

ADVANCEMENT COORDINATOR

Name _____
Address _____
Phone (H) _____
(B) _____

Duties

- New scouts
 - o Purchase epaulets, sleeve numbers, and neckerchiefs for all new scouts joining the troop.
 - o Collect registration forms, walk through signature process with committee chair and Kiwanis sponsor, and submit to scout office.
- Adult registration
 - o Coordinate registration forms for all adult volunteers (scoutmasters, committee members and merit badge counselors), walk through signature process with committee chair and Kiwanis sponsor, and submit to scout office.
- Rank Advancement
 - o Encourage Scouts to advance in rank.
 - o Attend weekly meetings at least 2x a month.
 - o Recruit, register and train committee members to conduct Boards of Review (3 adults per review).
 - o Communicate with Scout Master to set up Boards of Review after his conferences for rank advancement.
 - o Coordinate with troop Eagle Coordinator and Pikes Peak Council to arrange Eagle Boards of Review. Select and educate community members for Eagle Board with input from scout.
 - o Schedule boards of review with the scout and at least 3 adults.
 - o Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
 - o Maintain advancement records in TroopMaster database. Involve scouts (e.g. Scribe) where possible.
- Merit Badges
 - o Develop and maintain a merit badge counselor list.
 - o Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
 - o Receive Merit badge blue cards from boys when completed and verify card filled out and signed correctly.
 - o Record completed merit badges in TroopMaster Database. Involve scouts where possible (i.e. bulk data entry after Camp A)
 - o Make a prompt report on the correct form to the council service center.
 - o Purchase badges at scout store.
- Court of Honor
 - o Arrange quarterly courts of honor.

- Prepare rank advancement and merit badge awards for presentation, including mother's pins.
- For Eagle ceremonies, purchase Eagle kit and neckerchief.
- Report to the troop committee at each meeting.

Time Commitment:

- Attendance at Committee Meetings (2 hours a month)
- Attendance at least every other week at commencement of weekly scout meetings (1 hour a week, 4 hours a month)
- Court of Honor Months (3 times per year). Set up Court of Honor, prepare for awards, food, attend court of honor (4 hours per court)
- Paper shuffle with council for registrations (5 hours)

Opportunities to Involve Scouts:

- Data entry of ranks/merit badges into Troopmaster database.
- Preparation of awards for Court of Honor
 - Shopping at the scout store
 - Stapling badges to blue cards
 - Preparing awards table at court
 - Interview/presentation to recipients during court
- Review rank advancement requirements with scout and patrol leader prior to scoutmaster conference
- Submit completed merit blue cards through patrol leader or collect during a patrol meeting.
- Patrol advancement report given by SPL or patrol leaders at committee meeting.