

Dear Scouts and Parents of 1911:

The following is the procedure for scheduling Scoutmaster Conferences and Board of Reviews. (Nothing has changed, but I wanted to put this out for new scouts joining our troop and as a reminder to the rest of us.) In an effort to teach scouts the valuable skills of planning ahead and meeting deadlines, a scoutmaster conference must be scheduled in advance.

- Scoutmaster conferences will take place between 6:00 and 7:00 p.m. on Tuesday nights in order to give the scout opportunity to still participate in the troop meeting. Each conference will be 15 minutes.
- Scouts should come in Class A uniform and be prepared with their scout handbook.
- Scouts interested in scheduling a scoutmaster conference need to email the scoutmaster to schedule the conference **no later than 6:00 p.m. on the Saturday prior** to the upcoming Tuesday troop meeting.
- A board of review will be scheduled for the same night. Scouts will receive an email no later than Tuesday at 4:00 p.m. with their scheduled BOR time and location to report to.
- Scouts need to Cc their parent's email address when emailing the scoutmaster from their personal email address.
- If you contact the scoutmaster after 6:00 p.m. on Saturday, the scoutmaster conference will be scheduled for two weeks after. NO exceptions.
- There will be no scoutmaster conferences scheduled on the days we have parent meetings.
- *We can still conduct scoutmaster conferences at campouts, although we can't guarantee scouts will we will have a board of review at that time. This is dependent upon the adults on the campout that have been trained to complete board of reviews.*
- *Board of Reviews will continue to take place during troop meetings and will be conducted by Trained Committee Members.*

If you have any questions on the process, please feel free to contact myself or Scoutmaster Higuera.

*YIS,
Misti Krause
Advancement Chair*