



# BOY SCOUTS OF AMERICA®

## SAM HOUSTON AREA COUNCIL

### MEMORANDUM

Date: March 26, 2015

To: Sam Houston Area Council Volunteers

From: Karen O'Toole – Chairman, Sam Houston Area Council Advancement Committee

Re: Advancement Paperwork Required for Rank Advancements

According to the BSA Advancement Report (#34403) and the Guide to Advancement, ALL Advancement Reports for ranks and awards that have a Board of Review require three (3) signatures from the Board of Review members on the advancement paperwork.

Ranks and Awards included are:

- Boy Scout Ranks: Tenderfoot, Second Class, First Class, Star, Life, Eagle Palms and beginning in January 2016 - Scout
- Venturing Awards: Discovery, Pathfinder

These signatures are to be submitted in one of the following ways:

- 1) Signed Internet Advancement Report
- 2) Signed Traditional Advancement Report (#34403) attached to an Internet Advancement Report

The Scout Shops will **ONLY** accept one of these two Advancement Report options for the above-mentioned Ranks and Awards. No Troop Master or similar advancement software options will be accepted. Note that Eagle, Quartermaster, and Summit Award are all processed through the BSA National office and cannot be purchased until certification is received from the National Council.

Internet Advancement reports for Merit Badges only require one signature. However, if you have Merit Badges AND Ranks or Awards on your Advancement Report you **MUST** have the Board of Review signatures as noted above.

Internet Advancement reports for Cub Scout Rank Advancements require only one signature. A program update from Scouting.org regarding adventure loops and pins states the following: *"...new adventure loops and pins are intended to be presented to those boys that earn them as soon after earning as reasonable, it is the policy of the National Council of the Boy Scouts of America that an advancement report is not required in order for a Cub Scout leader to purchase these items at their local council service center, national Scout Shop or via scoutstuff.org. Similarly, advancement reports are not required to purchase certificates (pocket or full size) to be used in recognizing boys who have earned their adventure loops and pins."*

There are circumstances that require a Scout to need a duplicate rank or award that has been earned. Any transaction to purchase replacement or duplicate ranks or awards requires one of the following forms of verification:

- 1) Scout handbook verifying completion as indicated by Board of Review signatures or initials if required by the rank / award.
- 2) Signed pocket or full-sized certificate for that rank / award
- 3) Person profile printout from Internet Advancement or Scoutnet showing the youth's achievement of the rank / award

If a customer is unable to provide any of these forms of verification, please contact the council's Support Service Department for verification.