Troop 693 Advancement Signoff Process

Requirements Signoff at Troop Meetings

1) All Scouts who would like to have a Rank Requirement signed off at a Troop Meeting will fill out a Rank Requirement Signoff Request form at home and bring it to the meeting. The intent of the request form is: 1) to ensure the Scouts have reviewed the subject material in their Scout Handbooks and are prepared to demonstrate their knowledge to an ASM, 2) to help the ASM's understand which requirement should be signed off, and 3) to help the ASM locate the material in the Scout Handbook quickly for reference.

2) Near the end of Troop Meetings, ASMs will setup multiple tables at the back of the room and man one ASM per table. Each ASM will have blank T693 Rank Requirements Signoff Log Sheets to fill out while signing off requirements.

3) ASMs will ask the other Adult Leaders and Parents to move their conversations outside or to the open classroom available for Troop use that evening to allow for kids to be able to think clearly while attempting to complete a requirement.

4) One main line will be formed away from the tables with one ASM directing traffic. The ASM will send only one Scout at a time to an open table to begin working with the ASM at the table to signoff their desired requirement. After signing off the Scouts' book, the ASM will record the Scouts' Name, the Rank and Requirement being signed off, the date, and ASM initial when completed.

5) At the end of the meeting, a member of the Advancement Team will collect all of the signoff sheets for input into Scoutbook at home. ASM's will not have to input any data into Scoutbook at Troop Meetings.

6) The Advancement Team will be responsible for providing blank signoff sheets for the ASMs and Merit Badge Coordinator to use at Troop Meetings.

Rank Completions

1) For the Scout Rank only, the Scoutmaster or designee will sign off the Scoutmaster Conference requirement in the Scout's book, then go to the Scoutbook application and mark the Scoutmaster Conference complete (and Approved), then also approves the overall Rank Completion.

2) For all other Ranks, the Board of Review Chairman will sign off the Board of Review requirement in the Scout's book, then go to the Scoutbook application and mark the Board of Review requirement complete (and Approved), then also approves the overall Rank Completion.

3) For all Ranks, the person signing off the overall Rank will verify that the Rank is showing completed in Scoutbook by ensuring the Scout's new rank shows up in the Needs Purchasing report.

Merit Badge Completions

1) The Merit Badge Coordinator will collect all completed Merit Badge Blue Cards at Troop Meetings.

2) After each meeting where Blue Cards are turned in, the MB Coordinator will complete a T693 Merit Badge/Award Signoff Log and give it to a member of the Advancement Team at the end of the meeting.

3) The Advancement Team will input the completed Merit Badges into Scoutbook at home.

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Award Completions (Cyber Chip, Totin' Chip, Fireman Chit, Outdoor Ethics Award, etc.)

1) For Awards that are Troop-led, the ASM leading the activity will complete a T693 Merit Badge/Award Signoff Log and give it to a member of the Advancement Team at the next Troop meeting.

2) For Awards earned outside of the Troop at Summer Camp, the Summer Camp Scoutmaster will complete a T693 Merit Badge/Award Signoff Log and give it to a member of the Advancement Team at the next Troop meeting.

3) For Awards earned outside of the Troop where leadership is provided by non-T693 adults (i.e. Council Day Camp), it is the responsibility of the Scout to bring proof of the completed Award to an ASM at the next Troop Meeting. The ASM will complete a T693 Merit Badge/Award Signoff Log and give it to a member of the Advancement Team at the end of the Meeting.

4) The Advancement Team will input the completed Merit Badges into Scoutbook at home.

Court of Honor Purchase Order and ScoutNet Updating

1) The Advancement Team will set a cutoff date for Ranks, Merit Badges, and Awards to be completed before the upcoming Court of Honor

2) After the cutoff date, the Advancement Team will open a Scoutbook Purchase Order (PO) by moving all items in the Needs Purchasing report to a new PO.

3) At the bottom of the PO screen in Scoutbook, there are buttons to print out the Scout Shop forms and create a Comma Separated Value (CSV) file that must be uploaded to ScoutNet
   a. The CSV file upload will eliminate having to manually input all awards into ScoutNet
   b. This will be replaced by a direct upload/synch with ScoutNet in the near future

4) After all items are purchased, the Advancement Team closes the PO, and all items are automatically moved to the Needs Awarding queue

5) After all items are awarded at the Court of Honor, the Advancement Team marks all items as Awarded