

Steps for Rank Advancement

Troop 479 holds Courts of Honor toward the end of March, June, September, and December. At these troop events, rank insignia are distributed to scouts that have completed the entire process. If any of the process is not completed, the scout has 3 months to complete it for the next Court of Honor.

1. Complete all requirements in Scout Handbook. As each requirement is completed, have an authorized senior scout or uniformed adult leader sign off the completion in the back of the Scout Handbook. The date is required on all sign-offs. The requirements to “Demonstrate Scout Spirit” and “Scoutmaster Conference” will be signed off by the Scoutmaster when you complete your conference with him.
2. When all Scout Handbook requirements are complete, the Scout should contact the Scoutmaster to schedule a Scoutmaster Conference. This meeting is between the Scoutmaster and Scout to review the Scout’s progress, see how he is doing with scouting, and share ideas. It is courteous to arrange a conference at least a week ahead of time, preferably two weeks – waiting until the last minute may make it impossible to fit the conference into the Scoutmaster’s schedule. You can use the online tool at www.TroopKit.com or the phone to arrange a conference – the web page shows available times.
3. Attend the Scoutmaster Conference in full uniform, with your handbook and pen, and on time. A parent should plan to stay for the conference.
4. After the Scoutmaster Conference is completed (like as soon as you get home!) the Scout should contact the Advancement Chair to arrange a Board of Review. It may take two weeks or more to arrange a Board of Review time.
5. Attend the Board of Review in full uniform, with your handbook and pen, and on time. Arrive 10 minutes before your scheduled review time.
6. Attend the Court of Honor to receive your rank patch. Your rank advancement date is the day that the Board of Review signs off, not the date of the Court of Honor.

A minimal timeline to use would look like this, but allowing additional time is a good idea:

Time to Court of Honor	Activity
4 weeks	Have ALL requirements signed off in handbook with Dates
4 weeks	Contact Scoutmaster to arrange conference
3 weeks	Scoutmaster Conference
3 weeks	Contact Advancement Chair to arrange Board of Review
1 week	Board of Review
0	Court of Honor

In the past, some Scouts have put off these advancement steps and then expect the adult volunteers to rush them through the process. This puts unfair burden on the volunteers and does not promote the leadership and personal management skills that good Scouts develop.

If a Scout is not able to complete his Board of Review in time for the upcoming Court of Honor, he can schedule a Board of Review for the next month. His rank advancement date will only be 1 month later, not 3 months when the next Court of Honor occurs.

Scoutmaster: Paul Kautz 952-974-2935
 Advancement Chair: Paul Savereide 952-294-0312