How to Conduct a Scoutmaster Conference

Purpose: A Scoutmaster conference is a review of what the scout has learned and accomplished since the last rank. This discussion is not necessarily a pass/fail….if the scout has his requirements signed off, it would be very uncommon to stop a scout from going forward. This conference is also a great time to talk about scouting goals and what the scout is thinking about as he goes to the next rank.

Reasons for a scout to go back and do more review:

1. They are not in uniform
2. They cannot recite the Scout Oath and Law by memory
3. Their book is not updated nor is their online record
4. It is clear that they cannot do a number of the basic requirements for the rank

If a scout needs more time for review, connect them with the Instructor or older scout to help them. Then ask them to reschedule the Scoutmaster Conference so they can show greater proficiency

1. The scout should request a Scoutmaster conference as part of Advancement; they do not have to do have all the other advancements completed before a Scoutmaster conference but we usually do the Scoutmaster conference in the same month as the Board of Review
2. Ask the scout to review their accomplishments in the different advancement areas….what did they learn.
3. Go onto Troopmaster and review the online record. If something is missing, follow up with the scout (ie, Troopmaster shows two Eagle required merit badges are not completed) and ask about it. Maybe they are close to completing….sometimes they are not.
4. Start the conference by asking the Scout to recite the Scout Oath, Scout Law, and Outdoor Code. Ensure they are standing and have good position of their right arm (loud and proud)
5. Go through the advancement areas and discuss them. What you are checking is what do they remember from the advancements. They may not get them 100% correct…help them through it.
6. Things to discuss: advancement skills, campouts, what they learned from merit badges used for this rank advancement, what was hard/easy and what they enjoyed/did not enjoy
7. Discuss some of the requirements of the next rank with them and their desired timing to accomplish the next rank.
8. Discuss their goals in scouting…do they want to go for Eagle? Perfectly fine for them not to. If they do want to go for Eagle, they need to continue to make progress on advancements.
9. Prepare them for the BOR – ask them to think about 1-2 things each on: 1) what they like about scouting, 2) things they would change in the Troop, and 3) do they have any requests of the Committee. It will help them in their conversation with the BOR.
10. Tell the scout they have passed their Scoutmaster Conference and shake hands.
11. Initial and date the Scout Spirit box
12. Ensure the scout understands what they need for the BOR:
	1. Request/sign up for the BOR
	2. Be in Class As
	3. Recite the Oath/Law/Outdoor Code
	4. Handbook
	5. IHR
13. Send a note to the Scoutmaster and Advancements saying you have completed a Scoutmaster conference for rank XXX with scout YYY so the online system can be updated as well