



March 19, 2021

Hello Troop Committee Chairs, Scoutmasters, and Troop Advancement Chairs,

To help simplify rank advancement and streamline record-keeping at summer camp we would like your assistance with the following items:

Scout needs a Scoutmaster's conference, or a board of review at summer camp:

1. The unit leader(s) should notify the camp director during the Monday morning Scoutmaster's meeting.
2. If during the week a need arises for additional conferences or Boards of Review, the unit leadership should contact the camp director for his assistance. Please give the Camp Director as much advance notice as possible to schedule these for you.
3. The unit leader(s) need to notify the Camp Director if other adults from their unit will be coming to camp to assist with a scoutmaster conference or a board of review.
4. If unit leaders do not have enough people from their troop to hold the board of review, the Camp Director will ask other units for volunteers, or provide staff members who are available, and eligible to serve.
5. Boards of Review can be held in the unit's campsite or on the porch of the Dining Hall at a scheduled time with enough advanced notice.

When a scout passes their board of review, their book will be signed by all the Board of review members and copied by the Camp leadership. To recognize scouts at Saturday's court of honor the camp director needs as much time possible to acquire the appropriate rank badges. The copy of the page from the handbook will be placed into the unit packet for Saturday pick up.

First-Year Camper Program/Brownsea Island Program

One of the main goals of the first-year camper program is to work collaboratively with leaders to fulfill as much advancement as possible during their week at camp. If youth are participating in this program it is expected that the area director and appointed staff members will apply the EDGE method and sign off on the related requirements for rank advancement. Once the scout completes all necessary requirements, the scout should request his scoutmaster conference and Board of review.



The staff will use the **EDGE** Method, a four-step method for teaching a skill:

Explain - First explain what you will be doing. Tell them the steps involved. Visual aids might be helpful for this step. Use questions to gauge their understanding.

Demonstrate - Show them how to do the skill. Demonstrate the steps using the actual materials. Describe what you are doing.

Guide - Let them practice the skill. Guide and coach them as they try to do it themselves. This step will take the most time.

Enable - Enable them by letting them do the skill themselves without any intervention.

Scoutmaster Conferences at Camp when the Scoutmaster is not present at camp:

The Scoutmaster should assign this job to another adult in camp prior to the beginning of camp. The adult volunteer assigned should be familiar with what is expected during a conference (brief description below) or speak with the Camp Director who can assign an appropriate camp staff member or a Scoutmaster at camp from another unit to assist with the conference. If you have Provisional Scouts, get approval from their Troop's Scoutmaster.

What is a Scoutmaster Conference? Once a Scout has been tested and signed off by someone approved to do so, the requirement has been met. The unit leader is accountable for ensuring proper advancement procedures are followed. Regardless of the rank, requirements do not say he must "pass" a conference; it is a forum for discussing topics such as ambitions, life purpose, and goals for future achievement, for counseling, and for obtaining feedback on the unit's program.

Scoutmaster conferences are meant to be face-to-face, personal experiences. They relate not only to the Scouting method of advancement, but also to that of "association with adults".

As Scout leaders and advancement administrators, we must ask ourselves an even more pointed question: "Is it my goal to produce Scouts who check a task off a list or Scouts who will become the leaders in our communities?" To answer our own question, we should consult the same criteria that guide Scouts.

Boards of Review at Camp: If Troop Committee members are not in camp during the week, the troop Committee Chair or Scoutmaster should assign other adults in camp. This should be assigned before camp begins, and any communication needed should be done immediately. That person should be familiar with what is expected during a Board of Review (brief description below) or contact the camp director who will assign an appropriate camp staff member or other Committee Members at camp for the week to perform the Board of Review. Troop Committee Chair or Scoutmaster should be notified, and to get their approval to proceed with other leaders. If you have Provisional scouts, handle them as one of your own scouts, after getting approval from their troop Committee Chair or Scoutmaster.

Board of Review description: Though one reason for a board of review is to help ensure the Scout did what he was supposed to do to meet the requirements, it shall become neither a retest or "examination," nor a challenge of his knowledge. In most cases it should, instead, be a celebration of accomplishment. Remember, it is more about the journey. It is more about the learning experience than it is about the specific skills learned.

During the review, a Scout may be asked where he learned his skills and who taught him, and what he gained from fulfilling selected requirements. The answers will reveal what he did for his rank. It can be determined, then, if this was what he was supposed to do. Discussion of how he has lived the Scout Oath and Scout Law in his home, unit, school, and community should be included.

After the board of review the Scout is asked to wait outside the room or out of hearing range while the board deliberates. To approve awarding a rank, the board must agree unanimously. Still, if any member dissents, the decision cannot be for approval. In the case of such disagreement, the Scout shall not be informed about the specifics of the conversations or any arguments taking place.

If a Scout is to be reviewed for more than one rank (Tenderfoot, Second Class, or First Class), each rank should have a separate board of review. While these boards may be conducted on the same date, it is preferred if feasible-that different members be involved on the boards to give the young man an enhanced experience and an opportunity to interact with a variety of adults.

Record-Keeping and unit documentation at Summer Camp:

1. An adult leader should receive all partial merit badge cards. During Saturday's court of honor all ranks earned, and merit badges including signed and completed blue cards earned for the week will be given to the unit leader in an envelope.
2. Camp staff will only keep records of ranks and merit badges earned at camp per week. Documentation will include name, troop, rank, or ranks earned, other awards earned, and a list of merit badges earned that week. A copy will remain at camp for 1 year, and a copy will be sent to the council office.

Approved by Housatonic Council Advancement Committee on MM/DD/2021

Sincerely,

A handwritten signature in blue ink, appearing to read "Terry Osenbach", with a long, sweeping flourish extending to the right.

Terry Osenbach
Council Advancement Chair
Housatonic Council