



# Venturing Summit Award Guide

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National Capital Area Council 2016

# NATIONAL CAPITAL AREA COUNCIL BOY SCOUTS OF AMERICA

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## FOREWORD

This Summit Procedures Guide is for a Venturer at the level of Pathfinder who is working towards the Summit Award in the National Capital Area Council (NCAC) and their parents/guardians and adult leaders.

We strongly recommended that all Advisors who are involved in the process become well versed in this information and encourage every Summit candidate to use this publication along with the appropriate sections of the Guide to Advancement during his or her journey.

This document is divided into small, usable sections for the Venturer. We recommend you read just the section with the information you need rather than trying to devour the whole document.

Venturers, you are not alone in this process. The District Advancement and Recognition Committees (ARC) exist to advise and serve you and the adult Advisors in your respective Districts. The NCAC, the Districts, their Units, and individuals do not have the authority to impose additional standards or requirements. Rather, they ensure adherence to the requirements established by National level authorities. With the encouragement of the NCAC ARC, the District ARCs are particularly attentive to advancement to the Summit Award.

We have worked hard to develop this document and make it useful for all Venturers and Advisors. We look forward to working with you in the future as advancement policies and procedures continue to evolve. Please don't hesitate to contact us or your District ARC Chairperson with questions and/or comments.

Alan Deter, Chairman  
NCAC Advancement and Recognition  
Committee

Don Durbin, Director  
Camping Programs

## PURPOSE

The purpose of this document is to provide guidance to youth pursuing the Summit Award in the NCAC on the policies and procedures relating to the Summit Award and to address commonly asked questions and issues. This information is intended to supplement the BSA publications listed in the [References](#) section. It is not intended to answer all questions. National BSA policies and procedures, as stated in national publications, have precedence over this NCAC document. In the event of conflicting information between revisions of national documents, the most current publication will prevail, unless specifically stated herein.

This document addresses those areas in which the BSA policies allow Council discretion and presents procedures for carrying out BSA policy within the NCAC. An electronic version of this document is posted on the NCAC website under [Summit Information](#).

If you — an Advisor or a Summit candidate — are unsure of a particular step or requirement, you should not hesitate to contact your District ARC Chairperson. A few minutes in phone calls at the right time can save days or weeks of confusion for either the Summit candidate or their leaders.

If you have any suggestions on how to improve this Guide, please contact your District ARC Chairperson who will in turn pass your suggestions to the NCAC ARC. The Committee meets on a regular basis, usually once every two months. They will review this Guide annually, make revisions as necessary, and publish it electronically

## REFERENCES

BSA publications are frequently updated and the most current versions of these documents should be used for reference. This NCAC document will be revised when newer versions of these references include a significant change in the information; however, while every effort will be made to rapidly disseminate any new Summit policy and procedure information within the Council through training, publications, the Internet, appropriate committees, and Roundtables, it is the individual Venturer's and Advisor's responsibility to follow the policies presented in the most current BSA publications.

1. NCAC Website, <http://www.ncacbsa.org>
2. National Website, <http://www.scouting.org/scoutsource/Venturing.aspx>
3. Boy Scouts of America, Venturing Youth Handbook, No.619088

4. Boy Scouts of America Venturing Awards and Requirements. No. 618767
5. Boy Scouts of America, Venturing Summit Service Project Workbook-2015
6. Boy Scouts of America, Guide to Advancement - 2015, No. 33088
7. Boy Scouts of America, Venturing Summit Award Application
8. Boy Scouts of America, Guide to Safe Scouting, No. 34416
9. Boy Scouts of America, Venturing Advisor Guidebook, No.: 618768
10. Boy Scouts of America, Internet Advancement
11. Scouting for Youth with Disabilities Manual, No. 34059
12. Age Guidelines for Tool Use and Work at Elevations or Excavations, No 680-028
13. The Sweet 16 of BSA safety

## **RESPONSIBILITIES**

The responsibilities presented here only address Summit Award advancement tasks assigned to each organization at their respective level. The details of these responsibilities are presented in later sections of this document.

### **Crew Responsibilities**

- Mandatory: Report advancement accomplishments using Internet Advancement to comply with NCAC verification and Journey to Excellence responsibilities.
- Maintain adequate advancement records (i.e., advancement reports, etc.) and provide requested documentation to the NCAC if information provided on the Summit Application is incomplete or is in question.
- For Venturers with disabilities (Special Needs)
  - Register the Venturer as a Special Needs Scout as soon as possible. (A [Special Needs Fact Sheet](#) is available to assist with the petition.)
  - Ensure the Venturer has met all requirements for the award and conduct the Unit Leader Conference.
- Per [Pre-Board of Review Records Verification Procedures](#), ensure the Venturer's completed, signed VSAA (front and back) is forwarded to the NCAC Program office for NCAC verification **prior to the Venturing Summit Award Board of Review**.
- Conduct crew-level Venturing Summit Award Board of Review with District ARC representation, after receiving local council verification approval.
- Submit the signed application, and Venturing Summit Award Service Project Workbook, to the NCAC following the successful Board of Review.

- Provide the appropriate members to sit on a board of review.

### **District Responsibilities**

- Provide advice and guidance to Venturers and Advisors concerning the Pathfinder to Summit processes.
- Keep units informed of significant changes in the Summit process.
- Review the accuracy and completeness of the application prior to its submission for the local Council verification process.
- Chair all Crew-level Summit Award Boards of Review. **An approved representative of the District ARC must be included as a member of the Board of Review and sign the appropriate block of the application following a successful review. They will be the chairman of the board.**
- Consider and act upon appeals from Summit candidates, parents, or crews concerning the application and/or Summit Board of Review. A District Appeals Panel is convened to consider appeals. (For further guidance on this, see the appropriate sections of the GTA.)
- Convene a Board of Review Under Disputed Circumstances as determined by circumstances outlined in the Guide to Advancement.8.0.7.1

### **NCAC Responsibilities**

- Develop, maintain, and distribute the NCAC Venturing Summit Procedures Guide for use by Venturers and Advisors.
- Review the Summit application for accuracy and completeness via the Council verification process.
- Process the application through the National Service Center following a successful Board of Review. This includes follow-up to ensure timely return from the BSA.
- Maintain a log of all Summit applications being processed through the office.
- Consider and act upon appeals from Summit candidates, parents, or crews concerning the application and/or Board of Review. A Council Appeals Panel is convened to consider appeals from the District. (For further guidance on this, see the appropriate section of the GTA.)
- Act on requests for a time extension to earn the Summit Award. (For further guidance on this, see the appropriate section of the GTA.)
- Review and, if warranted, approve Venturers for registration beyond the age of eligibility based on disabilities or situations beyond the control of the Scout.
- When required, forward appeals and requests for extensions to the National Advancement Team.

# THE JOURNEY FROM PATHFINDER TO SUMMIT

To advance to the Summit Award, a candidate must complete all the requirements of:

1. Participate in a total of 7 tier II or tier III adventures
2. Complete Mentoring for Venturing training
3. Mentor another Venturer
4. Leadership/training
5. Complete a personal reflection
6. Create a personal code of conduct
7. Lead an ethical controversy
8. Plan and conduct a service project
9. The Advisor Conference.
10. Successfully complete a crew board of review  
(*Venturing Summit Award Application*)  
(*Venturing Handbook*)

## TIME REQUIREMENTS

All requirements for the Venturing Summit Award (except the board of review) must be completed prior to the candidate's 21st birthday.

The formal deadline is midnight the night before the candidate's 21st birthday. Many candidates complete their Summit Award requirements well before they turn 21.

For these reasons, the NCAC ARC strongly counsels all Venturers who are attempting to earn the Summit Award while 20 years old to be very mindful of their remaining months of eligibility. They should plan and work accordingly.

## PROJECT SAFETY

Because a Summit Award service project is a unit activity, unit leadership has the same responsibility to assure safety during the project as they would with any other unit activity. The Guide to Safe Scouting, the "Sweet 16 of BSA Safety," youth protection guidelines, and two-deep leadership all apply and candidates must comply with the guides.

(Guide to Advancement --9.0.2.14 and 9.0.2.15))

## **RECORD KEEPING**

Record keeping is a critical element in the advancement program. Crews must ensure Internet Advancement records are sufficient for completing an advancement records review of and Summit Candidate. Districts and the NCAC will only use the following, in order of preference (most authoritative to least authoritative), to resolve discrepancies leading to application verification. All discrepancies must be reconciled prior to submission. If reconciliation is not possible, a detailed explanation must be sent with the application to NCAC.

For award advancement (Caution: Items 3-5 are subject to transcription errors):

1. Paper copy of an Advancement Report or a Board of Review summary sheet, as generated by TroopMaster© or an equivalent program, that was signed by the Board of Review members;
2. Award Advancement date in the Venturing Scout Handbook, that was initialed and dated by Board of Review members;
3. .An Internet Advancement Report showing the date of the Board of Review.
4. Other Crew's Advancement Records from TroopMaster© or other Scout tracking software or a transfer record;
5. Advancement award card.

## **TRACKING SERVICE PROJECT HOURS**

From the time a Venturer begins looking for a project to the completion of the project, he/she should be keeping track of his/her time. A small pocket notebook, a spreadsheet on a laptop, a notepad on his/her smartphone, or a loose leaf page in his/her project workbook are all acceptable ways for accomplishing this task.

His/Her time includes research, making phone calls, participating in a meeting, entering information into the Venturing Summit Award Service Project Workbook, plus numerous other activities.

He/She should record not only the time they spend on the project but also the time others spend helping on the project. This could be the time spent meeting with an adult on the project, the time a parent spends driving to and from a home improvement store, or the time friends, Venturers, Advisors, or other volunteers spend actually working on the project.

# THE VENTURING SUMMIT AWARD SERVICE PROJECT WORKBOOK

Make sure you have an up-to-date version of Adobe Reader because the workbook has several useful features like expandable text boxes, file/picture uploads, and automatic repaging/numbering as you add material. Obtain the most recent workbook at: <http://www.scouting.org/scoutsource/Venturing.aspx>, be aware that unofficial sites frequently do not have the current version.

The workbook is essential to the successful completion of your project and should be thoroughly reviewed - front to back - before you begin. It is recommended that you put the Venturing Summit Award Service Project Workbook together in a three-ring binder with pages typed and in page protectors.

(Guide to Advancement—4.3.2.0)

## CONTACT INFORMATION

### Complete the Contact Information page in the Workbook

The Contact Information page should be a one-stop shop for the contact information of all the people involved in the project. A Venturer will be well served if he/she takes the time to contact each person on this page and fill in the information before working on the project. The following are a few notes concerning some of the fields in this section.

1. BSA PID No. This is the Venturer's Personal Identification Number assigned to him/her by the Boy Scouts of America. It can be found on the membership card, in Internet Advancement, on the My.Scouting.org website, or on the Unit Roster during rechartering.
2. Council Service Center Information:
  - a. Council Name: NCAC
  - b. Phone No: 301-214-9197
  - c. Address: 9190 Rockville Pike
  - d. City: Bethesda
  - e. State: Maryland
  - f. Zip: 20814

Each Summit Award candidate should obtain the remaining contact information for the Crew, Crew Advisor, and Venturing project approval representative,

## CHOOSING A PROJECT

The Venturing Summit workbook page 4 discusses how to choose a project, restrictions and other considerations, and safety.

Make sure to use the Project Focus areas.

- **Service-** a valuable action, deed, or effort carried out to meet a need.
- **Scope and Complexity-** The scale of the project; the level of effort and planning involved.
- **Leadership-** Leading others toward a shared vision
- **Personal goal connection-** Making the most of the experience, including what is important to you.

(Guide to Advancement-4.3.2.1)

Restrictions are addressed in the workbook and (Guide to Advancement- 4.3.2.2)

The impact of a project- the extent to which your project makes a meaningful difference however is the most important consideration (Venturing Summit workbook proposal page A)

## PROJECT PROPOSAL AND APPROVAL

The Summit candidate starts by completing the "Project Proposal." This is an overview, and also the beginning of the project planning process. They are responsible for stating, in general terms, what will be done. It is important the candidate provide sufficient information to evaluate the scope and complexity of the project

**Every effort should be made by the Venturer to present a readable and complete representation of his/her project's proposal.**

The Summit candidate must have the dated signatures of the three approving people in the workbook before starting the actual work on his/her project (Venturing Summit workbook proposal page E). If any of the three (3) approvers does not sign the project proposal, the Summit candidate must revise, resubmit, and/or restart the project proposal. There is no sequence requirement for obtaining approval signatures. **The Council or District is not part of the approval process.**

# SUMMIT AWARD FUNDRAISING APPLICATION

## **Complete the fundraising application (if required).**

Please refer to the Fundraising page in the Venturing Summit workbook.

It is important to remember that Venturing Summit service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project.

In keeping with National Capital Area Council's Unit Money Earning Application procedures, the council is the approving authority on the Venturing Summit Service Project Fundraising Application.

The form is only required if you plan to raise more than \$500, in donations not from the crew or family members. The completed forms can be sent to this email address for approval: [ncaceaglefunds@scouting.org](mailto:ncaceaglefunds@scouting.org) or faxed to: 240-395-0610. Allow time for it to be approved.

## **CONDUCT THE PROJECT**

Start by implementing the schedule. Obtain and prepare the materials, including the necessary tools, for the project.

If it is an outdoor project, pay attention to the weather as your project day approaches. Have a 'bad-weather' plan (Be Prepared!), and make sure volunteers are kept informed.

You should take notes of anything that changed from your original plan. You should continue to track the number of hours you and each volunteer spends on the project. You should maintain a list of all materials, supplies, and tools used and donations received so they can be included in the Project Report.

Note that some adults may try to be too helpful. If you see that someone is giving directions, but they are not part of your designated management team, you may need to gently ask them to direct their comments to you, so you can consider the best way to communicate the information to your work crew(s) or teams.

Enter this date on the Venturing Summit Award Application at Requirement 8.

## PROJECT REPORT

After you complete the project work, you will need to complete the Venturing Summit Service Project Report. (GTA 4.3.2.3)

**Photos or Other Documentation.** These are optional, pictures help the Summit Board of Review members and the NCAC understand your project. Including photographs of your completed project (along with the “before” photographs taken in the Project Proposal phase) helps present a clearer overall understanding of your effort.

## APPROVAL OF THE PROJECT REPORT

Once the Project Report is complete, the Summit candidate must sign the workbook and obtain the dated signatures of the Crew Advisor and Project Beneficiary Representative before the Board of Review.

**Candidate’s Promise.** Read and sign the promise before presenting your completed Venturing Summit Service Project Workbook to the approvers.

**Beneficiary Approval.** Present your project to the Beneficiary Representative and obtain their signature. By signing they agree that they are satisfied with the project. This signature should come first.

**Crew Advisor Approval.** Present your project to your Crew Advisor and obtain their signature. In signing, they agree the Venturing Summit Scout service project meets “What is Required”, as stated on proposal part A of the Workbook.

(Guide to Advancement-4.3.2.3)

## VENTURING SUMMIT AWARD APPLICATION

**Fill-in the Venturing Summit Award Application (VSAA).**

When all requirements for the award of Summit (except the board of review) have been completed, a VSAA must be filled out by the Venturer, reviewed and initialed by the District Summit Representative, and then sent to the council service center for verification.

The most current VSAA can be found at  
<http://www.scouting.org/scoutsource/Venturing.aspx>

The application must contain original (not photocopied) signatures. Electronic (digital) signatures are only supported for the Scout Executive.

**All information on the Venturing Summit Award Application must agree with the data recorded on Internet Advancement and found on the Member Unit Advancement Summary.** It is also helpful if the Unit uses TroopMaster© or other Scout tracking software for recordkeeping, but what is reported on Internet Advancement takes priority.

Here are a few hints on filling out this form.

1. Use your full legal name (i.e., first, middle initial and last name) using upper and lower case letters on the top line of the application. Do NOT use all capital letters.
2. **Only use abbreviations** on the application for mailing address locations recognized by the United States Postal Service, such as St., Dr., or Pl. for Street, Drive, or Place, respectively. The standard state/district abbreviations may be used, such as DC for the District of Columbia, MD for Maryland, and VA for Virginia. Additionally, standard name suffixes (e.g., Jr., III, etc) should be used.
3. The PID (Personal Identification) number of the Summit candidate may be placed in the top right box of the VSAA.
4. List all dates as M M D D Y Y. Always include the day (on the Adobe Acrobat© form the date fields are individual cells, use the Tab key to move between them). Dates should be handwritten or typed to fit the space provided and should not be written across the lines. All date blocks must be filled in, including leading zeros.
5. Project Name, Date, and Hours: Include the name of the benefiting organization in the project name (e.g., St. Mary's Church Prayer Garden). The Date Project Finished is the date that all project work was complete, **not** the date that approval signatures were recorded in the workbook. The Grand Total of Hours must agree with the Project Report section of the Venturing Summit Service Project Workbook. This must be a whole number without any fractions or decimal points.

### **Sign and obtain signatures for the Venturing Summit Award Application (VSSA).**

After the Venturer has filled in the VSSA, he/she should meet with the Unit Adviser and/or Advancement Chairperson to review it for accuracy of dates and completeness.

Next it should be signed by the Venturer, the Adviser and Committee Chair.

## **THE SUMMIT AWARD PACKAGE**

In preparation for the Board of Review and approval for advancement to the award of the Summit by the BSA, each Candidate **should** assemble in a properly-sized notebook or binder the following information:

1. A completed original VSAA. The most current version of the application must be used.
2. Completed Venturing Summit Service Project Workbook.
3. Verified Venturing Summit Award Application. The e-mail and verified back page of the application from the NCAC program office must be included in the Summit Award Package for the Board of Review and submission to NCAC following the Board of Review (see Pre-Board of Review Records Verification)

## **VENTURING SUMMIT CANDIDATE CREW ADVISOR CONFERENCE**

You must have a Crew Advisor Conference last. After all of the other requirements are complete (Guide to Advancement- in box under 8.0.5.2

Make sure you add the date the Crew Advisor Conference was held on the VSAA. This conference is a requirement and must be completed prior to Venturer's 21st birthday.

## **PRE-BOARD OF REVIEW RECORDS VERIFICATION**

When all requirements for the award of Summit (except the board of review) have been completed, a Venturing Summit Award Application (VSAA) must be filled out by the Venturer and reviewed by the District Summit Representative (DSR). Crew involvement in the preparation of the VSAA prior to this review is required.

All information on the VSAA must agree with the data reported on Internet Advancement.

The signatures of the Venturer, crew advisor, and committee chair **MUST** be on the VSAA or an explanation must be attached as to why they are missing.

- Those signatures are verification that each leader has verified the accuracy of the VSAA.

- If either crew advisor or committee chair refuses to sign the VSAA, the crew must assist the Venturer in contacting the District Advancement Committee.

For the District review, the crew will provide the DSR with the completed and signed VSAA and the Member Summary report from Internet Advancement.

- The Member Summary Report provides the evidence that the Awards have been earned and properly entered into Internet Advancement.
- Districts may request original advancement records to conduct their review.
- All discrepancies found during the review must be corrected before submitting the VSAA to NCAC for verification.
- When satisfactory, the DSR will initial and date next to the BSA Local Council Verification block on the reverse of the VSAA.



District Eagle Representative Initials and Date

**BSA LOCAL COUNCIL VERIFICATION.** According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date  /  /

Month Day Year

Next, the Unit (or DSR) sends a legible and, if necessary, corrected copy of the front and back of the Venturer’s completed VSAA to the NCAC Program Office for BSA local council verification.

- A return e-mail address or fax number must be provided to allow NCAC to send the results.
- The NCAC review will check the Venturer’s ScoutNet record and verify the information and dates listed on the VSAA match the information in ScoutNet.

The VSAA can be submitted in three ways (in order of preference).

- Scan the front and back of the completed VSAA and email a clear copy to: [NCAC\\_EagleCert@scouting.org](mailto:NCAC_EagleCert@scouting.org). Place “Venturer’s name” and “Summit Verification” in the subject line.
- Fax the front and back of the completed VSAA to 301-564-9513. Provide a return email address either on the fax cover sheet or at the bottom of page two of the VSAA.
- Leave a copy of the completed VSAA at the NCAC Marriott Scout Service Center for review. Note: A return email address or fax number must be provided to allow NCAC to send the local council verification results.

If the VSAA is submitted without the DSR’s initials it will be returned to the unit and District Advancement Chair for review.

If the review is satisfactory, the back page of the VSAA will be signed, dated by the NCAC program office and sent, via email or fax, to the unit leader, committee chair, or DR (depending on who sent the form to Council) verifying the applicant is a registered member of his unit and the administrative and technical content on VSAA is approved as accurate.

- If the BSA local council verification finds deficiencies or discrepancies between the VSAA and ScoutNet they will be identified in the verification response.
- **Minor deficiencies** must be corrected by the crew before the Summit Board of Review. Resubmission is not required if the verification block is signed by NCAC.
- VSAA's with **major deficiencies** will not be verified and will require correction and resubmission for verification. NCAC will also notify the District Advancement Chair or District Summit Representative.

When meeting or communicating with the District Summit Representative or their designee to schedule a Summit BOR, the unit must provide the NCAC e-mail and verified VSAA page unless the district already has it in their possession.

At the completion of a successful Summit Board of Review the approved verification notice (signed page two of VSAA returned after records verification) is submitted with the rest of the [Summit Award Package](#) to NCAC for processing.

## **VENTURING SUMMIT BOARD OF REVIEW PREPARATIONS**

It is the policy of the NCAC that the Crew will conduct Summit Boards of Review at the crew-level. In consonance with the GTA, district or council representation is required. In the NCAC, this representation is always from approved District personnel.

**Scheduling**: The candidate, Crew Advisor, or a Committee representative (generally the Advancement Chairperson) should contact the District ARC Chairperson or designee to schedule a review of the [Summit Award Package](#) at least 1-2 weeks prior to the desired Summit Award Board of Review date.

The Venturer's crew is responsible for scheduling the Board of Review location, date and time in coordination with the crew advisor, Summit candidate, and district representative (chair of the board). The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, and service project workbook.

**Summit Award Package**: It has proven advantageous to have the Summit Award Package ready to go prior to the Board of Review, rather than attempt to obtain

signatures or resolve inconsistencies after the Board of Review has adjourned. See [Summit Award Package](#) in this guide for more information.

The approved local council verification notice must be presented to the Summit Board of Review chairperson at the time of the Board of Review.

**Board of Review Composition (GTA 8.0.7.0):** The Board of Review is composed of a representative of the District ARC(Chair of the board), two youth members (the crew president from the candidate's crew), another adult over 21 from the candidate's crew, an adult from the community (does not need to be a member of BSA) totaling a minimum of 5 and maximum of six members. If there is a sixth member, it must be a youth member.

The Chairperson of the Scout's Summit Board of Review will be a member of the District who has had the proper training.

If the candidate is a Special Needs Scout who has availed himself or herself of alternative advancement requirements or is beyond the age of eligibility, a member of the Special Needs Subcommittee can also be a member of the board of review.

## **CONDUCTING THE SUMMIT BOARD OF REVIEW**

The purpose of the Summit board is to review the quality of the candidate's experience and, through discussions and stories about the fun, adventure and benefits of Venturing, to decide whether the Venturer has fulfilled the requirements for the award. Remember, the board of review is not an "examination," and it is not meant to test a candidate on skills and activities required for an award. It is an opportunity to learn about the Venturer's character, citizenship, and fitness, attitudes, accomplishments, and ideals as he/she recalls and relives the journey to the Summit.

Refer to GTA 8.0.5.2 and GTA 8.0.5.3 and Venturing Board of review guide

## **CONCLUDING SUMMIT AWARD BOARD OF REVIEW**

After the review, the candidate needs to leave the room while the board members discuss the acceptability of the candidate. A majority decision in favor of awarding the Summit Award must be reached.

If the candidate meets the requirements, the Venturer is asked to return and is informed that he/she has received the board's recommendation for the Summit Award. The

**original** Application then can be signed. **Do not** sign the verification copy of the application from NCAC.

For an unsuccessful board of review, refer to the section in this guide on [Appeals](#) and GTA 8.0.5.5 for additional information.

### **Arrange delivery of the Summit Award Package to NCAC.**

The Crew Advisor or a member of the Committee is responsible for arranging delivery of the Summit Award Package to the NCAC in Bethesda, Maryland. The NCAC signed verification page must be included with this package. The Summit Award Package will not be accepted nor processed without this page.

As insurance, Units are encouraged to make a copy of the entire Summit Award Package before submission to the Council. **NOTE: The Summit Award Application will NOT be returned.**

**NCAC Actions** The NCAC will process the material and electronically forward the application to the National office. Remember, the candidate has not earned the Summit Award until the National BSA office has stamped their approval on the application. The designated person will receive notification (e.g., a card in the mail) indicating the approved Summit Award Package, Summit certificate, and other items are ready for pickup.

## **SUMMIT BOARD OF REVIEW – APPEALS**

If the candidate does not meet the requirements for advancement to the Summit Award, and a positive, majority decision is not reached, then only two possibilities exist.

1. If the Venturer's 21st birthday is not imminent and the board of review feels the Venturer needs to improve in certain areas within a defined time frame, the board of review may adjourn and then reconvene at a later date and continue the review of the Venturer. A reasonable attempt should be made to reassemble the members of the first board when the board of review is reconvened.
2. If the vote was negative and final, the Venturer must be informed of his/her options for appealing the decision and the proper procedures for an appeal.

If the Board's decision is going to be unfavorable, then the Board must elect either 1 or 2 above. After doing so, ask the Summit candidate to return to the room and tell him/her the reasons for the failure to qualify.

If the Board elects option 1, then a discussion should be held with him/her as to how he/she may meet the requirements within a given period. If the Venturer disagrees with the decision and chooses to appeal, the appeal request is made to the District ARC Chairperson by the Venturer, parent(s), or guardian(s). The board will provide the Venturer the necessary contact information. A follow-up letter must be sent to the Venturer confirming the agreement and the action(s) necessary for the award.

If the District level appeal does not resolve the issues, then an appeal may be submitted to the NCAC ARC through the NCAC Program Office for further action (GTA 8.0.4.0 and 8.0.4.1 and 8.0.4.2)

## **ATTACHMENT A- GUIDANCE FOR THE DISTRICT SUMMIT REPRESENTATIVE**

1. Once the project is completed the Venturer must complete the Project Report. He/She must sign the "Promise" and obtain the completion approvals of the beneficiary and crew advisor.
2. You must verify the Venturing Summit Award Application (VSAA) before it goes to council. Inform the Venturer of any problems (errors) you find on the VSAA and the workbook (incomplete items) that need correction. Contact the Venturer and inform them of the results of your review and to stop by and pick up the documents. Be sure to follow procedures for Pre-Board of Review Records Verification.
3. Once the council verification is received by the crew then a Board of Review can be scheduled.
4. You will be the Chairman of the Board and need to complete Venturing Awards and Recognition Training. Located on [scouting.org](http://scouting.org).
5. You should also study the Venturing Board of Review Guide
6. You will sit on the Board of Review and sign the VSAA after completion of the board.
7. Obtain the two signature on the application, yours (the chairman of the board) and the crew president

## ATTACHMENT B – NCAC SUMMIT CHECKLIST

Pathfinder Scout \_\_\_\_\_ Crew \_\_\_\_\_

- \_\_\_ Earn the Pathfinder Award
- \_\_\_ Complete all 9 requirements
- \_\_\_ Print out the Venturing Summit Workbook from <http://www.scouting.org/scoutsource/Venturing.aspx>
- \_\_\_ Complete a project
- \_\_\_ Print out a Venturing Summit Award Application from <http://www.scouting.org/scoutsource/Venturing.aspx>
- \_\_\_ Summit Service Project completed after Pathfinder Board of review prior to 21st birthday
- \_\_\_ Total Hours and Date of Project Complete agree with Summit Service Project Workbook (whole numbers, no decimal points or fractions)
- \_\_\_ Crew Advisor Conference date prior to the Scout's 21<sup>st</sup> birthday
- \_\_\_ Application reviewed by the District Summit Representative
- \_\_\_ Application verified by council
- \_\_\_ Participate in a Board of review
- \_\_\_ Deliver the Summit Award package to council
- \_\_\_ Wait for the postcard from the council
- \_\_\_ Celebrate your accomplishment

## *The Scout Oath*

On my Honor, I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

### **A Scout is:**

**TRUSTWORTHY.** A Scout tells the truth. He keeps his promises. Honesty is a part of his code of conduct. People can always depend on him.

**LOYAL.** A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

**HELPFUL.** A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

**FRIENDLY.** A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

**COURTEOUS.** A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together.

**KIND.** A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm or kill anything without reason.

**OBEDIENT.** A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

**CHEERFUL.** A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

**THRIFTY.** A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

**BRAVE.** A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

**CLEAN.** A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

**REVERENT.** A Scout is reverent.