

Crosswinds District Eagle Board of Review Notes

Updated October 21, 2008

You will find below, some notes on conducting the reviews. These are not meant to be comprehensive, rather reminders and updates on previous rules and procedures. Please read these and ask questions if you have them, so you will Be Prepared to jump right into the review process.

ALL Scouts reviewed MUST see Tom or Gantt before leaving.

Make sure you bring them AND their paperwork to us at the end of each review.

Recommendation letters should be INSIDE the supplied envelope and NOT GIVEN to the Scout. Scouts are forbidden from reading, seeing, holding or carrying their letters.

1. At the end of each review, please ask the Scout to see either Tom Allen or Gantt Edmiston. This is for ALL finals and ALL project reviews. Tom or Gantt should be the last step for all reviews. The Board Chair is personally responsible for ensuring the recommendation letters are hand delivered back to Tom or Gantt in the provided envelope.

IMPORTANT, we need you to follow this step. PLEASE do not hold final paperwork. One board member needs to come update us at the end of each review, regardless of outcome.

In the case of final reviews, one board member should also hand us the signed paperwork, letters of reference ***IN*** the provided envelope. (see number 5 below) Make sure an Adult from the Eagle's troop only gets the pink copy of the advancement form (approved final reviews only)

For project reviews, if there is a suspend/reject write up, please make sure we know that when the Scout comes to see us.

Once they are with us, you are free to start your next review, unless discussion is required.

2. If a review is not going well, or you have any questions, please ask the Scout to step into the hall and invite either Tom or Gantt into the review room to discuss the concerns.

3. If you are Chair of your board, YOU are responsible for the board moving along and finishing within the 45 minute window. Do not allow other board members (or yourself) to spend an excessive amount of time over analyzing any specific concern. Projects that require more than 30 minutes of discussion should most likely be suspended or rejected or let Tom and I know if we can take the discussion off line with the Scout.

Remember to ask specific questions and **ALLOW THE SCOUT TO ANSWER FULLY**. Try to resist sharing past experiences of your own. Your goal is to evaluate the Scout under review, not to relive your own Scouting or youth experiences.

4. For project reviews, we are no longer requiring a Scout to provide maps and extensive directions to the nearest hospital or medical facility. In fact, we are making an attempt to minimize this practice.

However, do not reject a project, if they have followed the old method of writing up the safety plan. Over time, the new method will be communicated to all units.

7. Crosswinds District **requires** that all project recipients write a letter of acceptance on their organizations letterhead or business stock. This letter should state they have reviewed the project plans, agree to the Eagle candidate providing this service and if applicable, it should state they are providing funding for the project and to what maximum level in dollars. A post project completion and acceptance letter is also required for the final review. Projects performed for schools **require** the letters to be from **that** school's principal.

8. Project reviews: Make sure you verify with the Scout that the signatures on their project book are appropriate for their unit. Current Scoutmaster for Troops, Current Advisor for Crews, etc. Simply ask the Scout, a Scout is Trustworthy. Have them print the names if illegible under the signature.

9. Recently we have had *GREAT* success by allowing Scouts to step into an empty room and make changes to their projects to bring them into compliance. If you have only a few minor things that a Scout needs to do and they can do it right there on site, let him know and we will find him a place to work. There is NO requirement that a project write up be computer generated or typed, although most are. If the updates are neatly written or printed, it is perfectly acceptable to allow them to resolve the concerns immediately. You should not hold up a pending review of another Scout to do this. Send them off to make the changes and you can follow up with him after the last review that night.

10. Each board will be issued a folder containing supplies and forms. In this folder are the following:

- Occoneechee Council Adult Scouter's Guide to the Life –to-Eagle Trail (1 copy)
- Current BSA form 18-927E Eagle Scout Leadership Service Project Workbook (1 copy)
- Copy of this current list of Crosswinds DEBOR notes (1 copy)
- Current BSA form 58-728 (2008) Eagle Scout Award Application (2 copies)
- Page 18-19 from item "a" above. Guide for obtaining reference letters (2 copies)
- NCR 3-part form for Crosswinds District reviews and notes (2 copies)

We would like each initial project review board, to give the candidate one copy of the Eagle Application form, one copy of the "Obtaining letters of reference" document and if required, the white copy of the 3-part NCR form, completed as described in note 5 above. Encourage the candidate to immediately begin requesting letters of reference. Make sure they know that they do not and should not wait for their project to be completed. Reference letters can be requested immediately after reaching the rank of Life Scout. If they have already begun requesting their letters of reference you can omit this procedure. Reference letters will be held at the Council office until all remaining applications and final project write ups are received to make up the final review package.

11. If you have not already done so, there is good information on the Occoneechee Council Life-to-Eagle Guide and procedures. A copy of that document, including the cover letter can be located here: http://www.campdurant.com/Forms/life-to-eagle_guide.pdf

Specifically read pages 13 and 14 (bold page numbers at top), titled:
"A Guide for Members of an Eagle Board of Review"

12. All Eagle projects must be on the official form, with no parts of the form deleted or modified from the original content. The Scout should only add to this form, his project details, adding text, diagrams, scanned approval letters and pictures as needed. Additional pages may be added as needed.

Electronic forms can be found on the National NESA website:

<http://www.nesa.org/how-to-manuals.html> *UPDATED* 20080821

13. As of January 11, 2006, blood drives are no longer acceptable Eagle projects in the Occoneechee Council. All blood drives project proposals should NOT even reach the boards, but if one comes to you to be reviewed, please notify Tom or Gantt immediately.

14. Initial project reviews are no longer to be held to the standard of “someone else should be able to pick up your plan and complete your project”. The review board is to interview the Scout and determine his knowledge of the project, his experience and the project write up as a whole unit. If fine details are missing from the write up but it is clear the Scout has considered these details AND the board believes based on the interview that the Scout will be able to successfully complete the project, that aspect of the project should be deemed acceptable.

The overall goal of the review board is to determine, through interview and project plan review if the Scout will be successful in completing the project for the intended recipient. Will the Scout represent the Boy Scouts of America appropriately and will the recipient get the results they approved.

A successful completion also includes verifying that the Scout ensures his “followers” (the helpers that he leads) are kept safe and work the project in a safe manner. The District board must ensure that no youth, including the youth project leader, uses any type of powered saw. The District board may allow any other type of powered tools, HOWEVER, if in the opinion of the board, a plan is dangerous, the board can and should specifically request immediate changes (can be done right there in the review) to the plan to restrict use of any tool. The maturity and former knowledge of the Scout in the usage of a questionable powered tool should be considered.

15. Occoneechee Council now **REQUIRES** the new Eagle Scout complete and return the project registration form before leaving the final review board. The Scout has been requested to bring a single picture that best represents the results of their completed project with them to the review. If the Scout does not wish to complete this form and/or did not bring a picture, they must leave one copy of their project book with Tom or Gantt. Basically, this means that the form you give each new Eagle Scout is **no longer optional**. We suggest you give this form to the Scout during the period they wait in the hall after the interview and while the board is comparing opinions and forming a unanimous result.*NEW20060208* PLEASE read the last line again, have the project registration completed by the Scout when you send them out into the hall, during the board post-review discussions. We are wasting a lot of time, as Board chairs are sending Scouts to us and they have not completed the registration forms.

16. As a reviewer, you are volunteering to review up to two projects, or two finals or one of each type. When you volunteered, you are not free to jump to another review and sit with a Scout from your own unit. We continue to have problems with Adults volunteering to help review and then they show up at the night of the review and say something like, “Oh by the way, I just found out that Johnny Lifescout is here tonight, I’m his mentor and I have to sit with him instead” As their mentor, you should already know if they are being reviewed and let us know, so we can replace you.

Thank you again for your time and service to our future leaders.

Thanks!

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