

Boy Scouts of America  
Troop 400  
Inland Northwest Council  
Grizzly District  
By-Laws

Revised June 21, 2010

## ABBREVIATIONS AND ACRONYMS

ASM	Assistant Scoutmaster
APL	Assistant Patrol Leader
ASPL	Assistant Senior Patrol Leader
BOR	Board of Review
BSA	Boy Scouts of America
COH	Court of Honor
INWC	Inland Northwest Council
PL	Patrol Leader
PLC	Patrol Leaders Council
Scouters	Adult Troop members
SM	Scoutmaster
SPL	Senior Patrol Leader
WSP	Washington State Patrol

Boy Scout of America Troop 400  
Spokane Valley, Washington

By-Laws

ARTICLE I – Name and Sponsor

- A. Name of Organization
1. Boy Scouts of America Troop 400
  2. A local unit of the Boy Scouts of America (BSA), Inland Northwest Council (INWC), Grizzly District
- B. Troop Charter Organization – Redeemer Lutheran Church  
3606 S Schafer Rd.  
Spokane Valley, WA 99206  
(509) 926-6363

ARTICLE II – Mission Statement

The Purpose of Troop 400 is to provide learning experiences that prepare our youth to be responsible and accountable citizens by cultivating and nurturing the high ideals of Boy Scouting in all Troop youth and adult members. This will be accomplished through moral strength and character development, good citizenship training, and the development of physical, mental, and emotional fitness.

The Goal of Troop 400 is to help each boy to learn the value of his own worth.

The Values we strive to instill are based on those found in the Boy Scout Oath, Law and Outdoor Code.

ARTICLE III – Membership

- A. Youth Membership –
- a. In order to be a Scout with Troop 400 any one (1) of the following three (3) BSA criteria must be satisfied:
    - i. Attain the age of 11 years old or older, but less than 18 years old;
    - ii. Have completed the 5<sup>th</sup> grade;
    - iii. Earned the Arrow of Light.
  - b. Submit a completed BSA youth application and health history (on back of application) form with his Parent/guardian signature to the Troop adult leadership;
  - c. Pay the Troop 400 and BSA fees (pro-rated);
  - d. Be accepted by the Scoutmaster (SM, signature on application).
- B. Adult Membership – Adult members are known as Scouters –

- a. Qualifications are:
    - i. Attain the age of 18 years old or older;
    - ii. Submit a completed BSA adult application form;
    - iii. Pay the pro-rated annual registration fee as required by BSA and INWC;
    - iv. The Troop Committee Chair and Charter Organization must approve the application for membership;
    - v. Read the Troop By-Laws, Policies, and sign an acknowledgement;
    - vi. Submit required personal information to the Charter Organization for background checks.
  - b. Parents of Scouts are expected to support their son in his Scout activities. This includes attending Courts of Honor, assisting with transportation needs, and staffing Troop activities. Parents may attend all Troop meetings, but may only attend other Troop activities after completing a Washington State Patrol (WSP) background check with the Charter Organization.
  - c. Parents of Scouts may only vote at a Troop Committee meeting if they are Registered Committee Members with the BSA and Troop 400. The SM and Assistant Scoutmaster (ASM) may not vote at Troop Committee Meetings.
- C. Membership Restrictions
- a. The maximum youth membership in the Troop may be established at any time that the Troop Committee feels that the Troop's resources are strained to the point that the total youth program is unable to fulfill its goals established in Article II.
- D. Youth Discipline
- a. Conduct
    - i. Conduct that is offensive to Scouts or Scouters shall not be tolerated at Scout activities. Offensive conduct violates the Scout Law of being friendly, courteous, kind, cheerful and clean. Any repetitive misbehavior will result in the suspension of the Scout from the Troop. This would only occur after two (2) counseling sessions by the SM and approval of the Troop Committee.
    - ii. A Scout who strikes another Scout for any reason may be sent home at the discretion of the adult leaders from the activity as soon as reasonably possible. Where possible, the Scout's parent(s) will be asked to pick up the Scout and be advised of his conduct. This policy applies even where a Scout is acting in self defense. The policy recognizes that there is no reason to strike another Scout. When a Scout has struck another Scout, the Scout who is struck should immediately report to an adult Scouter. It is not reasonable to respond with force to an act of force.
    - iii. A Scout who uses profanity, foul or abusive language will be counseled by a Scout or Scouter. If the Scout's behavior continues, he will be asked by an adult Scouter to leave the activity. The parent(s) of the Scout will be asked to come to the activity to pick up the Scout and be advised of his conduct.

- E. Disbarment as a Member of Troop 400
- a. Youth Disbarment – When a youth's conduct is seriously disruptive or dangerous to the individual Scout or others, (not limited to drugs, alcohol or weapons), then the youth in question will be advised that:
    - i. The Scout's parent will be called and asked to remove him from the activity;
    - ii. The Scout in question will be reviewed by the Troop Committee at the earliest opportunity as to his fitness to continue to be a member of this Troop;
    - iii. The Troop Committee Chairperson will notify all concerned of the date, the time and the place for the Review. The scout and his parent/guardian are invited, in fact encouraged, to be present at the Review to present any facts or mitigation circumstances so that the Troop Committee can make an appropriate decision;
    - iv. A simple majority of the Troop Committee at the Review is sufficient to remove a youth from Troop 400. This does not disqualify him from being a Boy Scout, only as a member of this Troop. He may apply to any other troop unit;
    - v. If the Troop Committee elects to remove the Scout, either temporarily or permanently, from the Troop, a letter shall be sent within a week to the Scout and his parents. The Troop Committee Chairperson will notify the INWC that the Scout was removed from Troop 400 roster for cause.
  - b. Code of Conduct for Adults
    - i. Adult conduct will be the same as for youth. Additionally, there will be no alcohol, tobacco, illegal drugs or firearms at any Troop activity;
    - ii. Discipline of adult members is the responsibility of the Troop Committee. They reserve the right to take appropriate action, which may include counseling, disbarment or notification of appropriate authorities. The SM is responsible for management of the SM staff and he will report inappropriate behavior to the Committee as necessary.
  - c. Grievance
    - i. When a parent (or guardian) of a Scout in Troop 400 has a question or concern regarding Troop policy or adult leader actions, that parent (or guardian) is to speak personally with the adult member directly involved, or the SM.
    - ii. If this does not answer or resolve the question or concern, then the complainant is to submit to the Troop Committee Chairperson (in writing) a summary of the concerns.
    - iii. The complainant and the respondent will meet with the Troop Committee Chairman for the resolution or clarification. The Troop Committee Chairperson has the option of asking the SM or other Committee member to meet also, as needed.

- iv. If this does not resolve the issue, both the complainant and the respondent will appear at the next Troop Committee meeting for discussion of the matter.
- v. If the Troop Committee cannot resolve the issue, the Troop Committee will have the Troop Committee Chairperson contact appropriate officials in the Chartering Organization or INWC office for help in the resolution of the problem.

#### ARTICLE IV – Troop Finances

- A. Troop 400 is a self-supporting, non-profit youth organization that must meet its expenses by collecting activity fees, participating in Troop fund-raisers and accepting donation either by individuals or other organizations.
- B. Fees and Dues – the Troop Committee will approve all Troop fees and dues and their use.
- C. Fundraiser Projects – A way for Scouts in the Troop to raise funds to support their Troop and activities (*i.e.*, additional funds to pay for camps, jamborees, backpacking/camping equipment).
  - a. Individual Scouts may receive a pro-rata share of fund-raiser proceeds each time they participate in a fundraising project as determined by the Troop Committee. The current distribution of Scout raised funds is two-thirds of the money is distributed to the individual Scout accounts and one-third of the money is retained for Troop expenses.
  - b. Disbursed funds are subject to Troop Committee approval for the use of the funds. Scouts are encouraged to obtain Committee approval prior to using Scout funds for purchases.
  - c. The Troop Treasurer shall establish and maintain individual account records to credit and track any monies for the individual Scout's use subject to Troop Committee approval.
  - d. The Troop Treasurer shall keep a detailed account of all income and expenses, with all pertinent documentation, for all fund-raisers.
  - e. It is the Scout's responsibility to request the balance of his account be refunded to him. If the individual leaves the Troop; he has 30 days to request the funds, otherwise they will revert to the Troop General Fund.
- D. Troop Checking Account: Used to pay Troop incurred expenses.
  - a. The Troop Treasurer shall keep custody of the Troop Checking account and checkbook.
  - b. The authorizing signatures on the Troop checking account will be at the Troop Committee's discretion.
  - c. All checks will require 2 signatures of the Troop Committee, one of which is on file at the banking institution, with exception of checks directly given to the Scout office (BSA).
- E. Troop Treasurer: The Troop Treasurer is the chief custodian of the Troop's finances. The Treasurer shall:

- a. Be a BSA registered adult member of Troop 400 as approved by the Troop Committee.
  - b. Establish and maintain detailed records of all Troop income and expenditures.
  - c. Provide a detailed monthly summary report to the Troop Committee's monthly meeting.
  - d. Establish and maintain a file of all expenses. The receipts will be annotated as to what was purchased, by whom, when purchased and when it was reimbursed.
  - e. Submit an annual budget in conjunction with the PLC annual planning meeting to determine the funds available for the coming year's events, and to help the PLC plan fund raising activities to meet those needs.
- F. Audit of Troop Finances
- a. The Troop's finances may be audited at the discretion of the Troop Committee or when a new treasurer is installed.

## ARTICLE V – Troop Organization

- A. The Charter Organization is the head of Troop 400. It appoints or approves the Charter Organization Representative, who conveys the general policies and guidelines for establishing and maintaining the Troop. This representative is the liaison between the sponsoring organization establishment, and maintenance of the detailed policies and procedures for operating the Troop.
- B. The Troop Committee will search for candidates for SM, select the best available candidate, and then recommend the candidate to the Charter Organization who then appoints the new SM.
- C. Troop Committee
  - a. The Function of the Troop Committee is to provide rules and policies in the running of Troop 400. The committee also provides guidelines for the SM and the youths to follow in the scouting program. The committee will be arbitrator when there are disputes that can't be resolved at a lower level. The Troop Committee's decisions on all disputes are final.
  - b. Responsibilities of the Troop Committee include:
    - i. Recommending the SM to the Charter Organization;
    - ii. Selecting with the approval of the SM, assistant leaders
    - iii. Encouraging the Troop to participate in outdoor experiences;
    - iv. Providing advancement and recognition opportunities;
    - v. Approve all activities that involve representing Troop 400 or the expenditure of funds (Brownsea, etc...)
  - c. Officers of Troop Committee include:
    - i. Charter Organization Representative
    - ii. Troop Committee Chairperson
    - iii. Outdoor/Activities Chairperson
    - iv. Equipment Coordinator
    - v. Advancement Chairperson
    - vi. Recruitment Chairperson

- vii. Membership Chairperson
  - viii. Troop Treasurer
  - ix. Troop Secretary
  - x. Troop Fund-raising Chairperson
  - xi. Chaplain
- d. Troop Committee Meetings are held once a month. The time, date and place are to be determined annually by the Committee. The Troop Secretary will notify all members of any change of time, date and place.
- i. Troop Committee meetings are restricted to adult committee members, the SM or parents of Scouts. Scouts may attend with the permission of the Troop Committee Chairperson.
- D. Troop 400 Scout Organization – Boy Scouts is an organization led by young men with adult guidance.
- a. Meetings
    - i. Troop meetings will be held weekly at Redeemer Lutheran Church. Days and times are established annually by the Troop Patrol Leaders Council (PLC). Scouts are to quietly vacate the premises of the Church immediately after the meetings unless they have business with the Troop leaders.
    - ii. PLC meetings will be once a month in addition to Troop meetings. The time of the PLC meeting is to be established annually by the PLC – usually the week following the Grizzly District Roundtable.
  - b. Insurance – Troop 400 activities will be covered by a group accident insurance policy. The Troop Treasurer will have necessary forms and information for claims.
  - c. Supervision
    - i. All scheduled Outdoor Troop activities will be supervised by a *minimum* of two (2) adults, one at least 21 yrs old, and one of which is registered with the BSA. All activities outside the home or meeting place will follow the most recently published “Guide To Safe Scouting” in addition to having a minimum of 2 adult leaders who have passed a Washington State Patrol background check.
      - i. Parents are expected to participate and assist in Troop activities.
  - c. Troop Leadership – Troop meetings and outings are led by the Senior Patrol Leader (SPL), and/or his designee under the guidance of the SM.
  - d. Troop Officer Elections and Appointments
    - i. Troop elections are semi-annual, generally during the months of December and June.
    - ii. All Scout members of Troop 400 elect the Assistant Senior Patrol Leader (ASPL) by secret ballot. The ASPL becomes the SPL after 6 months
    - iii. The SPL selects his Scribe, Quartermaster, Historian, Librarian and Chaplain’s Aide.
    - iv. The SM selects Troop Guide(s), Junior ASM(s), Instructors and other special leadership assignments.



- v. Patrol leaders (PL) are elected with approval of the SM. Generally, a PL will serve a 6 month term, but this term can be modified with approval of the SM.
      - vi. In the event that a SPL or ASPL is unable to fulfill his term, the SM along with the PLC will determine a replacement.
    - e. The minimum requirements for each respective office are:
      - i. SPL
        - Attained the rank of Star Scout
        - Be at least 13 years old
        - Be a member of Troop 400 for one year
      - ii. ASPL
        - Must have attained the rank of Star Scout
        - Be at least 12 ½ years old
        - Be a member of troop 400 for 1 year
        - Have approval of the SM
      - iii. Quartermaster, Scribe, Historian, Librarian, Chaplain's Aide, PL or Troop Guide
        - Must have attained the rank of First Class
        - For a first-year scout Patrol, the PL must meet the requirements for Scout only.
      - iv. Junior ASM
        - attained the rank of Eagle Scout
        - Be at least 16 years old, but less than 18 years old,
        - Must be nominated by the SM and confirmed by the Troop Committee.
    - f. Exceptions to the above requirements must be brought to the Troop Committee for approval by the SM.
- E. Troop Patrol Leaders Council (PLC)
  - a. The PLC has the following responsibilities: Plan an annual calendar in August which is to be reviewed by the PLC every three (3) months, and approved by the Troop Committee.
    - i. Plan all Troop meetings, outings and activities.
    - ii. Assign responsibilities for Troop activities to Troop leaders and Patrols.
    - iii. Maintain emergency plans for any Troop activities.
    - iv. Manage a training program for PLs.
    - v. Review and assist advancement of all Scouts.
  - b. the PLC membership is defined in Article V, Section D, subsection F.
- F. Leadership Disqualifications
  - a. Any Scout may be removed from his position if:
    - i. He does not fulfill his responsibilities. Twice the SM will counsel the Scout. If the Scout does not remedy the specific issues, he will be replaced either by appointment or election at the SM discretion. The Committee must be notified and approve of any anticipated disqualifications.

- b. The disqualified Scout Leader will not get credit for his leadership position for this time period. He may run again at the next election for the same position or other positions if he has a desire to fulfill the responsibilities of that position.
- c. Performance will be reviewed by the SM to determine whether a Scout has satisfied his leadership requirement and Scout spirit to be credited with service in a leadership position.

#### ARTICLE VI – Troop Annual program and Activities

- A. Training
  - a. Boy Scout – On the recommendation of the SM, troop will pay ½ of training fee for Scout(s), based on reasonable troop financial balance, board approval and contingent upon the scout to commit to a 12 month term of service agreement.
  - b. Scouter – Upon request to the Committee Chair, troop will pay ½ of the training fee for Scouter(s), based on reasonable troop financial balance, committee approval and contingent upon the Scouter to commit to a 12 month term of service agreement.
  
- B. Annual Programs: Following the SM Handbook, the PLC will submit a yearly calendar to be approved by the Troop Committee. Included will be:
  - a. Weekly Troop meetings and monthly PLC meetings;
  - b. One Troop activity each month;
  - c. One week of long term camp;
  - d. A Court of Honor (COH) at least three times per year;
  - e. Special service projects twice a year;
  - f. Council and District events (*e.g.*, Scout-o-Rama, Camporees, etc...)
  
- C. Rank Advancement
  - a. Advancement goals are as follows:
    - i. All new Scouts should attain the rank of First Class Scout by the end of his first year in the Troop;
    - ii. Scouts who are First Class, Star or Life are encouraged to earn at least three (3) Merit Badges per year; at least one being an Eagle required Merit Badge.
  - b. Advancement Procedures
    - i. The SM, an ASM or junior ASM may sign off advancement requirements in the Scout's Handbook, Scouts should be encouraged to seek multiple SMs for sign-off on Rank Advancement tasks.
    - ii. After completing the requirements for a rank a Scout must schedule a SM's Conference.
      - The Scout will inform the SM or an ASM;
      - The ASM will schedule the SM's conference in consultation with the SM to determine whether the Scout is to be reviewed by the SM or one of the ASMs;

- The Scout will present himself at his SM's conference in his Field uniform with his Boy Scout Handbook.
- c. Board of Review (BOR)
    - i. The Scout will notify the Advancement Chairperson upon the successful completion of the SM's Conference, and a BOR will be scheduled.
    - ii. Either the Advancement Chairperson or the Troop Committee Chairperson, or a designee of the Advancement Chairperson will chair all BOR. Such designee will be a Troop committee member.
    - iii. Each BOR is comprised of at least three registered committee members.
    - iv. Each committee member chairing a BOR is required to have reviewed "A Guide to Conducting Boards of Review" as referred to in Appendix A.
    - v. The Scout will present himself at the BOR in his Full Dress Field uniform with his Boy Scout Handbook.
    - vi. No parent will sit on a BOR for their son;
    - vii. The BOR Chairperson will notify the Advancement Chairperson and SM as to the final outcome of the review, whether the boy passes or was denied advancement.
    - viii. SM or ASMs will not sit on a BOR.
  - d. The Scout is awarded his badge of rank as soon as possible after successful completion of his BOR and receives his rank advancement card at the next COH.
  - e. A BOR may also be held for a Scout who is not advancing for the purposes of finding out why, encouraging the boy to advance, and to determine what the Troop leadership or Committee can do to help. Such a BOR may be called at the discretion of the SM or the Advancement Chair.
- D. Merit Badge Procedures.
- a. The Scout obtains a merit badge booklet either at the Scout store or from the troop library.
  - b. A list of merit badge counselors as approved by the INWC is available from the Troop Librarian, Advancement Chairperson, or SM;
  - c. A Scout requests an "Application for Merit Badge" (*a.k.a.*, Blue Card) from the Advancement Chairperson or a SM.
  - d. Once the Scout has completed the requirements for the Merit Badge, the Merit Badge Counselor must sign the Blue Card. The Merit Badge counselor retains the Counselor's Record portion of the Blue Card until the Scout is 18 years of age or becomes an Eagle Scout and returns the remaining two (2) sections of the Blue Card to the Scout.
  - e. The Scout obtains the signature of a SM on the completed Blue Card and gives the Completed card to the Advancement Chair.
  - f. The Advancement Chairperson records and retains the Troop and council's copy of the Application and returns the Scout's completed copy.

- g. The scout should retain his copy for proof of completion. THE SCOUT COPY OF THE BLUE CARD IS REQUIRED FOR THE EAGLE SCOUT APPLICATION.

E. Troop Daily Operations:

- a. The Field Uniform (for general meetings) is:
- BSA Scout shirt
  - Troop Neckerchief
  - Slide
  - A hat is not required, but a patrol may elect to have their own patrol hat.
  - Pants or shorts. Official BSA is preferred but not required.
  - Scout appropriate activity shirt @ troop discretion
- b. The Full Dress Field Uniform - is the same as above plus
- Long pants with belt loops; clean and in good repair. No sweats, shorts, or athletic pants.
  - Official scout slacks and web belt are encouraged but not required.
  - If BSA short pants are selected BSA socks are required.
  - Merit Badge Sash
- c. The Full Dress Field Uniform is to be worn for COH, BOR's, Eagle BORs, and special ceremonies. Failure to comply with the Full Dress Field Uniform may cause a delay in your BOR.
- d. Troop 400 utilizes the official Boy Scout Shirt or approved BSA activity Shirt.
- e. Field uniforms will be worn to all Troop/Patrol meetings, unless otherwise directed by the SPL or the SM.
- f. Field uniforms will be worn to all district, council, national or international events, including traveling to and from these activities.
- g. The SM and ASM are expected to wear the Scout uniform with the exception of the neckerchief, which is optional for an adult leader.

F. Attendance

- a. All Scouts and Scouters are encouraged to attend all Troop meetings and activities. Adult family members are encouraged to participate with scouts on any outing.
- b. The Troop Scribe or Troop Historian will record attendance at all Troop Meetings and outings with assistance from adult leaders.
- c. It is the individual Scout's responsibility to ensure his attendance is recorded in the Troop log.
- d. Continued absence from Troop meetings and outings may result in a SM's conference or informal BOR to determine the reasons behind the absences.

G. Transportation

- a. The parents provide transportation to and from outdoor activities and other functions.
  - i. The Outdoor/Activities Chairperson will assign transportations duties. All parents need to help and may be assigned on a rotating basis. If upon their turn, a parent cannot drive, it would be helpful if the parent could make personal arrangements to cover the need. If this cannot be done, timely notice must be given to the Outdoor/Activities Chairperson.
  - ii. All drivers will comply with the age requirements of the BSA Tour Permit application.
  - iii. All private vehicles used to transport Scouts and Scouters must be equipped with seat belts for each passenger and have a minimum insurance coverage required by the laws of Washington and the INWC.
  - iv. Each parent is required to provide the Outdoor/Activities Chairperson the following information:
    - Make and model of vehicle, and number of passengers it can carry safely;
    - Vehicles license number;
    - Driver's license number
    - Insurance coverage information for that vehicle.

- H. Scout Responsibilities: Include but are not limited to:
  - a. All Scouts will treat their meeting places and all equipment with respect.
  - b. All Scouts will leave their campsites and meeting places spotless even when that means cleaning up other people's messes.
  - c. All Scouts will try their best to be a model Scout and live up to the principles of the Scout Oath, Scout Law, Scout Motto, Scout Slogan and the Outdoor Code.
  - d. All Scouts will demonstrate the Scout Spirit in their daily lives and Scouting activities.
  - e. All Scouts will be well behaved at all Scout activities, listen and obey their youth and adult leaders, as well as other authority figures.
  - f. All Scouts will show their leaders and fellow Scouts respect at all times.

- I. Disciplinary Actions
  - a. See membership Article III, D. Youth discipline.

#### ARTICLE VII – Amendments

- A. The By-Laws, Policies, Rules and Regulations for Troop 400 are the laws governing the organization and operation of Troop 400. These By-Laws, Policies, Rules and Regulations are in addition to and in support of the Charter Organization and BSA/INWC by laws, policies, rules and regulations.
- B. The By-Laws, Policies, Rules and Regulations for Troop 400 may be amended at any time by the Troop Committee:
  - a. Any Troop Committee member may propose an amendment.

- b. A copy of the proposed amendment(s) is to be submitted to the Troop Committee Chairperson at any time.
  - c. The Troop Committee Chairperson will submit the proposed amendment(s) to the Troop Committee at the next committee meeting.
  - d. The proposed amendment(s) may be adopted by a simple majority vote of the Committee members.
- C. Any changes in customary Troop process not specifically covered by the By-Laws of Troop 400 will require the following procedure:
- a. The PLC must discuss and approve the change.
  - b. The SM must approve the change.
  - c. The SPL and SM will bring the recommended changes before the Troop Committee for explanation and discussion.
  - d. The Troop Committee will vote on the changes. Changes may be made by a simple majority vote of the Committee members, so long as they have a quorum.

#### APPENDIX "A"

TROOP 400 ACKNOWLEDGEMENT OF BY-LAWS

Scout (print) \_\_\_\_\_  
LAST NAME FIRST NAME

*Please Sign, date and return this page to the Committee Chairperson*

I have read the above rules and have reviewed the By-Laws, Policies, Rules and Regulations for Troop 400. I fully understand them and, as a Scout, I will follow the rules and the directions given to me by the Scout Leaders and members of the Troop Committee. I acknowledge that my safety and the safety of others are of primary concern and will act accordingly. I will comply with the Boy Scouts of America Youth Protection Guidelines and follow the "Buddy System" in all that I do as a Scout.

Scout Signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent(s), I (We) have read the above rules and have reviewed the By-Laws, Policies, Rules and Regulations of troop 400. I (We) will encourage my (our) son to follow these rules and the directions given to him by the Scout Leaders and members of the Troop Committee. I (We) give my (our) permission for him to participate in all activities conducted by Troop 400 until revoked in writing. I (We) am (are) aware of the importance of the Youth Protection Guidelines of the Boy Scouts of America and the safety provided by the "Buddy System" in his actions as a Scout.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone (day) \_\_\_\_\_ (night) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone (day) \_\_\_\_\_ (night) \_\_\_\_\_

## APPENDIX "A"

### **Purpose of a Board of Review**

A periodic review of the progress of a Scout is vital in the evaluation of the effectiveness of the Scouting program in the unit. The unit committee can judge how well the Scout being reviewed is benefiting from the program. The unit leader can measure the effectiveness of his or her leadership. The Scout can sense that he is, or is not, advancing properly and can be encouraged to make the most of his Scouting experience.

Not only is it important to review those Scouts who have learned and been tested for a rank, but also to review those Scouts who have shown no progress in their advancement over the past few months.

Participants in a Board of Review must keep these objectives in mind:

- Ensure the Scout has completed requirements for the rank.
- Evaluate the experience the Scout is having in the unit.
- Encourage the Scout to progress further.

The Board also provides an opportunity for the Scout to develop and practice skills needed in an interview situation, and it is an opportunity for the Scout to review his accomplishments.

The Board of Review is not a retesting of requirements - the Scout has already been tested on the skills and activities required for the rank. However, the chairman of the Board of Review should ensure that all the requirements have been signed off in the Scout's handbook. Additionally, the chairman should ensure that leadership and merit badge records are consistent with the requirements for the rank.

The Board of Review is a time to determine the Scout's attitudes, accomplishments, and acceptance of Scouting Ideals. Scout Spirit is defined as living the Scout Oath and Scout Law in a Scout's everyday life. The board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school, and community.

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### **Members of a Board of Review**

For all ranks (except Eagle) and Eagle palms, the Board of Review consists of three to six members of the Troop Committee. The Troop Advancement Chairperson typically acts as



the chairperson of the Board of Review. Relatives or guardians may not serve as members of a Scout's Board of Review. Unit leaders (Scoutmaster, Assistant Scoutmasters) may not participate in a Board of Review.

The Boy Scouts of America has placed the Eagle Scout board of review in the hands of either the troop, district, or council committee responsible for advancement. The local council will decide which method or methods may be used within its units. For the rank of Eagle, the Board of Review consists of three to six members drawn from Scouting and the community. The members of the Board of Review are selected by the unit, district, or council, depending on the council guidelines. At least one member of the District Advancement Committee must be a member of the Board of Review for Eagle, and normally serves as chairperson of the Board of Review. Unit leaders from the Scout's unit, relatives, or guardians may not serve as members of a Scout's Board of Review for Eagle. A Board of Review for Eagle may contain members of the community who are not registered Scouters; however, they should be knowledgeable of the principles of Scouting. For example, a representative from a chartering organization, an adult Eagle Scout (even if not currently registered), or a religious leader are frequently asked to assist with an Eagle Board of Review. The Scout may request an individual to be a member of his Board of Review. As a general rule, no more than one member of an Eagle Board should be associated with the Scout's unit.

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## **Workings of a Board of Review**

The Scout should be in Full Dress Field Uniform.

The Chairperson of the board greets the Scout and introduces him to the board members.

The chairman of the board should ask the Scout to recite one or more of the following:

- Scout Motto
- Scout Slogan
- Scout Law
- Scout Oath
- Outdoor Code

For Tenderfoot and Second Class ranks, typically just the Scout Oath and Law are asked. For higher ranks, more should be expected. One or two re-tries are appropriate, especially for younger Scouts.

The board members ask appropriate questions of the Scout. Open-ended questions are better, allowing the Scout to speak about his opinions, experiences, activities, and accomplishments.

If an answer is too brief, a good tool is to follow with a "Why?" or "How?" type question to prompt for more details. Questions regarding home, church, school, work, athletics, etc. are all appropriate, as well as scouting experiences.

A Board of Review should take from 15 to 30 minutes, with shorter time for lower ranks. When all board members have asked their questions, the Scout is asked to leave the room. The board members then decide if the Scout is ready for the next rank; the board's decision must be unanimous.

The Scout is asked back into the room and the Chairperson informs the Scout of the board's decision. When the Scout is approved for the next rank, there are general congratulations, and the Scout is encouraged to continue advancing. If there are issues which prevent the Scout from advancing, the board must detail the deficiencies so the Scout can correct them. The Scout must be told specifically what must be done in order to be successful at the next Board of Review. The Chairperson sends a written follow up to both the Scout and the Scoutmaster, regarding the deficiencies and the course of action needed to correct them.

A Board of Review for Eagle is similar to other Boards of Review, except that it lasts longer with more questioning and discussion. The Eagle Scout Rank application, Letters of Recommendation, and Eagle Project notebook are reviewed by the board. Questions can include asking about these documents as well as areas used in lower rank reviews.

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## **Questioning**

The following sections contain typical Board of Review questions for each rank. The questions for the lower ranks tend to deal with factual information about the Scout's participation in his troop, and his approach to applying the skills he has learned toward earning the next rank. The questions for the higher ranks explore how Scouting is becoming an integral part of the Scout's life. Questions like, "Where did you learn about ..." or "Why do you think it is important for a [rank] Scout to have this skill?" are valid, but don't retest skills.

If a Scout appears nervous or anxious about the Board of Review, it might be appropriate to ask one or two questions from the list for a lower rank, to make him more at ease. In general, within a rank, the questions are arranged from "easiest" to "most difficult".

The Board of Review will need to select the questions which are appropriate for the particular Scout and his experiences.

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## **What Every Scout Should Know**

### **Scout Oath:**

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

### **Scout Law:**

As Scout is ...  
Trustworthy,  
Loyal,  
Helpful,  
Friendly,  
Courteous,  
Kind,  
Obedient,  
Cheerful,  
Thrifty,  
Brave,  
Clean,  
Reverent.

### **Scout Motto:**

Be Prepared.

### **Scout Slogan:**

Do a good turn daily.

### **Outdoor Code:**

As an American, I will do my best to --  
Be clean in my outdoor manners,  
Be careful with fire,  
Be considerate in the outdoors, and  
Be conservation-minded.

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## **Tenderfoot Rank**

This is the Scout's first experience with a Board of Review. The process may require some explanation on the part of the Board of Review Chairperson.

The first few questions in the Board of Review should be simple. The Board of Review should try to gain a sense of how the Scout is fitting in to the Troop, and the Scout's level of enjoyment of the Troop and Patrol activities.

Encourage advancement to 2nd Class. Point out that the Scout may have already completed many of the requirements for 2nd Class.

The approximate time for this Board of Review should be 15-20 minutes.

### **Sample Tenderfoot Questions:**

1. When did you join our Troop?
2. How many Troop meetings have you attended in the last two months?
3. What did you do at your last patrol meeting?
4. Tell us about your last Troop campout.
5. How would the first aid skills you must know for Tenderfoot help on a campout?
6. Where did you learn how to fold the American flag? Tell us about your first experience with this skill.
7. How would you avoid poison oak (poison ivy, sumac)?
8. Where did you go on your hike? How did you choose the location?
9. If you were on a hike and got lost, what would you do?
10. Why do we whip or fuse the ends of a rope?
11. What is the "Buddy System" that we use in Scouting? When do we use it?
12. Why do you think there are physical fitness requirements (push-ups, pull-ups, etc.), and a retest after 30 days, for the Tenderfoot rank?
13. What does it mean to a Tenderfoot Scout to "Be Prepared"?
14. Do you feel that you have done your best to complete the requirements for Tenderfoot? Why?
15. What "good turn" have you done today?
16. Please give us an example of how you obey the Scout Law at home (school, church)?
17. What do you like best about our Troop?
18. What does it mean for a Scout to be "Kind"?
19. Do you have any special plans for this summer? The Holidays?
20. When do you plan to have the requirements completed for 2nd Class?

## 2nd Class Rank

This is the Scout's second Board of Review. The process should be familiar, unless it has been some time since the Board of Review for Tenderfoot.

Questions should focus on the use of the Scout skills learned for this rank, without retesting these skills. The Board of Review should try to perceive how the Scout's patrol is functioning, and how this Scout is functioning within his patrol.

Encourage work on the remaining requirements for 1st Class; many of the easier ones may have already been completed.

The approximate time for this Board of Review should be 15-20 minutes.

### Sample 2nd Class Questions:

1. How many patrol meetings have you attended in the last 3 months?
2. What did your patrol do at its last meeting?
3. Tell us about a service project in which you participated.
4. Where did you go on your last Troop campout? Did you have a good time? Why?
5. Why is it important to be able to identify animals found in your community?
6. Tell us about the flag ceremony in which you participated.
7. What is in your personal first aid kit?
8. What have you learned about handling woods tools (axes, saws, etc.)?
9. How are a map of the area and a compass useful on a campout?
10. Have you ever done more than one "good turn" in a day? Ask for details.
11. Have you earned any merit badges?

If "Yes": Which ones? Why did you choose them? Who was your counselor?  
If "No": Encourage getting started, and suggest one or two of the easier ones.

12. Did you attend summer camp with our Troop last summer?

If "Yes": What was your best (worst) experience at summer camp?  
If "No": Why not?

13. Do you plan to attend summer camp with our Troop next summer?

If "Yes": What are you looking forward to doing at summer camp?  
If "No": Why not?

14. What suggestions do you have for improving our Troop?
15. How do you help out at home, church, school?
16. What class in school is most challenging for you? Why?

17. One of the requirements for Second Class is to participate in a program regarding drug, alcohol and tobacco abuse. Tell us about the program in which you participated.
  18. How is it possible to live the Scout Oath and Law in your daily life?
  19. What does it mean to say, "A Scout is Trustworthy"?
  20. When do you expect to complete the requirements for 1st Class?
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## **1st Class Rank**

By this point the Scout should be comfortable with the Board of Review process.

The Scout should be praised for his accomplishment in achieving 1st Class (particularly if he joined Boy Scouts less than a year ago). In achieving the rank of 1st Class, the Scout should feel an additional sense of responsibility to the troop and to his patrol.

The 1st Class rank will produce additional opportunities for the Scout (Order of the Arrow, leadership, etc.).

Merit badges will begin to play a role in future advancement to the Star and Life ranks. Encourage merit badge work if it has not already begun.

The approximate time for this Board of Review should be 20 minutes.

### **Sample 1st Class Questions:**

1. On average, how many Troop meetings do you attend each month?
2. What part of Troop meetings are most rewarding to you?
3. What is the Scout Slogan? What does it mean for a 1st Class Scout?
4. Tell us about your last campout with the Troop. Where did you go? How did you help with meal preparation? Did you have a good time? (If "No", why not?)
5. If you were in charge of planning and preparing a dinner for your next campout, what would you select?
6. As a 1st Class Scout, what do you think the Star, Life, and Eagle Scouts will expect from you on an outing?
7. Does your family do any camping? What have you learned in Scouts, that you have been able to share with your family to improve their camping experiences?
8. Why do you think that swimming is emphasized in Scouting?
9. Why is it important for you to know how to transport a person who has a broken leg?
10. Why is it important for you to be able to recognize local plant life?

11. What did you learn about using a compass while completing the orienteering requirement?
  12. What does it mean to say, "A Scout is Courteous"?
  13. Why are merit badges a part of Scouting?
  14. How frequently do you attend religious services? Does your whole family attend?
  15. What is your most favorite part of Scouting? Least favorite?
  16. How does a Scout fulfill his "Duty to Country"?
  17. How do you define "Scout Spirit"?
  18. What is the Order of the Arrow? What is the primary function of OA?
  19. Who was Lord Baden-Powell?
  20. When do you think you might be ready for Star Scout?
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## **Star Rank**

With the Star rank, emphasis is placed upon service to others, merit badges, and leadership. Scout skills remain an important element for the Star Scout; however, the emphasis should be on teaching other Scouts these skills.

Explore how the Star scout can assist with leading his patrol and troop. Attempt to understand how the Scouting philosophy is becoming part of the Scout's life.

Often the Star rank is a place where Scouts "stall out". Encourage the Scout to remain active, and participate fully in his patrol and troop. If the Scout appears to be looking for additional opportunities, suggest leadership positions such as Den Chief or Troop Guide.

The approximate time for this Board of Review should be 20 minutes.

### **Sample Star Questions:**

1. How many Troop outings have you attended in the last three months?
2. Tell us about the last service project in which you participated.
3. What does it mean for a Star Scout to "Be Prepared" on a daily basis?
4. How have the Scout skills that you have learned helped you in a non-Scouting activity?
5. How many merit badges have you earned? What was the most difficult (fun, challenging, expensive, etc.)?
6. Which is more important: Becoming a Star Scout, or learning the skills prescribed for a Star Scout?
7. Why do you think a Scoutmaster's Conference is required for advancement in rank?
8. What is the most important part of a Troop Court of Honor? Why?

9. What leadership positions have you held outside of your patrol? What challenges did they present? What are your personal leadership goals and objectives?
10. How would you get a Scout to do an unpleasant task?
11. What extracurricular activities do you participate in at school?
12. What responsibilities do you have at home?
13. What is our "Duty to God"?
14. What does it mean to say "A Scout is Loyal"?
15. How are the Scout Oath and Law part of your daily life?
16. What is the Outdoor Code? Why is it important?
17. If the Scout is a member of the Order of the Arrow:

When did you complete your "Ordeal", "Brotherhood"?  
What does membership in the OA signify?

18. Have you received any special awards or accomplishments in school, athletics, or church?
19. Baden-Powell's first Scout outing was located on an island off the coast of Great Britain; what was the name of that island? [Answer: Brownsea Island]
20. When do you plan on achieving the Life rank?

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## **Life Rank**

The Life rank is the final rank before Eagle. The Life Scout should be fully participating in the Troop, with emphasis being placed on leadership in the unit, as well as teaching skills and leadership to the younger Scouts.

Merit Badge work should be a regular part of the Scout's career. Scouting values and concepts should be an integral part of the Scout's daily life.

At this point, the Scout is starting to "give back to Scouting" through leadership, training of other Scouts, recruiting, keeping Scouts active in the program, etc.

Explore suggestions for improving the program.

The approximate time for this Board of Review should be 20 - 30 minutes.

### **Sample Life Questions:**

1. What is the most ambitious pioneering project with which you have assisted? Where?



2. What has been your worst camping experience in Scouting?
3. How many patrol meetings has your patrol held in the last three months? How many of them have you attended?
4. Have any of the merit badges you have earned lead to hobbies or possible careers?
5. What are your hobbies?
6. Of the merit badges you have earned, which one do you think will be of greatest value to you as an adult? Why?
7. Why do you think that the three "Citizenship" merit badges are required for the Eagle Rank?
8. What is your current (most recent) leadership position within the Troop? How long have you held that position? What particular challenges does it present? What is Leadership?
9. Do you have any brothers or sisters who are in Scouts (any level)? What can you do to encourage them to continue with Scouts, and to move forward along the Scouting Trail?
10. How do you choose between a school activity, a Scout activity, and a family activity?
11. Why do you think that Star and Life Scouts are required to contribute so much time to service projects? What service projects are most rewarding to you? Why?
12. Why do you think that a Board of Review is required for rank advancement?
13. How has Scouting prepared you for the future?
14. What does it mean to say, "A Scout is Reverent"?
15. What does "Scout Spirit" mean to a Life Scout?
16. Why do you think that Scouting for Food is referred to as a "National Good Turn"?
17. The Scout Oath refers to "Duty to Self"; what duty do we have to ourselves?
18. If the Scout is a member of OA:

What role does OA play in Scouting?

What honor do you hold in OA?

What is the difference between Scout "ranks" and OA "honors"?

19. In what year was Boy Scouts of America founded? [Answer: February 8, 1910 - BSA Birthday]
20. Have you begun to think about an Eagle Service Project? What are you thinking about doing? When?

## **Eagle Rank**

The Board of Review for the Eagle Rank is different from the other Boards of Review in which the Scout has participated. The members of the Board of Review are not all from his Troop Committee. Introductions are essential, and a few "break in" questions may be appropriate.

At this point, the goal is to understand the Scout's full Scouting experience, and how others can have similar meaningful Scouting experiences. Scouting principles and goals should be central to the Scout's life; look for evidence of this.

Although this is the final rank, this is not the end of the Scouting trail; "Once an Eagle, always an Eagle". Explore how this Eagle Scout will continue with Scouting activities, and continued service to his home, church, and community.

The approximate time for this Board of Review should be 30 - 50 minutes.

### **Sample Eagle Questions:**

1. What would you suggest adding to the Scout Law (a thirteenth point)? Why?
2. What one point could be removed from the Scout Law? Why?
3. Why is it important to learn how to tie knots, and lash together poles and logs?
4. What is the difference between a "Hollywood hero" and a real hero?
5. Can you give me an example of someone who is a hero to you? (A real person, not a character in a book or movie.)
6. Why do you think that the Family Life merit badge was recently added to the list of required merit badges?
7. What camping experience have you had, that you wish every Scout could have?
8. Have you been to Philmont or a National (International) Jamboree? What was your most memorable experience there?
9. What is the role of the Senior Patrol Leader at a troop meeting (campout, summer camp)?
10. If you could change one thing to improve Scouting, what would you change?
11. What do you believe our society expects from an Eagle Scout?
12. The charge to the Eagle requires that you give back to Scouting more than Scouting has given to you. How do you propose to do that?
13. As an Eagle Scout, what can you personally do to improve your unit?
14. What will you be doing in your unit, after receiving your Eagle Rank?
15. Tell us how you selected your Eagle Service Project.
16. From your Eagle Service Project, what did you learn about managing or leading people? What are the qualities of a good leader?
17. What part of your Eagle Service Project was the most challenging? Why?
18. If you were to manage another project similar to your Eagle Service Project, what would you do differently to make the project better or easier?
19. What are your future plans (high school, college, trade school, military, career, etc.)?

20. Tell us about your family (parents, siblings, etc.). How do you help out at home?
21. What do you think is the single biggest issue facing Scouting in the future?
22. How do your friends outside of Scouting react when they learn that you are a Boy Scout? How do you think they will react when they learn that you have become an Eagle Scout?
23. Why do you think that belief in God (a supreme being) is part of the Scouting requirements?
24. How do you know when a Scout is "active" in his unit?
25. You have been in Scouting for many years; sum up all of those experiences in one word. Why?
26. What one thing have you gained from your Scoutmaster's conferences over the years?
27. How does an Eagle Scout continue to show Scout Spirit?
28. If the Scout is a member of the Order of the Arrow:

What does OA membership mean to you?  
How does OA help Scouting and your unit?

29. Who brought Scouting from England to the United States? [Answer: William D. Boyce]
  30. [Traditional last questions] Why should this Board of Review approve your request for the Eagle Rank? or Why should you be an Eagle Scout?
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## **Eagle Palms**

Eagle Palms are awarded for continued leadership and skills development (merit badges) after the Eagle Rank has been earned. The purpose of this Board of Review is to ensure that the Eagle Scout remains active within the unit, contributes to the leadership of the unit, and assists with the growth of the other Scouts within the unit.

The approximate time for this Board of Review should be 15 minutes.

### **Sample Eagle Palm Questions:**

1. As an Eagle, have the Scout Oath and Law gained new meaning for you? How?
2. Why is it important to developing and identify leadership? How do you do this?
3. Since earning your Eagle, what merit badges have you earned?
4. Since earning your Eagle (last Palm), in what service projects have you participated?
5. How do you plan to continue your involvement with Scouting?

6. What would you say to a Life Scout who is only minimally active within his unit, and who does not seem motivated to continue along the Scouting Trail?
7. If a Life Scout was having difficulty selecting an Eagle Service Project, what would you suggest to him?
8. What is the primary role of the Scoutmaster?
9. How have you begun to "... give back to Scouting more than Scouting has given to you"?
10. In what year was the first World Jamboree held? [Answer: 1920]