

# **College of Commissioner Science PhD Thesis**

Position: District Advancement Commissioner (later known as Advancement Chair)

Charles Garrison  
1992, updated in 1994 and beyond

## Appendices

1. District Advancement results calculations
2. First Class in the First Year
3. Improving advancement by improving program
4. District merit badge classes
5. Life to Eagle packet
6. Merit badge counselors
7. Non-advancement awards, recognitions, and opportunities (covered under Advancement)
8. Handling appeals
9. District advancement questionnaire
10. Notes from National Advancement School (June 1990)
11. Other

## COLLEGE OF COMMISSIONER SCIENCE PHD PROPOSAL

### Proposal:

Develop a training and operations manual for District Advancement Commissioners. (This is expected to take much more than the "recommended 10 pages".)

### Need:

An Advancement Commissioner's job is quite large with very broad responsibilities covering advancement, awards, religious awards, special program-related activities, and lifesaving awards. Proper operation of this function can significantly assist unit functioning. However training materials for this job do not exist in the BSA literature or in other forms.

### Content:

The training manual will include the following items.

- A job description for the Advancement Commissioner
- Record keeping - determining advancement health of a unit and district
- Effective utilization of others on the District Advancement Committee
- A review of various advancement related activities
  - Merit badge classes and how they help advancement programs
  - Encouraging unit advancement programs
  - Eagle projects and Eagle Boards of Review
  - Methods and policies relating to recruiting merit badge counselors
  - Updating merit badge counselor lists
  - Handling advancement appeals
- Using awards and recognitions to strengthen unit programs
- Roundtable training programs on advancement.

### Method of preparation:

The following sources of information will be used for the manual.

- BSA Advancement Guidelines for policy issues
- Personal notes from the Advancement Commissioner's course at Philmont.
- Interviews with other Advancement Commissioners.
- A unit survey to determine ideas for improving programs.

### Testing the end result:

The material developed will be evaluated through sharing and discussing it with other Advancement Commissioners and obtaining feedback. A copy will be shared with new District Advancement Commissioners.

Charles M. Garrison

Fort Hamilton Advancement Commissioner

12/1/91

SCOUT ADVANCEMENT COMMISSIONER

SEPTEMBER 1989 - AUGUST 1990

JOB DESCRIPTION

1. Reports to the District Scout Commissioner.
2. Responsible for all Scout Advancement in his district. He holds all Eagle Boards of Review, maintains Merit Badge Counselor list and Advancement records and Troop Advancement Recognition.
3. Serves on the Council Scout Advancement Committee which meets on the following dates at the Scout Center, 7:30 P.M. each time:  
Sept. 19, 1989; Nov. 14, 1989; Jan. 16, 1990; March 20 1990, May 15, 1990.
4. Will plan, develop and see to it the following council program will be promoted in his district: Council Eagle Court of Honor.

Qualified prospects for the position that may be needed to support the Advancement Commissioner for the coming program year - Sept. 1989 - Aug. 1990.

1. Dean of Merit Badge List (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_
2. Eagle Progress Review (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

(TURN IN BY SEPTEMBER 1, 1989)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DISTRICT \_\_\_\_\_ PHONES: (H) \_\_\_\_\_ (B) \_\_\_\_\_

## ADVANCEMENT COMMISSIONER'S JOB

The District Advancement Commissioner has an important job. Among the needed duties are the following:

- Maintain records of advancement for units in the district. Notify Council if records appear to be in error. [See Attachment 1 for an example of record.]
- Notify District Commissioner and appropriate unit commissioners of weak unit advancement health through reports at monthly Commissioner meetings and other contacts. As possible, identify things that individual units could do to strengthen their program. [See Attachment 2 for possible ideas.]
- Ensure that there is a properly functioning District Eagle Coordinator (which may be the same person as Advancement Commissioner). Ensure that appropriate standards are maintained in Eagle requirements (and other advancement matters). Ensure that all Eagle scouts in the district (and all unit leaders) understand the requirements to obtain Eagle. [For assistance, see attached Eagle Packet that has been adopted through out Dan Beard Council.]
- Ensure that an accurate record is made of merit badge counselors. [See attachment for current procedure to register counselors and a sample listing.] When needed, enroll other counselors (and ensure that they are registered scouters). Current policy calls for recontacting counselors yearly to affirm their status as counselors. Regularly cull out counselors that are no longer functioning or have moved. Provide appropriate recognition to these counselors. [See attached example certificate.] Regularly reissue the merit badge counselor list for use by units. Provide education to merit badge counselors as to the standards needed and the requirements set by National. (See example.)
- Encourage units to use non-advancement related awards, recognitions, and program ideas to enhance their program (which should strengthen their advancement program also). [For suggestions, see attached "Non-Advancement Awards, Recognitions, and Opportunities", issued in 1989.]
- As needed, work with the Cub Scout Advancement Commissioner to strengthen the total advancement program.
- As appropriate, encourage merit badge classes to help scouts get started on badges. Ensure that these do not become "merit badge mills" and still require appropriate contact between scouts and counselor. [See attachment for an example of past merit badge classes.] Add a mix of required and "just fun" ones. Consider running some relating to career options, as this may introduce scouts to future careers, e.g. Dentistry, Law, Journalism, and Engineering. Provide suitable advertisement for classes through Roundtables and Fireside Chat articles.

Charles M Garrison  
November 3, 1989

## JOB DESCRIPTION -- DISTRICT ADVANCEMENT CHAIRMAN

Being a Boy Scout District Advancement Chairman is an exceedingly important and demanding job. Little has been written to outline jobs and responsibilities of this position. The following material may give you some guidance and provide suggestions that will make your job easier. You may not agree with all of it and not all may apply to your situation. However feel free to use and copy any part of it that you find will enhance advancement in your district.

### Job description for the Advancement Chairman

Basically everything that relates to scout advancement and to Boy Scout sponsored recognitions are the responsibility of the Advancement Chairman (AC). This includes encouraging units to promote advancement, maintaining quality in the advancement program, keeping a updated list of merit badge counselors, training others in the advancement program, record keeping, etc.

### Record keeping by the district - determining advancement health of a unit and district

In a perfect world, there would be little need for record keeping in the district. Unit advancement would go automatically, with all needed records kept accurately by the unit where advancement occurs and by council where Eagle applications are checked. All unit leaders would be well trained in advancement needs and procedures and be well motivated to do things correctly. However we do not live in a perfect world.

I have found it useful to keep records of the advancement progress of each unit in the district, noting particularly the "Percent Advancement" of the unit (Appendix 1). Percent Advancement shows nominally the percentage of the scouts that have advanced that year. The "Percent Advancement" is determined by dividing advancement for the year by the number of scouts that the unit has registered during the year. The national target is 100% advancement; actual National averages are between 50 and 60%.

Since council puts out a monthly sheet showing advancement by unit, you might wonder why we should create an additional listing. Below are the reasons I have identified to do so.

- The monthly council advancement print-out shows totals without showing the number of scouts or percent advancement. Without knowing how big a unit is currently, their advancement totals do not paint a complete picture. (The registration totals are obtained separately.)
- Sometimes a drop in Percent Advancement signifies a problem in a unit that historically has a strong advancement program and brought quickly to the attention of the unit commissioner. A weak program can lead to lost scouts.
- Many units have historically weak advancement programs. A comparison of records between years helps identify units that need assistance from district, such as training in advancement procedures and program planning.
- Council records do get messed up occasionally and troop advancement sheets get lost. I hand out a Percent Advancement summary for all units showing what the council records are for each unit monthly to all unit commissioners and annually to the units. Then they can compare these against their own records to determine if there are problems that could prevent a scout from getting Eagle. It is important for each unit to have an understanding of their Percent Advancement as advancement records are part of the requirements for a Quality Unit Award.

I have found it useful to keep this as a computer spreadsheet to simplify totaling and legibility. However computerization is not necessary.

### Effective utilization of others on the District Advancement Committee

There are many jobs for a District Advancement Committee, which includes the AC and everyone else that helps. Some districts have only one person to handle everything. With as many jobs as there is for the AC, it pays to recruit others to help, even as assistants in the identified jobs.

- Maintaining the district merit badge counselor (MBC) list
- Updating the district MBC list
- Handling Eagle reviews and Eagle projects
- Record keeping on district advancement health

- Talking with units that are not advancing to help their program
- Making presentations on advancement at the District Roundtables
- Working with the Council Advancement Committee and its work (e.g. yearly NESA Council Eagle Court of Honor)
- Supporting Council advancement activities (e.g. Scout Advancement Day)
- Supporting the use of non-advancement awards and recognitions
- Advertising about advancement in Council's Fireside Chat and by other means
- Encouraging (or handling ) effective Eagle Courts of Honor
- Making personal presentations of the Eagle information packet to all new Life scouts in the district (preferably at their Life Court of Honor)
- Oversight of council summer camp advancement program and procedures.

If you have trouble finding help, talk with your District Commissioner for assistance. You may find that you just haven't identified a small enough piece of the job so as to not scare off potential help. Many people will help if they are not faced with the total task. A possible source is the NESA membership living in your district.

#### Encouraging unit advancement programs

Advancement is the heart of the scouting program. Through the process of advancement, the scout learns most of his scouting knowledge and has fun while at it. Thus advancement should be the heart of a unit's program.

However many units find out that, even though they have seemingly excellent programs and have kept the scout's attention, their scouts still do not seem to advance. Part of the problem may be that the unit program has not been built with advancement in mind. Additionally units may find that keeping track of who has done what can be a problem.

In advancement, a scout generally learns a skill, is tested on it, and is recognized for it. Several things frequently get in the way of this happening completely:

- The program was never planned with advancement in mind. A unit may plan to talk about fire making and may even have a patrol do it. But the scout must be able to do it by himself. Plan each aspect of advancement into the program and let the scout demonstrate what he has learned so that he can also be recognized for doing it.
- Each program event should be divided into small enough blocks so that each can be taught, learned, and completed so that absence at a meeting does not negate all other work to date.
- Record keeping is often a major obstacle. Scouts regularly forget their books and sometimes forget to get their book signed when something is done. Books also get lost, further demoralizing a scout who may feel that he will never get rewarded for what is already done.
- Another issue is that the 47 individual items needed for the first three ranks (not counting joining requirements) seems overpowering for an 11 year old. The unit can help by breaking this down into a manageable pieces. Sometimes this gets him most of the way through a rank without his knowing he is close to being done, by just actively working a well-planned program.

In order to help units get through the first 3 ranks, a worksheet (Appendix 2) was developed that lays out all of the rank requirement in their logical groupings: citizenship, outdoors, physical fitness, participation, and personal development. This form has several uses.

- A copy of it can be used for each scout to show the date scheduled and date completed for each item. This is a good memory jogger.
- It can serve as temporary record keeping so that the unit knows when a scout does something that should be counted towards rank, whether or not the scout brought his book.
- It can be used during regular troop program planning to ensure that most items needed for rank advancement are covered yearly.

Publicity about advancement topics can be a tremendous help. Council's Fireside Chat will publish articles in the general portion or in the district news section concerning advancement. The Fall Kick-off packet is a good means to get information out to units. A recent packet enclosure is shown in Appendix 3. However the easiest way to get information out to units is through the

monthly Roundtable; regularly work with your Roundtable Commissioner to get on the agenda with a presentation, hand-outs, etc.

#### Classes for merit badges and rank advancement and how they help advancement programs

Merit badge classes and rank advancement classes can be used by the district to facilitate each unit's advancement program. When used correctly, classes do not detract from the learnings.

Our district has successfully used merit badge classes for years, which are organized as follows. Merit badges that are suitable for classes are identified from annual surveys, discussions, etc., and potential instructors selected from the district MBC list. These counselors are contacted and asked if they will teach a class at a time and location of their choosing. They identify how many scouts they can handle and list needed materials that the scout is to bring. This data is compiled and issued monthly at Roundtable with as much advanced notice as the counselor can give (see Appendix 4 for a recent issue). Scouts are then instructed to contact the counselor for prework. Some merit badges can be done in one or a few sessions. Others require additional work and re-contacting of the counselor to finish. During the last 4 years, we have offered classes in about 37 merit badges, in classes spread all over the district, which covers Butler County.

There has been resistance in the past from some adult leaders in using merit badge classes as they were thought to eliminate the requirement of the scout contacting the counselor. However we have always required that the scout contact each counselor. Having the class just provides the spark that is sometimes needed to get the scout going. It also has encouraged scouts to look at merit badges they would not have otherwise considered (e.g. Journalism, Law, Chemistry, and Traffic Safety). Additionally the requirements by National on having multiple people present in a counseling event to prevent child abuse tends to point more towards using classes.

#### Eagle projects and Eagle Boards of Review

Eagle project approval and Eagle Boards of Review are probably the two most talked about aspects of being an AC. In some districts this work has been taken on by an Advancement Committee member, called the District Eagle Coordinator.

There has been so much said and written about this subject that it is difficult to try to add other meaningful ideas. This emphasizes some of the points.

- An Eagle project is designed to demonstrate leadership rather than just to accomplish work.
- An Eagle project cannot be approved for a fund-raiser or for a potential project that would have occurred whether or not the scout participated (e.g. most blood drives).
- Two scouts cannot share an Eagle project, although an Eagle project is great for scouts working on lower ranks that need service time.
- Eagle Project approval and final reports are to use the new Eagle Scout Service Project Workbook (No. 18-927).

The Eagle packet for Life scouts and the one for unit leaders from Dan Beard Council Advancement Committee are outstanding resources on Eagle projects (see Appendix 5).

#### Methods and policies relating to recruiting merit badge counselors and updating lists

Having an updated MBC list is one of the more important functions of the AC. Units need to know that there are counselors available that know the material and that are willing to work with the scouts. Scouts need to know that they can reach an interested counselor. All parties need to be confident that the counselors listed are quality people and not a risk of child abuse.

National has given us several tasks to accomplish in maintaining our MB lists. We need to ensure that each MBC is registered with Council as a MBC. The following is the procedure that we have used to ensure this (see items shown in Appendix 6).

- I request a print-out annually from our District Executive (DE) showing all individuals that are registered with the district. This is cross-referenced with our existing district MBC list to get the current MBC who are listed with Council.

- We annually re-register all MBCs. This is done through a mailing to each one describing the need for having MBCs and the responsibilities of being a MBC. Each person is reminded of the current badges that they counsel by cutting up an existing list which was sorted by person and stapling their list to their letter. Mailing labels are generated by Council from their listing.
- This mailing generally gets response from a third to a half of the counselors. The remainder are contacted by phone until we get concurrence from each or a request to be dropped. This generally takes about a month of time to get accomplished. At that point we drop from our list any person that will not respond. For people that are dropped, I return to council a copy of the council print-out with those names highlighted to be removed as MBCs.
- New MBCs are processed once we have both the xeroxed page that describes which badges they wish to counsel and a copy of the National Adult Registration form, with names and phone numbers of references. If either of these pieces of paper is missing, the individual is contacted and the file held without action until the remainder arrives. Responsibility for doing background checks on new MBCs has been delegated from the DEs to the District AC, with the requirement that the DE will not sign the form until the AC has signed also.
- A background check is then done by calling the listed references. This is an important check and should not be skipped. An adult that is registered in one adult capacity with BSA does not automatically get passed through this step as someone could have slipped up in the past or new data on an individual may surface. We definitely need to prevent inappropriate people from being adult volunteers. Once the new MBC's background check is successfully completed, then the Adult Registration form is signed and sent to Council; thus all of our MBCs are Council-registered. The xeroxed form is sent to our district person that maintains the MBC listing.
- We issue a new MBC List or an update to all units at least twice a year, once in the fall kick-off packet and again in mid-year. The fall kick-off date means that most of our contacting of past MBCs occurs during the summer, which fits well with the June district re-registration. However we continue to process new applications year-round.
- A follow-up letter is sent to all MBCs so they know they are registered. We have created a form for this (see Appendix) that confirms this and the badges they have. This is also the opportunity to reinforce proper counseling techniques and procedures.

We actively recruit MBCs for all badges. When we find a badge that needs counselors, we specifically search out people with those skills. I make our needs known to all commissioners and unit leaders looking for help. We specifically target school teachers and university personnel that have the needed background. We have a large district, so it is helpful to have counselors in all parts of the district. We specifically target badges with few counselors. However we will not turn down an application just because we have a lot of others for that badge. We tell new MBCs that they can be certain to generate some interest in their badge by offering a class in it (see also the section on merit badge classes).

Some times it is helpful to look at district merit badge totals to see if we have sufficient MBC to cover the needs. This total can also serve as a guide for selecting merit badge classes. some recent data is shown in Appendix 6.

#### Using awards and recognitions to strengthen unit programs

The Boy Scouts of America has established many different types of awards and recognitions for scouts, adults, and units. These recognitions usually are involved with one of the following: tenure/participation, program enhancements, religious awards, service, and training. Most of these recognitions can be significant program enhancements. Unfortunately a good number of these were originally written up in a loose-leaf form and not reprinted or collected in one resource.

A listing of the currently known items (about 90 of them) is given in Appendix 7. Included in each is a brief discussion of what the item is, what is needed to complete it, any insignia that goes with it, how it is worn (if applicable), and other resources for the item.

#### Roundtable training programs on advancement

District Roundtables are a fantastic place to train unit leaders in all aspects of the advancement program. The following are likely topics to schedule into Roundtables to reinforce Advancement.



Advancement forms - filing them out correctly, getting them turned in  
Merit badge classes-what scouts want, how classes are working  
Packet of related program and advancement items  
Lifesaving and heroism awards  
Steps in getting the Eagle - go through Eagle Packet  
Filing out the Eagle application correctly  
Scoutmaster conferences  
Merit badge counselors - orientation, what to expect from counselors  
Value of having a unit advancement chairman  
How to improve unit advancement program  
Advancement for handicapped scouts  
Religious awards  
Service related awards - Congressional award, Order of the Arrow, George Meany award,  
Whitney M Young award  
Conservation related activities: Homaday Award, SOAR, World Conservation Award, Keep  
America Beautiful Hometown USA Award, Council Conservation Award, Johnny Elmseed

### Dan Beard Council Advancement Promotions

This year the Dan Beard Council has taken on a new and potentially powerful promotion for advancement, sponsored by a joint committee of the Council Advancement Committee, the local chapter of the National Eagle Scout Association, and the University of Cincinnati chapter of Alpha Phi Omega (scouting fraternity). This is a council-wide Scout Advancement Day. It is intended to get scouts started on various merit badges and lower rank skill areas and potentially finish a few. It is being patterned after a very successful program in Pontiac, Michigan, that I observed last year and several others around the country.

In this program, stations will be set up for up to 21 merit badge areas and 5 skill areas that the scouts could visit. Depending on their needs and the requirements to be covered, an area could be finished in a hour or it might require all day. Each area will be under the direction of a chief counselor, recruited from the whole council. Assistance will be available through the chief counselor's recruitment from the council-wide list and through help from Alpha Phi Omega members and other volunteers. Our first program is scheduled for September at Camp Friedlander.

### Handling advancement appeals

Any decision made in scouting can, in theory, be appealed to a higher authority. Generally the type of appeals that we get involved with are advancement appeals. Such appeals most frequently occur when someone is denied a rank (potentially any rank). There have been rare cases when someone else will appeal that a rank was awarded inappropriately, which if upheld can mean that the rank/badge is forfeited.

We strongly urge all individuals involved in advancement discussions to review in detail the requirements for advancement so that they know that they are correctly awarding or disallowing a rank in a Board of Review, etc. When a scout is denied advancement for any reason, he must be told why he is being denied and be given an opportunity to correct the deficiency (with an exception that a scout can never "correct" a problem of age past 18). After correcting the problem, he can then be reviewed again. If he has corrected that deficiency, he has earned the badge.

Appeals generally go first to Council, although district personnel are usually notified if this occurs. There should be a significant effort made by the District AC to determine the facts in the case by interviewing all parties and trying to reach a correct and reasonable agreement with all. If it is not possible to get everyone to agree to a decision, the appeal will be forwarded by Council to National. Unfortunately for ACs, the next step is referral by National back to the district for information, so you might as well take careful notes when you go through your interviewing stage. Only after a response from district will National make a ruling. Probably the most common appeal to go to National is an appeal over an Eagle Review. According to T J VanHouten, National Executive Staff for Advancement, less than 0.3% of Eagles get settled through appeals. Guidelines for handling an appeal are given in Appendix 8.

OTHER VERY IMPORTANT RESOURCES FOR ADVANCEMENT CHAIRMAN (AC)

Advancement Policies and Procedures Committee Guide (the AC "Bible")-learn this one well,  
check periodically to see if a more recent edition is available (#33088)  
BSA Insignia Guide (#3064)

Creative Courts of Honor by Glen C. Parker (not official BSA booklet)  
The Scoutmaster Handbook (#6502)  
BSA Requirements book (most current- there are lots of changes) (#33215A)  
Troop Committee Guidebook (#6505B)  
BSA Eagle Scout Service Project Book (#18-927)  
Merit Badge Counseling (phamplet #6517)  
Boy Scout Handbook (#3229)

If possible, attend the National Advancement School, 1 week offered each summer at the Philmont Training Center.

Charles M. Garrison  
8/7/98





FORT HAMILTON CUB SCOUT ADVANCEMENT RECORD - 1994

GOAL= 68%

C M Garrison, Advancement Chairman

Unit #	Members on		Last yr Rank	1994												1994		1993-1988						
	12/93	6/94		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Rank	% Adv	% Adv	% Adv	% Adv	% Adv	% Adv	% Adv	% Adv
900	8	16	9						8						8	50%	113%	?	0%	0%	75%	17%		
901	50	26	27				8	4							12	46%	54%	?	67%	73%	100%	78%		
902	154	101	128	26	32	1	2	3							64	63%	83%	?	63%	88%	73%	70%		
903	5	5	0												0	0%	0%	?	50%	40%	0%	0%		
904	7	7	0												0	0%	0%	?	0%	0%	80%	67%		
906	53	19	15				4								4	21%	28%	?	10%	75%	87%	53%		
907	30	23	19		9		2								11	48%	63%	?	77%	82%	106%	68%		
908	52	34	27			12	7								19	56%	52%	45%	28%	54%	70%	54%		
911	34	24	28				6	17							23	96%	82%	150%	0%	0%	0%	0%		
918	48	38	45		13	5	2	14	1						35	92%	94%	94%	82%	132%	94%	173%		
919	5	6	0												0	0%	0%	0%	0%	38%	60%	60%		
921	10	8	0												0	0%	0%	0%	0%	0%	0%	0%		
922	9	5	0												0	0%	0%	75%	0%	0%	0%	0%		
923	56	41	28				7	1							8	20%	50%	84%	75%	79%	65%	64%		
924	36	25	26		9		10								19	76%	72%	97%	150%	96%	38%	36%		
926	53	31	25		10		8								18	58%	47%	160%	83%	88%	69%	65%		
928	5	0	0												0	0%	0%	0%	110%	NA	NA	0%		
929	44	31	53		32										32	103%	120%	98%	93%	110%	123%	115%		
933	44	50	8		30	1		29							60	120%	18%	NA	NA	NA	NA	NA		
935		0	11												0	0%	18%	NA	NA	NA	NA	NA		
936	19	0	37												0	0%	195%	57%	60%	94%	81%	57%		
937	49	37	32				2	8							10	27%	65%	40%	58%	31%	67%	65%		
938	107	75	58	2	34		2	24							62	83%	54%	96%	60%	95%	na	NA		
939	104	60	142		14	5									19	32%	137%	87%	95%	101%	113%	105%		
940	141	91	117		70		1	14							85	93%	83%	90%	81%	113%	96%	86%		
941	114	85	82			5	42								47	55%	72%	109%	105%	97%	87%	99%		
943	146	98	99	3	64	8	3	1							79	81%	68%	92%	104%	81%	90%	104%		
944	124	87	129	6	54	1	24								85	98%	104%	97%	83%	101%	98%	112%		
945	99	77	67		45	12	21								78	101%	68%	102%	100%	52%	NA	NA		
946	169	115	137		103	2	2	7							114	99%	81%	91%	0%	NA	NA	NA		
948	18	11	31	2	1				4						7	64%	172%	63%	124%	114%	103%	97%		
949	6	8	1			3									3	38%	17%	NA	NA	NA	NA	NA		
950	0	9							6						6	67%	NA	NA	NA	NA	NA	NA		
951	0	13					1	2		1					4	31%	NA	NA	NA	NA	NA	NA		
952	6	2	0												0	0%	0%	83%	0%	NA	NA	NA		
954	43	27	26					14							14	52%	60%	79%	34%	95%	23%	26%		
956	19	16	9					2							2	13%	47%	267%	70%	85%	93%	186%		
960	109	76	75		29	8	4	2	3						46	61%	69%	64%	83%	79%	79%	68%		
961	80	70	64		27		25								52	74%	80%	75%	98%	98%	101%	84%		
962	47	40	34		15	5		14							34	85%	72%	69%	68%	62%	111%	81%		
963	67	32	42		10		5								15	47%	63%	38%	85%	86%	96%	99%		
965	7	5	5												0	0%	71%	75%	68%	194%	0%	NA		
967	101	60	71	1	29	7	1	13							51	85%	70%	70%	96%	97%	85%	104%		
969	135	86	93		62			5							67	78%	69%	82%	68%	65%	90%	93%		
979	5	5	0												0	0%	0%	0%	0%	59%	0%	NA		
980	6	17	0												0	0%	0%	108%	32%	58%	184%	139%		
981	7	5	0												0	0%	0%	0%	NA	NA	NA	NA		
982	48	27	25		6	3		13							22	81%	52%	67%	102%	70%	115%	121%		
984	112	88	84		32	9									41	47%	75%	97%	73%	79%	84%	78%		
985	37	27	16		2		11								13	48%	43%	66%	111%	74%	96%	68%		
990	88	79	86	6	23		8	16							53	67%	98%	104%	96%	95%	75%	67%		
TOTAL	2716	1918	2011	46	713	124	177	225	36	1	0	0	0	0	1322	69%	74%	84%	76%	85%	86%	82%		

HOW TO INTERPRET THE TABLE.  
 Membership (last year and this year) are shown at left. Ranks issued per month are in center. Bobcat counts as a rank.  
 Total ranks and % Advancement (total ranks ÷ total scouts) are at right. % Advancement is best measure of program health.  
 Target for % Advancement is 90%; actual for Dan Beard was 85% in 1993; Cubs National Standard is 93%.  
 Note that for most Cub Packs, most advancement is completed for year by May.

August 1997

To All Unit Leaders:

The attached information has been prepared to assist you in working with a Life Scout that is working on his Eagle rank. This information may help you counsel this Scout and increase his likelihood of attaining the rank of Eagle. Your encouragement and knowing what must be done may be what helps keep him going.

There are a number of items included in this packet and in the packet for the Scout that are of special importance to the two of you. In addition there are important items that you may use in **counseling** the scout.

- There is a checklist of things to do between Life and Eagle. Please review these items with the Scout to ensure that nothing is overlooked.
- Please emphasize the need to secure **advance approval of his service project. Remind him that proper record keeping is a must!** All scouts **MUST** use the Eagle Scout Project Workbook (No. 18-927) to obtain approval for his project. The workbook and a copy of approval pages 2 and 3 must be given to the District Eagle Coordinator at the time of project approval; the original book will be returned to the Scout. The Workbook is the document that the Scout uses to keep records of his project.
- Encourage the Scout to start his project as soon as possible. Many times boys will delay starting their project until they have completed all the other requirements. This is not necessary; a Scout may start his project (after approval) as soon as he has met the requirements for Life.
- Two or more Scouts cannot share the same project for Eagle.
- Encourage Scouts to do an original project, not just meet a minimum requirement. Included are examples of past Eagle projects. It is our suggestion that this list be for **your use in counseling the Scout rather than giving it to him directly.**
- The Eagle service project is to be significant; it is much more than the service projects for Star and Life. A good service project takes a great deal of time in planning and execution. The size of the project is directly proportional to the time it takes to complete. A minimum of two helpers of any age must be under the leadership of the Eagle candidate.
- Scouts with physical or mental challenges may attain the Eagle rank. A list of guidelines for the necessary procedures is attached.
- Proper record keeping on the Unit's part is essential for a Scout to complete his Eagle requirements. The completion date for all ranks and merit badges must be documented and recorded on the Eagle application. In addition, the required merit badges must have been earned before the rank for which they were needed.
- A Scout has **NOT** earned his Eagle until his certificate has been returned from the National Office. Even though all the steps have been completed locally, sometimes things are overlooked and the National Office will catch these, so that the papers may be returned. Until the Eagle certificate is back in the Council Office, the Eagle badge is not officially earned.

Updated August 11, 1997

## COMPLETING THE EAGLE SCOUT APPLICATION

After all work for the Eagle Badge is complete, the Scout should fill out the most recent issue of the Eagle Scout Award Application. All requested information must be given completely. Everything must be printed or preferably typed. The remaining information in this section refers to the numbered sections on the application.

### GENERAL

List all dates for earlier ranks and awards including month, day, and year. Use the Board of Review date for ranks and the date that the merit badge counselor signed the card for merit badges. Ensure that there is a minimum of 2 months between Scout/Tenderfoot and Second Class\*, 2 months between Second and First Class\*, 4 months between First Class and Star, and 6 months between Star and Life.

1. **SERVICE.** Ensure that there are 6 months of active service between Life and the Eagle Board of Review or the 18th birthday, whichever comes first. The Scout is not required to be registered when the Board is held, but must have been registered when completing all requirements.
2. **REFERENCES.** List name, address, and telephone of required references. You must obtain a reference letter from each in preparation for the Eagle Board of Review. A sample recommendation letter request is attached to the scout's packet.
3. **MERIT BADGES.** Give complete date and unit number in which each merit badge was earned. Where several merit badges could be earned for a requirement (e.g. number 6 and 9), show which merit badge is used by crossing out others. However, if a second badge from one of those groups was used to satisfy the requirements for Star or Life, that badge **MUST** be shown in the optional badge list. Check that the dates of all merit badges correspond to the rank for which they were earned. Thus First Aid must have been earned prior to First Class\*; 3 additional required merit badges\* and a total of 6 merit badges earned prior to Star; and at least 7 required merit badges and a total of 11 merit badges earned prior to Life. Check that all were earned prior to the Scout's 18th birthday.
4. **LEADERSHIP POSITION.** Show leadership positions held since earning Life with dates. Positions must be from allowed list, must total at least 6 months, and must be completed prior to the Scout's 18th birthday.
5. **EAGLE PROJECT.** Show date project was completed. Verify that this date is prior to Scout's 18th birthday. Attach the Eagle Scout Project Workbook with project data and the Eagle report (which can be written in the Workbook or written separately).
6. **LIFE AMBITIONS AND AWARDS.** Attach the Scout's written statement of the his life ambition(s). Include a list of those activities outside of Scouting that have demonstrated leadership, including awards and honors earned.
7. **SCOUTMASTER CONFERENCE.** Show the date of the Eagle Leadership Growth Conference with Unit Leader.

**REMAINDER.** The Scout signs and dates the application. A Unit review is often held, although not required, to ensure that the Scout has completed all requirements and is ready for a District Eagle Board of Review. Then the application should be signed and dated by the Unit Leader (must be scoutmaster, varsity coach, etc. and not an assistant) and the Unit Committee Chairman. Verify that these dates, with the exception of the Board of Review, are prior to the scout's 18th birthday.

\* Rank requirements must have been completed as specified for the date the rank was earned. Rank requirements were changed effective January 1, 1990, with optional usage between September 1, 1989 and January 1, 1990. These changes eliminated the waiting time requirements prior to earning First Class, dropped First Aid as a requirement for First Class, and changed the number of Eagle-required merit badges for Star from three (plus First Aid) to four. As of January 1, 1995, Family Life is an Eagle-required merit badge.

Updated August 11, 1997

## NEXT STEPS

After all work is finished and the application is completed, the Unit Advancement Chairman should contact the District Eagle Coordinator to schedule a District Board of Review. Prior to the Review, the Scout should arrange all materials needed by the Board in the order listed on the application - original application, letters (parents, religious, employer, others), life purpose, awards/honors, project report, copy of original (counselor-signed) merit badge cards (helpful) - with a set of copies for each Board member. This Review will be done by 3-6 adults with at least one representative from Council or District. It is recommended that the Unit Commissioner be invited to participate. Relatives of the Eagle candidate must not be included. The Unit Leader is allowed to attend if invited by the Scout, but must not participate.

After the Review, the Eagle file (including the Eagle Scout Project Workbook and project report) is sent by the Unit or by the District Eagle Coordinator to Council to verify completion. Discrepancies must be resolved prior to its acceptance. (Keep a copy of all paperwork sent to Council in case something is misplaced.) Once approved by Council, the file is sent to National in Irving, Texas for final review and approval, and is returned to Council, who will notify the Unit Leader that it is approved. Arrangements may then be made to purchase desired insignia and accessories and schedule an Eagle Court of Honor. If it is important to the Scout to receive rapid notice of acceptance, the Scout may pay for overnight mail delivery both ways to National. Decreasing processing time further is generally not possible, except for posthumous awards.

**TIMING.** There are a number of important dates which must be met. The only exceptions are for mentally handicapped scouts. Contact the District Eagle Coordinator if this applies.

1. All requirements must be completed before the Scout's 18th birthday.
2. It normally takes 1-2 weeks to schedule a District Eagle Board of Review.
3. The Board of Review must be held no later than 3 months (92 days) after the 18th birthday. If the Board is held between 3 and 6 months of the 18th birthday, National will accept the application **ONLY** if it is accompanied by a letter from the Council Scout Executive explaining the delay (this is rare). If the Board is held after that, the application is accepted **ONLY** with special dispensation from National.
4. It normally takes Council at least a week to process the application, and it takes National about a month. If there are problems, it will take longer.

## EAGLE COURTS OF HONOR

An Eagle Court of Honor is a once-in-a-lifetime event and should be planned to be memorable. Its planning should be done jointly between the Unit Leader, the Scout, and his family. Here are some suggestions of things to consider. Additional information is given in the Scoutmaster's Handbook.

- The basic award kit is usually purchased by the Unit or by the Scout. Special items can also be ordered.
- Make arrangements for photography and learn requirements for submitting news stories to local newspapers.
- Units should develop a list of special people, such as local officials, officers of chartering organizations, etc., to invite as participants in the ceremony. Special invitations are appropriate.
- Often invitations are sent to mayors, congressmen, senators, Governor, the President, etc. Generally these people will not attend, but they may send special congratulations that can be meaningful to the Scout. Many cities make proclamations in honor of an Eagle being earned.
- For additional suggestions, there are several books available. In particular, see "Scout Ceremonies", "Woods Wisdom", "Creative Courts of Honor", and "Eagle Courts of Honor".

Updated August 11, 1997



## SAMPLE EAGLE PROJECTS

It is up to the Scout to select his own Eagle project. Each Scout is to be encouraged to develop the idea for his own project himself. However, some scouts are at a loss for a suitable idea. For that reason a listing of some past projects are shown for the Unit Leader. **The intent of this list is to help calibrate you for your counseling, rather than to share directly with the Scout.** Doing so may restrict his thinking to what is the minimum that can be done rather than to develop an idea that has meaning to him.

Constructed a level trail 6 feet wide and 150 feet long.

Constructed a dock and football goal posts at a children's home.

Planted 100 acacia trees on a steep hillside for a church.

Repaired 18 bicycles for a state mental hospital.

Collected over 1500 books to be distributed to needy persons.

Dug 1200 pounds of potatoes to be given to a community distribution center.

Developed a picnic area for a church.

Replaced or repaired 86 school desks.

Constructed a horse bridge in a state park.

Developed an outdoor chapel for a church.

Restored and improved a high school nature trail.

Refinished and converted a storage room into a religious education and publishing center.

Conducted a youth drug abuse survey and rap sessions for youth.

Conducted a special church Thanksgiving clothing drive.

Painted ball park bleachers.

Led group of scouts in mapping location of fire hydrants in local village.

Led scouts and community youth in local Police sanctioned bicycle safety campaign at township festival, including a written safety test, equipment safety check, and a skill contest in bike rodeo.

Arranged and supervised school conservation clubs in cleaning up stocked trout stream in nearby county park.

Led scouts and church youth in Spring cleanup of church yard, parking lot, and church exterior.

Led scouts in cleanup of community Memorial to War Dead by obtaining and planting new flowers, placing new flag, and bi-weekly grass cutting and general maintenance.

Led scouts, church youth, and adults in remodeling of meeting rooms in church basement.

Led group of scouts and community youth in clean up and painting of village Fire Department meeting rooms.

Led scouts in painting of desks, lockers, and small class rooms in local parochial school.

Led scouts and other volunteers in civic building cleanup, laying new gravel walkway and parking lot draining area.

Led scouts in nature trail renovation and building log foot bridge over small stream in community park.

Led group of scouts and youth volunteers in re-construction of chapel area in state park.

Led group of scouts and co-ed youth in cataloging church's books into a usable library.

Put a sturdy footbridge across a brook to make a safe shortcut for children between their homes and schools.

Collected and repaired used toys and gave them to a home for handicapped children.

Built a play yard for a neighborhood church and set up a schedule for Boy Scouts to run it.

Collected used books and distributed them to people in town who wanted and needed but could not afford them.

Made trays to fasten to wheelchair for disabled veterans in a VA hospital.

## GUIDELINES FOR ADVANCEMENT FOR PHYSICALLY AND MENTALLY CHALLENGED SCOUTS

The following guidelines should be used when dealing with rank advancement for any rank for scouts that are physically or mentally disabled.

1. All ranks may be achieved by a Scout with a physical or mental disability.
2. The physical or mental disability must be of a permanent rather than a temporary nature for these guidelines to apply. A clear and concise medical statement must be made by a physician, licensed to practice medicine, or an evaluation statement by an educational administrator concerning the Scout's inabilities. The medical statement must state the doctor's opinion that the Scout cannot complete the requirement(s) because of a permanent disability.
3. The Unit Leader should explain to the Scout in a progress review that in order to attain his ranks, the scout is expected to do his best in developing himself to the limit of his resources.
4. The Scout must qualify for as many of the regular rank requirements and the Eagle-required merit badges as his ability permits before applying for alternate requirements. The scout may NOT do alternate requirements of merit badges, but is allowed to do alternate merit badges as needed. The scout is expected to complete as many of the requirements of required merit badges that his ability allows prior to applying for alternate merit badges.
5. The Scout, his parents, or unit leaders must submit a written request to the Council Advancement Committee requesting that such a disabled scout be allowed to complete alternate requirements for Tenderfoot, Second Class, or First Class ranks. The request must explain the suggested alternate requirements in enough detail so as to allow the Advancement Committee to make a decision. The request must include the medical statement described above. In order to request alternate merit badges for Eagle, the Scout should contact the District Eagle Coordinator for instructions and complete the Application for Alternate Eagle Award Merit Badges before qualifying for alternate merit badges. The alternate merit badges chosen must be of such nature that they are as demanding of effort as the required merit badges. These merit badges are awarded only when all requirements are met as stated.
6. When alternate badges chosen involve physical activity, they must be approved by the physician.
7. The application must be approved by the Council Advancement Committee, utilizing the expertise of professional persons involved in Scouting for the handicapped.
8. The Application for Alternate Eagle Award Merit Badges must accompany the Eagle Award Application when it is completed.
9. For physically handicapped scouts, all time requirements apply for being a scout and earning the Eagle. For mentally handicapped scouts, the 18 year age limit for participation as a scout and for earning the Eagle shall be considered to be the mental development age of the scout. Such a mentally handicapped Scout should submit a clear and concise medical statement from a physician, licensed to practice medicine, that the Scout's mentally-developed age has not reached 18 years, regardless of the Scout's actual physical age.

For other information on scouting for handicapped youth, see "My Scout Badge Record Book", "Scouting for the Mentally Retarded", "Scouting for the Physically Handicapped", "Scouting for the Emotionally Disturbed", and "Understanding Boy Scouts with Handicaps".

Updated August 11, 1997

August 1997

Dear Life Scout:

You are only a short step away from earning the coveted Eagle Award. Now is the time to begin your quest to earn this symbol of excellence and responsibility. The following is a clarification of your Life-to-Eagle packet, to assist you in earning your Eagle rank, and some other items to help you on your path.

1. Start planning your Eagle Service Project immediately. This project must be one that will provide a significant benefit to a religious organization, school, community, or civic organization. It must not be a fund raiser. It cannot duplicate work that would occur without your effort. Work involving Council property or Scouting activities is NOT acceptable. In doing this project, you must lead the project and supervise a minimum of two helpers. Consult with your Unit Leader about your project. Complete pages 2 and 3 of the **Eagle Scout Service Project Workbook** (No. 18-927). **Before starting on the project**, it must be approved by your Unit Leader, Unit Committee, and District Eagle Coordinator. The District Eagle Coordinator will need to keep a copy of the completed pages 2 and 3 so make a copy of those pages; your Workbook will be returned to you to use in your project for notes and documentation. Remember that leadership, planning, and execution are the most important aspects of the project. Refer to the Boy Scout Handbook for additional information.
2. You must complete all pages in the Eagle Scout Project Workbook and attach it to your Eagle application. Be sure to document all of your work. You will need to write a complete report about your project which will assist your Board of Review Board understand what you did. The report should show all plans, pictures, and other data. This report may be written in the workbook or it can be done separately and attached to the workbook and the Eagle Application.
3. Maintain active participation in your unit for at least six months after receiving the Life Award. Also, serve in one or more of the leadership positions accepted for the Eagle rank for at least six months after receiving the Life rank.
4. Complete all 21 merit badges, including all required for Eagle. Refer to the Boy Scout Handbook.
5. Take part in a scoutmaster conference/Personal Growth Agreement Conference with your Unit Leader. You are strongly encouraged to meet several times with your Unit Leader during this time period.

When you have completed all of your work, make certain your application is complete. Inform your Unit Leader, who will contact the District Eagle Coordinator. A date and location will then be set for your Eagle Board of Review. Don't forget to wear your most complete uniform.

These suggestions will assist you in reaching the highest award in Scouting. Good luck! If you have questions, contact your Unit Leader or the council service center at (901) 668-3787.

Updated August 11, 1997

## SUGGESTED EAGLE CHECKLIST

The following checklist should help the Scout ensure that he has not forgotten anything on his path to earn his Eagle rank.

After completing the Life rank, the following requirements can be done in any order.

- \_\_\_ Obtain copy of Eagle Packet from Unit Leader or Scout Office.
- \_\_\_ Complete 6 months active tenure in your unit.
- \_\_\_ Complete the necessary 21 merit badges, including all required ones.
- \_\_\_ Complete 6 months in specified unit leadership position(s) while a Life Scout.
- \_\_\_ Personally plan, develop, and complete the required Eagle Service Project, directing others. See below for details.
- \_\_\_ Demonstrate "Scout Spirit".

When the above are completed, do the following.

- \_\_\_ Complete a scoutmaster conference/Personal Growth Agreement Conference to review the total work and prepare the Eagle application.
- \_\_\_ Obtain Letters of Recommendation from individuals listed on your Eagle application.
- \_\_\_ Complete other items needed for the Eagle application (ambitions, life purpose, honors) as shown in Requirement #6 of the Eagle application.
- \_\_\_ Obtain all needed signatures. Schedule Eagle Board of Review with District Eagle Coordinator.

Eagle Project. The following must be completed in this order for the Eagle project.

- \_\_\_ The Scout decides on a service project to help any religious organization, school, community, or civic organization, normally selected after discussions with the Unit Leader and a Representative of the organization. This is to be much more significant than earlier rank service projects and not be a fund raiser. See Boy Scout Handbook (page 593) for examples.
- \_\_\_ **Get the project approved before you start work.**
  - \_\_\_ Fill out pages 2 and 3 of the Eagle Service Project Workbook (No. 18-927).
  - \_\_\_ Review with Unit Leader and Unit Committee for approval.
  - \_\_\_ Obtain approval from assisted Organization's Representative.
  - \_\_\_ Send the workbook (plus a copy of pages 2 and 3) to District Eagle Coordinator\* for approval before continuing. The workbook will be returned to you for your final report.
- \_\_\_ Develop the final plan for the project. Two Eagle candidates may not share the same project.
- \_\_\_ Review final plan with Unit Leader and with Organization's Representative.
- \_\_\_ Execute the project. You must supervise at least 2 helpers in the project. Make notes on what you did using the Eagle Scout Project Workbook.
- \_\_\_ Review completed project with the Organization's Representative.
- \_\_\_ Write up project report including a summary of what was done (include photos as appropriate), why it was done, and how it was done (show plans, drawings, etc.). Include names of all helpers and show the time spent by each one. Document total time spent in all phases, from concept and planning to completion. This can be done in the Workbook or done separately and attached to it. The final report will be part of the Eagle Scout Award Application. Review report with Unit Leader.
- \_\_\_ Present a copy of the report to Organization's Representative. Obtain a letter from the Organization acknowledging and accepting the completed project. Attach this letter to the final version of the report.

All of the above must be completed after reaching Life rank and before the Scout turns 18.

\* Contact the Scout Office if you need the name of the District Eagle Coordinator.

Updated August 11, 1997

## SAMPLE RECOMMENDATION LETTER

(The following shows a suggested letter format that a Scout may use to secure a Recommendation Letter.)

Address

Date

Name

Title

Address

City, State, Zip

Dear ( ):

As you may know, I have been active in the Boy Scouts of America for \_\_\_\_\_ years. I am currently striving to attain Scouting's highest youth award -- the rank of Eagle Scout.

In order to complete a portion of my requirements, I must secure several letters of recommendation. I would greatly appreciate it if you would take a few moments to write a descriptive letter for me, and send it by (date). The letter should be addressed to (name of Unit Leader or Unit Advancement Chairman) at (address).

Included in the letter might be a statement of how long you have known me and in what capacity, a description of me based on your personal knowledge, and possibly a short narrative of my character, leadership, and performance in any known tasks.

I would appreciate you taking time to assist me in this matter. Thank you very much.

Sincerely,

(Scout's name)

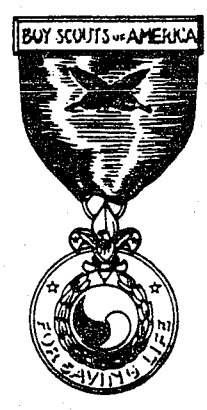
# Non-Advancement Awards, Recognitions, and Opportunities



Whitney M Young, Jr  
Service Award



Paul Bunyan Woodsman



Honor Medal with  
Crossed Palms



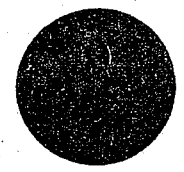
Arrowhead Award



Wood Badge



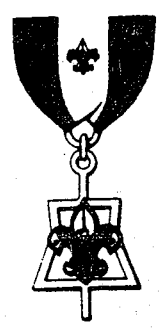
Hornaday Award



World Crest



Snorkeling BSA



Scouter's Key



Training Award



Boy Scouts of America  
Dan Beard Council

Rank advancement is the "meat" of the Boy Scout program, around which unit activities are usually built. However **non-advancement recognitions and opportunities** are the "spice" for the program that allow for an almost infinite variety of meaningful unit activities. These "**non-advancement awards, recognitions, and opportunities**" are the subject of this booklet. Some of these items are for Dan Beard Council only.

The Boy Scouts of America has many different types of recognitions available for youth, for adults, and for units. These recognitions were established in order to reinforce the various aspects and ideals of the Boy Scout program and to recognize outstanding contributions to the program. Requirements for merit badges and rank are accessible in the Boy Scout Handbook and the Boy Scout Requirements book. However there is no such comprehensive resource for non-rank related activities, the requirements for which were generally developed as needed and published appropriately at the time. Unit leaders have been uncertain about what is available and what are the requirements for each since there was no common information source about them. Likewise many have been uncertain about recognitions available for those who have made major contributions.

This compilation has been an attempt to help Boy Scout troops and scoutmasters better understand what recognitions and opportunities are available and what are the requirements for each one. **Note, however, that in case of discrepancies between this record and the noted resource that the original publication governs. This booklet is for information only.** Hopefully it will help strengthen your program.

#### GUIDELINES ON WEARING INSIGNIA

Here are some general rules on wearing recognition insignia on the Boy Scout uniform.

- Only Boy Scout approved awards or insignia should be worn. You can tell if a badge is Scout-approved by the presence of one of the following: the name Boy Scouts of America, the initials BSA, or a BSA fleur-de-lis.

- The uniform should not be cluttered with excess insignia of past rank, activities, etc. Only one temporary patch should be worn at a time. Outdated temporary insignia, rank, or recognitions may be displayed on a patch vest, patch blanket, or similar medium.

- A maximum of five medals may be worn at one time on the uniform.

- Embroidered square knots can be worn in place of some medals and other awards. Square knots are worn in rows with a maximum of 3 per row. There is no official ruling on how many square knots may be worn, but custom has set a limit of six.

- Most of these insignia are shown in the Boy Scout Insignia Control Guide.

#### OTHER INFORMATION

- New opportunities and awards are being developed regularly, and some older ones have probably been overlooked. Unit leaders are encouraged to continue to look for other program opportunities elsewhere and not stop with this booklet. There are additional program and award items available to Explorer units that have not been included to reduce confusion for Boy Scout troops.

- There are periodic additions and changes to the numbering system for Boy Scout forms and information sheets, so numbers shown here could be in error. In general a 4 or 5 digit, hyphenated number (such as #19-176) indicates forms and items (related to that activity) that must be ordered through National Headquarters, although the Council office may be able to help. Items with a non-hyphenated 4 digit number may be ordered directly through National Supply (via the toll-free 800 phone number) or purchased directly through the Dan Beard Store.

- Several items are included that are no longer available, and are shown as such. This has been done to reduce confusion and questions as these are still listed in the most recent Boy Scout Insignia Control Guide.

Compiled by Charles Garrison, Ft Hamilton Advancement Commissioner in April, 1989  
Revision 3, July 1991

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# PARTICIPATION RECOGNITIONS

## YOUTH

**Name** **Attendance pin**  
**Purpose** Promote regular attendance at unit activities.  
**Requirements** Requirements may vary with units. Generally this means that no unit event is missed for a year.  
**Insignia** Perfect attendance pin, segment for additional years.  
**Worn** Just above left pocket flap seam.  
**Resource** Scoutmaster Handbook **Need form?** No



**Name** **Recruiter**  
**Purpose** Encourage scouts to recruit new scouts into the program.  
**Requirements** Recruit a new member who joins. Tell unit leader when you bring scout in.  
**Insignia** Patch  
**Worn** Right pocket, below other temporary patch  
**Resource** Scoutmaster Handbook **Need form?** No

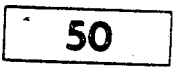


## YOUTH AND ADULTS

**Name** **Service star**  
**Purpose** Recognize tenure in Scouting.  
**Requirements** Complete 1 or more years of registration in some capacity.  
**Insignia** Service star(s) - may have numerals designating years of service.  
**Worn** 3/8" above left pocket, may be raised as needed to allow room for other decorations. Wear with background color indicating where earned: gold-Cubs; green-Boy Scouts; red-Exploring; blue-Scouter. No combination of more than 10 stars are allowed. Adults may use total service with blue background.  
**Resource** Scoutmaster Handbook **Need form?** No



**Name** **Veteran Troop Insignia (25, 50, or 75 years)**  
**Purpose** Recognize members of units with long continuous registration.  
**Requirements** Worn by members who units have been in existence for over 25 years, over 50 years, or over 75 years.  
**Insignia** Cloth strip with number 25, number 50, or number 75.  
**Worn** Between council patch and unit number on left shoulder, permanent.  
**Resource** Scoutmaster Handbook **Need form?** No



**Name** **International Activity Patch**  
**Purpose** Designate those scouts and scouters who are participating in an international scouting event with recognition from National.  
**Requirements**

1. When planning to participate in an international scouting event, request an International Letter of Introduction from National.
2. Obtain international activity patches through Council. International cap, neckerchief slide, windbreaker, or jacket are ordered from National.

**Insignia** Patch (other items as desired).  
**Worn** Right pocket, temporary patch.  
**Resource** Flyer on International Activity **Need form?** #22-128



**Name** World Crest  
**Purpose** Recognizes membership in the world brotherhood of Scouting.  
**Requirements** Participate in Boy Scouts (change in requirements as of 1/1/89).  
**Insignia** Patch  
**Worn** Centered above left pocket, 3" below shoulder seam, worn permanently.  
**Resource** Scoutmaster Handbook **Need form?** No



**Name** Badge of office  
**Purpose** Designate office that person holds.  
**Requirements** Currently serve in listed office. Includes leadership positions in units (youth and adult), Scout musical unit (Musician), District, Council, National, etc.  
**Insignia** Patch (designating office).  
**Worn** On left sleeve below unit number.  
**Resource** Scoutmaster Handbook **Need form?** No



## ADULTS

**Name** Veteran's pin  
**Purpose** Recognize adult scouters for years of service.  
**Requirements** Fill out Veteran Application after having completed 5 years of tenure in Scouting (counting time as a youth). Applications should be completed after each 5 year additional time registered in Scouting.  
**Insignia** Pin or tie tac  
**Worn** Not to be worn on the uniform (civilian wear only), except tie tac may be worn with uniform.  
**Resource** Scoutmaster Handbook **Need form?** #28-701C



## UNITS

**Name** Unit Charter  
**Purpose** Designate that a scouting unit is chartered by National.  
**Requirements** Complete rechartering for the year.  
**Insignia** Charter.  
**Worn** Usually displayed.  
**Resource** Annual recharter packet. **Need form?** No

# PROGRAM / GOODTURN RECOGNITIONS

## YOUTH

**Name** **World Conservation Award**  
**Purpose** Recognize efforts to understand and improve our environment.  
**Requirements**

1. Earn Environmental Science merit badge.
2. Earn either Soil and Water Conservation or Fish and Wildlife Management merit badge.
3. Earn Citizenship in the World merit badge.

**Insignia** Patch  
**Worn** Right pocket, temporary patch.  
**Resource** Boy Scout Requirements Need form? See Council



**Name** **Hornaday Award-Badge, Bronze Medal, Silver Medal**  
**Purpose** Recognizes distinguished service in conservation.  
**Requirements** Do all work under the guidance of a local conservation agency or professional or with a qualified layman in conservation. This work will take at least 18 months to complete.

1. Earn Environmental Science merit badge. For the Hornaday Badge, earn one additional merit badge from the group below; for the Bronze Medal, earn 2 from the group; for the Silver Medal, earn all 3 from the group. The group is: Forestry, Soil and Water Conservation, and Fish and Wildlife Management merit badges.
2. Earn at least three of the nature and conservation merit badge group: Bird Study, Botany, Geology, Insect Life, Mammals, Nature, Oceanography, Reptile Study, and Weather.
3. Plan, and carry out, under the guidance of the conservation adviser, local projects in energy conservation and air or water pollution control and a project in 2 other of the following areas: soil and water conservation, fish and wildlife management, and resource recovery.
4. Carry out projects to influence other people to understand and undertake conservation work and/or objectives.
5. Submit a resume covering a summary of the local projects and a summary of the efforts to influence others to practice conservation.
6. Complete the application.

Application can be made to Council for the Hornaday Badge. The Bronze Medal or the Silver Medal may be nominated by Council (the individual may not apply for these) and are awarded by National. The Bronze Medal is possible for work done on a local level; one may be awarded per council per year. The Silver Medal is awarded for work on a state or regional level; a maximum of 6 may be awarded nationally per year.  
**Insignia** Bar pin, Bar pin with ribbon and pendant. *square knot*  
**Worn** 3/8" above pocket - worn on formal occasions.  
**Resource** Scoutmaster Handbook Need form? #21-107



**Name** **Keep America Beautiful Hometown USA Award**  
**Purpose** To give recognition to outstanding efforts of Scouts in their communities in regard to citizenship and environmental improvement.

**Requirements**

1. Earn 3 of the following merit badges: Citizenship in the Community, Communications, Environmental Science, Fish & Wildlife, Forestry, Gardening, Geology, Landscape Architecture, Nature, Plant Science, Public Speaking, and Soil & Water Conservation.
2. Perform a community service project of a minimum of 8 hours, 2 of which must involve management planning and 6 of which must involve carrying out the project. The project should help keep America beautiful and benefit the community either physically or financially.
3. Complete the application.



It is suggested that the community service project be under the overall direction of a natural resources professional or other qualified adult supervisor. (See packet for project suggestions.) After completing the project, the adult supervisor should sign a statement that the project has been completed and meets the requirements of the project sponsor. Hometown USA patch (#7193). Right pocket, temporary patch. Packet from National. **Need form?** See packet

**Insignia Worn Resource**

**Name Purpose Requirements Insignia Worn Resource**

**Honor camper** (a camp sponsored award, not national or council)  
Encourage scouts to learn more about camp.  
Varies, depends on the camp.  
Patch, rocker patch, or other.  
Right pocket, temporary patch.  
Requirement sheet at camp



**Need form?** Camp form

**Name Purpose Requirements Insignia Worn Resource**

**Presidential Sports Award** (non-Scouting, but related activity)  
Encourage physical fitness and involvement in sports activities.  
Varies depending on the sport involved.  
Patch and certificate.  
Not worn on Scouting uniform.  
Contact: Presidential Sports Award, AAU House, P.O. Box 68207, Indianapolis, IN 46268

**Need form?** Yes

**YOUTH AND ADULTS**

**Name Purpose Requirements Insignia Worn Resource**

**SOAR (Save Our American Resources)**  
Develop environmentally aware citizens.  
There are no specific requirements for this recognition. A unit should develop its own rigorous conservation project, using the steps of Identification, Preparation, and Action/Evaluation.  
Patch  
Right pocket, temporary patch.  
Conservation Guide for Unit Leaders



**Need form?** No

**Name Purpose Requirements Insignia Worn Resource**

**Conservation Award** (Dan Beard Council award-renamed yearly)  
Encourage conservation projects at council-sponsored camps.  
Work 6 hours on a camp ranger approved project (arranged two weeks in advance).  
Patch  
Right pocket, temporary patch.  
Flyer from Council



**Need form?** No

Name  
Purpose  
Requirements  
Insignia  
Worn  
Resource

### Safe Swim Defense

Training program to teach safe methods for troop swims.  
Complete the Safe Swim Defense program.

Card  
Not applicable  
Safe Swim Defense card

Need form? No

Name  
Purpose  
Requirements  
Insignia  
Worn  
Resource

### Safety Afloat

Training program to teach safe boating methods for troops.  
Complete the Safety Afloat training program.

Card  
Not applicable.  
Safety Afloat card

Need form? No

Name  
Purpose  
Requirements

### BSA Lifeguard

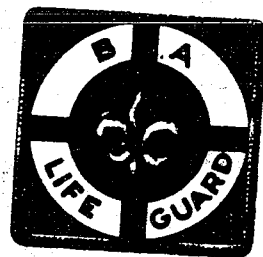
Ensure that the BSA swimming program has trained lifeguards.  
1. Demonstrate aquatics skills, including skill in all requirements of Swimming, Life Saving, Rowing, Canoeing, and First Aid merit badges.

2. Demonstrate application of all 8 factors in the BSA Safe Swim Defense plan, plus conduct a safe swim.
3. Demonstrate application of all 9 factors in Safety Afloat.
4. Demonstrate specific learnings in First Aid.
5. Demonstrate understanding of proper emergency actions.

Certification is valid for 3 years and then must be renewed.

Patch  
On swimming suit.

Application for BSA Lifeguard Certification Need form? #4435



Insignia  
Worn  
Resource

Name  
Purpose

### Mile Swim, BSA

Improve physical conditioning and help insure safety if located in water for extended time period.

Requirements

1. Explain relationship between good health and swimming.
2. Tell precautions and procedures for making an extended swim in open water.
3. Under qualified supervision, participate in 4 hours of training for extended swimming, 1 hour per day for 4 days.
4. Swim 1 mile (1600 meters) over an approved, measured course.

Patch  
On swimming suit.

Boy Scout Requirements Book

Need form? No



Insignia  
Worn  
Resource

Name  
Purpose  
Requirements

### Snorkeling BSA

Train scouts in proper snorkeling procedures.

1. Pass Swimmer test.
2. Explain the buddy system.
3. Define snorkeling.
4. Demonstrate use of mask, snorkel, and swim fins.
5. Perform deep water demonstrations and recover objects.
6. Explain snorkeling preparation and precautions.
7. Discuss submerged-related factors.
8. Discuss submersion effects; CPR.
9. Explain hyperventilation; hypothermia.
10. Demonstrate divers' signs and signals.

Patch

On swimming suit.

Application for Snorkeling, BSA

Need form? #19-176



Insignia  
Worn  
Resource

4/5/89

**Name** Totin' Chip  
**Purpose** Teach proper use and safety of wood tools (knife, ax, and saw).  
**Requirements** 1. Read and understand wood tools use and safety from the Boy Scout Handbook.  
 2. Demonstrate proper handling, care, and use of Scout knife, ax, and saw.  
 3. Use knife, ax, and saw as tools, not playthings.  
 4. Respect all safety rules to protect others.  
 5. Respect property and not cut living trees.  
 6. Subscribe to the Outdoor Code.  
**Insignia Worn** None, card issued (#4234).  
**Resource** Boy Scout Handbook, Boy Scout Requirements **Need form?** No



**Name** Firem'n Chit  
**Purpose** Teach fire safety.  
**Requirements** Demonstrate that you know the following:  
 1. Read and understand fire use and safety rules from Boy Scout Handbook.  
 2. Secure necessary permit to build fire (regulations vary with area).  
 3. Ensure area is free of flammable vegetation at least 5 feet from fire in all directions.  
 4. Attend fire at all times.  
 5. Have fire fighting tools available at all times (water and/or shovel).  
 6. Fire must be "dead out" before being left.  
 7. Subscribe to the Outdoor Code.  
**Insignia Worn** None, card issued (#4236).  
**Resource** Boy Scout Requirements **Need form?** No



**Name** Paul Bunyan Woodsman Award  
**Purpose** Show that scout is proficient with an ax and can teach ax safety.  
**Requirements** 1. Teach Totin' Chip to a scout using a hand ax.  
 2. Demonstrate cutting a 6-8 foot long log (at least 4 inches in diameter) into 2 foot lengths.  
 3. Do a selected additional task as stated.  
**Insignia Worn** Patch  
**Resource** On trail pack or blanket (equipment decoration).  
 Boy Scout Requirements **Need form?** No



**Name** Polar Bear Camping Award (Dan Beard Council Award)  
**Purpose** To promote winter camping and outdoor activities.  
**Requirements** 1. Camp for at least two 24 hour periods (may be done on 2 separate trips) where the day and nighttime temperature does not rise above 32 degrees F (wind chill does not count). The only housing allowed during this time is a tent or open lean-to.  
 2. Complete and submit the required form.  
**Insignia Worn** Patch  
**Resource** Right pocket, temporary patch.  
 Polar Bear Camping Flyer **Need form?** See Council

