



**BOY SCOUTS OF AMERICA®**  
NATIONAL CAPITAL AREA COUNCIL

Good Afternoon,

Been talking to National Supply and listed below are the steps from them for those units that need advancement items during these current times.

If any units need Advancement, please follow the steps below:

1. Unit Leaders email in the Advancement report to [NDCSupply.Orders@Scouting.org](mailto:NDCSupply.Orders@Scouting.org)
2. Include a contact phone number for our Customer Service Team to contact for payment
3. A Customer Service team member will contact the Unit Leader for credit card information, shipping and billing information, along with verifying the correct Council and Advancement.
4. Advancement awards will be shipped out in approx. 1-3 business days, and the Advancement Report will be sent via E-mail so the Council has this documentation for advancement.

Thanks! ScoutShop

**Eric Smith** | Program Director

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