**Troop 120 Advancement and Merit Badge Procedures**

*Advancement Process:*

* Have book signed by Patrol Mentor (Assistant Scoutmasters have specific patrols they are assigned to help mentor their scouts)
* Once all items are signed for that specific rank and approved by mentor, scout will sign up for Scoutmaster Conference. (The sign up board is located on the right hand wall of the Scout Hut).
* Once Scoutmaster Conference is completed and all items in the book for that rank are signed, the scout may sign up for the Board of Review. (Board of Review is held on the first Monday of each month unless otherwise specified). If a rank is not completely signed, the scout will not be allowed to attend the Board of Review for that month.
* For Board of Review, the scout is required to be in class A uniform including field uniform shirt with the correct patches, scout pants or shorts and belt as well as scout socks. Scout sash is required for scouts who have earned 6 or more merit badges. If the scout is not in proper uniform as stated above, he will not be allowed to attend Board of Review for that month.
* After passing the Board of Review, the scout will be awarded his rank advancement badge at the next possible meeting and recognized at the next Court of Honor with his advancement card and parent pin.
* Life and Eagle Boards of Review are to be completed at the District Level

*Merit Badge process:*

* Scout will email the Advancement Chair for those listed Merit Badge Counselors for the specified Merit Badge.
* Scout will obtain a blue card from the Advancement Chair or from the Scoutmaster.
* Scout will schedule a meeting time with the Merit Badge Counselor to review completion and to gain approval for specific requirements. It cannot be assumed that when the scout is ready, the MBC or scout leader is ready to review the Merit Badge.
* After the Merit Badge Counselor signs the blue card, the scout delivers to the Advancement Chair or Scoutmaster for submission.
* Merit Badges are awarded at quarterly Courts of Honor.

\*Please note that if we do not have a Merit Badge Counselor listed for the desired Merit Badge we will make sure the scout has someone qualified to work with him to complete his badge.