

# Board of Review Training



## Troop 719

Carroll District

Baltimore Area Council

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- **Note to Presenter**
- **There are significant slide notes please print them out before presenting**
- **Hide this slide before presenting**

# Learning Objectives

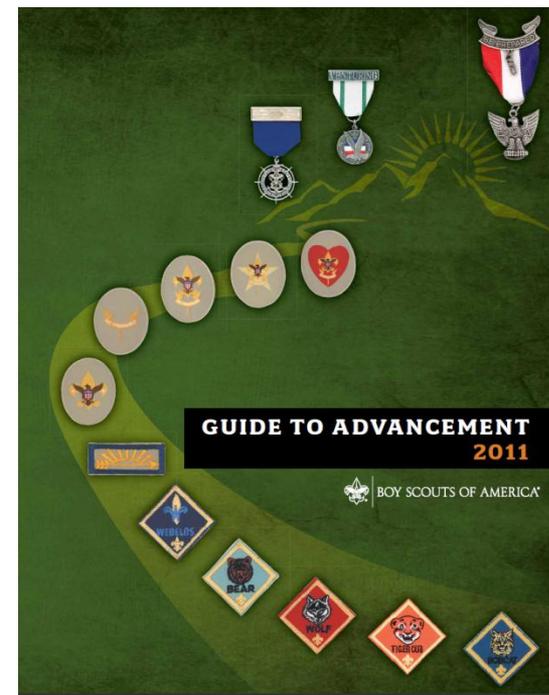
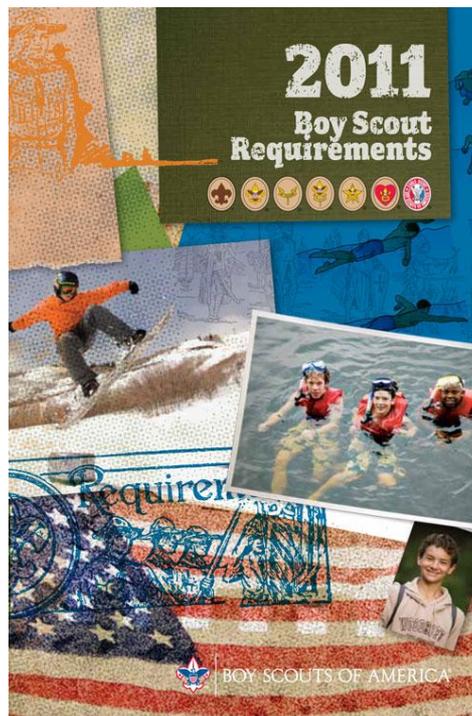
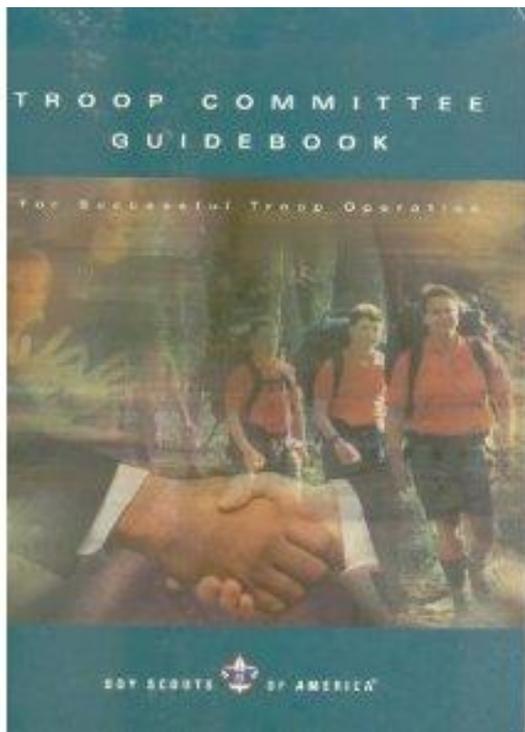


- 1. Purpose of the Board of Review (BOR)**
- 2. Plan a Board of Review with an eye to the individual Scout.**
- 3. Conduct a Board of Review for Tenderfoot through Life and Eagle Palms.**
- 4. Added Considerations for the Eagle BOR**

# Books Your Unit Should Have



- ✓ ***Troop Committee Guidebook (TCG)***
- ✓ ***Boy Scout Requirements Book***
- ✓ ***Guide to Advancement***



# Video



- [Boy Scout Advancement Video](#)

# Types of Boards of Review



- 1) Rank advancement**
- 2) Lack of advancement**
- 3) Periodic check-up**
- 4) By Scout Request**

# Responsibility of the Committee in the Rank Board of Review



## There are four steps in Boy Scout advancement

1. A Scout Learns
2. A Scout is Tested
3. A Scout is Reviewed
4. A Scout is Recognized



*-- Guide to Advancement; Troop Committee Guidebook (TCG);  
Charter and Bylaws and Rules and Regulations of the Boy Scouts of America: Article X, Section 1,  
Clause 5 & 7*

# Advancement is a Method



## **It Is a Method—Not an End in Itself**

Advancement is simply a means to an end, not an end in itself.

It is one of several methods designed to help unit leadership carry out the aims and mission of the Boy Scouts of America.

# Tenderfoot to Life and Palm Boards of Review.



**We will first discuss:**

- 1. General principles for boards of review**
- 2. Particulars for Tenderfoot → Life and Palm boards of review.**

**Particulars for Eagle Scout Boards of Review will be discussed later in the presentation**

# When to Have a Rank Board



## Rank Boards of Review Must Be Granted When Requirements Are Met

Responsibility of leader and committee

A Scout cannot be denied this opportunity.

The Scout or his parents or guardians shall not be responsible for requesting that a board take place.

# Purpose of Rank Board of Review



1. To review that the requirements have been met
2. To see how good an experience the Scout is having in his unit
3. To encourage the Scout to advance to the next rank

# Tenderfoot through Life, Eagle or Palms BORs



## Who is On Board

- **Unit Committee Members**
- **At least 3, not more than 6 members**
- **One member serves as facilitator or chair**

## Who is Not

- **Unit Leader or Assistant Unit Leaders**
- **Other Scouts**
- **Relatives of Scout**
- **Parent or Guardian of Scout**

Scoutmaster and Assistants for Boy Scout Troops do NOT sit on Troop BORs however they may attend BORs as non-voting observers.

For a Varsity Scout team the committee member responsible for advancement, the advancement program manager (youth), and the coach serve on the board.

The composition of Eagle Boards of Review will be discussed later in this presentation

Ref: 8.0.0.3 Composition of the Board of Review, Guide to Advancement

# When and Where to Hold a Board of Review



**Convenient time and location**

**Hold it in a separate room, out of sight**

**Where a Scout will be comfortable**

# Sample Agenda of a Board of Review



1. Before the board meets
2. Introductions & Recitation of Scout Oath, etc.
3. Review rank advancement
4. Discuss experience in unit
5. Discuss next rank
6. Deliberation
  - Scout leaves the room
  - Have a (short) discussion that leads to a unanimous decision
7. Scout invited back for result announcement
8. Report findings to the unit leader and committee

# Step 1. Before the Board



Select one person as facilitator or chair

If someone knows why a Scout should not advance, they need to talk with the Scoutmaster

Don't present a Scout for a rank board if you know he won't advance

# Uniforming



It is **preferred** a Scout be in full field uniform (class A).

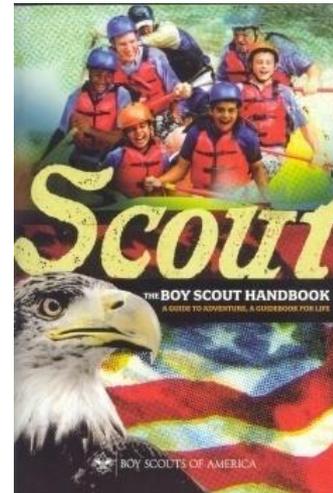
There is no requirement that a Scout show up to a BOR in uniform

A full field uniform may be the uniform as the members of his troop, team, crew, or ship wear it and as much as he owns.

This is not an OA function so an OA sash is not worn.

Regardless of unit expectations or rules, boards of review may not reject candidates dressed to this description; neither may they require the purchase of uniforming, or clothing such as coats and ties

Scout  
should  
bring  
Handbook



-- *Guide to Advancement*

# How to Hold a Board of Review

## Step – by - Step



### **Step 2. Introductions**

**Welcome the Scout to the board**

**Oath, Law, Outdoor Code, Motto or Slogan from memory**

**NOTE: This is not a requirement and you cannot hold back advancement because a Scout can not recite these items at a board.**

**Instead lead into a discussion about ethical pillars of Scouting.**



# How to Hold a Board of Review

## Step – by - Step



### Step 3. Review Rank Advancement

Objectives that he has:

- 1. Completed all requirements.**
- 2. Been tested by someone authorized to pass him**
- 3. Passed and was signed off**

# How to Hold a Board of Review

## 3. Review Rank Advancement



Do not retest.

Do not ask him to pass rank requirements – again.

**“Though one reason for a board of review is to ensure the Scout did what he was supposed to do to meet the requirements, it shall become neither a retest or “examination,” nor a challenge of his knowledge. *Guide to Advancement pg 45***

# How to Hold a Board of Review

## 3. Review Rank Advancement



**“No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements.”** – *Guide to Advancement pg 2 TCG pg 27*

### Examples:

- Unit cannot require the Engineering MB to advance
- Unit can't require a Scout to repeat a skill at a Board of Review
- Do not assume a requirement is completed if it is not signed off

# How to Hold a Board of Review

## 3. Review Rank Advancement



Ask What? Where? When? How?

Trick questions are not worthwhile.

Feel free to use Boy Scout Handbook or other books

# Scout Spirit – Requirement for Every Rank



“Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.”

We do not measure Scout spirit by counting meetings and outings attended. It is indicated, instead, by the way he lives his life.

Ask the Scout to explain in his own words

Invite examples of failing to do so.

# Attendance & Active



- Boards of Review cannot be held up because of lack of Scout attendance if the requirements are signed off.
- Star and Life ranks have a requirement that the Scout is active in the unit for four and six months. The board should check to make sure the duration required has elapsed since the previous rank BOR.



# Definition of Active



A Scout will be considered "active" in his unit if he is

1. The Scout is Registered
2. The Scout is in Good Standing
3. The Scout meets the unit's reasonable expectations or, if not, a lesser level of activity is explained.

An explanation of what reasonable is in the current Guide to Advancement

Ref: Guide to Advancement, 2011, pg 21

# Position of Responsibility



Star, Life and Eagle position of responsibility.

- More than just a position on paper
- Should have specific responsibilities that must be met to advance.
- Sample job descriptions in: *SM Handbook*, *Troop Leader Training* and in the *Senior Patrol Leader Handbook*.

These expectations can't be impractical for the Scout to achieve

If a Scout is not fulfilling his expected responsibilities: counseled then removed

The Scoutmaster signs off and BOR makes the final determination

# Responsibility for Merit Badges



There shall be no Board of Review procedure for merit badges.

The responsibility for merit badges shall rest with the merit badge counselor

When the merit badge counselor signs off on a badge, it is earned.

Neither a Scoutmaster nor committee can “veto” a badge or take the badge away

# Merit Badge Application



The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)

Merit badge

Name of counselor

Address of counselor

City Zip code

Telephone number of counselor

Signature of counselor Date

Checked and recorded:

Date Initials

Certificate and badge presented Date

**Applicant will turn in this portion to his unit leader for record posting.**

## APPLICANT'S RECORD

Name \_\_\_\_\_

has given me his completed application for the

Merit badge

Completed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ by \_\_\_\_\_  
Date

Signature of counselor

Signature of unit leader

**NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.**

## COUNSELOR'S RECORD

Applicant \_\_\_\_\_

Troop

Team Unit number \_\_\_\_\_

Crew

Merit badge

Date completed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Remarks:

**It is suggested that the counselor keep this record for at least 1 year in case any question is raised later in regard to this award.**

# How to Hold a Board of Review

## Step – by - Step



### Step 4. Review experience in unit

Listen carefully to what the Scout is saying  
... listen for what he is *not* saying.

Ask him to repeat to get a different take on the situation.

Summarize to confirm understanding.

# Scouting Ideals



**Review the Scout's achievements and his growth in the ideals of Scouting.**

Accomplishments

Leadership experiences

School

How he satisfies his duty to God.

Discuss outdoor ethics (e.g., Leave No Trace)

# How to Hold a Board of Review

## Step – by - Step



**Step 5.** Encourage the Scout to advance further

Review what he needs for the next rank.

End with praise

The entire interview should take approximately 15 minutes.

# Step 6. Deliberation



Ask the Scout to leave the room while the board members discuss his achievements.

Sole basis of decision rests on the Scout not meeting the requirements

Age or “gut” impressions are not a basis

Decision to advance must be unanimous

# Reasons for a Board to Decide a Scout is Not Ready to Advance



## Examples of issues that could cause a Scout not to advance

- Requirement not signed off by someone authorized
- A requirement was skipped
- The list of merit badges in the Scout's book is incorrect
- Scoutmaster signs Scout off active for 6 months but Scout only active for 5 months.
- A very serious incident that would cause the Scout Spirit requirement not to be met
- Scout did not complete a requirement even though it was signed off on.

# How to Hold a Board of Review

## Step 7. After Deliberation



### **Scout invited back for result announcement**

Deliver the result in a friendly and supportive manner

**If members are satisfied that the Scout is ready to advance:**

- Congratulate the Scout and let him know when he will receive his recognition.

“When the board of review has certified a boy’s advancement, **he deserves to receive recognition as soon as possible**; at the next troop meeting.

# How to Hold a Board of Review



## Step 7. After Deliberation

The board can:

- Decide not to approve
- Adjourn and reconvene a short time later

Tell Scout what he has to do to advance. A follow up letter must be sent to the Scout.

If the Scout disagrees with the decision, the Scout should be given the appeal procedure

Having a Scout deferred for advancement should be very unusual.

# Step 8. After the Board of Review



- **Inform the Scoutmaster and committee of results.**
- **Communicate program issues to Scoutmaster and committee.**
- **Committee files advancement report with council**

# Non-Rank Advancement Board of Reviews



When the board is for a Scout who is not advancing, the Board of Review may be focused on a problem, either with the Scout or with the unit.

# The Tenderfoot Through First Class Boards of Review



## Possible Questions

- ✓ Who is your patrol leader?
- ✓ How are you doing in your first aid skills?
- ✓ What are your goals for the next few months;
- ✓ How do they meet advancement requirements?
- ✓ What do you think would make the troop better?
- ✓ How do you fulfill your duty to country? To God?



Note: Many more questions in BOR guide.

# The Star and Life Boards of Review



## Possible Questions

- ✓ What merit badges did you enjoy, and why?
- ✓ What merit badges did you get the most out of, and why?
- ✓ How did you fulfill your Swimming (or other merit badge) requirements?
- ✓ How did you feel about your leadership position?
- ✓ How did you feel about how you exercised that position?
- ✓ Did you feel that you accomplished anything in that position?
- ✓ What were your frustrations?
- ✓ Who do you think is doing a good job in the troop?
- ✓ Have you thought about achieving Eagle?
- ✓ Have you thought about a service project for Eagle?
- ✓ How do you fulfill your duty to God? To country?



# The Eagle Palm Board of Review



## Possible Questions



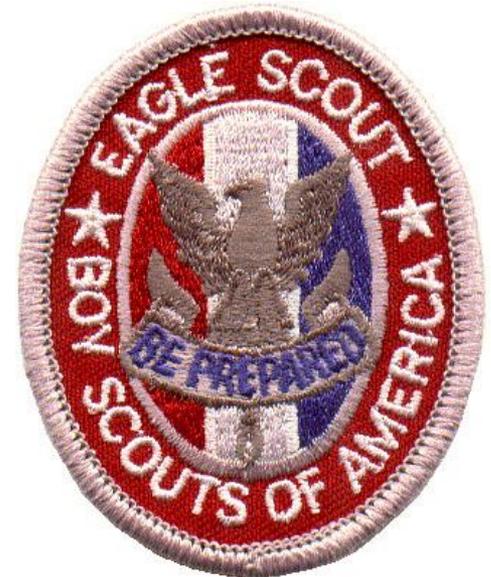
- ✓ How do you plan on contributing to the troop now?
- ✓ What are your goals for the troop?
- ✓ What are your personal goals?
- ✓ Will your Scouting experience help you?
- ✓ How do you fulfill your duty to country? To God?

Note: Many more questions in BOR guide.

# Supplemental Notes for Eagle Boards



The Eagle Scout Board of Review is conducted similarly to and with the guidance given above with the following particulars.



# Supplemental Notes for Eagle Boards



The Council will determine and make known the method(s) for conducting Eagle Scout boards of review and who administers them.

# Eagle Boards at the Unit Level



If conducted at the unit level, at least one district or council representative must serve as a member of the Board.

If the unit requests it, more than one may do so.

# Eagle Boards – Board Members



There shall be no fewer than three and no more than six members, all at least 21 years old.

They need not be on an advancement committee or registered with the Boy Scouts of America, but they must have an understanding of the rank and the purpose and importance of the review.

# Eagle Boards – When and Where



A board of review may not occur until after the local council has verified the application.

The chair works with all involved parties to schedule the date, time, and place. Eagle boards are often held in more formal settings than a home or troop meeting site.

A board of review cannot be denied or postponed due to unresponsive references

# Eagle Boards – Agenda



10 – 20min - Pre-board review of Eagle Packet by Board without the Scout present

5 min – Introductions

15 min – Scout presents what he did and how he showed leadership on this project

15 min – Review of Scout's Scouting and leadership experiences

10 min – Discussion of the importance of the Eagle Rank and giving back to Scouting

# Eagle Boards – Reviewing the Eagle Packet



The Eagle Scout Workbook went through a substantial changes in 2011

Scouts may use the new workbook if they choose starting in the Fall of 2011

All new proposals must use the new workbook starting Jan 1, 2012

# Eagle Boards – Reviewing the Eagle Packet



The workbook should not become a source for rejecting candidates based on “technicalities” that have nothing to do with the intent of the requirement.

The statement of ambitions and life purpose, as noted on the Eagle Scout Rank application, is an official rank requirement. It will be added to the requirements shown in official literature. It needs to be appended to the workbook.

# Eagle Boards – Project Proposal & Plan



*NEW* - Scouts submit a project proposal to be approved for a project

The unit committee is expected to review and approve the project proposal before the Scout presents it to District for approval.

The District reviews and signs off on the proposal prior to any work being done on the project.

# Eagle Boards – Project Proposal & Plan



The Scout should have done a full project plan that is reviewed by their unit prior to executing the project.

There must be evidence of planning and development.

In determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project.

# Eagle Boards – Evaluating the Project



Eagle Scout projects must be evaluated primarily on Impact

If an approved proposal and any subsequent effort represents planning and development that was adequate to the project, and the project was well led and carried out to the satisfaction of the unit leader and project beneficiary, only in a very rare case would rejection result.

# Eagle Boards – Incomplete projects



The project beneficiary can stop work on an approved project.

If enough has been done—such that the requirement's intent has been met—then the project should still be given final approval.

# Eagle Boards Under Disputed Circumstances



If a unit leader or unit committee chair fails to approve an application, the candidate is still granted a board of review

But the lack of approval may be considered in the decision.

See “Initiating Eagle Scout Board of Review Under Disputed Circumstances,” in the Guide to Advancement

# Eagle Boards



An Eagle candidate may have only one board of review. Subsequent action falls under the appeals process. (See “Appealing a Decision,” in the Guide to Advancement.)

# Eagle Boards – Common Misconceptions



No unit, district, council, or individual shall place any requirement or other arbitrary standard on the number of hours spent on a project.

No more than one candidate may receive credit for working on the same project.

There is no requirement a project must have lasting value.

A good test of any project is to evaluate its complexity. Look for elements of challenge and complexity.

# Eagle Boards – General Approach



He should be congratulated on all he has accomplished.

Review the service project with the Scout so that you are comfortable with his completion of it.

You will be speaking to a very accomplished young man, one who has an experience with the troop that is inherently different than yours. It is wise to understand what the Scout feels are the strengths and shortcomings of the troop.

You can also ask the Scout whether he believes he is an Eagle. Does he believe he has accomplished all he needs to in order to become an Eagle?

Of course, Scout spirit is a part of this discussion. The Eagle candidate's spirit should be such that he is an example to other Scouts.

# Eagle Boards of Review



## Possible Questions

- ✓ How did you feel your Eagle project went?
- ✓ Did you run into any rough spots?
- ✓ Did you plan enough to get you over the rough spots?
- ✓ How did you work with the agency for which you did the project?
- ✓ Were they clear in their goals?
- ✓ Would you do the project differently now?
- ✓ How do you think the troop is doing?
- ✓ How do you intend to help the troop now?
- ✓ Do you have any goals for the troop?
- ✓ What are your goals for yourself?
- ✓ How to do fulfill your duty to country? To God?



# Eagle Boards - Recognition



The Eagle Scout medal or patch must not be sold or otherwise provided to any unit, nor should the court of honor be scheduled until after the certificate is received at the council service center from the national Advancement Team.

# Questions?



## Resources – Tony Maderi [amaderi@admgrp.com](mailto:amaderi@admgrp.com)

- Troop Committee Guidebook
- Boy Scout Requirements Book
- Guide to Advancement (BSA #33088)