

Troop 81  
SCOUTMASTER MEMO  
*Requirements sign off*

Only **Troop 81 leaders** may sign requirements for my scouts unless authorized by me.

This determines who within Troop 81 may sign for completed requirements.

I ask that parents of scouts **not** sign requirements for their own scout. This will eliminate the possibility of anyone questioning the progress of a scout.

For the skills requirements for Tenderfoot, Second and First class the following leaders may sign.

Scoutmaster

Assistant Scoutmasters

Registered committee members

SPL, ASPL, Junior Assistant Scoutmaster, Troop Guide

When signing requirement #1a for Second Class, make sure three of the five activities included overnight camping. # 1a for First Class requires six of the activities to be overnight camping.

For all service hours/projects the scout must have approval from the Scoutmaster **before** doing the service or it will not be signed for.

The Scoutmaster is the only leader who may sign Star and Life Scout requirements # 1 (active in Troop/Patrol), # 5 (position of responsibility) and Eagle requirements # 1 and # 4.

The advancement chair should sign requirement # 3 for Star, Life and Eagle.

Note: assistant patrol leader and any OA position except Troop representative are not considered leadership positions.

For leaders signing requirements please remember that the advancement process requires a scout to be tested after he learns. Make sure the scout has learned and retained the skill you are going sign for.

If the requirement states “demonstrate” then please make sure he does just that. (As an example, listening to someone talk about the Heimlich maneuver doesn’t demonstrate knowledge.)