

Advancement Paperwork Process

In order to obtain Rank Advancements, Merit Badges, and Eagle Palms, units must complete the following steps in Scoutbook:

- Enter All achievements into Scoutbook.
- Make sure all achievements are leader approved.
 - Go to Reports – Needs Approval Report
 - Mark all achievements that need to be approve. (If not approved, they will not show up on the PO report)
- Go back into Reports and Print a “Needs Purchasing” report. **Please make sure this report is grouped by ITEM TYPE.** This will increase the speed and accuracy in which your order is put together and mailed (particularly when a Unit is preparing for a COH and there are MANY items to pull).
- From this same Report Screen there is a CREATE ADVANCEMENT REPORT at the bottom of the page. Print this report also. This is the Report that is required by National.
- Email the Advancement Report, along with the PO report that is sorted by ITEM Type, to one of our open stores (bsamissoulastore@scouting.org, bsabillingsstore@scouting.org or bsagreatfallsstore@scouting.org).
- Once you receive your order, please verify that you received everything that is on the receipt and that the receipt contains all the items you ordered.
- Once you have received and awarded these items, you need to go back into Scoutbook, Reports, Needs Awarding Report and mark those items as being awarded. Once this is done, your PO report will be cleared out for your next order. If you do not do this step, these items will appear on your next PO report and continue to until they are marked as awarded.
- **Eagle Palms** can be entered through Scoutbook/Internet advancement by the unit and don't require the separate Eagle Palm application form anymore. When a Scout's Eagle rank populates into his/her record, the unit can then go to Scoutbook and backdate to the Eagle BOR date for Palms earned WITH eagle. After that, they can enter the future palms just like any other rank advancement. **Please note, a Scout gets 1 opportunity at the night of their Eagle board meeting to get all the Palms they have earned without having to wait the time limits. Then the Scout can earn more once time limits have been met.*
- **Eagle kit**--the Council must first sign the Eagle Application. The application then goes on to Great Falls and then Texas. BSA in Texas will send the award form and other materials directly to the new Eagle Scout's Scoutmaster.