



Who Can Sign Off on Requirements?

For most requirements Scout through First Class ranks –

Patrol Leaders (must be one rank ahead of what they're signing off for);

Star, Life, and Eagle Scouts.

All Star, Life, and Eagle rank requirements are signed off by adult leaders.

Parents may not sign off on requirements.

Note the following exceptions for all ranks:

- All Scoutmaster Conferences are to be given by the Scoutmaster and Assistant Scoutmasters if Scoutmaster defers.
- All Community Service requirements are signed off by the adult Community Service Coordinator – currently Mrs. Kildea.
- Merit badge requirements must be verified with Troop Advancement Coordinator – currently Mr. Escudero.
- Any event participation requirements as well as those with the “Be active in your troop” clause must be verified by attendance report (see Scoutmaster or Advancement Coordinator) and signed off by adult leader.
- Youth Leadership roles are signed off by the adult leader/mentor paired with the youth position as follows:
 - *SPL / ASPL / Troop Guide – Mr. O’Neil*
 - *Patrol Leader – SPL*
 - *Bugler / Chaplain’s Aide – Mr. O’Neil*
 - *Community Service Organizer – Mrs. Kildea*
 - *Den Chief / LV Camporee Coordinator/Special Projects-Binders – Mr. Brett*
 - *Flag Collections, Instructors, Quartermaster – Mr. Cuccaro*
 - *OA Rep – Mr. Marley*
 - *Scribe – Mr. Arndt*
- Scout – #6 (SM)
- Tenderfoot – #1a (SM/ASM), #9 (SM/often during SM conference)
- Second Class – #10 (SM/often during SM conference)
- First Class – #11 (SM/often during SM conference)
- Star – #2 (SM/often during SM conference), #6 (SM)
- LIFE – #2 (SM/often during SM conference), #6 (SM/ASM)
- EAGLE – #2 (SM/often during SM conference)