

**PACK 31**  
OLD ZIONSVILLE, PA  
Trexler District  
Minsi Trails Council

**ADVANCEMENT PROCEDURES**



# **CUB SCOUT ADVANCEMENT PROCEDURES**

## **RECORD KEEPING**

It is the den leader's responsibility to keep track of advancement and attendance records for each scout in their den. There are two ways to do this. Either use a paper record for each scout, or use the Microsoft Excel-compatible CubTrax den tracker spreadsheets. The paper records are available on the Leader Resources section of the Pack 31 web site at <http://www.comictracks.com/AdvancementProcedures.pdf>. The CubTrax spreadsheets are also available on the Leader Resources section of the Pack 35 web site as well as from the site where they originated: <http://trax.boy-scouts.net/>.

The den trackers are the recommended method as it is quicker to update the master pack advancement records at the end of the year if everyone is using the same tool, but it is also understood that not everyone has computer access so the paper records are acceptable.

Also note that if you use the den trackers, you will still need to keep track of attendance and dues. Attendance information is important for consideration in the yearly Attendance award that the cubs are eligible for.

## **REPORTING MONTHLY ADVANCEMENT TO ADVANCEMENT CHAIR**

Den leaders must report their advancement progress on a monthly basis to the pack advancement chair. This is typically done at the committee meeting of the month in which the award is to be presented. For example, the awards to be presented at the February pack meeting must be reported by the February committee meeting. If the den leader cannot be at the committee meeting, the advancement reports must be received at least two weeks prior to the pack meeting. Any later than that and the possibility exists that the scout shop will not be able to get awards in time for presentation at the pack meeting.

Use the advancement report at the end of this document. This can either be emailed or handed in person to the advancement chair at the committee meeting. In the event the advancement chair will not be in attendance at the committee meeting, this will be communicated prior to the meeting and alternate arrangements made to receive the reports.

## **REPORTING YEAR-END ADVANCEMENT TO ADVANCEMENT CHAIR**

Den leaders are responsible for getting their yearly advancement records to the advancement chair at the end of each pack year, typically June. This allows the advancement chair to update the permanent records for each scout. The easiest way to do this is to get the advancement chair a copy of the CubTrax and attendance Excel worksheets which were used to track advancement and attendance / dues for the den this year. If the paper forms were used for each scout, a copy of each of the forms should be given to the advancement chair. The tracking worksheets and forms go into more detail than the monthly advancement report, which is really intended to be a purchase order and a means of filing the council advancement reports when necessary. The year-end reconciliation will keep each scout's permanent record up to date with detailed information. The advancement chair will contact the den leaders over the summer and remind them to file their year-end advancement records.

## **ADVANCEMENT PROCEDURES FOR SCOUTS TRANSFERRING FROM ANOTHER PACK**

New scouts who were formerly active in a different pack must have their advancement records from their former pack. The advancement chair will check with both the pack 31 cubmaster and the new scout's family to obtain this information. If neither has a copy of the advancement record for the scout, the advancement chair will then contact the cubmaster of the scout's former pack to obtain the information. This helps keep the pack records up to date with complete information about where a scout is in his advancement trail.

#### REQUESTS FOR ADVANCEMENT RECORDS FOR SCOUTS TRANSFERRING OUT OF PACK 31

If a scout transfers out of our pack, the advancement chair will provide copies of the advancement records to the parents of the scout. The parents should give these records to their new cubmaster upon joining their new pack. The cubmaster should notify the advancement chair when a scout transfers to a different pack.

#### FINANCIAL REPORTING OF AWARDS PURCHASED

Any awards purchased on the pack account must have an accompanying receipt from the scout shop. The advancement chair will turn these receipts into the pack treasurer at the committee meeting or sooner.

