

Susquehanna Council guide for requesting, organizing, and conducting a Summit board of review

Introduction

The purpose of this guide is to provide information to assist Venturers, parents/guardians, and adult leaders in the Susquehanna Council to properly request, coordinate, and conduct a Summit board of review.

The authoritative source for Scouting America's requirements for advancement to the rank of Summit is the Guide to Advancement (GtA) which will be referenced throughout this guide.

The information is organized into steps.

Step 1:

A complete Summit packet must be submitted to the council service center by a unit leader, when all requirements for the rank of Summit (except the board of review) have been completed. A complete packet must include the following completed documents:

- Council's Summit Board of Review Contact Information Form
- Venturing Summit Rank Application (VSRA)
- Summit Project Workbook

Step 2:

The council registrar will verify the information on the VSRA and check that all other documents are submitted. Once the verification and review of the packet is complete, the Registrar will notify the District Advancement Chair that the packet is ready.

Step 3:

A District advancement representative from the District Advancement Committee arranges to pick up the packet and reviews the packet.

Step 4:

The chair of the District Advancement Committee will select the chair of the board of review. The advancement committee chair must select the chair of the board of review (board chair) within one week of receipt of the packet. See GtA 8.0.7.0, paragraph 1 for the required qualifications to serve as the chair of the board of review. Additionally, the council's requirement is for the Venturing board of review training to be completed within five years.

Note: The board chair should begin coordination to conduct the board of review within two weeks of agreeing to serve as the board chair.

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Step 5:

The board chair coordinates the selection of the other members of the board. See GtA 8.0.7.0, paragraph 1 for the required composition of the board and qualifications for the other board members.

- a. The crew will have the opportunity to submit recommendations for the other board members.
 - 1) Venturer Membership: Crew president and advisor recommend Venturers to serve on the board.
 - 2) Adult Representative: Crew president and advisor recommend at least one committee member from their unit. If no committee member is available from their unit, they may recommend an adult leader from another crew.
 - 3) Community Representative: The members of the Summit candidate's crew may recommend a representative from the community. The representative should preferably be a member of the project beneficiary organization. The crew will submit the recommendation through the crew president. If the crew does not have a recommendation, the chair will decide whether to seek a community representative or not.
- b. The Crew President will submit all recommendations for the board to the board chair within two weeks from the start of coordination, using the Board Membership Worksheet. If the Board Membership Worksheet is not received within the time limit, the board chair will proceed with filling the open positions with available and appropriate members.
- c. The board chair will use the recommendations on the Board Membership Worksheet to fill the other board member positions. If a recommendation is inappropriate, the board chair will recommend another person fill the role.
- d. The board chair will provide the crew president with the proposed final selection of other board members.

The crew president and board chair must agree on the other members of the board. See GtA 8.0.7.0, number 1 for further information.

Step 6:

The board chair coordinates the selection of the location, date, and time to conduct the board of review.

- a. The crew president provides the board chair with the candidate's schedule and preferred general location for the board of review. (Example: Sunday evenings, Lewisburg area)
- b. The board chair provides the crew at least three appropriate options (location/date/time) taking the candidate's schedule into consideration. Note: Summit boards may be held in more formal settings than a home or crew meeting place.
- c. The crew president and Summit Candidate provide their choice to the board chair by selecting from the three options by listing them in order of preference.

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Step 7: Preparations for the board

- a. Preparation of the Venturers serving on the board. The Crew Advisor should coach Venturers beforehand. See GtA 8.0.5.2.
- b. Preparation of all board members.
 - 1) The board members should convene at least 30 minutes before the scheduled board of review to go over the Summit application and the service project workbook. See GtA 8.0.7.0, number 3.
 - 2) The chair should explain expectations for a Summit Board of Review to the members of the board. See GtA 8.0.7.0, number 4; 8.0.5.2, paragraph 3; and 8.0.5.3.

Step 8: Conduct the Board

- a. The chair of the board of review is a voting member. [GtA 8.0.5.4]
- b. The vote must be unanimous. [GtA 8.0.5.4]
- c. Summit boards generally last 45 minutes or somewhat longer.
- d. Through stories and discussions, the board should try to touch on each of the elements in Adventure, Leadership, Personal Growth (ALPS model). [GtA 8.0.5.3]