6.0.0.0 Section 6.

Electronic Advancement Reporting

Reporting advancement is a requirement of Scouting America, and entering it directly into the Scouting America system through Scoutbook Plus or another internet portal is the most straightforward way to get it done.

6.0.0.1 Importance and Benefits of Electronic Advancement Reporting

Internet portals are available for reporting ranks, advancement awards, merit badges, and many other achievements earned across Scouting America programs, using a computer, tablet, or smartphone.

As stated in "Reporting Advancement," 4.0.0.2, all advancement must be reported to local councils.* This is important for keeping member records up to date. "Unit Advancement Responsibilities," 3.0.0.3, suggests the unit advancement coordinator should use one of methods described in the preceding paragraph to accomplish the reporting. When this is done, it alleviates issues in documenting progress as Scouts submit Eagle applications or transfer from one unit to another within a council or between councils. Consistent and constant reporting also assures accurate records for use by commissioners, other district and council volunteers, and the National Council.

This information is critical in evaluating unit health, adjusting service delivery, and reviewing changes in programs and requirements. It is recommended that units report advancement at least monthly with a final annual report each December.

Benefits of Electronic Advancement Reporting

- Provides straightforward and direct method of reporting
- Eliminates transcription errors due to handwriting
- Helps in local council verification of Eagle Scout Rank Applications
- Records ranks, badges, and awards in accordance with advancement rules
- Consolidates data files to reduce or eliminate record gaps when Scouts transfer units
- Supports national data analysis for advancement statistics
- Helps to assess and support unit success

*An advancement report is not required to purchase Adventure loops or pins. However, to ensure that each Cub Scout's record is complete and accurate, all Adventures—required and elective—should be recorded.

6.0.0.2 About Advancement Reporting

To initiate the process for reporting advancement, the unit leader, committee chair, or chartered organization representative must go into Scoutbook Plus and identify the unit advancement coordinator or delegate authority to someone else to record and report all advancement and awards.

When a unit uses Scoutbook Plus (scoutbook.scouting.org) to record its advancement, awards, and other Scout-level information, the data is automatically saved in Scouting America's official database.

Questions about entering or uploading data using any internet portal may be directed to appropriate council-level staff or help.scoutbook.com.

6.0.0.3 [Currently Not Used]

Value of Using Scoutbook Plus

- *Scouts and their parents or guardians can track the Scout's progress and confirm the accuracy of the information*

- *Scouts or their parents or guardians may indicate that a Scout is ready to finish requirements or rank*

- *Unit leaders are able to track the progress of all their Scouts*

- *Advancement, awards, and other activities, such as service hours and camping, are promptly recorded*

- *Leaders enjoy having one place to go — on their smartphones, tablets, or computers — to track and approve advancement and other information*

6.0.0.4 Electronic Advancement Miscellany

Board of Review Signatures. Because entering rank advancement into the internet portals, either directly or after being uploaded from third-party software, and printing the system-generated Unit Advancement Reports typically occur sometime after boards of review are held, obtaining signatures on the report may not be practical. Therefore, after a board of review is held, it is permissible for board members to sign a completed copy of the Unit Advancement Report found at www.scouting.org/forms. This signed report may then be attached to the electronically generated report and submitted to the local council.

Scout Transfers. Member identification numbers for youth are unique to the individual. Entering a Scout's name and Scouting America identification number on a youth application—on paper or in online registration—exactly as they appear in the records is imperative. Nicknames and other differences, including typos, will delay the process.

The easiest way to transfer a Scout from one unit to another is to use online registration at my.scouting.org. The parent or guardian completing the online form should indicate that the Scout is already a member of Scouting America. Once the online registration form has been completed and submitted, the unit must accept the application for the process to be completed. The Scout's history, as it has been recorded in Scouting America's records, will then sync over to the new membership and be available to the receiving unit. Online registration is available to effect a transfer of Scouts within a council or between councils.

Other ways to document and complete a transfer are as follows:

1. If the old unit uses Scoutbook Plus to record advancement and the new unit also uses Scoutbook Plus, then the new unit can access the data directly from Scoutbook Plus after the council processes the application.

2. If the old unit uses Scoutbook Plus to record advancement, but the new unit uses third-party software, then the Scout must obtain a printout or transferrable electronic file of his or her advancement record from the previous unit(s), and his or her person profile from the former council.

3. If the old unit used third-party software to record advancement, then the Scout must obtain a printout or transferrable electronic file of his or her advancement record from the previous unit(s), and his or her person profile from the former council regardless of what system the new unit uses to record advancement.

Dual Registration. If a Scout has multiple registrations with different units, advancement records should be maintained in only one of the units. As the Scout passes requirements in the other unit, the information should be relayed to the primary unit so that only one advancement record is maintained. If advancement records are maintained in multiple units, then cooperation between the units will be required in order to generate the reports necessary to report and obtain the awards. It is not possible to electronically consolidate data across different units in different councils.