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Welcome to Troop 268!

Our Boy Scout Troop functions somewhat differently from what you may be used to as a former Cub Scout. The first big difference is that your parents cannot sign off any of your rank advancement or merit badge requirements.

For the rank advancement requirements, Troop 268 will allow the Scoutmaster, an Assistant Scoutmaster, or a scout holding a rank of Life or above to sign off the requirements. A Scoutmaster Conference is required for each rank advancement. You are responsible for scheduling this meeting with the Scoutmaster. The Scoutmaster wants to ensure you have met the requirements for advancement and that you are indeed ready to advance. After your Scoutmaster Conference is complete, you need to schedule your Board of Review.

A Board of Review is required for each rank advancement after the rank of Scout. You are responsible for scheduling this meeting with the Advancement Chair. A Board of Review will typically be comprised of at least three (3) Committee Members from the troop. The purpose of the Board of Review is not to re-verify requirements, but to check your readiness to advance and to discuss your scouting experience with you. The Rank Advancement process is enclosed with this packet.

Enclosed is a blank copy of the Individual History Report. Please keep it as a worksheet and as an example of how your records are stored in the troop's database, TroopMaster. It is important that you keep your records updated every month or so. Current, updated records help the troop to plan activities that facilitate rank advancement. Current, accurate information is critical in the case of a lost book. If you lose your book and your records are not current, you will need to repeat those requirements that are not in TroopMaster when you create your new book. It is **required** that your records are updated in TroopMaster **prior** to a Scoutmaster's Conference and a Board of Review. When you have completed all the requirements for a rank, please see me before you schedule your Scoutmaster Conference, so I may verify the requirements and update your records in the Troop's database. Once you have done this, you need to ask the Scoutmaster to give you a Scoutmaster's Conference for that rank. After you have completed the Scoutmaster Conference, contact the Advancement Chair to schedule your Board of Review. If you are successful in your Board or Review, you will be recognized and receive your new rank at the beginning of the next meeting. We try to schedule Boards of Review for each troop meeting except the third week of the month when there is a Troop Committee Meeting.

For merit badges, the process is a little different. The first step towards a merit badge is to obtain a merit badge blue card from me. You must immediately fill it in with your information and the merit badge you will be pursuing. You must obtain the approval of the Scoutmaster and merit badge counselor before beginning the merit badge. Each merit badge has one or more registered merit badge counselors. You

must choose a merit badge counselor and schedule appointments with the counselor to complete the requirements of the merit badge. Once the merit badge has been completed, the counselor will complete the blue card and sign. You will also need to have the Scoutmaster sign the completed card. You then bring the completed blue card to the Advancement Chair. I will initial and date all 3 sections of the blue card. One section will be returned to the counselor, one section will be turned in to Pikes Peak Council for your official records and the final section will be returned to you the following week along with your merit badge. Please retain this, it is your proof you completed the merit badge requirements in case the official record is lost for some reason. Merit badge presentation cards are presented two to four times a year at our Courts of Honor. *The presentation card is the official record of your merit badge and rank advancement and they are required for your Eagle book.* Please, please, please keep your presentation cards for your rank advancements and merit badges in a safe place. A total of twenty-one (21) merit badges must be completed for the rank of Eagle Scout including twelve (12) required. The remaining nine (9) must be completed from the optional merit badges. Merit badges are not critical to your rank advancement until you reach the rank of First Class. After First Class, each rank advancement requires completion of some required and some optional merit badges.

Now for some helpful tips to make your scouting adventure a little easier to manage.

- Complete an application and the Scout Rank requirements as soon as you cross over if you have not already done so.
- Next, do the first part of the physical fitness requirement for the Tenderfoot Rank. The second part must be done at least 30 days later.
- If you do not complete the first part in a timely way, it can delay your promotion to Tenderfoot by as much as a month.
- Attend the B-52 Camp out usually held in April of each year. Most of the requirements for the Tenderfoot, Second and First Class Ranks will be offered at the B-52 Campout.
- Attend Summer Camps if possible. Until you make First Class, concentrate on the rank advancement requirements by attending the First Class Center at Summer Camps.
- At your first Summer Camp, attempt easier merit badges such as the crafts. These are easy to complete and give you that bit of success that make the harder ones seem easier.
- Keep copies of your records and update with me frequently. I can not stress this enough. If some tragic fate befalls your scout handbook, the database is your only backup of what you have done in order to recreate your records. If it is not in the database, you will need to re-do the rank and/or the merit badge requirements.
- **Keep a journal** of your activities with the troop, your service hours, camping nights and other facts. This will make the job of verifying your advancement requirements much easier for all of us.

If you have any questions please send me an e-mail or get with me at a troop meeting. GOOD LUCK and HAPPY SCOUTING.

Sincerely,

Steve & Rhonda Maffeo

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