

The overall advancement process for Star and Life in Troop 57 is as follows:

1. When all requirements for advancement are complete, and Scout has completed Pre-SMC, Scout requests an IPR from Advancement Co-Chair Corinna Haussecker (cori.haussecker@gmail.com).
2. Scout forwards IPR to SMC Coordinator (David Markowitz, davidm@usa.net) and requests an SMC. Scout states who he did his pre-SMC with, and when.
3. SMC Coordinator verifies the following
 - a. Scout did pre-SMC.
 - b. Scout has IPR
 - c. Individual Advancement Plan completed (available at "Advancement Info – Star & Life" on www.troop57.net).
4. SMC Coordinator double-checks with ASMs who did pre-SMC, if needed.
5. SMC Coordinator emails 2 ASMs who are (1) not known to the scout and (2) not in his patrol to see if they are available for the SMC. We normally allow a ~2-week window for an SMC process to complete. So an ASM that is out the current week is still OK. Deadlines are pretty firm around the BOR - no SMC should generally be started less than 1 week from the BOR unless approved by the Scoutmaster. That's because we hold extra BOR's frequently, and it's the BOR which triggers rank advancement (not the COH).
6. Once ASMs are contacted and on board, SMC Coordinator tracks SMC:
 - a. make sure they have contacted the scout.
 - b. try to get notified when the SMC has been scheduled.
 - c. be available to answer any questions a candidate scout has about or during the process (by email), especially if they haven't heard anything after a few days.
 - d. SMC Coordinator will communicate only with Scout, not with Scout's parents.
7. ASMs contact Scout to schedule SMC and select location (cc the SMC Coordinator at davidm@usa.net).
8. ASMs and Scout have SMC.
9. ASMs determine if Scout passed, or if specific follow-up is needed.
10. ASMs email SMC Coordinator after SMC to say whether or not the scout passed. If not there should be specific details as to what follow-up is needed.
11. SMC Coordinator forwards such info to ASMs that did pre-SMC and/or the Scout's Patrol Lead ASM, as needed.
12. When the Scout passes SMC Coordinator makes sure the following people have been notified:
 - Corinna Haussecker – to put information into Troopmaster
 - Kurt Finley – BOR Coordinator
 - Jennifer Seto – BOR Coordinator
 - Gordon Craig - Scoutmaster
 - Scout's patrol Lead ASM