

TROOP 680 SCOUTMASTER CONFERENCE PROCEDURES

as of August 23, 2016

Mr. Mirvish will hold Scoutmaster (SM) conferences before every Troop meeting. On the second and fourth Sunday of the month, Mr. Mirvish will also hold SM conferences after Troop meetings. Scouts must book a SM conference by e-mail, following the procedures below. Mr. Mirvish will reserve time during Troop meetings for Emergency SM Conferences only, as described below.

To request a SM Conference **the Scout** must:

1. Send an e-mail to Mr. Mirvish at jmirvish@jermprod.com with a copy to the Scout's parents and Mrs. Murphy (johannahmurphy@cox.net).
2. The subject line of the message should say "Request for SM Conference on [insert date]."
3. The e-mail text should include the following information:
 - a. Your name because it may not be obvious from your e-mail address.
 - b. The rank for which you are requesting the conference.
 - c. A polite request to Mrs. Murphy for a copy of your Individual History Report (IHR).

Mr. Mirvish will not accept or respond to any requests from parents or Assistant SMs (ASMs) on behalf of the Scout. **It is the Scout's responsibility to request the SM conference.**

Mr. Mirvish will respond to the Scout's request as soon as he is able to do so with a message indicating the time of the meeting.

SM conferences for all ranks except Eagle will be scheduled for 15 minutes. (Mr. Mirvish may or may not use the entire time depending on the rank in question.) Eagle candidates will be allotted a minimum of 30 minutes.

Mr. Mirvish will fill appointments based on the order in which he receives the requests, starting with the 15 minutes closest to the meeting time and going backward from that time. In other words, the first Scout to request a meeting on a given Sunday will get the 5:15 PM to 5:30 PM slot. The next Scout will get the 5:00 PM to 5:15 PM slot. The next Scout will get the 4:45 PM to 5:00 PM slot. This will ensure that Scouts who plan ahead are rewarded for good planning by getting appointments closest to the Troop meeting time.

Because Mr. Mirvish will hold SM conferences after the Troop meeting on the second and fourth Sunday of the month, he will fill slots on both sides of the Troop meetings so that the first Scout to request will get the 5:15 PM to 5:30 PM slot, and the next Scout will get the first 15 minutes at the end of the Troop meeting (e.g., 7:00 PM to 7:15 PM). After that, the next Scout will get 5:00

PM to 5:15 PM, and the next Scout will get the time starting 15 minutes after the end of the Troop meeting (e.g., 7:15 PM to 7:30 PM). Mr. Mirvish will continue to alternate the times until all slots are filled.

If a Scout is requesting a meeting on the second or fourth Sunday and has a preference to meet, either before or after the Troop meeting, he should indicate that in his e-mail request.

Mr. Mirvish will stop accepting requests for SM conferences 24 hours before the Troop meeting or when a given Sunday schedule is full. If the schedule is full, Mr. Mirvish will send an e-mail to the Troop advising Scouts of this. It is your responsibility to plan accordingly. Keep in mind that there is usually a rush for SM Conferences in the week or two before a Court of Honor (COH).

Because Mr. Mirvish occasionally has to meet with Scouts for Merit Badge (MB) work before Troop meetings, on those Sundays, he will not book any SM Conferences before 4:00 PM.

What You Need to Do To Ensure a Successful SM Conference

In order to ensure a successful SM Conference:

1. **Be on time.** Scouts arriving more than 5 minutes late will not be seated for their SM Conference and will have to reschedule. (A Scout is courteous (5th point of the Scout Law). Arriving late is discourteous to the SM and to other Scouts who have scheduled a conference after you.)
2. **Be dressed appropriately, clean, and neat.** Scouts not in a complete and proper Class A uniform will not be seated for their SM Conference and will have to reschedule. (MB sashes and/or OA sashes are a nice touch but not required.) This is a scheduled meeting so there are no surprises about when it is occurring and, therefore, there should not be any reason for a Scout not to be in proper uniform. (A Scout is clean (11th point of the Scout law).)
3. **Bring your IHR and Scout Handbook.** Scouts not having these items will not be seated for their SM conference and will have to reschedule. (A Scout is helpful (3rd point of the Scout Law). Mr. Mirvish does not keep a copy of all the records with him at all times. Having your records with you will help him organize his thoughts for the SM Conference.)
4. Before arriving to your SM Conference, review and compare the sign-off dates in your Scout Handbook to your IHR to make sure all of the dates match up. Mr. Mirvish will look this over at the start of the SM Conference and if he finds mistakes, he will adjourn the SM Conference and have you reschedule. (A Scout is thrifty (9th point of the Scout law). One of the definitions of thrifty is “given to or marked by economy and good management.” Making sure your dates are all in order now, will save you when it comes time for your Eagle Rank Application.)

5. "Scout Spirit." Each rank has a requirement to "demonstrate Scout spirit by living the Scout Oath and Scout Law." Be prepared to explain how you have lived the Scout Oath and Law. Please note that for the rank requirements that went into effect on January 1, 2016, Scouts who are Tenderfoot through First Class rank, have to be prepared to discuss four specific points of the Scout Law and they cannot use the same ones at each SM Conference. All twelve points of the Scout Law must be covered over the course of the Tenderfoot through First Class rank period. Although this is not a requirement for Scouts operating under the old rules or for the ranks of Star, Life, and Eagle, the SM is not precluded from taking this approach.
6. For Scouts in the Scout through First Class ranks, look at the things you were required to master and be prepared to talk about some of them. (This will be a discussion, not a re-test of those requirements.) For Scouts sitting for Star, Life, and Eagle rank, be prepared to discuss your Leadership position, including such things as what worked, what did not work, what was challenging, what you found disappointing, and what you found rewarding. (Please keep in mind that the foregoing is not the complete list of things Mr. Mirvish might ask.) Scouts sitting for Star, Life, and Eagle ranks will also be evaluated for how they fulfilled their commitment to the position and the contract they signed.

Emergency SM Conferences

Despite the foregoing procedures, some Scouts may require a SM Conference under time sensitive deadlines, such as an Eagle candidate who is about to age-out. Mr. Mirvish will do his best to accommodate those requests during Troop meetings if possible or at a mutually agreeable time.

Requests for emergency SM Conferences may be made by e-mail (jmirvish@jermprod.com), text (703-623-6073), telephone call (Home – 703-799-1738; Cell – 703-623-6073), or in person at Troop meetings. The request should include all of the information required for a regular request **as well as a short explanation as to why the SM Conference has to be done on an expedited or emergency basis.**

Please keep in mind that, generally speaking there are no real emergencies, only poor planning. With the exception of Eagle candidates who are down to the wire (which is also poor planning), excuses such as, "I forgot there is a COH next week, and I really want to make rank" are not valid reasons for me to grant an emergency SM Conference.

Two Deep Adult Leadership

Because BSA rules do not allow one-on-one contact between youth and adults, a parent or a Scout sibling of a Scouts who is scheduled for a SM Conference at a time when it is unlikely that there will be another adult or youth present (e.g. first or last SM Conference on the schedule) may be asked to remain in the room during the SM Conference. In such cases, the parent or Scout sibling will not be invited to participate in the SM Conference but, rather, observe from a distance.