



West District Eagle Board of Review Process

1. Effective September 1, 2010, West District has moved to a District Eagle Board of Review (BOR), from a Troop/Unit BOR
2. BORs will be held twice per month,
 - a. 2nd Sunday of each month, starting at 6:00 PM at Trinity Lutheran Church, 170 Old Westford Rd, Chelmsford, MA 01824
 - b. 3rd Thursday of each month starting at 6:30 PM at the LDS, 70 Concord Rd, Billerica, MA 01821
 - c. Four BORs can be accommodated each night.
3. Unit Advancement Chair should contact Jim Leighton (jleighton@alum.wpi.edu) AND Cindy Edwards (edwardscm@comcast.net) to schedule BORs.
 - a. Units are encouraged to pre-coordinate BOR dates prior to submitting forms. Tentative BOR reservation dates can be negotiated without completed forms. Tentative reservations will expire and the date given to other Units, if the forms are not received within the requested timeframe. Timeframes vary by situation, but will not be more than 7 days.
 - b. To schedule a BOR, the following information is required (see form below):
 - i. Requested BOR date.
 - ii. Eagle Candidate's name & email address
 - iii. Candidate's parent name(s) & email address(es)
 - iv. Unit Advancement Chair name, email address, and phone number
 - v. Three BOR participants (name & email address)
 1. One Adult designated as the formal representative of the Unit Committee participating in the BOR (may be the Unit Advancement Chair contact above)
 2. Two additional adults *knowledgeable of the principles of Scouting* must participate in BORs. These Adults may be Unit Committee members, Scoutmasters/Assistants, Charter Organization Representatives, or parents. These Adults will sit on another Troop's Eagle Candidate BOR
 - vi. All BOR members must be at least 21 years old.
 - vii. Adult BOR participants, including the SM if attending, may not be related to the Scout in any way.
 - c. We will confirm your requested date shortly after receiving the form
4. Three Days prior to the BOR, the District Coordinator will email the BOR schedule to the participants, including times, location, and BOR Committees members for each Candidate
5. BOR will be scheduled for 1.5 hours per Candidate. A typical schedule (times below are for illustration only) is:
 - a. 6:00 Unit BOR participants(3 or 4) arrive and sign in.

- i. Scoutmaster/Assistant (Optional) – the SM may attend his Candidates’ BOR and provide moral support to the Eagle Candidate. The SM may introduce the Candidate, but otherwise not speak unless asked a specific question by the BOR Chairman. If the Unit chooses to provide an SM in this role, this will be the 4th Adult provided by the Troop.
 - ii. A Candidate’s BOR will not be convened until a minimum of 3 Unit BOR participants from the Unit arrive
 - b. 6:05 BOR Chair (District Advancement Committee Member) sends BOR Committee to their meeting rooms
 - i. Minimum of 3 BOR members, no more than 6.
 - ii. There will be no Observers
 - c. 6:10 Unit Committee representative provides documents for BOR Committee to review:
 - i. “Verified” Eagle Application
 - ii. Minimum of 3 Letters of Recommendation, based on Eagle Application
 - iii. Five copies of Final (signed) Eagle Project Workbook, including the final write-up
 - iv. Eagle Memorabilia Binder (optional, but strongly encouraged)
 - d. 6:25 BOR is called to order
 - i. Eagle Candidate (& SM) is brought into the room and introduced by an Adult from his Unit (can be the Unit Committee representative on the Eagle BOR)
 - e. 7:10 Eagle Candidate & SM (if present) step out of room
 - f. 7:10 BOR Committee discuss candidate and vote
 - i. Approval must be unanimous
 - ii. Should the BOR members consider an Unfavorable Recommendation, the BOR Chair is will guide the Committee through the discussions of the available options, in accordance with the BSA Advancement Committee Policies & Procedures
 - g. 7:20 Eagle Candidate & SM are invited back into the room
 - i. Committee decision is announced
 - ii. Favorable decision
 - 1. Congratulations are extended
 - 2. Eagle Application is signed by BOR Chair & District Advancement Committee representative
 - iii. Unfavorable decision
 - 1. The names of BOR Members supporting an unfavorable decision cannot be revealed to the Candidate
 - 2. The BOR Chair shall announce the BOR decision and provide the appropriate verbal & written information to the Candidate in accordance with the BSA Advancement Committee Policies & Procedures
 - h. 7:30 Eagle BOR formally closed, Adults move to next Candidate’s BOR
6. Four BORs can be accommodated each evening.

West District BOR Schedule

Times: Sunday 6:00 & 7:30 PM
 Wednesday 6:30 & 8:00 PM

Jim Leighton jleighton@alum.wpi.edu
 Cindy Edwards edwardscm@comcast.net

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LOCATIONS

- Trinity Lutheran Church,
170 Old Westford Rd
Chelmsford, MA 01824
- LDS Church, 70 Concord Rd,
Billerica, MA 01821

4 Eagle BORs per night

2nd Sunday & 3rd Thursday of each Month

West District Eagle Board of Review Request

TYPE	INFORMATION	RESPONSE
BOR Date Request¹	Date ²	
Eagle Candidate	Name	
	Email Address	
	Parent Name	
	Parent Email Address	
	Scoutmaster Conference Date?	
Unit	Unit Type (Troop/Crew)	
	Unit Number	
	Advancement Chair Name	
	Advancement Chair Email Address	
	Advancement Chair Phone Number	
	Will the Unit have at least 3 of the 5 Letter of Recommendation for the BOR?	
Unit BOR Members³	Unit Committee Representative Name ⁴	
	Unit Committee Representative Phone – for night of BOR	
	Unit Committee Representative Email Address	
	Eagle BOR Member #2 Name	
	Eagle BOR Member #2 Email	
	Eagle BOR Member #3 Name	
	Eagle BOR Member #3 Email	

EMAIL this completed Request to:

Jim Leighton (jleighton@alum.wpi.edu) AND Cindy Edwards (edwardscm@comcast.net)

¹ Select one of the Advancement Committee published BOR dates.

² The Advancement Committee approves dates on a first come, first server basis. We run 4 Eagle BORs per date.

³ All BOR members must be at least 21 years old. No BOR participant, including the SM if attending, may be related to the Scout in any way.

⁴ The Unit Committee Representative is responsible for bringing the Verified Application, 3 letter of recommendation, 5 copies of the final Eagle Project Workbook, including the final write-up, and the Scout Memorabilia Book (if available)