



Scoutmaster Eagle Scout Board of Review Request Form

The Scoutmaster must use this document to request an Eagle Board of Review (EBOR) with the District Eagle Chair. Once this form is completed, the Scoutmaster will need to email it to the appropriate District Eagle Chair Representative for their District. Please make sure your request email contains your name, phone number and email address that we can confirm back to.

Once the email is received by the District Eagle Chair, they will begin working to assemble the review committee and schedule the EBOR based on the suggested dates, time, and location(s) that the Scoutmaster has given. Our Council suggests that using the Troops meeting location should be the first suggested option for any EBOR. Additionally, it is suggested that the Scoutmaster give a first and second date option for the meeting. The Scoutmaster will be responsible in verifying that their suggested location(s) are available on the dates they have suggested. Once the District Eagle Chair has secured EBOR members, the Chair will respond to the Scoutmasters request email with the set EBOR meeting date, time, location, and any other needed information. Since the first suggest option is the Troops meeting location, once the location date and time of the EBOR is confirmed by the District to the Scoutmaster, it will then be the Scoutmasters responsibility to secure the meeting location for the EBOR.

Note for Scoutmasters: When suggesting possible locations, dates, and times, keep in mind that EBOR are generally scheduled two to three weeks out from the date the request was sent to the District Eagle Chair. Keep in mind that holidays and summer vacations could impact this general time frame in finding approved EBOR members.

Once the EBOR has been requested, **the Scoutmaster** will then scan and email to the District Eagle Chair or will arrange a time to meet them to get the entire Eagle packet to the District Eagle Chair no later than one week after they request the BOR; this includes the Eagle Project Workbook, Eagle Rank Application (must be verified and signed by the Local Council), and Statement of Ambitions and Life Purpose Letter to the District Eagle Chair. It is suggested that a copy of the Scouts Advancement records from Scoutbook is included with the workbook. Again, this must be received no later than one week after they have requested the EBOR.

Once the EBOR has been completed, all documents will then be forwarded by the EBOR chair to the Local Council for Council approval and submittal to the BSA National Office. Generally, it takes 8 to 10 weeks from the time the Local Council receives the documents and transmits them to the BSA National Office for them to give final approval of the Eagle rank and then to have the Eagle credentials printed and mailed to the Local Council. After approximately 8 weeks, the Scout may email Jennifer Fox at the Local Council to check on the status of their credentials and if returned, they may then schedule an appointment to pick up their items.

Troop Number: _____ District: _____

Scout Name: _____

Scouts' 18th Birthday: _____

Scout has _____ merit badges and will be receiving _____ palms.

Troop Meeting Location: _____

Meeting Suggestion #1 - Location, Date, Time for BOR: _____

Meeting Suggestion #2 - Location, Date, Time for BOR: _____