

Troop 56

Scout Handbook Rank Requirement Signing & Scoutmaster Conference Protocol

Words of Wisdom

“A Scout wanting to complete an advancement requirement must demonstrate to his leader that he has fully mastered the skill at the level expected.”

- The Scoutmaster Handbook

Overview

A Scout learns, a Scout is tested, a Scout is reviewed.

Learns: This is when the scout is taught. Just because he is taught a skill does not mean he has mastered it. It may require time & practice on the scout's part to fully master the skill. Don't sign the scouts book yet...

Tested: After a scout is taught, he is tested. This can be immediately after teaching the scout or after a period of time after teaching the scout. Either way, the scout must master the skill; be sure the scout knows the skill before signing his book.

Reviewed: This is a two-stage process: Scoutmaster Conference & Board of Review (BOR). At these meetings, he scout is not retested, he is REVIEWED. If the scout has been adequately trained and tested, the Scoutmaster (SM) Conference should be no problem. The SM or Assistant Scoutmaster (ASM) performing the conference does reserve the right not to advance the scout based on his inability to adequately review the requirements; the scout does not fail. The BOR is not directly about rank requirements, and must never be a retest of the requirements, but more of a discussion about the scouts goals, interests, etc.

The Details

By signing the book, the signer is accepting responsibility that the scout has learned and can demonstrate the requirement; this should be reinforced by using the EDGE method. This includes: Explain, Demonstrate, Guide, and Enable. See more information below.

If the scout has difficulty in a SM Conference, the signer will be the person contacted to help him strengthen his skills. Be sure he knows the skill before signing a book.

- Only the Scoutmaster (SM) and Asst. Scoutmaster(s) (ASM) can sign a scout's handbook. Committee members may sign handbooks only if approved to do so by the SM and within specified guidelines. (i.e. only for lower ranks, and 'active')
- ASMs, and designated Committee members, must be 'active' members of the troop. This includes attending most weekly troop meetings/committee meetings, being visible to the scouts, attending events, and if an ASM, being in uniform at all troop meetings/events unless otherwise directed.

- The SM, ASMs, and any designee, may not sign their son's handbook or the handbook of a relative.
- Troop Guides and Instructors may sign handbooks only for the Scout, Tenderfoot, Second Class, and First Class ranks, only if approved to do so by the SM and the scout is not a relative.
- Only the SM or an ASM may sign the requirements for the Star and Life ranks.
- Only the SM may sign the requirements for the rank of Eagle.
- For those requirements that occur on an outing, you must have been present and witnessed the scout completing the requirement.
- Only the SM can conduct a SM conference, unless the SM asks someone else to conduct it if the SM is not available.
- Only the SM, or designee, may sign the requirement for demonstrating Scout Spirit. This will be the last requirement before successfully completing a SM conference.
- Only the SM may complete the SM conference for the rank of Eagle, except for that of the SM's son, in which case an ASM will be chosen to complete the conference.

Signing a scout's book is a privilege. Do not abuse it. Do not take this responsibility lightly. It is our responsibility to ensure our scouts have learned and mastered the requirements.

EDGE is an effective process for training that guides two-way communication between the trainer and the learner.

Example: I **explain** what is so great about the square knot, then **demonstrate** how to tie it. I then **guide** the scouts through doing it themselves. Finally, as the quicker ones get it, I have them help the others by **enabling** them to use the skills they just learned.