

# TROOP 4

## Scoutmaster Conference & Board of Review Checklist

- 1 Scoutmaster Conferences are held only on the first and third Mondays of each month, unless the schedule is changed to accommodate upcoming Court of Honor deadlines
- 2 The Troop Scribe and the Troop Advancement Chairperson must be informed of your intention to get on the schedule for a particular date. Be prepared to be flexible if the schedule is full on the date that you apply for. Available times are first come first serve, so plan ahead
- 3 Scoutmaster Conferences and Boards of Review are conducted for candidates in a complete, First Class BSA Uniform. Consult the Troop 4 Policy and Procedure manual for specifications.
- 4 All Scoutmaster Conferences and Boards of Review are given subject to the availability of the Scoutmaster or a designated Assistant Scoutmaster, and the required number of Troop Committee members / parent volunteers on the date scheduled. If insufficient numbers of Review Board members are available, or if the Scoutmaster or an Assistant Scoutmaster is not present, every effort will be made to reschedule your conference or review as quickly as is practical. Exceptions to this procedure must be directed to the Troop Committee Chairman.

SCOUT: \_\_\_\_\_  
 CURRENT \_\_\_\_\_  
 RANK: \_\_\_\_\_

ACTION INITIAL DATE

Scheduled with Scribe \_\_\_\_\_ / /  
(Troop Scribe)

Board of Review Date \_\_\_\_\_ / /

Scheduled with Troop Advancement Chair \_\_\_\_\_ / /  
(Advancement Chairperson)

Scoutmaster Conference \_\_\_\_\_ / /  
(Scoutmaster / Assistant Scoutmaster)

Board of Review \_\_\_\_\_ / /  
(Board of Review Chairman)

**RETURN THIS COMPLETED CHECKLIST TO TROOP ADVANCEMENT CHAIRPERSON**

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