**Troop 351 - Eagle Board of Review**

**Preparation**

* Get the Eagle application paperwork checked and approved by the council
* Receive the scouts letters of recommendation
* Schedule a room for the review
* Invite a district representative to the review (required)
* Invite a board of no less than 3 and no more than 6 members. Board members can be from the troop committee (recommended). Responsible non-scouter adults who understand the importance and purpose of the Eagle board of review may serve
* The following people may not be on the board: scoutmaster, assistant scoutmasters, relatives or guardians of the scout

**Pre-Review Paperwork Check**

* The board should meet 30 minutes before the Scout is scheduled to attend, to review the Eagle application paperwork
* All board members should familiarize themselves with the Eagle service project
* All board members should read all letters of recommendation. The scout does not get to see the letters.

**Pre-Review Briefing**

At the end of the paperwork check, the board chairman should give a short talk to the board members to prepare them for the review, including these points:

* The Eagle review is the final step on the road to Eagle, we will decide in this review whether or not the scout receives his Eagle rank
* The scout has already been fully vetted, he has completed all of his requirements and paperwork, and the council has approved his application
* The scout will not be re-tested on requirements. No trick questions
* The review should last approximately 30 minutes
* This review is confidential. The discussions/findings of the board are not to be disclosed to persons outside of the board
* A good review is one where the scout does the majority of the talking
* The review is about the scout, and not about the board members. The review discussions should focus on the experiences of the scout, not the experiences of the board members
* All board members are welcome to ask questions and participate in the discussions, but no one person should dominate the discussions (except the scout, the board wants to hear everything he has to say)
* The questions asked during the first part of the review (before the scout is asked to leave the room) should relate to the scouts experiences in scouting, and how that has affected his life. Questions about his future, and how he thinks the program can be improved, should be held until after deliberation
* Create a friendly atmosphere for the Scout. An Eagle review is a sort of celebration, because after years of work the Scout is completing his final step to earning his Eagle rank. Therefore, when the scout looks at the board, he should see happy and friendly faces, not stern and judgmental faces. Let your happiness for the scout show in your attitude.

**The Eagle Board of Review**

At this point the scout is escorted into the room by the scoutmaster or one of the board members and introduced to the board. If the scoutmaster introduces the scout, he is allowed to remain in the room if he desires, but he may not participate in the review in any way. No one else is allowed to be in the room.

Before being seated, the board chairman should:

* Introduce board members the scout does not know
* Ask the scout to lead the board in the Scout Oath and the Scout Law.

The chairman asks everyone to be seated. He then gives a brief talk to the scout, including these points:

* Congratulations! You have completed all of your Eagle requirements. That is a big accomplishment, and we are very proud of you! Relax! You have done your work. This is not an exam, you will not be re-tested
* Talk openly with the board, and talk a lot. The best review is one where you do all of the talking. We want and need to hear about your scouting experience
* The board will ask you some questions to get conversations started, but you should feel free to guide the conversation, to bring up your own topics, and to ask questions to the board members
* After the questions and discussions, we will ask you to step out of the room so we can deliberate, then we will ask you to come back in to hear the decision of the board.

At this point the chairman says he will start things off by asking the first question (the chairman should not dominate the conversation, only facilitate it). Here are some sample questions that are appropriate.

* What does scouting mean to you? How has it changed your life?
* On a regular basis, what do you do to serve your community, and to serve God?
* Describe your Eagle service project. Tell us about how you chose it, your planning, how it was executed, and what you think of the results?
* What did you learn about people, and leading them, by doing your Eagle project?
* What did you learn about yourself by doing your Eagle project?
* What were your most memorable outings as a Scout?
* Tell us a little bit about some people who made it possible for you to have the opportunity to be in Scouts, and to complete your Eagle requirements?

**Deliberation**

When the discussions have finished, and all board members are finished asking questions, the chairman asks the scout to leave the room.

The chairman informs the board that the decision to award the rank of Eagle must be unanimous. The chairman asks if any board members have concerns, and if so those concerns are discussed. The chairman calls for a vote.

Note: the Eagle board of review is not a "rubber stamp" process, with a guaranteed positive outcome, but since the candidate has completed his requirements and has been fully vetted by the scoutmaster, the advancement coordinator, and the council, it is normal to expect that his Eagle rank will be awarded. Any problems should already have been found and rectified.

**Awarding of Eagle Rank**

The board stands, and the scout is escorted back into the room. The chairman shakes the hand of the scout, and says "Congratulations Eagle Scout!" All board members shake hands with the scout.

The chairman asks everyone to be seated, and tells the scout that the board would like to hear about his plans for his future, and get his thoughts on how the program can be improved. Appropriate questions are:

* From your perspective, what do you think are the biggest challenges facing the troop?
* Where do we most need to improve?
* What do you think is the biggest challenge facing BSA as a whole?
* What are your career and educational plans?
* Do you plan to stay involved in scouting? Your presence as a role model is very important to younger scouts. They look up to older youth, especially ones who have achieved the rank of Eagle.

The chairman and the district representative are required to sign the Eagle application paperwork, and the scouts handbook. The other board members are invited and encouraged to sign or initial the paperwork and handbook.

**Withholding of Eagle Rank**

If information comes to light that makes the board decide to not award the rank, they should prepare a clear and concise reason to tell the scout, along with clear steps the scout can take to achieve his Eagle rank.

The scout is called back into the room, and the chairman (in a very thoughtful manner) tells the scout that he will not be awarded his Eagle rank at this time, and the reasons for that decision. The scout is told what steps he can take to achieve his Eagle Rank.

A follow up letter must be sent to the scout, explaining the reasons the rank was withheld, and the steps he must follow to achieve the rank of Eagle.

The scout must be informed that he can appeal the decision of the board, and what steps he must take to purse that appeal. The district representative will be able to give guidance to the scout on the appeal process.