

## Guide to Advancement

After completing the requirements to advance a rank (specified in the Scout Handbook), a scout should do the following:

- **First, Verify that he is eligible to advance by contacting the Advancement Chair.** The Advancement Chair will email him a copy of his Individual Progress Report, showing either that he is ready or the requirements he has not yet satisfied.
  
- **Then, Ask for a Scoutmaster conference (SMC).** The Scoutmaster might request to see his Individual Progress Report or an email from the Advancement Chair, indicating that he is ready to advance.
  
- **Then, Request a Board of Review (BOR) from the BOR Chair.**

Upon successful completion of the BOR, a scout's rank advancement is recognized immediately by presentation of the rank patch. The advancement is honored at the next Court of Honor (COH), along with presentation of earned merit badges.

At Troop 31, Courts of Honor are typically held twice a year: once in the spring (April) and once in the fall (October). All merit badges earned and all ranks earned in between are presented/honored at the COH after which they were earned.