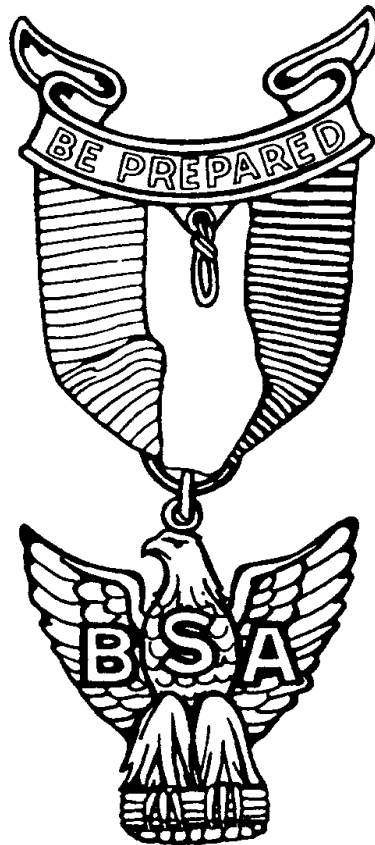


Circle Ten Advancement Policies and Procedures

A Guide for Scouts, Leaders and Parents



Prepared by
Circle Ten Council Advancement Committee
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As a Supplement to the 2013 Guide to Advancement
<http://www.scouting.org/filestore/pdf/33088.pdf>

INTRODUCTION

This Advancement Guide is designed and provided by the Circle Ten Council Advancement Committee to leaders, Scouts and their parents as a tool to use as a Scout advances through the ranks of Scouting.

CIRCLE TEN ADVANCEMENT COMMITTEE

Each council maintains a Council Advancement Committee. The committee does not add or modify requirements, but rather ensures National and Council standards are followed equally within all units. The 2013 Guide to Advancement has deferred certain responsibilities to the council; this document further defines the division of those responsibilities between the council and districts.

The Council Advancement Committee is supported by a chairman and three vice-chairs: Cub Scout, Boy Scout (including Venturing) and Eagle advancement. All other areas of advancement, such as Explorers, Sea Scouts and non-traditional scouts are handled by the committee as a whole.

The Council Advancement Committee focuses on two planes simultaneously: general initiatives for all districts as a whole, and specific initiatives for those districts who are not meeting Council Advancement objectives.

The Vice Chair for Cub Advancement specifically addresses standards relating to Cub Scout Advancement including:

- Bobcat within 60 days
- One rank advancement per year
- Packs not advancing in proportion to their membership.

The Vice Chair for Boy Scout Advancement will specifically address standards related to Boy Scout/Venturing Advancement including:

- Traditional rank advancement including trail to first class
- Merit Badge resources including qualified counselors
- Troops not advancing in proportion to their membership.

The Vice Chair for Eagle will specifically address standards related to Eagle Scouts including:

- Consistent standards for review of Eagle candidates including skills and Eagle projects
- Assist districts to resolve issues arising with Eagle candidates consistent with BSA policy
- Work with those districts that have a low number of Eagle candidates.

DISTRICT ADVANCEMENT COMMITTEE

The Council Advancement Committee encourages each district to implement an organizational structure that reflects the structure of the council committee; a chairman and three vice-chairs; cubs, scouts (including venturing) and eagle advancement. This facilitates communication between the council and the districts.

The District Advancement Committee is specifically tasked to:

- Recruit members to fulfill Advancement Committee duties
- Establish action plans and objectives to encourage advancement
- Support and promote BSAs Internet Advancement reporting
- Recruit, approve and train a sufficient number of merit badge counselors to support district advancement
- Review and approve all Eagle service projects and fundraising applications within the district.
- Determine methods of collecting Eagle Scout references
- Schedule and conduct boards of review
- Accept, review and act upon an appeal of an Eagle Scout Application or an Eagle Scout Board of Review
- Know and follow official procedures for appeals, time extensions, special-needs cases and lifesaving or meritorious action awards.

It should be noted the Boy Scouts of America offers the 2013 Guide to Advancement online at www.scouting.org. It lists the National requirements and procedures for advancement. The National Council maintains control over fundamental elements applying to all Scouts. It delegates other judgments to the councils and districts so they may deal fairly with each candidate as local circumstances may require. Local decisions within our council comply with National standards at the time of this publication.

The Scout, parent or leader with questions is encouraged to contact their District Advancement Chair prior to moving through any advancement step with uncertainty.

REPORTING ADVANCEMENT

Units should report advancement monthly. Circle Ten expects all units to use the Internet Advancement tool for reporting their unit advancements, <https://scoutnet.scouting.org/iadv/UI/home/default.aspx>.

ADVANCEMENT IN CAMP SETTINGS

Procedures for advancement in Circle Ten camps are set by the Council Advancement Committee.

Procedures include:

- staff training on the particulars of advancement in each program
- merit badges to be offered
- accepting work completed before camp begins
- lesson plans and guidelines for instruction of merit badges
- record-keeping practices

Resident camp standards require a letter from the Council Advancement Committee approving merit badge counselors. This is to be done by the Committee Chair, or representative, after the above procedures have been addressed with each counselor.

REGISTRATION OF MERIT BADGE COUNSELORS

All merit badge counselors register at no fee using the BSA's standard adult registration form. Approval of merit badge counselors is the responsibility of the district advancement committee and the district advancement committee provides the signature on the Merit Badge Counselor Information Form. They are also responsible for assuring that any required certifications for merit badge counseling are current.

For NEW Merit Badge Counselors:

1. Complete the BSA Adult Application (including all required signatures and questions answered). The code for position is 42- Merit Badge Counselor. There is no cost to register as a merit badge counselor. If someone is already a registered BSA member they still need to complete an Adult Application and indicate a position code of 42- Merit Badge Counselor. In the case of

already registered adult, indicate “DUAL REGISTRATION” at the top of the form.

2. Complete the Merit Badge Counselor Information Form (Form number 34405) located online at <http://www.scouting.org/filestore/pdf/34405.pdf>. When completing the form you must complete the qualifications column (do not use check marks).
3. Complete the training for Merit Badge Counselors online at <http://www.scouting.org/scoutsource/BoyScouts/TrainingModules/MeritBadgeCounselorInstructorsGuide.aspx>, or in person.
4. Completed applications and information forms should be delivered to
 - Your District Advancement Chair (preferable)
 - Your Unit Commissioner
 - Your Roundtable Commissioner
 - Your District Commissioner
 - Your District Executive
 - The Fairfield or Harry Hines office of Circle Ten Council
 - Note - if the Circle Ten offices are used, the Circle Ten professional staff assigned to the Advancement Committee will insure that the district Advancement Chairs receive the information forms for approval on a monthly basis.
5. Merit Badge Counselors and the appropriate Unit Advancement Chairman will be notified by e-mail once applications have been approved.

To ADD Merit Badges for an existing Merit Badge Counselor:

1. Complete the Merit Badge Counselor Information Form (Form number 34405) located online at <http://www.scouting.org/filestore/pdf/34405.pdf>. When completing the form you must complete the qualifications column (do not use check marks).
2. Follow steps 2-5 above.

REREGISTRATION OF MERIT BADGE COUNSELORS

The Council Advancement Committee annually coordinates counselor reregistration. In Circle Ten, the Council Advancement Committee establishes the timeline for reregistration while the District Advancement Committees are

responsible for contacting counselors, determining their ongoing interest in merit badge counseling and submitting the names for reregistration.

MERIT BADGE COUNSELOR LISTS

The Council does not publish lists of merit badge counselors. Individual districts may publish lists if they adhere to National regulations regarding these lists. See section 7.0.2.0 of the 2013 Guide to Advancement for guidelines on publishing these lists.

MERIT BADGE OPPORTUNITIES WITH NON-SCOUTING ORGANIZATIONS OR BUSINESSES

There may be opportunities for Scouts to earn merit badges through participation in activities presented by organizations and businesses not affiliated with BSA. Zoos, museums, recreation centers, major home improvement centers and even individuals may be involved.

It is permissible for outside organizations to present various programs where fulfilling merit badge requirements are incidental. However, outside organizations and businesses are not allowed to present classes, events or similar activities that are largely for the purpose of offering merit badges without approval of the local council. The council must assure compliance with applicable BSA policies and procedures, including those related to Youth Protection and safety, National Council consent to use protected brand images, and the merit badge counseling and approval process.

Fees for any merit badge fairs, clinics or similar events should be limited to recovering the costs related to presenting the opportunity. The Boy Scouts of America is proud of its tradition of volunteer service and council advancement committees will not approve counselors or organizations who will not honor the tradition of volunteer service.

SPECIAL AWARDS

POLAR BEAR AWARD

In order to earn the Circle Ten Polar Bear Award, the following must be accomplished:

- Must be on a troop, district or council event.

- Sleep in a tent or shelter you erected or built, or under the stars.
- The majority of the daily activities must be held in the out doors.
- Two consecutive nights where the temperature drops below freezing long enough to form ice on the top layer of a glass of water left out in the open air.
- Or, three non-consecutive nights where the temperature drops below freezing long enough to form ice on the top layer of a glass of water left out in the open air.
- Scoutmasters or their assistants may purchase Polar Bear patches from the Scoutfitter, and distribute to deserving Scouts.

INTERNATIONAL AWARDS

Circle Ten supports all of the International Awards including the International Spirit Award, the Interpreter Strip and the World Conservation Award. Scouts or adults interested in these awards should contact their District Advancement Chairman.

EAGLE SCOUT RANK

BOARDS OF REVIEW

The Circle Ten Advancement Committee has given the authority for establishing Eagle Scout board of review methods to the district. Each district will have a written policy for how it conducts Eagle boards of review.

A board of review may not be scheduled until after Circle Ten has verified the application.

EAGLE BOARD OF REVIEW UNDER DISPUTED CIRCUMSTANCE

An Eagle Scout board of review under disputed circumstances will be held at a district or council level depending upon the district's board of review method. Districts that use the unit level board of review will hold disputed boards on a district level; those districts that use the district level board of review will hold disputed boards on a council level.

APPEALING A DECISION

If a board of review does not recommend a candidate for rank advancement, only the Scout or his parents or guardian may appeal the decision.

The Scout is informed that he will not receive the board's recommendation for the Eagle Scout rank and told the reasons for his failure to qualify. A discussion should be held with him so that he understands how he may meet the requirements within a given period. A follow-up letter must be sent to the Scout by the District Advancement Committee reiterating the reasons for failure to qualify for the rank and confirming the agreements reached on the actions necessary for the advancement. If the Scout chooses to appeal, the name of the person to be contacted should be supplied to the Scout.

In all appeals, under any circumstances, the appeal must be made to the next highest level. For example, if the unit did not sign the Eagle Scout application, the appeal should be made to the district advancement committee. If the candidate was turned down in a board of review held by adult members of his unit and a district or council representative, the appeal should be made to the full district advancement committee. If the candidate was turned down by a board of review comprised solely of district advancement committee members, the appeal should be made to the council advancement committee. On receipt of the appeal, the district or council committee responsible for advancement will provide for a prompt review to determine the facts. All parties must be interviewed either individually or as a group. After a review of the facts, the district or council advancement committee will make a decision. Once a decision is reached, the district or council advancement committee will notify the troop leadership. A decision at any level finding in favor of the Scout shall be final. Units have no right of appeal of a decision.

If the initial committee hearing the review does not find in favor of the Scout, he or his parents may appeal that decision to the next highest level (National). All requests for appeal shall be made in writing, signed by the Scout and/or his parents, and shall set forth in detail the reasons for requesting an appeal.

EAGLE SCOUT REFERENCES

The council has also given its districts the authority to establish methods for contacting references. This may be done by letter, form, or phone call. For reasons of privacy and confidentiality, electronic submissions are discouraged.

Completed reference responses of any kind are the property of the council and are confidential, and only review board members and those officials with a specific need may see them. The responses are not to be viewed by, or returned to, the Scout. Those providing references shall not be given the option of waiving confidentiality. Once a review has been held, or an appeal process conducted,

responses shall be returned to the district, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

EAGLE SCOUT FUNDRAISING

Eagle Scout Service Project Fundraising applications, found in the Eagle Scout Service Project Workbook, will be approved by the District Advancement Committee.

EXTENSION REQUESTS

For Eagle Scout boards of review to be conducted between three and six months after the candidate's 18th birthday, they must be pre-approved by the District Advancement Committee and a written statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted for the board of review. This statement should remain attached to the Eagle Scout Rank Application after the board of review when it is submitted to the council office.

If an Eagle Scout board of review is to be held after the six months following the candidate's 18th birthday, the Eagle Scout candidate must petition the National Boy Scout Committee for an extension of time to hold the board of review. The petition must be processed through the local district and council, detailing the extenuating circumstances that prevented the board of review from being held within the six-month period following the candidate's 18th birthday, and be accompanied with a copy of the Eagle Scout Rank Application. The National Boy Scout Committee has stated, "Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the Scout or Venturer."

EXTENSIONS OF TIME TO COMPLETE REQUIREMENTS

If a Scout or a Venturer foresees that he will be unable to complete the requirements for the Eagle rank prior to his 18th birthday and there are extenuating circumstances beyond the scout's control the Scout may request an extension of time to complete the requirements,

Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the Scout or Venturer. The petition should be filed, along with a copy of the candidate's Eagle Scout application (front and back), with the district advancement committee for presentation to the Council Advancement Committee. If approved for recommendation, the Council Advancement Committee, through the Program Director, will then forward the

request to the National Office for an official decision on whether the request for an extension will be accepted.

SCHEDULING EAGLE COURTS OF HONOR

After the Eagle board of review, the District Advancement Committee will submit approved Eagle applications to the Council office. The turnaround period normally takes four to six weeks but sometimes takes up to eight weeks depending on the time of year, number of Eagle Scouts advancing at that time, whether or not the Scout is past his 18th birthday, and whether there are corrections needed on his Eagle Scout Rank Application. As such, please do not schedule an Eagle court of honor earlier than eight weeks from the date that the paperwork is submitted to the Council office because you may not have the materials necessary to award the rank.

ADVANCEMENT FOR SPECIAL NEEDS SCOUTS

The BSA has incorporated provisions to allow Scouts with special needs to advance.

For Star, Life or Eagle ranks a Scout may petition to substitute certain merit badges in place of those merit badges specified for the Eagle Scout rank if the requirements of the individual merit badges are beyond his capabilities. The Scout must complete as many of the specified merit badges as he can do prior to petitioning for alternative merit badges. The petition must be made using Form 58-730 Application for Alternate Eagle Scout Rank Merit Badges attached to his Eagle Scout application. It should be submitted to the Council Advancement Committee, through his district advancement committee, for approval. There should be clear evidence provided that the requirements being substituted for are beyond the physical or mental abilities of the Scout. If approved, this form will need to be attached to the Scout's Eagle Scout application when he submits it to the District Advancement Committee requesting a board of review for Eagle rank.

Special needs Scouts may also register beyond the normal age range provided certain conditions are met.

IF YOU NEED ASSISTANCE

If you need more information or assistance with any areas discussed in this packet, please contact your District Advancement Chairman, your District Executive, or the Council Program Director.