

## Monmouth Council - Middlesex District - Troop EAGLE Advisers – How to Schedule an Eagle Board of Review

Version – 2019Nov24

Page 1 of 1

### Steps to schedule an Eagle Board of Review

Action Step		Completed by	Instruction / Comment / Notes
1	Review Paperwork	Troop Adviser	Review the paperwork Checklist for Troop Eagle Advisers. Work with the Scout ensuring the Project Workbook is complete, a Verified Eagle Rank Application is filled out completely with original signatures are on pg 2. Collect reference letters. Review the Goals & Ambition letter with the Scout.
2	Original and Copies	Troop Adviser & Scout	Assemble the original paperwork which will be presented to the District Eagle Committee member that will lead the Board of Review. At least one other paper copy should be prepared for the second District Eagle board member. Additional copies should also be prepared for troop members that will also sit on the board. Electronic (PDF) copies may be acceptable depending on local troop custom for troop members of the board. The original should be presented in a binder with sheet protectors. This original set will be used by the lead member of the District team. The original paperwork will be submitted to Council after the Eagle Board of Review and returned to the Scout once approved by the National Council.
3	Identify potential date(s) for the board	Troop Adviser & Scout	Selecting a date for the Board of Review begins with the Troop Eagle Advisor and the Scout. At least two dates should be selected with a minimum of two weeks lead time.
4	Adding District Eagle Team Members	Troop Adviser & District Eagle Board Member	The District Eagle Team wants to make scheduling a Board of Review as easy as possible. <ol style="list-style-type: none"> <li>1. Go online to the Middlesex Advancement page and fill out the web form 'Requesting an Eagle Scout Board of Review.'</li> <li>2. A member of the Middlesex Eagle team will respond to the request and work with the troop to finalize the Board of Review date.</li> <li>3. If you have a question about the process it can be sent to <a href="mailto:MiddlesexEagle@gmail.com">MiddlesexEagle@gmail.com</a>, a common email used by the Middlesex Eagle team.</li> </ol>
5	Finalizing the Date	Troop Adviser & District Eagle Board Member	The District Eagle Committee member agrees to a potential date and recruits a second member to sit on the board. The Troop Adviser arranges for the members that are recruited by the Troop. This date is finalized once the paperwork is reviewed by the District team. Completing Step 6 quickly is important to the process and should be completed without delay.
6	Submitting Paperwork	Scout & District Eagle Board Member	Prepare the original paperwork (verified Eagle Rank application, Project Workbook, Goals & Ambitions letter and other supporting documents and photos for the lead Eagle team member. Make a 2 <sup>nd</sup> copy of the paperwork. Submit both the original and one copy to the lead district team member for review. Once the review is complete the date can be finalized. Some district Eagle team members will review emailed PDF versions of the paperwork. Begin with email or phone contact and then arrange to get the original paperwork and a copy to that District member, if requested. This should be done as soon as possible after the date is requested and with enough lead time for a thorough review by the district board member. The troop adult that has the reference letters should arrange to get those to the District team as well.