

ADVANCEMENT COORDINATOR

Name: _____

Address: _____

Phone: (H) _____

(B) _____

E-mail: _____



Duties:

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange quarterly troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting.