Start the process early. You need to train your youth members and have time to get the endorsing letters (Survey Forms) returned in a timely fashion.

1. In requesting survey form endorsing letters, consider giving some key data on the candidate to those you are asking to write the letters. They may know the nominee in a general way, but not have the specific data on his/her service which might merit Vigil.
2. Form the Chapter Vigil Nominating Committee carefully.
	1. Select a good chairman who will be conscientious in his/her duties and who will be objective and fair in his/her leadership of the committee and evaluation of potential nominees.
	2. Give the name, address and phone number of the Chapter Vigil Nominating Committee youth chairman and adviser to the Lodge Vigil Selection Committee youth chairman and adviser.
	3. Select other youth for the committee for their willingness to be involved and who are familiar with the chapter and who has been working the hardest and meant the most to the chapter.
	4. Choose a total committee with an odd number of voting youth members (including the chairman) to avoid tie votes. Typically, a chairman and two other youth work well. A total of five would also be OK.
	5. All members should be Vigil, if possible.
	6. OR—Brotherhood members with only one year tenure (not eligible for Vigil)
	7. OR—Eligible for Vigil, but leave the room when they are discussed.
3. IMPORTANT—Once people are selected to nominate, the Adult Vigil Committee Adviser should carefully oversee the collection of nomination forms and letters and getting them to the lodge/council office on time.
4. Check BSA registration and lodge dues status in advance of submission of nominations. Your District Executive can help with this process.
5. When weighing “distinguished” service in nominating candidates, remember to measure a Scout on a youth’s standard and an adult on an adult’s standard.
6. Emphasize the importance of the job done, the good execution of the job and the impact of the work on the OA and Scouting. Good bullets allow the Selection Committee to see a summary of service of the nominee.
7. Be sure the Nomination Form is complete. It is VERY important to have two suggested Vigil names AND to have the youth chairman of the chapter committee sign the form.
8. The supporting letters (**at least three**) should speak to the quality and timeliness of the work that has been done by the individual. DO NOT hand write supporting letters for the Survey Form. They can be typed on a computer and attached to the form
9. Plan ahead and be sure all forms and letters are complete and turned in on time. KEEP COPIES of all nomination materials at the chapter level in case they go astray on the way to the Scout office.

The Vigil Honor Petition Form should be used along with the cover sheet, and nomination for each application.. You should show a list of “bullets” that summarize the service of the individual to the chapter, the lodge, the camp, or camping program or Scouting in general.

The standard or expectation for a youth is different from an adult. An adult will need longer tenure than a youth. In some select cases of high responsibility and high quality service, a youth could achieve Vigil after two years as a Brotherhood member. In many cases, youth will need three or four years of service, generally to the OA, to be competitive for the Vigil Honor. Adults can be considered for service both to the OA and to Scouting at large and so their tenure will probably be from 3-5 years longer.

Remember, too, that HIGH RESPONSIBILITY carried out in a QUALITY FASHION (not just attendance) can earn Vigil sooner. LESS RESPONSIBILITY carried out in a QUALITY FASHION over LONGER TENURE can also achieve Vigil. Responsibility for youth will typically be dedicated to the OA (or OA work, such as chapter assistance at camporees). For adults, broader service to Scouting in general can and should be considered. Advisers to Chapter Vigil Nominating Committees should assist the youth on the committee to understand high level adult credentials such as District Commissioner, District Chairman, District Vice Chairman for Program or District Training Chairman.

 Submit a reasonable number of nominations. While the quota of 2% applies to the lodge level, the average chapter nominations submitted is about 4. Members of the Chapter Nominating Committee should be very sure they believe those being nominated are deserving of the Vigil and should not just nominate their buddies.

 All those nominated should have been active in the past year and have paid dues to the lodge and stayed registered with the Boy Scouts of America.

TYPICAL BULLETS ON THE FORM MIGHT APPEAR AS FOLLOWS

 **Youth Work/Achievements Adult work/Achievements**

 o Chapter Chief (2 years) o Adviser to Inductions

 o Vice Chief—Inductions o Adviser to Head Elangomat (2 years)

 o Vice Chief—Activities o District Vice Chairman for Program

 o Ordeal Master (3 times) o District/Council Camping Committee (2 years)

 o Head Elangomat (twice) o Wood Badge Staff (twice)

 o Cook Crew (6 Ordeals) o Pow Wow Staff (4 times)

 o First Aid/Health & Safety Chairman o District Commissioner

 o Ceremonialist (5 Ordeals) o Chapter Adviser

 o Lodge Officer o Took Scouts to Camp 10 summers

 o Lodge Committee Chairman o Served as Elangomat (5 times)

Note that the importance of jobs as well as the skill and quality of the work done is important in whether a person will qualify as a Vigil Honor member.