

TROOP 55 PROCEDURES FOR RANK ADVANCEMENT

1. Complete ALL Rank Requirements

- All rank advancement requirements except for Scout Spirit, Scoutmaster Conference (SMC), and Board of Review (BOR) requirements.
- All requirements, with the exception of the three noted above, will only be considered complete when they are initialed and dated prior to your SMC.
- Only the Scoutmaster, an Assistant Scoutmaster or an appropriately designated Scout and/or Adult can sign-off requirements.

2. Print Board of Review Request Form

- When item 1 above is complete, a Scout shall access the Troop website <http://www.troop55bsa.org/forms.aspx>, and print a “*Board of Review Request Form*,”
- Complete this form prior to requesting a SMC and BOR.
- Follow the instructions for contacting the Scoutmaster for a SMC and the Advancement Coordinators for a BOR.

3. Request a SMC and BOR

- Please follow instructions for contacting the Scoutmaster and the Advancement Coordinators to request a SMC and BOR.
- **Requests should be made 5-days or more before a regularly scheduled SMC & BOR night.**
- Every attempt should be made by the Scout to attend a regularly scheduled SMC and BOR night. However, if a Scout is unable to attend one, they must make arrangements for an alternate date with the Scoutmaster and/or the Advancement Coordinators as soon as possible to arrange for an alternative date. However, an alternate date could take a week or more to schedule due to personal calendars. Should this be close to a Court of Honor, there will be no guarantee that a SMC and BOR will be held in time for this function.

4. Uniform & Handbook

- **Scouts must wear a complete “class A” uniform and bring their Boy Scout Handbook to ALL Scoutmaster Conferences and Boards of Review.**

5. SMC Sign-off

- The Scoutmaster or assigned Assistant Scoutmaster will sign the Scout’s handbook and “*Board of Review Request Form*.” upon successful completion of a SMC.
- Both signed documents will be required at the BOR.

6. BOR Sign-off

- Upon successful completion of a BOR, the Scout’s handbook will be signed.
- The Scout’s new rank will take effect on this date.