

TROOP 480

BOARD OF REVIEW POLICY

1. EFFECTIVE DATE: 1 APRIL 2017

2. REFERENCE: BSA "Guide to Advancement" Chapter 8.0 "Boards of Review: An Overview for All Ranks" www.scouting.org/advancement

3. PURPOSE: To create a uniform standard for the conduct of Scout rank advancement in Troop 480 and provide the Scout with a clear and concise process to assist them towards rank advancement.

As of the date of this policy, all Troop 480 Scouts will use the Board of Review Checklist each time they are ready for rank advancement. This policy only applies to Scouts from the rank of Tenderfoot through the rank of Life and for all Eagle Palms.

4. PROCESS

A. The checklist is a simple and easy to follow tool to help a Scout move through the advancement process, provide all required documents, leader verification of required advancement documents outlined on the checklist and ensure the Scout has completed the required face to face review with their Patrol Advisor and Scoutmaster before requesting a board of review.

B. The Board of Review (BOR) Checklist is divided into four sections:

1. Personal Information
2. Required Documents
3. Required Reviews
4. Board of Review

The first section "Personal information" includes name, current Scout rank and assigned patrol.

The second section "Required Documents" guides the Scout as to which documents need to be pulled from the members only section of the troop website. These documents include:

1. Advancement Status Report
2. Individual Scout Attendance Report
3. Patrol Leader Council Attendance Report (if applicable for leadership positions)
4. Boy Scout Handbook

NOTE: *All requirements for advancement will not only be updated in the Troop Advancement Tracking Program, but also initialed in the advancement section of the Scout's Boy Scout Handbook. This will serve as back up documentation in the event it is ever needed. A Scout whose parent is a Boy Scout leader, will not initial and approve*

their own son's advancements in the Boy Scout Handbook without approval of the Scoutmaster. This should only be done if no other option exists. To the greatest extent possible, other Scout leaders within the Troop will be utilized to update and approve advancements.

C. PATROL ADVISOR REVIEW

The Scout and Patrol Advisor will review the above stated documents and initial in their respective boxes next to each of the required documents on the BOR checklist. In addition, the Patrol Advisor will ensure all required signatures and dates for actions completed in the respective rank advancement requirements in the Boy Scout Handbook are initialed and dated prior to the Scout requesting a Scoutmaster conference.

If during the review of the Advancement Status Report, Individual Scout Attendance Report or Patrol Leader Council Attendance Report a discrepancy is found, it is the Scout's responsibility to address the issue with the Troop Advancement Coordinator. If a Scout has completed an advancement, merit badge, submitted service hours or attended an event that is not correctly documented, the Scout must provide documentation of completion and/or verification from the Scoutmaster of completion or attendance in order for corrections to be made.

Once the Patrol Advisors has reviewed the documentation and is satisfied the Scout is ready to proceed in the advancement process, the Patrol Advisor will date and initial in the third section "Required Reviews".

Upon completion of the Patrol Advisor review, the Scout will request a Scoutmaster Conference. This will occur at the convenience of the Scoutmaster and may or may not occur during the same meeting it is requested.

D. SCOUTMASTER CONFERENCE

The Scoutmaster or his designee (Assistant Scoutmaster) will review the BOR checklist packet and initial in the assigned box on the checklist in section two of the BOR checklist. The Scoutmaster will conduct the Scoutmaster conference and if the Scout meets the requirements per his rank advancement and the Scoutmaster is satisfied the Scout is ready to advance, the Scoutmaster will sign off the Scoutmaster Conference requirement in the Scout's Boy Scout Handbook and initial and date the Scoutmaster Conference portion of the third section of the BOR checklist.

E. BOARD OF REVIEW

Upon completion of the Scoutmaster Conference, the Scout will contact the Troop Committee Chairman to request a Board of Review. Effective the date of this policy, unless otherwise stated, Board of Reviews will be conducted on the following dates:

1. The second Wednesday of every month
2. Weekly one month prior to the Summer and Winter Court of Honor

3. On a case by case basis, if warranted and recommended by the Scoutmaster when the Scout must have a BOR. (example: OA elections)

The Troop Committee Chairman will coordinate the BOR which will consist of no less than three committee members (only). Committee members are highly encouraged to prepare questions in advance of the BOR. The BOR is not a test. The BOR is a time to determine the Scout's attitudes, spirit, accomplishments, and acceptance of Scouting's Ideals. Scout Spirit is defined as living the Scout Oath and Scout Law in a Scout's everyday life.

The Board of Review will consist of no less than three members. Ideally they should all be trained committee members but in certain circumstance, parents can be called upon to assist. Troop Scout leaders should not be used to conduct a BOR.

NOTE: *The parent or guardian of a Scout having a BOR cannot participate in their Scout's BOR.*

Once a date and time have been arranged between the Troop Committee Chairman and the Scout, the Scout will report in Class A uniform to the BOR.

The BOR will be a discussion with the Scout, not an interrogation. Scouts can expect to talk about the following areas with the BOR to include but not limited to:

1. What they have learned and accomplished while working on their rank advancement?
2. What their future plans in Scouting are to include holding positions of leadership and responsibility?
3. How they will serve the troop at the next highest Scout rank?
4. How do they live the Scout Law in their daily life?
5. How are they Reverent and their belief in God? (belief of their choosing)

Depending on the rank, the BOR should take no less than 10 minutes but no more than 30 minutes (Scout through Life).

Upon completion of the BOR, the board will take a few moments and collectively determine if the Scout is ready to advance to next rank. The Board will review their decision with the Scout. In order for a Scout to advance, the Board must unanimously agree. If so, the BOR will sign off the respective portion of the Scout's rank advancement in their Boy Scout Handbook, complete their portion of the third section of the BOR checklist and document their decision in the fourth section of the BOR Checklist. The checklist will be given back to the Scout to turn into the Troop Advancement Coordinator. Once the Troop Advancement Coordinator has entered the information into the troop advancement data base, they will return the BOR checklist and supporting documents to the Scout for their records.

F. APPEAL

If in the event the BOR determines a Scout is not ready to advance to the next rank or has not satisfactorily completed all requirements per BSA guideline/policy, the BOR must clearly explain the areas the Scout must complete or improve upon and set a date they believe the Scout will be ready to have another board of Review, not to exceed 6 months from the date of the BOR just completed.

If the Scout's parent or guardian does not agree with the BOR's decision, they may appeal the decision and request a meeting with members of the BOR to review the board's decision. If after meeting with the board, the parent still does not agree with the BOR's decision, the parent or guardian may appeal the decision to the Westmoreland Fayette Council for the ranks of Star and Life. All other ranks are not appealable to the Council level per BSA Guide to Advancement Chapter 8.0.4.0

The point of contact for questions pertaining to this policy is the Troop Committee Chairman and the Troop Scoutmaster.

If any areas were not directly covered in this policy, please see BSA Guide to Advancement Chapter 8.0 "Boards of Review: An Overview for All Ranks"
www.scouting.org/advancement