TRANSFER OF SCOUTS RECORDS

A scout has two sets of records that need to be established when coming into a new troop. The troop keeps records on scouts using TroopMaster and Council keeps a set of records on scouts called Scoutnet. It is very important that when a scout is new to the troop that their records are established with the troop and with council as accurate as possible. It will benefit the scout later when they have their records review with council for the rank of Eagle or if they need to transfer to another troop when leaving the area.

NEW TO SCOUTING
We will establish your initial records with the troop and keep them updated.

SCOUTS TRANSFERRING FROM A PACK THAT USES PACKMASTER
The Advancements person (whoever is responsible for Packmaster) for the pack needs to send the troop an uploadable file of the scout's records from Packmaster. The troop can then upload the file to start the record for the scout.
- Packmaster: Scouts→Graduate Members to Boy Scouts
- Select the file path where the document will be saved
- Write an email to the receiving Troop person who is responsible for TroopMaster (usually Advancements Chair) and attach the saved file.
- Verify with them that it was received and able to be uploaded.

The troop can then update records as necessary for the scout but the important information such as highest rank, Arrow of Light Award date, etc are captured.

SCOUTS TRANSFERRING FROM A TROOP THAT USES TROOPMASTER
The Advancements person (or whoever is responsible for TroopMaster) for the troop needs to send the receiving troop an uploadable file of the scout's records from TroopMaster. The receiving troop can then upload the file to start the record for the scout.
- TroopMaster: Scouts→Transfer Scouts to Another Unit
- Select the file path where the document will be saved
- Write an email to the receiving Troop person who is responsible for TroopMaster (usually Advancements Chair) and attach the saved file.
- Verify with them that it was received and able to be uploaded.
- Also send reports for Activities->Individual Participation to include anything involving nights camping and miles hiked as well as O/A information.

The troop can then update records as necessary for the scout but the important information such as ranks, participation, positions held, etc. are captured.

SCOUTS TRANSFERRING FROM A PACK OR TROOP THAT DOES NOT USE
PACKMASTER OR TROOPMASTER

- If the pack or troop uses any kind of database for record keeping, get a printout of your records. Be sure to include any **Participation, Activities, nights camping, and OA information.**
- If the pack or troop does not keep electronic records then your presentation cards for Cub Scouts (Arrow of Light Award), your Boy Scout Handbook and blue merit badge cards for Boy Scouts will be used to establish your records.
- Get a printout of your Scoutnet records from your council. Either a person within the unit who has access to the online records can print it out for you or you can go to council and get a printout directly from them.

ALL CURRENT BOY SCOUTS TRANSFERRING INTO THE TROOP

For accuracy, your records will be reviewed against the originating documentations and corrections made to the records, if necessary, so your records are correct. The **originating documentation for ranks is the signed pages at the back of the scout's Boy Scout Handbook. The originating documentation for merit badges are the signed and dated blue merit badge cards.** If either is lacking, we will deal with it on a case-by-case basis to get the scout the required documentation. These documents are also required by council to establish your records with them.

- Make copies of the signed rank pages in the back of the scout's Boy Scout Handbook (Scout rank is near the front on page 17 of the new handbook).
- Make copies of the blue merit badge cards (the side with the date completed and signature).
- Give the copies to the Advancements Chair so the dates of rank and dates of merit badges can be verified for the troop.
- Advancements Chair will use this documentation for establishing a scout's record with council if they are new to this council.

SCOUTS TRANSFERRING OUT OF THE TROOP

Scouts transferring out of the troop should get from the Advancements Chair the following documentation to take with them.

- TroopMaster Individual History Report
- TroopMaster Individual Participation Report
- Member Summary Report from council (Scoutnet record)
- Partial blue merit badge cards which the troop has retained
- The uploadable scout's record file from TroopMaster via email. (They can provide this file to the new troop but the file itself cannot be opened or read.)