



Harford District – Baltimore Area Council Unit Eagle Board of Review - Check List Eagle Candidate: _____

This check list provides unit committees with a quick check list of the materials and the items that must be completed **BEFORE** an Eagle board of review is scheduled and conducted.

Eagle Board of Review (EBOR) Check List:	
<input type="checkbox"/>	<p>1) After the Eagle Scout rank Scoutmaster’s conference has been completed, the completed Eagle Rank Applications is delivered to the Baltimore Area Council service center.</p> <p>The Eagle Rank application is delivered to the council service center at:</p> <p>Denise Shoemaker 701 Wyman Park Drive Baltimore, MD 21211 Phone: (443) 573-2500</p> <p>The Eagle application will be verified by council to make sure that all the dates and submitted merit badges, etc., are complete, accurate and match the council records.</p> <p>Council will then mail a post card to the Scout and notify the District Advancement Committee (DAC) that the EBOR should be scheduled.</p> <p>TIPS:</p> <ul style="list-style-type: none"> a) The verification process can take up to 7 working days to complete. Please refrain from asking council to expedite this process as they are servicing units in all Baltimore Area Council districts. b) Click here to ensure that the most current Eagle Scout Rank Application (April 2017 Printing) is used. c) All Eagle Rank requirements must be completed prior to Scout’s 18th birthday with the exception of the EBOR which can be completed up to 3 months after the Scout has turned 18 years of age. d) Please be sure to complete all sections and signatures are obtained (Eagle Candidate, Unit Leader and Unit committee chair are all required) e) To avoid delays, the Unit committee/Unit Leader and/or the Eagle Candidate should mail the reference letter request out to the references as soon as possible after the Scoutmaster conference.
<input type="checkbox"/>	<p>2) The District Advancement Committee (DAC) assigns a DAC member to conduct the EBOR, this DAC member will contact the unit to schedule the EBOR.</p> <p>Council notifies the DAC that an Eagle Application has been received and an EBOR is pending. The DAC member and unit will mutually agree upon a date to conduct the board. On the night of the EBOR the DAC member will bring the verified Eagle Application received from council.</p> <p>TIPS:</p> <p>It is recommended, when possible, that EBOR’s convene (minus the Scout) at 6:30PM with the Scout arriving approximately 30 minutes later. This allows the EBOR members time to read the reference letters and review the Eagle Scout Service Project workbook prior to the Eagle candidate’s arrival.</p>





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Page: 2 of 3
Revision: 09-09-2017

<input type="checkbox"/>	<p>3) Prior to the EBOR convening, the unit Leader, Committee Chair or unit Advancement Chair should review the Eagle Scout Workbook: (verify the following)</p> <p>The Eagle Scout Project Report should be an example of the Scout's best work.</p> <ul style="list-style-type: none">a) The complete, signed, Eagle project plan as approved prior to the project start.b) A full detailed report on how the Eagle project was actually accomplished. (project complete)c) Details of the Scout's leadership during the Eagle project.d) Specific examples of the Scout directing the work, rather than doing the work.e) Description of how the organization benefitted from the Eagle project.f) Completed Eagle Scout Project Report. It should include details of any and all changes made to the work efforts, materials, finances, equipment, etc.g) Log of participants with names, age, and number of service hours to complete the project.h) Itemized table of materials used to include the quantity, cost, and/or value, and grand total.i) Completed fundraising forms (if applicable) with proof (letter, e-mail) from the Benefitting Organization (BO) that any leftover monies have in fact been returned to the BO (or to the BO designee) to zero out the Eagle Scout Project account balance.j) Please make sure that the entire Eagle project workbook is complete.k) Proof of Project Completion - Page C of the Project Report of the Eagle Scout Leadership Project Workbook, complete with signatures of completion from the applicant, the Scoutmaster, and the benefiting organization representative.l) These are dated signatures, which must be received prior to the Scout's 18th birthday. Also, start and completion dates of the project.m) Pictures - Before, during, and after pictures including work in progress (with captions or explanations).
<input type="checkbox"/>	<p>4) Remind Eagle Candidate to appear for the EBOR following your unit's uniform policy with:</p> <ul style="list-style-type: none">a) Neat appearance.b) Instruct the Eagle candidate to bring his best attitude (remember scout spirit).c) Full Boy Scout (Troop) uniform including<ul style="list-style-type: none">i) Merit Badge sashii) With current rank and current position of Leadership (in the proper locations) (click here for the BSA uniform inspection form for guidance).d) Scout handbook.
	<p>5) Verify Unit Contact Information:</p> <p>The DAC EBOR member should attempt to update unit contact data as unit contacts change often. Units can be directed to the following URL to update their unit's contact data.</p> <p>https://jawigrant.typeform.com/to/pLvIP0</p>





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<input type="checkbox"/>	<p>6) At the date/time the EBOR is convened; the following items are required to conduct the EBOR</p> <ul style="list-style-type: none"> a) Completed (by the unit leader) – “Unit Leader Comments” form (click here to download the form) b) Completed (by the Eagle Candidate) – “Life Ambition and Purpose Statement” (click here to download the form) c) Completed (by the Eagle Candidate) – “Project Description Form” (click here to download the form) d) Six (6) letters of recommendation from those listed in requirement #2 on the Eagle Rank Application, in unopened sealed envelopes. The letters must be from the individuals listed on the application. <p style="color: red;">If a recommendation letter request has been sent and if the letter has not been received by the unit in 2-3 weeks; then it is completely acceptable to contact the reference by phone and have a discussion to the veracity of the Eagle candidate. Please document the call with a brief summary and bring that information to the board for review by the board members.</p> <ul style="list-style-type: none"> e) Verify that, not less than three (3) or more than six (6) members from the unit committee are present for the EBOR as well as one (1) District Advancement committee member. <p>Please note: Scoutmasters, Assistant Scoutmasters, parents, and relatives of the Life Scout are not permitted to be members of the review board.</p>		
<input type="checkbox"/>	<p>7) Board Results:</p> <ul style="list-style-type: none"> a) For positive outcomes where the Eagle Rank is awarded: <ul style="list-style-type: none"> i) The District Advancement Committee Board member signs the Eagle Application, Requirement 7 (Signature of council/district board representative). ii) The unit EBOR Chair signs the Eagle Application, Requirement 7. iii) The completed application must be returned to the Baltimore Area Council Service center. b) For situations where the EBOR committee denies the Eagle Rank: Inform the Scout, Unit & Parents that they have a right to appeal. They can contact the District Advancement Chair for details on the appeals process. 		
<input type="checkbox"/>	<p>8) The DAC EBOR member should contact Dave Bilger, informing him of the result of the EBOR</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>Dave Bilger Harford District Eagle Chair HarfordEagle@aol.com</p> </td> <td style="width: 50%; border: none;"> <p>Jim Grant Harford District Advancement Chair Jawigrant@gmail.com</p> </td> </tr> </table>	<p>Dave Bilger Harford District Eagle Chair HarfordEagle@aol.com</p>	<p>Jim Grant Harford District Advancement Chair Jawigrant@gmail.com</p>
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