

# Boy Scouts of America Hawkeye Area Council

## Eagle Board of Review Process

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# Hawkeye Area Council Eagle Board of Review Process

**Process Step Codes:** C= Council, D = District Advancement Committee, N = National, S = Scout, U = Unit Representative

- 1S** Scout requests that his unit begin the Eagle Board of Review (BOR) process
- 2U** Unit request a print out of the ScoutNet advancement records from the unit's Advancement Chair or the Council Registrar
- 3U** Unit's Advancement Chair receives request and prints out National's ScoutNet database's advancement information on Scout. If the request is completed by the Council Registrar, then the Council Registrar will send information back to unit representative for reconciliation to unit records.
- 4U** Unit Representative reconciles ScoutNet records with Troop records and if required enters corrections through Internet Advancement. The Unit Representative should contact the Council Registrar to make any deletions.
- 5U** Unit prepares and submits Hawkeye Area Council Eagle Information Form (HACEIF) to the Council Registrar. The HACEIF is available at <http://www.hawkeyebsa.org/forms/Eagles/Eagle%20Information%20Form.pdf>. After completing the interactive portion of the form, print the form out. Ensure all spelling and dates are correct. After validating the information on the form, the Eagle applicant must sign and date the form. The HACEIF form can be scanned/e-mailed, faxed, mailed, or dropped off at the Council Service Center.
- 6C** Council Registrar receives HACEIF, logs on to ScoutNet, accesses the Eagle screen and enters data that ScoutNet does not have from information obtained via the HACEIF
- 7C** Council Registrar completes input and submits the Verified Eagle Scout Application (VESA) to the Unit representative listed on the HACEIF. The completed VESA form will be sent via e-mail as a PDF attachment. The completed VESA form may also be picked up at the Council Service Center, if requested.
- 8U** Unit Representative receives the VESA form and populates the reference name, address, and telephone information and obtains the appropriate signatures. Once again, the Eagle applicant validates that all spelling and dates are correct. An Eagle certificate and Eagle card is created with the Eagle applicants full name and date of the BOR.
- 9U** Unit representative contacts District Advancement Committee to set up a BOR
- 10U** Scout and Unit Representative prepares and gathers the material necessary to be presented at the BOR (See Required Eagle BOR Scout Roles and Responsibilities)
- 11U** Unit representative and prospective Eagle bring the requested materials to the BOR at their appointed time
- 12D** BOR members conduct the BOR, and return the Eagle Project Book, a signed copy of the VESA form, and other information that the Scout used in the board to the unit representative. The BOR members will destroy the Reference Letters.
- 13U** Unit Representative or BOR members will submit the completed VESA form to the Council Registrar at the Council Service Center
- 14C** Council Registrar reviews the form for proper signatures, enters the BOR date into ScoutNet, and issues a request to the Scout Executive for approval to send to National
- 15C** Scout Executive receives request, approves or denies the Scout's ability to be an Eagle, requests the Council Registrar to either submit to Eagle Application to National (approval) or contacts the Council Advancement Chair to discuss next steps if he does not approve the Eagle Application
- 16C** Council Registrar submits to National that the Scout Executive has approved the VESA form
- 17N** Certification is issued by National and sent to Council Service Center on a weekly basis
- 18C** Council Registrar prepares letter from the Council President and Commissioner and then contacts the Unit Representative that was on the original HACEIF form that the Eagle Certificate Packet is ready to be picked up at the Council Service Center
- 19U** Unit will sign for the Eagle Certificate Packet and notifies Scout that all paperwork has been completed and that the Scout can have his Eagle Court of Honor

# Scout - Roles and Responsibilities

**Actions listed below are to be completed prior to the Scout's 18th birthday**

## Pre Board of Review

- 1 Complete the Rank of Life Scout and request a Council Eagle Packet from the unit or Council Service Center
- 2 Be active in your Troop and Patrol for a minimum of 6 months after completion of the Life Rank
- 3 Demonstrate Scout spirit by living the Scout Oath and Scout Law, while being an active Life Scout
- 4 Earn 21 Merit Badges of which 12 are Eagle Required and are in the proper category
- 5 Serve actively in an eligible position of responsibility in your troop for 6 months as a Life Scout
- 6 Using the most current Eagle Project workbook (form 18-927), plan and submit information on your selected Eagle project. Obtain the necessary approval signatures from the benefiting organization and your unit prior to submitting to the district advancement committee. A workbook can also be downloaded from the National BSA website and be completed using a computer software program. **If not using the computer software, use pen (not pencil) to complete the forms.** Workbook (form 18-927) can be obtained from <http://www.nesa.org/trail/18-927.pdf>.
- 7 Complete the district Eagle Project Cover Sheet along with your workbook and present to the district advancement committee to obtain approval to start your project. The Cover Sheet can be obtained from Resource Section of Hawkeye Area Council Web Site at [http://www.hawkeyesbsa.org/forms/Eagles/Eagle\\_Project\\_Cover\\_Sheet.pdf](http://www.hawkeyesbsa.org/forms/Eagles/Eagle_Project_Cover_Sheet.pdf).
- 8 Conduct, complete, and document the previously approved Eagle Project using the Eagle Scout Leadership Service Project Workbook Form 18-927. Obtain the necessary signatures to approve the completed project.
- 9 Request the Unit Representative to acquire an official Scout Advancement Report from their Advancement Chair or the Council Registrar
- 10 Discuss with the Unit Representative what (if any) advancement steps are necessary prior to the unit's approval of the Hawkeye Area Council Eagle Information Form, including any additional reviews or interviews that the Unit would like to conduct
- 11 Request and participate in a Scoutmaster Conference for Eagle Rank
- 12 Submit reference letters to at least six people, according to the Verified Eagle Scout Application (VESA) categories. All completed reference letters should be mailed to the unit representative and remain sealed.
- 13 Work with your unit representative to complete the VESA form
- 14 Prepare and write the Goals and Ambition page for the BOR
- 15 The Scout should inform his Unit Representative that he is seeking an Eagle BOR and request them to contact the District Advancement Committee Representative for a BOR appointment
- 16 Produce a summary statement of no longer than one page of the Eagle Service Project including what was the project, when was it conducted, how many service hours were performed in the completion of the project, who received the benefit of the project, where was the project conducted, the Scout and the Unit involved

## Board of Review

- 1 Prospective Eagle Scout should be properly attired in his Class A (Field) uniform including his Merit Badge sash and other awards (e.g.; Arrow of Light, Order of the Arrow, special awards/patches, etc.) according to his Troop's uniform policy. An Order of the Arrow sash should **not be worn**.
- 2 Bring his Eagle Service Project Book and the Service Project Summary for review and discussion. Scrapbooks, pictures, and other pertinent information regarding the Eagle project is welcomed.
- 3 Bring the Boy Scout Handbook (with the advancement sections filled in)
- 4 Bring other memorabilia that the Scout would like Board to see
- 5 Bring Life Goals and Ambitions page (Requirement 6) and present to the Board for review and comment
- 6 Be ready to RELAX and ENJOY his BOR

## Post Board of Review

- 1 Receive back at the end of the BOR, the Eagle Service Project book, Scout Handbook, and other related materials
- 2 Reference Letters will be destroyed by the district member of the Eagle board. The Scout is never allowed to view the letters.
- 3 Check with his Unit Representative after 3-4 weeks if he has not already been informed as to the status of the application
- 4 Upon notification that he has become an Eagle Scout, plan whatever ceremony he would like to have in recognition of his achievement



# Unit Representative - Roles and Responsibilities

## Pre-Board of Review

- 1 Periodically monitors the Scout's progress and counsels him as needed or requested to see that the Scout has the opportunity to complete all of the Eagle requirements prior to the Scout's 18th birthday
- 2 Obtains the latest Council Eagle Packet and provides/explains the material included to the new Life Scout
- 3 Helps the Life Scout, when requested, find a suitable Eagle Service Project and mentors the Scout in the proper and adequate preparation/submittal of his Project to the unit committee and the District Advancement Committee for approval
- 4 Works with the Scout to complete the one-page Life Ambitions and Goals statement
- 5 Works with the Scout to complete the Eagle Scout Project Workbook and a one-page project summary
- 6 Requests an official advancement record from the Unit's Advancement Chair or Council Registrar and reconciles it with the Unit's records. If required, works with the Council Registrar to make adjustments to the official records.
- 7 Submits the Hawkeye Area Council Eagle Information Form to the Council Registrar
- 8 Requests a listing from the Life Scout that contains the names, addresses, and phone numbers of at least six character references in the categories listed on the VESA form
- 9 Creates and mails the required Eagle Reference Letters allowing adequate time to follow up to receive the letters before the BOR. The Board will require at least five reference letters.
- 10 Performs or initiates any unit directed review of the Scout's skills along with advancement and attendance records prior to the Scoutmaster conference
- 11 Arrange for Unit BOR members to take part in the District BOR as requested by the District Advancement Committee
- 12 After receiving the VESA, contacts the District Advancement committee to schedule a BOR for the Eagle candidate
- 13 Notifies the Scout and other interested parties of the date, time, and place of the District BOR
- 14 Discusses with the Scout the required materials and the role of the Scout before and during the district BOR
- 15 Provides periodic training to the Scouts, parents, and leaders in the unit in the process of a Scout achieving the rank of Eagle

## Board of Review

- 1 Insures that the Scout and the requested material (see Scout Role and Responsibility Section) are at the BOR site at the review's appointed time
- 2 Introduces the Unit Representatives that will sit on the BOR with the District Representatives
- 3 Delivers the VESA form with all the required unit signatures to the BOR
- 4 Brings the received Eagle reference letters and delivers them **UNOPENED** to the BOR
- 5 Introduces the Scout to the members of the BOR
- 6 Receives back both the Scout's personal material and the approved, signed VESA form
- 7 The Unit Representative may sit in as a member of the board if they are not the Scout's Scoutmaster, Assistant Scoutmaster, relative, parent ,or guardian

## Post Board of Review

- 1 Insures that the Unit Representative or BOR members will deliver the signed VESA form to the Council Council Registrar (suggest the unit make a copy of the application form and hold until the Council Registrar informs Unit that National has approved the Eagle applicant)
- 2 Awaits to hear the status of the application at National from the Council Registrar
- 3 Informs the Scout of the status of the application
- 4 Works with the Scout and parents, if requested, to prepare for the Eagle Court of Honor
- 5 Makes arrangements for any Troop awards for the Eagle Scout

# District Advancement Committee - Roles and Responsibilities

## Pre Board of Review

- 1 Stay current on the process and requirements of obtaining the rank of Eagle
- 2 Provide training in the process of a Life Scout achieving the rank of Eagle (either periodically, or upon request)-to the Units of the district
- 3 Establish a set day, appropriate number of time slots, and a consistent place to hold the Eagle BOR
- 4 As requested, establish and communicate with the Unit Representative the BOR date, time, and place
- 5 Enlist people to sit on the Board and provide them information which will allow them to participate fully in the BOR
- 6 Receive input from the Unit Representative of any unusual situations that the members of the BOR should take into consideration during the BOR

## Board of Review

- 1 A Board member may be excused from the BOR if the member knows the Scout and feels that this would influence the Board in a undesirable manner
- 2 Assign the BOR Chairperson
- 3 If required, inform the Chairperson of the suggested Board agenda and request that the Board be conducted in approximately 1 hour
- 4 Welcome the Unit Representatives to the BOR
- 5 Provide any pre-board communication required for the members of the Board to insure all reviewers understand their duties and responsibilities
- 6 Receive the applicable Scout material from Unit Representative and conduct appropriate reviews prior to the interview
- 7 The Unit Scoutmaster may introduce the Eagle Candidate to the board, but may not take part in the BOR
- 8 Insure that the Board Chairperson welcomes the Eagle Candidate, introduce him to the Board members, and try to put the Scout at ease in order to have a better review
- 9 The members of the board take turns in questioning the Scout
- 10 The Scout is excused from the room while the members of the board vote to accept or deny the rank of Eagle to the candidate. This vote is to be unanimous.
- 11 If the vote is unanimous, the District Advancement Committee member is to insure that the appropriate signatures are added to the Verified Eagle Scout Application form, along with the Scout Handbook if available.
- 12 The District Advancement Committee member is to describe the next steps to the Scout

## Post Board of Review

- 1 Provide documentation on Eagle advancement information to the Council Advancement committee as requested.
- 2 Invite the Eagle Scouts to District Recognition Dinners
- 3 Participate as requested in Council Recognition activities
- 4 Participate in the unit's Eagle Court of Honor, if requested to take part.

# Scoutmaster - Roles and Responsibilities

## Pre Board of Review

- 1 Conduct the Scoutmaster Conference with the prospective Eagle candidate and note the event in the Scout's handbook
- 2 Complete the appropriate section of the Eagle Application

## Board of Review

- 1 The Scoutmaster may be in attendance at the board, to introduce the Scout, but cannot take part in the actual interview

## Post Board of Review

- 1 Participate in Eagle Ceremonies as requested



# Hawkeye Area Council - Roles and Responsibilities

## Council Scout Executive

- 1 Provides oversight as required of the Council Advancement Committee and the District Advancement Committees
- 2 Reviews the completed Eagle application and provides concurrence or denial to the Council Registrar
- 3 If the application is denied, notifies the Council Advancement Committee Chair of the situation and requests further actions to be taken to ascertain whether the Scout should be given the rank of Eagle
- 4 Participates on any disputed application that has already gone through the District Appeal Process

## Council Registrar

- 1 Provide capability to obtain necessary forms and information via electronic means
- 2 May prepare the official National Advancement Records for the Eagle candidate and submits it to the Unit Representative
- 3 Notify the Council Advancement Committee of changes in requirements or processes dictated by the National Scout Office
- 4 Upon request, create the Verified Eagle Scout Application (VESA) form and transmit it to the Unit Representative
- 5 Receive the completed VESA form after the BOR and review if for completeness. If not complete, bring it to the Unit Representative's attention for correction.
- 6 Submit the completed VESA form to the Council Scout Executive for final approval
- 7 Submit the approved VESA form to the National Scout Office in a timely fashion
- 8 Monitor the return of the application and notifies the unit representative of the status of the application
- 9 Enter pertinent data into Council databases for future use

## Council Advancement Committee

- 1 Ensure that the adequate personnel is available to conduct Eagle BORs as required
- 2 Monitor any issues or situations that come forth from the Eagle Boards of Review and if required, take appropriate action after consultation with Advancement Committee and Council Scout Executive
- 3 Insure that changes in process or requirements are communicated to the Units in the Hawkeye Area Council
- 4 Insure that training is provided either periodically or upon request in the process of a Scout achieving the rank of Eagle

## District Executive - Council Advancement Representative

- 1 Along with the Council Registrar, notify the Council Advancement Committee of changes in requirements or processes dictated by the National Scout Office

# Parents - Roles and Responsibilities

## Pre Board of Review

- 1 Parents, as a rule, are not present in the Eagle BOR room
- 2 If special circumstances warrant their attendance, they may petition a request to the Board through their son's Unit Representative
- 3 The District Board then discusses the request and determines if parental attendance would be appropriate and reports their decision to the unit representative

## Board of Review

- 1 Be present in the BOR room, if approved ahead of time (see Pre-Board #3). Parents do not take part unless there is a need for clarification.

## Post Board of Review

- 1 The parents may be invited into the board room after the decision is made on the rank advancement for further instructions from the members of the Board
- 2 Help their son prepare for his Eagle Court of Honor
- 3 Should the Scout not be awarded the rank of Eagle Scout, the parents can work with their son to complete any necessary items for a future BOR

## Other Resources

### Websites

Boy Scouts of America – National Council Website <http://www.scouting.org>  
Hawkeye Area Council Website <http://www.hawkeyebsa.org>  
National Eagle Scout Organization Website <http://www.nesa.org>

### Forms (available on the Hawkeye Area Council Website)

Eagle Scout Leadership Project Application Cover Sheet

- [http://www.hawkeyebsa.org/forms/Eagles/Eagle\\_Project\\_Cover\\_Sheet.pdf](http://www.hawkeyebsa.org/forms/Eagles/Eagle_Project_Cover_Sheet.pdf)

Hawkeye Area Council Eagle Information Form

- <http://www.hawkeyebsa.org/forms/Eagles/Eagle%20Information%20Form.pdf>

Eagle Reference Letter

- <http://www.hawkeyebsa.org/forms/Eagles/EagleReferenceletter.PDF>

### District Advancement Committee Members

See Hawkeye Area Council Website – Applicable District or call Council Service Center at 319-862-0541 or toll free at 877-HAWKBSA

### Other Notes

There is about a 30 day period of time that National will create a second certificate (without charge) if there is a mistake made on the first one

If a Scout has ever registered with a Crew, ScoutNet will put the Crew on the certificate. If a Troop should be listed instead of a Crew, be sure it is indicated in the HACEIF. The Scout needs to let the Council Registrar know the problem and the correct the Troop and city. If necessary, the Council Registrar will submit corrections to National.