

To: SMS, ASMs, Troop Advancement Chairmen, and Eagle Coaches

Fm: John Lansing, Phoenix Advancement Chairman

Re: Requirements for Eagle Boards of Review

The intent of this memo is to communicate clearly what is expected from your scouts and troop leadership for the Eagle Board of Review (EBOR). Please review these items with anyone working with scouts in preparing them for their EBOR. Hopefully this will ensure that the scout is prepared and has a successful, meaningful board, and leaves with a positive impression of the review process.

Eagle Scout Requirements:

ALL requirements for Eagle Scout MUST be completed prior to the scout's 18th birthday (except the EBOR). The scout attests to this when he signs his Eagle Scout Application. The EBOR can take place up to 90 days after his 18th birthday without special permission from the Council.

Eagle Application:

Eagle application is completed and signed by the scout, the Unit Leader, and Committee Chairman. There is no requirement that these signatures be dated prior to the 18th birthday.

Eagle applications must be verified by the council staff in the Program Center. An EBOR **will not** be scheduled until verified paperwork is sent to the District Advancement Chairman from the council office.

The deadline for the paperwork for any scout to sit for a board in the Phoenix District is the closing time of the Council Program Center the Tuesday prior to the EBOR night.

Scheduling the Eagle board of Review:

Please do not ask the scout to contact the Advancement Chairman to schedule his board. EBORs will be scheduled through the troop leadership, not directly with the scout.

Be Prepared:

The following items are necessary to conduct a board. Scouts who are missing any of the following items will be asked to postpone their EBOR:

1. Completed Eagle Application with Council approval (original and 2 copies).
2. Written Statement of Ambitions and Life Purpose (original and 2 copies).
3. Completed Eagle Scout Service Project Workbook (original and 2 copies). All of the following sections MUST be completed and presented to the board for review:
 - Contact Sheet
 - Project Proposal
 - Project Final Plan
 - Project Report
 - Fundraising Form (if required)

It is helpful if all this information is collated prior to the scout's arrival at the EBOR site. The act of collating the 3 packets gives the scout an opportunity to ensure all components/documents are included and ready for review.

Reference Letters:

Because the recommendation letters are largely out of the scout's control, we cannot postpone a board due to a lack of letters. The letters shed an additional light on the candidate, and help the board panel in their decision making process. We ask that each scout request recommendation letters early enough to have all of them available at the EBOR. Failure to provide recommendations could delay the Eagle application process. Again, be prepared and it will not be a problem.

Be On Time:

Being on time is a part of the Scout Motto, Be Prepared. Typically, there are too many scouts for each EBOR night to be able to wait for scouts who are not prepared, and end up late for their own EBOR. Likely, we will have to postpone the EBOR for any scout who shows up late, or is delayed because he was not prepared.

EAGLE PAPERWORK CHECK LIST

Phoenix District – Atlanta Area Council

Date _____

Name _____ DOB _____ Troop _____

Are **each** of the following questions answered satisfactorily?
Please check if completed or add comment if incomplete.

Eagle Scout Leadership Service Project Workbook	Unit	Review	Comments
• Page 6 filled out completely	_____	_____	_____
• Proposal details write-up on pages 7-10 completed prior to any work being done	_____	_____	_____
• All signatures were obtained on page 10 prior to any work being done	_____	_____	_____
• Applicable Final Plan sections on pages 11-18 were completed	_____	_____	_____
• Project Report pages 19-20 were completed	_____	_____	_____
• Proper signatures and dates on page 20	_____	_____	_____
Eagle Scout Rank Application Review			
• Date joined Boy Scout, Varsity, Venturing accurate	_____	_____	_____
• First Class to Star - at least 4 months	_____	_____	_____
• Star to Life - at least 6 months	_____	_____	_____
• Life to Eagle - at least 6 months	_____	_____	_____
• Date of Birth	_____	_____	_____
• 5 reference required, 6 with employer (req. 2)	_____	_____	_____
• Letters provided match (req. 2) list on Application	_____	_____	_____
• All Merit Badges include month, date, year, and unit numbers	_____	_____	_____
• Merit Badges fit rank advancement dates (req.3)	_____	_____	_____
a. Before Star: 4 required and 2 optional	_____	_____	_____
b. Before Life: 7 required and 4 optional	_____	_____	_____
c. For Eagle: 12 required and 9 optional	_____	_____	_____
• Leadership (req.4) is at least 6 months <i>while</i> a Life Scout (req.1) in proper unit, appropriate position	_____	_____	_____
• Project name, grand total hours, and date project was completed (req.5, page 19-20 of workbook).	_____	_____	_____
• Ambitions and life purpose statement including non-Scouting leadership positions and recognitions (req. 6)	_____	_____	_____
• Scoutmaster Conference date (req.6) is after Life date and before Scout's 18th birthday.	_____	_____	_____
• Signatures, phone numbers, dates for Applicant, Unit leader, Unit Committee	_____	_____	_____

Notes: _____
