11a. Demonstrate the Heimlich maneuver and tell when it is used.
- 11b. Show first aid for the following:
 - Simple cuts and scratches
 - Blisters on the hand and foot
 - Minor burns and scalds (first degree)
 - Bites or stings of insects and ticks
 - Poisonous snakebite
 - Nosebleed
 - Frostbite and sunburn
12. Participate in a Scoutmaster conference.



Second Class Rank Requirements

- 1a. Demonstrate how a compass works and how to orient a map. Explain what map symbols mean.
- 1b. Using a compass and a map you've drawn, take a 5-mile hike (or 10 miles by bike) approved by your adult leader and your parent or guardian*
- 2a. Since joining, have participated in five separate troop/patrol activities (other than troop/patrol meetings), two of which included camping overnight.
- 2b. On one campout, demonstrate proper care, sharpening, and use of knife, saw, and ax.
- 2c. Use the tools listed above to prepare tinder, kindling, and fuel for a cooking fire.
- 2d. Light the cooking fire. Assist with the meal preparation and cleanup.
- 2e. On one of these campouts, select your patrol site and sleep in a tent that you pitched.
3. Participate in a flag ceremony for your school, religious institution, chartered organization, community, or troop activity.
4. Participate in an approved (minimum of 1 hour) service project.
5. Identify or show evidence of at least 10 kinds of wild animals (birds, mammals, reptiles, fish, mollusks) found in your community.
- 6a. Show what to do for "hurry" cases of stopped breathing, serious bleeding, and internal poisoning.
- 6b. Prepare a personal first aid kit to take with you on a hike.
- 6c. Demonstrate first aid for the following:
 - Object in the eye
 - Bite of a suspected rabid animal
 - Puncture wounds from a splinter, nail, and fish hook
 - Serious burns (second degree)
 - Heat exhaustion
 - Shock
 - Heatstroke, dehydration, hypothermia, and hyperventilation
7. Tell what precautions must be taken for a safe swim. Demonstrate your ability to swim 50 yards using two different strokes.**
8. Participate in a school, community, or troop program on the dangers of using drugs, alcohol, and tobacco, and other practices that could be harmful to your health. Discuss your participation in the program with your family.
9. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
10. Participate in a Scoutmaster conference.

* If you are using a wheelchair or crutches, or if it is difficult for you to get around, you may substitute "trip" for "hike" in requirement 1b.

** This requirement may be waived by the troop committee for medical or safety reasons.



First Class Rank Requirements

1. Demonstrate how to find directions during the day and at night without using a compass.
 2. Using a compass, complete an orienteering course that covers at least 1 mile and requires measuring the height and/or width of designated items (tree, tower, canyon, ditch, etc.)
 3. Since joining, have participated in ten separate troop/patrol activities (other than troop/patrol meetings), three of which included camping overnight.
 4. On one campout, serve as your patrol's cook. Prepare a breakfast, lunch, and dinner menu that requires cooking; secure ingredients; supervise your assistants in fire building; and prepare the meals. Lead your patrol in saying grace at the meals, and supervise cleanup.
 5. Visit and discuss with a selected individual approved by your leader (elected official, judge, attorney, civil servant, principal, teacher) your constitutional rights and obligations as a U.S. citizen.
 6. Identify or show evidence of at least 10 kinds of native plants found in your community.
- 7a. Demonstrate tying the timber hitch and clove hitch and their use in square, shear, and diagonal lashings by joining two or more poles or staves together.
 - 7b. Use lashing to make a useful camp gadget.
 - 8a. Demonstrate tying the bowline (rescue) knot and how it's used in rescues.
 - 8b. Demonstrate bandages for injuries on the head, the upper arm, and collarbone, and for a sprained ankle.
 - 8c. Show how to transport by yourself, and with one other person, a person:
 - from a smoke-filled room
 - with a broken leg, for at least 25 yards
 - 8d. Tell the five most common signs of a heart attach. Explain the steps (procedures) in cardiopulmonary resuscitation (CPR).
 9. Demonstrate your ability to swim 100 yards using one resting stroke and two other stokes, and to float (rest) as motionless as possible for 1 minute.*
 10. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
 11. Participate in a Scoutmaster conference.
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- * This requirement may be waived by the troop committee for medical or safety reasons.

Alternate Requirements for Tenderfoot, Second Class, and First Class Ranks

A Scout who is unable to complete any or all of the requirements for Tenderfoot, Second Class, or First Class rank because he is physically or mentally disabled may complete alternative requirements if the following criteria are met:

1. The physical or mental disability must be of a permanent rather than a temporary nature.
2. A clear and concise medical statement concerning the Scout's disabilities must be submitted by a physician licensed to practice medicine. In the alternative, an evaluation statement certified by an educational administrator may be submitted. The medical statement must state the doctor's opinion that the Scout cannot complete the requirement(s) because of a permanent disability.
3. The Scout, his parents, or leaders must submit to the council advancement committee, a written request that the Scout be allowed to complete alternate requirements for Tenderfoot, Second Class, or First Class rank. The request must explain the suggested alternate requirements in sufficient detail so as to allow the advancement committee to make a decision. The request must

also include the medical statement required in paragraph two above. The written request for alternate requirements must be submitted to and approved by the local council prior to completing alternate requirements.

4. The Scout must complete as many of the regular requirements as his ability permits before applying for alternate requirements.
5. The alternate requirements must be of such a nature that they are as demanding of effort as the regular requirements.
6. When alternate requirements involve physical activity, they must be approved by the physician.
7. The unit leader and any board of review must explain that to attain Tenderfoot, Second Class, or First Class rank a candidate is expected to do his best in developing himself to the limit of his resources.
8. The written request must be approved by the council advancement committee, utilizing the expertise of professional persons involved in Scouting for disabled youth. The decision of the council advancement committee should be recorded and delivered to the Scout and his leader.



Star Rank Requirements

1. Be active in your troop and patrol for at least 4 months as a First Class Scout.
2. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
3. Earn six merit badges, including four from the required list for Eagle.*
4. While a First Class Scout, take part in service projects totaling at least 6 hours of work. These projects must be approved by your Scoutmaster.

5. While a First Class Scout, serve actively for 4 months in one or more of the following troop positions of responsibility (or carry out a Scoutmaster-assigned leadership project to help the troop): patrol leader, senior patrol leader, assistant senior patrol leader, den chief, scribe, librarian, historian, quartermaster, bugler, chaplain aide, instructor, junior assistant Scoutmaster, troop guide, Venture crew chief, or Varsity team captain.
6. Take part in a Scoutmaster conference.

* The required list for Eagle has 15 merit badges in 12 categories. Any of the 15 may be used for this requirement.



Life Rank Requirements

1. Be active in your troop and patrol for at least 6 months as a Star Scout.
2. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
3. Earn five more merit badges (so that you have 11 in all), including any three more from the required list for Eagle.*

4. While a Star Scout, take part in service projects totaling at least 6 hours of work. These projects must be approved by your Scoutmaster.
5. While a Star Scout, serve actively for 6 months in one or more of the troop positions of responsibility listed in requirement 5 for Star Scout (or carry out a Scoutmaster-assigned leadership project to help the troop).
6. Take part in a Scoutmaster conference.

* The required list for Eagle has 15 merit badges in 12 categories. Any of the 15 may be used for this requirement.



Eagle Rank Requirements

1. Be active in your troop and patrol for at least 6 months as a Life Scout.
2. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
3. Earn a total of 21 merit badges (10 more than you already have), including the following: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communications, (f) Safety, (g) Emergency Preparedness OR Lifesaving, (h) Environmental Science, (i) Personal Management, (j) Personal Fitness OR Swimming OR Sports, (k) Camping, and (l) Family Life.*
4. While a Life Scout, serve actively for a period of 6 months in one or more of the following troop positions of responsibility: assistant senior patrol leader, chaplain aide, den chief, instructor, junior assistant Scoutmaster, librarian, patrol leader, quartermaster, scribe, senior patrol leader, troop

guide, historian, Venture crew chief, or Varsity team captain.

5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The project idea must be approved by your Scoutmaster and troop committee and approved by the council or district before you start. **You must use the *Eagle Scout Service Project Workbook, No. 18-927*, in meeting this requirement.**
6. Take part in a Scoutmaster conference.

* You must choose only one merit badge listed in items *g* and *j*. If you have earned more than one of the badges listed in *g* and *j*, choose one and list the remaining badges to make your total of 21.

NOTE: If you have a permanent physical or mental disability you may become an Eagle Scout by qualifying for as many required merit badges as you can and qualifying for alternate merit badges for the rest. If you seek to become Eagle under this procedure, you must submit a special application to your council service center. Your application must be approved by your council committee for advancement **BEFORE YOU CAN WORK ON ALTERNATE MERIT BADGES.**

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 disability 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.



Eagle Palms

After becoming an Eagle Scout, you may earn Palms by completing the following requirements:

1. Be active in your troop and patrol for at least 3 months after becoming an Eagle Scout or after award of last Palm.
2. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.

3. Make a satisfactory effort to develop and demonstrate leadership ability.
4. Earn five additional merit badges beyond those required for Eagle or last Palm.*
5. Take part in a Scoutmaster conference.

You may wear only the proper combination of Palms for the number of merit badges you earned beyond the rank of Eagle. The Bronze Palm represents 5 merit badges, the Gold Palm 10, and the Silver Palm 15.

* Merit badges earned any time since becoming a Boy Scout may be used to meet this requirement.

Selecting Service Projects

Service projects shall be meaningful service not normally expected of a Scout as a part of his school, religious, or community activities.

Star and Life Ranks

For Star and Life ranks, a Scout must perform 6 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 Rank

While a Life Scout, a Scout must plan, develop, and give leadership to others in a service project to any religious institution, school, or community.

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

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

Eagle Scout service projects involving council property or other BSA activities are not acceptable for an Eagle service project. The service project also may not be performed for a business, be of a commercial nature, or be a fund-raiser.

Routine labor, or a job or service normally rendered, should not be considered. An Eagle service project should be of significant magnitude to be special and should represent the candidate's best possible effort.

The Scout must submit his proposed project idea and secure the prior approval of his unit leader, unit committee, and 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 accept the way the project was carried out.

Upon completion of the project, a detailed report must be 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 the work is begun, the board of review must determine if the project was successfully carried out. Questions that must be answered are:

- 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 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.

The variety of project performed throughout the nation by Scouts earning their Eagle Scout Award is staggering. Only those living in an area can determine the greatest value and need for that area. Determine, therefore, whether the project is big enough, appropriate, and worth doing. For ideas and opportunities, the Scout can consult people such as school administrators, religious leaders, local government department directors, or a United Way agency's personnel.

Scout Oath and Law

Every Scout should have memorized, understand, and live the Scout Oath or Promise and the Scout Law. It's recommended that Scouts recite these and explain at least portions of them at every board of review. This section has been taken from *The Boy Scout Handbook, Tenth Edition*.

Scout Oath

*On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.*

Scout Law

A Scout is TRUSTWORTHY. A Scout tells the truth. He keeps his promises. Honesty is a part of his code of conduct. People can always depend on him.

A Scout is LOYAL. A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

A Scout is HELPFUL. A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

A Scout is FRIENDLY. A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

A Scout is COURTEOUS. A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together.

A Scout is KIND. A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm or kill without reason.

A Scout is OBEDIENT. A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

A Scout is CHEERFUL. A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

A Scout is THRIFTY. A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

A Scout is BRAVE. A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

A Scout is CLEAN. A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

A Scout is REVERENT. A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

How to use the Board of Review Reports

Our troop uses *TroopMaster* software to track information about our Scouts and their advancement progress. To help you in conducting a meaningful board of review, the troop will provide you with several reports from TroopMaster on the day of the board of review. This section describes each of those reports and how they can benefit you in conducting the board. Samples of each report are shown at the end of this section.

Using the Troop Calendar Report

The *Troop Calendar* report shows all activities for the last six months that the Scout *could* have participated in. You will receive one such report for every board of review (**not** one per Scout). Compare this report to the Individual Participation report for a Scout to see how active he has been in the troop.

This report is sorted by date and shows the type of event (Camp, Hike, Meeting, Other, and Service Project), location, and a brief description of the event.

Using the Board of Review Report

The *Board of Review* report provides basic information about the Scout being reviewed and shows his progress towards the next rank. It also serves as your official notification of board of review results for a Scout (whether or not that Scout is advanced).

The report is broken down into four sections. The first section provides basic information about the Scout including name, current position of responsibility, rank, date he joined Scouts, and other useful background information.

The *Advancement Summary* section shows the dates a Scout advanced to prior ranks on the left side and gives a list of completed merit badges on the right.

The *Progress Toward Rank* section lists each of the requirements for the rank the Scout is pursuing and gives the date that requirement was completed. All requirements except for (a) Scout spirit, (b) Scoutmaster conference, and (c) board of review should be completed before the board of review is conducted. Your board of review will satisfy the completion of the Scout spirit and board of review requirements.

The final section is to be completed by your board at the conclusion of your meeting with the Scout. Circle whether or not you are awarding the rank advancement on the right half of this section, enter the names of the board of review members, and sign and date the form.

Using the Individual Participation Report

The *Individual Participation Report* lists all activities the Scout has participated in during the last six months. Use this report to (a) see how active the Scout has been by comparing it to the Troop Calendar; and (b) start a discussion with the Scout about his favorite activities and what was learned.

The report contains basic information about the Scout at the top followed by a list of all activities the Scout participated in sorted by date. The *Type* column indicates what type of event it was (Camp, Hike, Meeting, Other, or Service Project), The *Days* column shows the number of nights for campouts, and the *Amt* column shows the number of miles hiked.

Sample Reports

Troop Calendar

*** Troop 46 Calendar ***
07/01/97 - 12/31/97

DATE	TYPE	LOCATION	REMARKS
----	----	-----	-----
07/08	Camp	Bartle Reservat	10 Nts - Summer Camp, Red Coup
08/25	Meet	St. Peter'sEpis	Put Chips on Playground
09/08	Meet	St.Peter'sEpisc	Regular Meeting
09/14	Other	St. Peter's	Eagle Court of Honor
09/15	Meet	St.Peter'sEpisc	Regular Mtg/Scoutmaster Conf.
09/19	Camp	Longview Horse	2 Nts - 1 Green coup/1 Black Coup
09/22	Meet	St. Peters	Board games & Mud football
09/29	Meet	St. Peter's	Court of Honor
10/06	Meet	St. Peter's	Regular Meeting
10/13	Meet	St. Peter's	Regular Meeting
10/17	Camp	Gardner, Kansas	2 Nts - Military Theme -- Green Coup
10/20	Meet	St. Peter's	Regular Meeting
10/27	Meet	Downtown KCMO	Haunted Houses
11/03	Meet	Ahmad Jenkins	Football Night
11/10	Meet	St. Peter's	Regular meeting w/ Webelos
11/14	Camp	Jacomo	2 Nts - Thanksgiving Blue & White Coup
11/17	Meet	Zach Tyrl's	Mtg, Cleanup from Campout
12/01	Meet	St. Peter's	Regular Meeting
12/08	Meet	St. Peters	Regular Meeting
12/15	Meet	St. Peters	Court of Honor
12/22	Meet	St. Peters	Holiday Party

Board of Review Report

*** Board of Review for the Rank of 1st Class ***
02/06/98

Scout: Joe Scout	Phone: 816 941-0000
	Patrol: Ram
Cur Rank: 2nd Class	Date of Rank: 12/08/97
Pos'n of Respons: Asst Ptl Ldr	Date of Birth: 10/21/85 Age: 12
Position Date: 12/16/97	Date Joined Scouts: 03/15/97

ADVANCEMENT SUMMARY

Rank Advancements 9 Merit Bdgs (*Eagle category)

Scout 03/03/97	Basketry	*Cit in Comm	*Env Science
Tenderft 06/09/97	Fingerprinting	*First Aid	Geology
2nd Class 12/08/97	Leatherwork	Mammal Study	Wood Carving

Progress toward 1st Class:

Find way w/o compass: 02/02/98	Demo rescue knot: 02/02/98
Orienteering course: 11/15/97	Demo bandages: 01/05/98
Activity req't: 02/02/98	Moving the injured: 01/05/98
Serve as patrol cook: 02/02/98	Explain CPR steps: 12/01/97
Visit civic leader: 11/10/97	Swimming req't: 01/27/98
Ident native plants: 10/18/97	Scout spirit: ___/___/___
Demo lashings: 02/02/98	Scoutmaster Conf: ___/___/___
Make camp gadget: 02/02/98	Board of Review: ___/___/___

Board Members:

Signatures:

Badge is:

Awarded

Not Awarded

___/___/___
Date

Individual Participation Report

*** Individual Participation Report ***
07/01/97 - 12/31/97

Scout: Joe Scout Phone: 816 941-0000
Patrol: Ram
Cur Rank: 2nd Class Date of Rank: 12/08/97
Pos'n of Respons: Asst Ptl Ldr Date of Birth: 10/21/85 Age: 12
Position Date: 12/16/97 Date Joined Scouts: 03/15/97

TYPE(S): Camp, Hike, Meet, Other, SvcPr

#	DATE	TYPE	DAYS	LOCATION	AMT	REMARKS
-	----	----	----	-----	----	-----
1.	07/08/97	C	10	Bartle Reservat	0	Summer Camp, Red Coup
2.	08/25/97	M	0	St. Peter'sEpisc	0	Put Chips on Playground
3.	09/08/97	M	0	St.Peter'sEpisc	0	Regular Meeting
4.	09/14/97	O	0	St. Peter's	0	Eagle Court of Honor
5.	09/15/97	M	0	St.Peter'sEpisc	0	Regular Mtg/Scoutmaster Conf.
6.	09/19/97	C	2	Longview Horse	0	1 Green coup/1 Black Coup
7.	09/22/97	M	0	St. Peters	0	Board games & Mud football
8.	09/29/97	M	0	St. Peter's	0	Court of Honor
9.	10/06/97	M	0	St. Peter's	0	Regular Meeting
10.	10/13/97	M	0	St. Peter's	0	Regular Meeting
11.	10/17/97	C	2	Gardner, Kansas	0	Military Theme -- Green Coup
12.	10/20/97	M	0	St. Peter's	0	Regular Meeting
13.	11/03/97	M	0	Ahmad Jenkins	0	Football Night
14.	11/10/97	M	0	St. Peter's	0	Regular meeting w/ Webelos
15.	11/14/97	C	1	Jacomo	0	Thanksgiving Blue & White Coup
16.	11/17/97	M	0	Zach Tyrl's	0	Mtg, Cleanup from Campout
17.	12/01/97	M	0	St. Peter's	0	Regular Meeting
18.	12/08/97	M	0	St. Peters	0	Regular Meeting
19.	12/15/97	M	0	St. Peters	0	Court of Honor
20.	12/22/97	M	0	St. Peters	0	Holiday Party

Camp	Hike	Meet	Other	SvcPr
# Nts	# Mls	# Amt	# Amt	# Hrs
4 15	0 0	15 0	1 0	0 0