

Procedure for Scheduling an Eagle Board of Review After the Eagle Project--- up through the Board of Review;

We start here with the scout finishing his project. The last nail is placed and the site is cleaned up-- ***what do I do now?***

1) Get the finished project approved:

This is accomplished by obtaining the necessary signatures on Project Report page C

- a) Your signature that you were the leader of the project and completed it as described
- b) Have the sponsor/beneficiary of your project sign that the project is completed as per the Eagle Requirements
- c) Have your Scout Leader sign that the project is completed as per the Eagle Requirements

2) Complete the Eagle Scout Service Project Report

This refers to pages "Project Report pages A-C" of the Eagle Scout Project Workbook.

Complete all questions, blanks etc.

Make sure you have all attachments that support or that you promised in your Project Proposal or Project Work Plan sections including any maps, diagrams of the worksite, diagrams of the project construction, donation ledgers, volunteer work hour logs and most importantly pictures of the ***final or completed project***. These are the items that the Board of Review will need in evaluating your completion of the requirements of the Eagle Scout Project which *is Plan, Develop and Give Leadership in a Community Service Project*.

Make sure all extra funds have been turned over to the Beneficiary or their delegate

Notes:

a) The Eagle Scout Service Project Report Signatures may be obtained after the 18th birthday so long as the project itself was completed prior to the 18th birthday. It is highly advised for the scout to complete the Eagle Scout Service project Report and obtain signatures immediately after the project is completed as that is when the project is fresh in everyone's mind.

b) If the Eagle Scout Candidate is unable to obtain the required signatures, but feels he has completed the Service project as required, he may still proceed to Board of Review requesting ***a Board of Review under disputed circumstances***. Even in this case, the candidate still needs to follow the following listed procedures

3) Have your Eagle Advisor review Your Completed Eagle Scout Project Service Work Book. This advisor will be able to tell you if you have all the necessary information the Board of Review will require in evaluating your Project.

4) It is now time to fill out the Eagle Scout Application.

The Application must be complete and accurate. All leadership positions, all merit badges must be filled in. Make sure the merit badges are done in order, e.g. Emergency Preparation was done after First Aid, which is a prerequisite for Emergency Preparation. Verify this part with your Unit Advancement Chairman, as they can verify your records on Scoutnet, which is what National uses to judge if you have met the requirements. If there are any differences between your records or your unit's records and Scoutnet—they need to be rectified prior to your submitting your Eagle Application to the Council Program Center. Your Unit Advancement Chairman has the ability to go into Scoutnet and make proper corrections.

The Scout must submit names for references. All spaces need to be filled out with a reference except employment, which is optional. Religious must have a reference named. If the scout does not attend a place of worship and is not able to name a specific minister/rabbi, etc., a Unit Chaplain or parent (**Note:** it may be the same parent who wrote the reference in the parent position) may be used in this instance.

5) The Scout is required to participate in a Scoutmaster Conference.

Note A: The Scoutmaster Conference must take place prior to the 18th birthday as that step is a requirement for the Rank of Eagle Scout. The Scoutmaster Signature may occur after the 18th birthday

Note B: A Scoutmaster Conference is not limited to after the Eagle Scout Project is completed. A Scout may have a Scoutmaster Conference at any point at any time after attaining Life Scout Rank

6) Once all the requirements are completed unit verification signatures are required.

Note: These signatures may occur after the 18th birthday

A) CERTIFICATION BY APPLICANT. The Scout's signature in this space certifies on his honor as a Scout, that all statements on this application are true and correct. The scout also needs to add his telephone number

B) Committee Chairperson. The Committee Chairperson will sign the application. The Committee Chairperson's signature represents approval for the candidate to move on to a Board of Review. In providing them, the signer carefully checks the application.

C) Unit Leader. The Unit Leader will sign the application. The Unit Leader signature represents approval for the candidate to move on to a Board of Review. In providing them, the signers carefully checks the application.

- 7) **At this point the Eagle Scout Candidate is ready to submit his Eagle Scout Application to National BSA for Certification.** This is done through the local Council, Atlanta Area Council Program Center
- 8) **The Eagle Scout Candidate or representative from the Unit must bring (Not Mail, scan or FAX) the Completed Eagle Application and a copy of The Contact Sheet (Proposal page B); from the Eagle Scout Service project Workbook (NOT the whole Project Service Workbook or Life Goals/Purpose Statement) to the Atlanta Area Council Program Center. Do not bring the adapted “Word Version”; you must bring the original Adobe/PDF version.** Here the Local Council will certify the application, providing all is correct. They will take the application and run it through their certification process, which checks all the Dates listed on the application and merit badges listed, with their dates, with what their National Data Base on Scoutnet shows. If all matches with the National Data Base, and all requirement dates occurred prior to the 18th birthday the application will be certified. This process is done while you wait and takes about 10-30 minutes provided the Service Center is not experiencing heavy Traffic or their internet access is not down. Providing all data matches and all data is within the Eagle Scout requirements, the application will be certified which entails placing a certification number in the top right corner box of the Eagle Scout Application and the council signature on the back of the Eagle Scout Application. They will then give you the certified application, to take to the District for scheduling a Board of Review

NOTE: Receipt of the Letters of Recommendation *is not required to file the Eagle Application with Council.*

- 9) **The Eagle Candidate must write his Life Ambitions and Life Purpose Statement:** The Scout will need this for his Board of Review. This Ambitions and Life Purpose should give the Board of Review an idea of what the Scout's goals are for the future. *You need to include a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service or as a participant*

The Eagle Scout Candidate/Unit is now ready to request the District to schedule a Board of review.

- 10) **The Unit (not the individual Scout unless it is a Board of Review under Dispute) is now responsible to contact the District Advancement Chairperson and notify him/her that the Eagle Scout Candidate has a Certified Eagle Scout Application, and wishes to be scheduled for a Board of Review.** Many times the District Advancement Chairperson receives notification from the Council Service Center, of the Certified Eagle

Application, before the Unit Leadership. The District Advancement Chairman will notify the Unit Eagle Board of Review Coordinator and/or Unit Eagle Scout Coordinator of receipt from Council of a certified Eagle Application.

11) The Unit will notify the District Advancement Chairperson of the Candidate's intent to sit for a Board of Review. The Board of Review, for the Northern Ridge District, meets during the fourth Thursday of the Month (except in November and December which are different dates, due to the Thanksgiving and Christmas Holidays, or if special circumstances with the Eagle Scout Candidate warrant a different date than the usually scheduled Board of Review such as being away at college, etc.). **An Eagle Board of Review can be scheduled on a date other than the normally scheduled District date, if the Eagle Scout Candidate has valid circumstances necessitating a specially arranged date.** This is granted on a case by case basis by the District Advancement Chairperson or District Eagle Board of Review Chairperson, and is arranged by contacting the District Board of Review Chairperson.

The deadline to register the Eagle Scout Candidate, for the monthly Board of Review is usually the second Friday of the month prior to the Eagle Board of Review, or as specifically stated by the District Eagle Board of Review Chairperson, due to a change from the normally scheduled Eagle Board of Review Date

12) Submit to the District Advancement Chairperson or District Eagle Board of Review Chairperson, an electronic version of the complete Eagle Packet (the Ambitions and Life Goals statement and the complete and entire Eagle Scout Service Project Workbook *(which includes Project Proposal, Project plan, and Final Report sections and all attachments, supporting documents, pictures, ledgers, roster sheets etc. and signatures)*). **The deadline to submit the electronic packet, for the monthly Eagle Board of Review is usually the second Friday of the month, prior to the Eagle Board of Review, or as specifically stated by the District Board of Review Chairperson, due to a change from the normally scheduled Eagle Board of Review Date.**

13) The District Advancement Chairperson's Responsibility: The District Advancement Chairperson will review the packet and make sure all necessary items the Board of Review will require are included. If there are any deficiencies or contradictions the District Advancement Chairperson will notify the Unit Eagle Coordinator of the Scout's Unit of any issues or problems with the Eagle Scout Candidate's Packet. These issues should be rectified prior to the commencement of the Board of Review

14) The Unit will supply the name and email of a person they will name to be listed as a District Representative. This member must be 21 years old

and **have prior Eagle Scout Board of Review Experience** (defined as having participated in at least one Eagle Scout Board of Review prior to the one they are listed as District Representative). This District Representative will be participating in another Eagle Board of Review that is not associated with their specific unit.

The deadline to submit this member's name, for the monthly Eagle Board of Review, is usually the second Friday of the month prior to the Eagle Board of Review or as specifically stated by the Eagle Board of Review Chairperson, due to a change from the normally scheduled Eagle Board of Review Date.

15) The Unit of the Eagle Scout Candidate is responsible to make copies of the ENTIRE Eagle Scout Candidate packet. This consists of **3 paper** (hard) copies of the complete **certified** application (the Ambitions and Life Goals statement and the complete and entire Eagle Scout Service Project Workbook *(which includes Project Proposal, Project plan, and Final Report sections and all attachments, supporting documents, pictures, ledgers, roster sheets etc. and signatures)*),

16) The Unit is responsible for supplying Board of Review Members. The requirement is that each Unit supplies 4 Members (3 for their specific Eagle Scout Candidate and 1 already named as District Representative—see #14) with the following specific requirements/recommendations

- a) All Board of Review Members are 21 years or older
- b) The Board of Review members do not have to be registered Scouters. They may be members of good standing in the community
- c) The Three Members sitting on the specific Scout's Eagle Board of Review cannot be an Assistant Scoutmaster, a Scoutmaster, or a member of the family. Assistant Scoutmaster, Scoutmaster, or a member of the family may serve as the District Representative listed in number 14 above.
- d) The Unit will designate one of these three members as Chairperson of the Board of Review. This member should have previous experience (defined as participating in at least one Eagle Board of Review) prior to his role as Chairperson of the Board of Review.
- e) The Chairperson of the Board of Review will be responsible for the administration of the Board of Review as well for all required paperwork the Board of Review is responsible for. The unit must notify the District of who will be serving as Chairperson of the Eagle Candidates Eagle Board of Review. **The deadline to submit this member's name, is usually the second Friday of the month prior to the Eagle Board of Review or as specifically stated by the District Eagle Board of Review**

Chairperson, due to a change from the normally scheduled Eagle Board of Review Date.

If a unit is unable to field enough adults to hold an Eagle Board of Review, the District will supply the missing members. To have the District supply members for the Eagle Board of Review, the District Eagle Board of Review Chairperson must have such a request at least 2 weeks prior to the Eagle Board of Review date.

17) If, in the opinion of the District Advancement Chairperson or Eagle Board of Review Chairperson, it is felt that a particular Eagle Board of Review will need more experienced members (due to complicated circumstances of the project or the scout), the Eagle Board of Review Chairperson may choose one of two options:

- a) If there are circumstances that warrant closer review of the Scout or Eagle Project, the Eagle Board of Review Chairperson might choose to have two District representatives sit on the Board of Review. The additional District representative will be an experienced Scouter chosen by the District Advancement Chairperson or District Eagle Board of Review Chairperson.
- b) If it is the opinion of the District Advancement Chairman or Eagle Board of Review Chairperson a more serious issue is present, such as major issues with the Eagle Scout Candidate or the Eagle Scout Project, or the Eagle Scout Candidate had to get special permission from Council or National BSA to sit for a Board of Review, the Eagle Board of Review Chairperson can upgrade the Board of Review to a District Level Eagle Board of Review. This would then consist of three experienced Scouters chosen by the District and one experienced Scouter chosen by the Unit.

18)The Unit is responsible for making all reasonable attempts at obtaining the Letters of Recommendation

A)The requirement is that the Scout has solicited for Letters of Recommendation, which means has asked individuals to write letters on his behalf and given them the addresses to send these letters to; **but it is the unit's responsibility to receive them.** After the Scout solicits for the recommendation that is the last of his responsibility in obtaining Letters of Recommendation. He is not to contact the reference again It is the Units responsibility to receive these Letters of Recommendation. The Scout in no way is to ever be in contact with the Letters of Recommendation.

B)The Scout or his Parents are Prohibited to possess, hold or deliver, at any time, the Letters of Recommendation to the Unit or Eagle Board of Review (except the ones they write)

C)If the letters have not been received, the Unit's Representative is to contact the reference. The unit has the option of either pursuing/obtaining a letter of recommendation, or receiving an email reference or the unit representative speaking to the reference on the

telephone and making a verbal report of this conversation to the Board or Review. Even a teleconference prior to the scout sitting before the Board of Review is acceptable.

D) The Letters of Recommendation are the property of the District and the originals and any copies are to be turned over to the District during and after the Board of Review.

E) The Unit should notify the District Advancement Chairman if any of the Letters of Recommendation, or alternatives listed above are not received in time of the Board of Review.

We are now ready to have the Eagle Scout Candidate sit for a Board of Review

15) Board of Review

There will be a desk for sign in for the Eagle Board of Review.

By 7:15pm the following should have occurred:

- a) The Eagle Scout Candidate will sign in. It is the expectation of the Northern Ridge District, that the Eagle Scout Candidate is wearing the Official Uniform of the Boy Scouts of America (Shirt with all ranks and leadership positions, unit number, council strip sewn on—Scout Pants or Scout Shorts, Scout socks, Scout Belt AND MERIT BADGE SASH. **Note:** Order of the Arrow sash is not proper attire for an Eagle Board of Review). If a Scout chooses not to wear an official Uniform of the Boy Scouts of America, a jacket and tie with nice (business casual) pants will be considered acceptable. If any of these dress requirements are a burden to the scout or scout's family, they should discuss this with the Northern Ridge District Advancement Chairperson, or District Board of review Chairperson, prior to Eagle Board of Review Night.
- b) The parents of the Scout will review and be requested to sign consent for their son's picture to be released to the local newspaper—this is optional and not required to sit for a Board of Review.
- c) The Unit's Chairperson for the Scout's Eagle Board of Review will check in after he/she has ascertained or has in their possession the following
 - 1) All members of the Board of Review, including the unit's designated District Representative are present
 - 2) Has in his possession:
 - i. The original, **certified** Eagle Scout Application as well as 3 additional copies
 - ii. The original completed Eagle Scout Service Project Workbook complete with all signatures, all pictures, all diagrams, all plans, and all ledgers, volunteer hour's logs and three additional copies
 - iii. Life Ambitions and Life Purpose Statement. The original is required but 3 other copies will make the Board of Review review easier.
 - iv. All letters of recommendation. The originals are the requirement; copies of these letters will aid the Board of Review,

review. If there is an issue with the Letters of Recommendation please refer to item #17 and contact the District Advancement Chairperson

- 3) Providing all check in items are in hand, The Chairperson of the Board of Review will receive the Northern Ridge District Certificate of Completion of an Eagle Board of Review, an Eagle Scout Board of Review Checklist and other assorted items associated with Eagle Board of Review
- 4) The Board of Review meeting will begin at **7:30pm sharp**. If a unit does not have a full contingent to sit on the Board of Review, or the Eagle Scout Candidate is not present, it will be assumed by the District Advancement Chairperson that the Scout is not sitting for a Board of Review that night and will be rescheduled for a following month's Board of Review or another night that is mutually convenient to the Scout, the Unit and the District.

The Eagle Board of Review Meeting will begin with the opening ceremony and then proceed to a description of the evening's agenda and procedures

16) The Individual Boards of Review will meet while the Eagle Scout Candidate will participate in the Northern Ridge District's Life to Eagle Seminar. When the Eagle Board of Review is ready to interview the Candidate, he will be summoned to the Board of Review.

- 1) He will be introduced to the Board of Review, preferably by his Scoutmaster or Assistant Scoutmaster; if they are not present then by a member of the unit.
- 2) The Interview will take place, where the Eagle Scout Board of Review will determine that the scout has met all the requirements to become an Eagle Scout.
- 3) When the Board of Review has concluded the interview process, the Board of Review will excuse the Scout and discuss their finding.
 - a) Acceptance or Passing the Review must be a unanimous decision. If the Scout passed, all paperwork (including the original Eagle Scout Application and all copies are signed and the Scout is brought back into the room and congratulated
 - b) If the Board of Review cannot come to a unanimous consensus then they will need to make the decision of
 - i. adjourning the Board of Review and reconvening it at a later date when they feel the scout has had the time to fulfill the requirement(s) they feel were not met
 - ii. Rejecting the application for Eagle Scout
 - c) The Eagle Scout Candidate is brought back into the interview room and told the results of the Board of Review
 - iv. If the Board voted for adjournment, then the Eagle Scout is told what he needed to improve upon and what would

satisfy the Board of Review that he met the requirements to become an Eagle Scout

v. If the Board voted to reject the candidate's application, he must be told why and the procedures for filing an appeal of the decision.

17) All members of the Boards of Review and all Newly Accepted Eagle Scouts will reconvene after the last Board of Review is finished for closing ceremonies and presentation of the Northern Ridge District Eagle Board of Review Certificates as well as pictures for the various newsletters, newspapers

18) The Eagle Scout is now ready to submit his Approved Eagle Scout Application to National Boy Scouts of America

19) The **Unit** is responsible for submitting the signed Eagle Scout Application. **Only the Application, (NOT** the original completed Eagle Scout Service Project Workbook) to the Volunteer Service Center at the Atlanta Area Council Boy Scouts of America. This can be done by a selected representative of the Unit or the Eagle Scout candidate or his chosen courier. The Program Center Representative will take the Application and give the representative/courier a receipt of receiving the completed Eagle Application and they will file the application with National Boy Scouts of America.

20) When the Application is approved by National Boy Scouts of America, the Council Program Center will notify the Scoutmaster (whose name was on the Eagle Scout Project Workbook Contact Sheet) that the Eagle Scout Medal, Patch, and Certificate are ready to pick up.

21) The Scout Unit is then responsible for sending a representative to the Atlanta Area Council Program Center to sign for receipt of the Eagle Scout Medal, Patch, and Certificate