

Garden State Council Advancement Operating Procedure

1 Introduction

This operating procedure describes the responsibilities and organizational structure of the Garden State Council (GSC) Advancement Committee. In addition, it defines policies and practices delegated to the local council by the national organization.

1.1 Responsibilities

Advancement will fulfill the responsibilities described below.

1. Maintain awareness of updated procedures, best practices, and details related to all programs of the Boy Scouts of America—Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, and Sea Scouts.
2. Support Scouting's Journey to Excellence.
3. Providing clear guidance and direction to district advancement committees about their responsibilities and objectives.
4. Plan and present advancement training experiences that will strengthen the performance of district and unit advancement volunteers.
5. Establish local practices for adhering to National Council advancement procedures at outdoor programs, summer camp, and events such as merit badge fairs or midways.
6. Support and promote the BSA's Internet Advancement reporting. Councils should work toward 100 percent electronic data entry.
7. Share advancement statistics for use in council fundraising materials and for supporting membership recruitment and retention efforts and commissioner service.
8. See to an effective merit badge program administered at either council or district level that functions according to national procedures and recruits, approves, trains, and makes known sufficient counselors to meet the needs of the council.
9. Eagle Scouts

- a. Determine, according to national procedures, consistent and appropriate methods for approving Eagle Scout service project proposals and fundraising applications, providing Eagle Scout service project coaches, and conducting Eagle Scout boards of review and Quartermaster bridges of review.
 - b. Determine methods of collecting Eagle Scout or Quartermaster references.
 - c. Know and precisely follow official procedures for appeals and time-extension requests.
10. Know and follow proper procedures for considering special needs cases involving alternative requirements and merit badges, and registration beyond the normal age of eligibility.
 11. Participate in considering and presenting special awards and recognitions according to established council procedures.
 12. Process lifesaving and meritorious action awards according to council practices and national procedures.

1.2 Organizational Structure

The GSC Advancement Committee is composed of BSA adult members filling the following roles:

- GSC Advancement Chair
- GSC District Committee Representative
- Youth Advocate
- Coordinators
 - Venture
 - Boy Scout
 - Cub Scout
- Supporting Specialists
 - Merit Badges
 - Eagle Scout Process
 - Internet Advancement
 - Nova/Supernova
 - Special Needs
- Liaisons
 - Training
 - Events
 - Camping

The GSC Advancement Chair -

- Sets the committee's direction and goals.
- Appointed by Council Program Chairman with the approval of the Council Executive Committee
- Term of office is one year renewable.

The GSC District Committee Representative –

- Voting member on matters of policy and procedure.
- Appointed by District Chair and the District Scout Executive
- Typically, the District Advancement Chair

The Youth Advocate –

- The voice of youth members
- Appointed by GSC Advancement Chair and the GSC Program Chair

A Coordinator –

- Identifies new developments in an age specific scouting program.
- Appointed by GSC Advancement Chair and the GSC Program Chair

A Supporting Specialist –

- Performs specific activities and training as needed.
- Appointed by GSC Advancement Chair and the GSC Program Chair

A Liaison –

- Communicates needs and interfaces with members from other GSC organization parts.
- Appointed by GSC Advancement Chair and the GSC Program Chair

1.3 Matters Affecting Districts

In matters of GSC advancement recommendations, policy and procedure that require district input, each district is allocated one vote. The district representative, typically the district advancement chair, is the spokesperson for the district and casts the district's vote.

- A majority of districts must be present when a vote is taken
- The GSC Advancement Chair will case a vote in the event of a tie result.

2 Meeting The Challenge

The directions here are intended to provide details delegated to the local council by the National Advancement Team (NAT) in the Guide To Advancement (33088). They are not intended to replace or alter actions mandated by the NAT. The nationally defined process shall take priority when the two conflict.

2.1 Awareness Of Updated Procedures, And Best Practices

The counsel advancement committee will include program coordinators for Cub Scouts, Boy Scouts, and Venture age youth.

2.2 Journey To Excellence

The counsel advancement committee will support journey to excellence goals by the sharing of advancement statistics.

2.3 District Advancement Committees' Responsibilities And Objectives

The counsel advancement committee will communicate District Advancement Committees' responsibilities and objectives to Districts via email or written direction in this document.

2.4 Advancement Training

The counsel advancement committee will provide training about:

- The Eagle Scout process
- The Eagle Scout Project Coach
- The Merit Badge Counselor
- Internet Advancement

2.5 Outdoor Programs, Summer Camp, And Events Such As Merit Badge Fairs Or Midways.

The counsel advancement committee will make available its resources for events when requested by event planners.

2.6 BSA Internet Advancement Reporting

Use of the Internet Advancement program by units is strongly recommended. Paper advancement reports will be accepted but may delay recording of advancement.

2.7 Share Advancement Statistics

- a. Advancement will be reported and tracked through the National Scout Database.
- b. Each unit will designate a member of the Unit's Committee as a point of contact for advancement matters. This person will work with their unit's Commissioner and/or the District Executive to obtain their Unit's Log-In credentials.
- c. This Unit Committee member will update the unit's advancement roster and submit signed copies of the output file generated when completing an online Internet Advancement session.

- d. These signed advancement forms are to be routed through the unit's District Executive back to the Council Registrar via monthly District Roundtables. (This information also helps each unit maintain compliance with the requirements needed for tracking critical information required for Journey to Excellence)

2.8 Merit Badge Program

A merit badge program at the council level will be developed and led by the Dean of Merit Badges. The program will

- 1) Build and maintain a list of approved counselors for use by unit leaders
- 2) Recruit new Merit Badge Counselors
- 3) Remove individuals from the list of approved counselors who are no longer willing or able to serve
- 4) Insure approved counselors are current in their Youth Protection Training
- 5) Publish at least quarterly an updated list of approved counselors.

Submit a current BSA Merit Badge Counsel Information form (34405WEB) and a BSA Adult Application to apply for the position of Merit Badge Counselor.

- a. The GSC limits the number of Merit Badges an individual Counselor may coach to eight Merit Badges.

2.9 Eagle Scout

2.9.1 Eagle Scout Service Project Proposals and Fundraising Applications

From the Eagle Scout Service Project Workbook ...

The eagle candidate will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.

- a. The district eagle project review team is prepared to meet with the eagle scout candidate as part of the proposal approval process if the candidate requests.
- b. The district eagle committee will provide the council eagle-processing agent with a summary of each proposal when approved.
- c. The council recommends that the unit file a tour and activity plan for each eagle project.
- d. The project beneficiary must sign contracts with respect to permits, permissions, and authorizations.

Any fundraising activity must be in keeping with the ideals and principles of the BSA. Fundraising is permitted only for securing materials, *etc.*, and otherwise facilitates a project. Collecting money should not be the primary effort of the project.

See section 9.0.2.10, *Fundraising Issues*, of the current Guide To Advancement (33088) for the national advancement team's recommendations. In addition, see the section titled *Procedures and Limitations on Eagle Scout Service Project Fundraising* in the current Eagle Scout Service Project Workbook No. 512-927 for additional details.

- e. The eagle scout candidate will seek approval for fundraising in the community when a project is estimated to exceed \$300 in cost.
- f. The project beneficiary should sign any contract or agreement associated with internet fundraising. The eagle scout candidate need not submit a fundraising application when the beneficiary does sign.
- g. When the project beneficiary is unable or unwilling to sign any contract associated with internet fundraising, the eagle scout candidate must seek a responsible adult. This responsible adult, acting as an individual, without reference to the Boy Scouts of America would sign any contract associated with the internet fundraising. The responsible adult who signs the contract is personally liable. The eagle scout candidate must submit a fundraising application for approval by the district executive when internet fundraising is involved and the contract for internet fundraising is not signed by the beneficiary.

As a matter of good business practice, the beneficiary and the district should be informed by the eagle candidate how to contact any responsible adult involved with the project's internet fundraising.

- h. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit's chartered organization.
- i. The project proposal documents as a separate project phase the work to be done on a fundraising website as part of the project.

2.9.2 Eagle Scout Service Project Coaches

- a. An Eagle Scout service project coach will be assigned to every project when the proposal is approved by the district.

The Eagle Scout service project coach is an additional resource, not a replacement for unit supplied guides, mentors, or coaches.

2.9.3 Eagle Scout Boards Of Review

- a. The council recommends that an Eagle Board of Review (BOR) be held at the unit level. A minimum of four people should be appointed to the board and a member from the unit should chair the BOR and sign the advancement report.
- b. If a unit requests, the board may be held at the district level with the understanding that if an appeal is made, the first level appeal to the district is forfeit.

2.9.4 Eagle Scout References

The eagle scout candidate must request reference letters from all people nominated in requirement 2 of the Eagle Scout Rank Application. The letters should be mailed back to the unit committee member responsible for advancement. The outside of the candidate provided envelope should clearly identify it as a reference from the nominee for the candidate by name, and unit.

2.9.5 Appeals And Time-Extension Requests

The counsel advancement committee will process appeals and time-extension request in accordance with national guidelines.

2.10 Special Needs Cases

The counsel advancement committee will process appeals and time-extension requests in accordance with national guidelines.

2.11 Special Awards And Recognitions

The counsel advancement committee will process special award requests in accordance with national guidelines.

2.12 Lifesaving And Meritorious Action Awards

The counsel advancement committee will process lifesaving and meritorious action award requests in accordance with national guidelines.