



Venturing Summit Rank Guide

National Capital Area Council
October 2025



NATIONAL CAPITAL AREA COUNCIL SCOUTING AMERICA

Table of Contents

FOREWORD.....	3
PURPOSE	4
REFERENCES	5
RESPONSIBILITIES.....	6
THE JOURNEY FROM PATHFINDER TO SUMMIT.....	8
TIME REQUIREMENTS.....	8
PROJECT SAFETY	8
RECORD KEEPING	9
TRACKING SERVICE PROJECT HOURS	9
THE VENTURING SUMMIT RANK SERVICE PROJECT WORKBOOK.....	10
CONTACT INFORMATION	10
CHOOSING A PROJECT	11
PROJECT PROPOSAL AND APPROVAL.....	11
SUMMIT RANK FUNDRAISING APPLICATION	12
CONDUCT THE PROJECT	12
PROJECT REPORT	13
APPROVAL OF THE PROJECT REPORT.....	13
VENTURING SUMMIT RANK APPLICATION.....	14
THE SUMMIT RANK PACKAGE.....	15
VENTURING SUMMIT CANDIDATE CREW ADVISOR CONFERENCE.....	15
PRE-BOARD OF REVIEW RECORDS VERIFICATION.....	15
VENTURING SUMMIT BOARD OF REVIEW PREPARATIONS	16
CONDUCTING THE SUMMIT BOARD OF REVIEW	18
CONCLUDING SUMMIT RANK BOARD OF REVIEW.....	18
SUMMIT BOARD OF REVIEW - APPEALS	19
ATTACHMENT A- GUIDANCE FOR THE DISTRICT SUMMIT REPRESENTATIVE	20
ATTACHMENT B - NCAC SUMMIT CHECKLIST	21

FOREWORD

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

We strongly recommend 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 (GTA) 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 Rank.

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.



Matthew Burns, Chairman
NCAC Advancement and Recognition
Committee



Kelly Wratkowski
NCAC Program Director

PURPOSE

The purpose of this document is to provide guidance to youth pursuing the Summit Rank in the NCAC on the policies and procedures relating to the Summit Rank and to address commonly asked questions and issues. This information is intended to supplement the Scouting America publications listed in the References section. It is not intended to answer all questions. National Scouting America 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 Scouting America policies allow Council discretion and presents procedures for carrying out Scouting America policy within the NCAC. An electronic version of this document is posted on the NCAC website on the Venturing Advancement page.

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 periodically, make revisions as necessary, and publish it electronically

REFERENCES

Scouting America 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. 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 Scouting America publications.

1. NCAC Website, <https://ncacscouting.org/>
2. National Website, <https://www.scouting.org/programs/venturing/>
3. Scouting America, Venturing Youth Handbook, No.619088
4. Scouting America Venturing Rank and Requirements. No. 618767
5. Scouting America, Venturing Summit Service Project Workbook-2015
6. Scouting America, Guide to Advancement - 2025, No. 33088
7. Scouting America, Venturing Summit Rank Application
8. Scouting America, Guide to Safe Scouting, [Guide to Safe Scouting | Scouting America](#)
9. Scouting America, Venturing Advisor Guidebook, No.: 618768
10. Scouting America, Internet Advancement
11. Introduction to Working With Scouts with Special Needs and Disabilities, No. 510-071
12. [SAFE Checklist](#)
13. [SAFE Project Tool Use](#)
14. Scouting America, Venturing Board of Review Guide, <https://www.scouting.org/wp-content/uploads/2019/04/board-of-review-guide.pdf>

RESPONSIBILITIES

The responsibilities presented here only address Summit Rank 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 2.0 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 Venturing Summit Rank Application (VSRA) 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 rank and conduct the Unit Leader Conference.
- Per [Pre-Board of Review Records Verification Procedures](#), ensure the Venturers completed, signed VSRA (front and back) is forwarded to the District ARC Representative for verification **prior to the Venturing Summit Rank Board of Review**.
- Conduct crew-level Venturing Summit Rank Board of Review with District ARC representation.
- Scan and submit the signed application and any extension approval documents, if applicable, to the NCAC following the successful Board of Review.
- Provide the appropriate members to sit on a board of review. For more information, see the [Venturing Board of Review Guide](#).

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 as NCAC representatives for the local council verification process.
- Chair all Crew-level Summit Rank Boards of Review. Per GTA 8.0.7.0, the chair shall be an adult of at least 21 years of age who is a Venturing-certified member of the District Advancement Committee (ARC). The chair must **sign the**

appropriate block of the application following a successful review.

- 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 Scouting America.
- 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 Rank. 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.
- When required, forward appeals and requests for extensions to the National Advancement Team.

THE JOURNEY FROM PATHFINDER TO SUMMIT

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

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

TIME REQUIREMENTS

All requirements for the Venturing Summit Rank (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 Rank requirements well before they turn 21.

For these reasons, the NCAC ARC strongly counsels all Venturers who are attempting to earn the Summit Rank 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 Rank service project is a unit activity, unit leadership has the same responsibility to ensure safety during the project as they would with any other unit activity. The Guide to Safe Scouting, the SAFE Checklist, youth protection guidelines, and two-deep leadership all apply, and candidates must comply with the guides. (See 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 2.0 records are sufficient for completing an advancement records review of a 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 rank advancement (Caution: Items 3-5 are subject to transcription errors):

1. Paper copy of an Advancement Report or a Board of Review summary sheet that was signed by the Board of Review members;
2. Rank 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. Records from any other unit the Venturer may have belonged to or a transfer record;
5. Advancement rank card.

TRACKING SERVICE PROJECT HOURS

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

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

Venturers 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 working on the project.

THE VENTURING SUMMIT RANK SERVICE PROJECT WORKBOOK

Make sure you have an up-to-date version of Adobe Reader because the workbook has several useful features. Obtain the most recent workbook at: https://filestore.scouting.org/filestore/pdf/512-938_WB.pdf, be aware that unofficial sites frequently do not have the current version.

The workbook is essential for 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 Rank 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. Scouting America **PID** No. - This is the Venturers Personal Identification Number assigned to him/her by Scouting 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 Rank 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.

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

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 (GTA - 4.3.2.2).

PROJECT PROPOSAL AND APPROVAL

The Summit candidate starts by completing the "Project Proposal." This is an overview, and 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 approvers 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 do 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 RANK 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 \$750, in donations not from the crew or family members. The completed forms can be sent to this email address for approval: Kelly.wratkowski@scouting.org. 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.

A Venturing Summit project is a unit activity, and the unit leaders have the same responsibility to assure safety during the project as they would with any other unit activity. Be sure to follow the [Guide to Safe Scouting](#), and the "[SAFE Checklist | Scouting America](#)"

The National Health and Safety Committee has issued two documents that work together to assist youth and adult leaders in planning and safely conducting service projects:

- a. [Service Project Planning Guidelines, No. 680-027](#), and,
- b. [Safe Project Tool Use](#)

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.

Every Summit service project must provide a service, but no level of scope or complexity is required. Your crew Advisor and a designated crew member must agree that a project fulfills what is required. The other two focus areas, leadership and personal goal connection, are not absolutely required, but will add great value and depth to the project. While they are optional, one or the other, or both, may help to compensate for a project that requires little in terms of planning and execution.

Enter this date on the Venturing Summit Rank 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 clear 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 RANK APPLICATION

Fill-in the Venturing Summit Rank Application (VSRA).

When all requirements for the rank of Summit (except the board of review) have been completed, a VSRA must be filled out by the Venturer, reviewed by the unit, and verified by an approved District Summit Representative.

The most current VSRA can be found at:

<https://filestore.scouting.org/filestore/venturing/pdf/512-941.pdf>

Original signatures or electronic signatures (scanned or via e-mail) are acceptable. The Scout Executive can use an electronic (digital) signature on the VSRA.

All information on the Venturing Summit Rank Application must agree with the data recorded on Internet Advancement 2.0 and found on the Unit Advancement Summary for an Individual Venturer.

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, use standard name suffixes (e.g., Jr., III, etc.).
3. The PID (Personal Identification) number of the Summit candidate may be placed in the top right box of the VSRA.
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 Rank Application (VSRA).

After the Venturer has filled in the VSRA, 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 RANK PACKAGE

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

1. A completed original VSRA. Use only the current version of the application.
2. Completed Venturing Summit Service Project Workbook.

VENTURING SUMMIT CANDIDATE CREW ADVISOR CONFERENCE

You must have a Crew Advisor Conference last - after all 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 VSRA. 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 rank of Summit (except the board of review) have been completed, a Venturing Summit Rank Application (VSRA) must be filled out by the Venturer and verified by the District Summit Representative (DSR). Crew involvement in the preparation of the VSRA prior to this review is required.

All information on the VSRA must agree with the data reported on Internet Advancement 2.0.

The signatures of the Venturer, crew advisor, and committee chair **MUST** be on the VSRA 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 VSRA.

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

For the District (local council) verification, the crew will provide the DSR with the completed and signed VSRA and the Unit Advancement Summary for an Individual Venturer report from Internet Advancement 2.0.

- The Unit Advancement Summary Report for an Individual Venturer provides the evidence that the ranks have been earned and properly entered in Internet Advancement 2.0.
- Districts may request original advancement records to conduct their review.
- All discrepancies found during the review must be corrected before signing for the verification.
- When satisfactory, the DSR will sign and date the Scouting America Local Council Verification block on the reverse of the VSRA.

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 8.0.7.0, the Board chair shall be an adult of at least 21 years of age who is a Venturing-certified member of the District Advancement Committee (ARC).

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 Rank Package](#) at least 1-2 weeks prior to the desired Summit Rank 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 Rank Package: It has proven advantageous to have the Summit Rank 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 Rank Package](#) in this guide for more information.

Board of Review Composition (GTA 8.0.7.0): The Venturing Summit Rank board of review must consist of at least five, but no more than six, members. At least one half of the members, excluding the chair, must be Venturers currently participating in the program. The Board of Review is chaired by an adult of at least 21 years of age who is a Venturing-certified member of the District Advancement Committee (ARC).

The board of review shall include at least two Venturers, at least one of whom shall be from the candidate's crew. Other Venturing members of the board of review should be selected from the following list:

- Current holders of the Summit Rank or Silver Award
- Venturers who are members of the council, area, or region Venturing Officers Association or equivalent
- Venturers who currently hold a Venturing elected office
- Eagle Scouts or Sea Scout Quartermasters

If the chair determines no Venturer is available who meets one of these qualifications, the crew president may nominate another Venturer from the candidate's crew to serve on the board of review.

The board of review shall include at least one adult, in addition to the chair, who is registered with Scouting America - preferably in the Summit Rank candidate's crew - and who works regularly with the Venturing program at any level. The crew Advisor, associate Advisors, or parents, guardians, or relatives of the Venturer shall not be members of the Summit board of review. The candidate or his or her parent(s) or guardian(s), or relative(s) shall have no part in selecting any board of review members.

It is recommended that the board of review also involve at least one well-respected adult representative of the community, who need not be affiliated with Scouting America.

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 rank. Remember, the board of review is not an "examination," and it is not meant to test a candidate on skills and activities required for a rank. It is an opportunity to learn about the Venturer's character, citizenship, fitness, attitudes, accomplishments, and ideals as they recall and relive 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 RANK BOARD OF REVIEW

After the review, the candidate needs to leave the room while the board members discuss the acceptability of the candidate. A unanimous decision in favor of awarding the Summit Rank 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 Rank. The **original** Application then can be signed.

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 Rank Package to NCAC.

The Crew Advisor or a member of the Committee is responsible for arranging delivery of the Summit Rank Package to the NCAC in Bethesda, Maryland. Scan and e-mail the approved VSRA to NCAC at 082ncac_eaglecert@scouting.org. Do NOT use the ncac_eaglecert@scouting.org e-mail address. Under NO circumstances should the Venturer and/or the parents be involved with submitting the signed VSRA to NCAC. This is a unit responsibility.

- Send an e-mail to: 082ncac_eaglecert@scouting.org
 - Subject Line: Summit Submission – Venturer's Name, District, Unit Type and Number (e.g., Summit Submission – Joseph W. Smith, Patuxent, Crew 1111)
- In the body of the e-mail, provide the following information for NCAC to notify when credentials (e.g., certificate, award, etc.) are ready for pick-up:
 - Unit Point of Contact (POC) Name
 - Unit POC Phone #
 - Unit POC E-mail

- Attach to the e-mail a single, good quality, scanned file consisting of the following:
 - Completed, signed Summit Rank Application – both sides
 - Approved time extension(s) (if applicable)

NCAC Actions - The NCAC will process the material and electronically submit the information on the VSRA to the National office. The candidate has earned the Summit Rank once the VSRA information has been successfully submitted to and accepted by the National Office. The designated person will receive notification (e.g., an e-mail to the unit contact) indicating the approved Summit Rank 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 Rank, and a positive, unanimous 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, reconvene later, 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 advise them of the reasons for the failure to advance.

If the Board elects option 1, then a discussion should be held with him/her as to how they 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 promptly to the Venturer confirming the agreement and the action(s) necessary for the rank.

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. They must sign the "Promise" and obtain the completion approvals of the beneficiary and crew advisor.
2. You must verify the Venturing Summit Rank Application (VSRA). Inform the Venturer of any problems (errors) you find on the VSRA and the workbook (incomplete items) needing correction. Contact the Venturer. Inform them of the results of your review and ask them to stop by and pick up the documents.
3. Once the District ARC has verified the VSRA, the crew then can schedule a Board of Review.
4. You will be the Chairman of the Board and need to complete all the steps specified in GTA 8.0.7.0. You should also study the [Venturing Board of Review Guide](#).
5. You will sit on the Board of Review and sign the VSRA after completion of the board.
6. Obtain the two signatures on the application, yours (the chairman of the board) and the crew president

ATTACHMENT B - NCAC SUMMIT CHECKLIST

Pathfinder Scout _____ Crew _____

- _____ Earn the Pathfinder Rank
- _____ Complete all 9 requirements
- _____ Print out the [Venturing Summit Workbook](#)
- _____ Complete a project
- _____ Print out a [Venturing Summit Rank Application](#)
- _____ Summit Service Project completed after Pathfinder Board of review prior to 21st birthday
- _____ Total Hours and Date of Project Completion agree with Summit Service Project Workbook (whole numbers, no decimal points or fractions)
- _____ Crew Advisor Conference date prior to the Scout's 21st birthday
- _____ Application reviewed and verified by the District Summit Representative
- _____ Participate in a Board of review
- _____ Deliver the Summit Rank 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.