

Scoutmaster Conference & Board of Review Process

Purpose: To outline the Scoutmaster Conference and Board of Review process.

Information for Scouts:

In order to complete your rank advancement, you must have a scoutmaster Conference and a Board of Review. These are the steps you'll take to make sure that gets done.

Scoutmaster Conference (**Scout Rank through Life Rank**):

- ✚ Make sure all the rank requirements in your Boy Scout Handbook have been signed by a Scout that has already achieved that rank.
- ✚ Request a Scoutmaster Conference from the Scoutmaster.
- ✚ After your Conference, the Scoutmaster will initial your Boy Scout Handbook.
- ✚ Next, schedule a Board of Review with the Advancement Chair (only for Tenderfoot through Life. Scout rank does not need a Board of Review).

Board of Review (**Tenderfoot through Life**):

- ✚ Request a Board of Review from the Advancement Chair.
- ✚ The Advancement Chair will assemble a board of three Troop Committee members for a friendly discussion on the rank just completed.
- ✚ The head of the Board of Review will sign off your Boy Scout Handbook.
- ✚ Take your signed Boy Scout Handbook and show it to the Advancement Chair.
- ✚ The Advancement Chair will log your completed rank in Scoutbook.com.
- ✚ Check Scoutbook.com in about a week to ensure that your rank says **Approved**.

Information for Adult Leaders:

Board of Review Composition:

- ✚ The Board of Review consists of three Troop Committee Members (parents knowledgeable in the aims of Scouting can serve on a board as well if three Troop Committee members are not available). Unit Leaders are not allowed to serve on the Board of Review for Scouts in their own unit (per the 2017 Guide to Advancement).
- ✚ Following the Board of Review, the Chair of the Board of Review will initial the Boy Scout Handbook for the rank completed. The Board of Review Chair will notify the Advancement Chair that the rank is complete.
- ✚ The Advancement Chair will approve the rank in Scoutbook.com.

Other Fun Facts:

- ✚ Scout Rank does not require a Board of Review.
- ✚ The [2017 Guide to Advancement](#) outlines the Board of Review process.