



# Eagle Board of Review Iron Horse District “Binder Organization Guide”

## Prepare Eagle binder into 7 sections *(Duplicate copies of Eagle binder not required)*

- Assemble binder for Eagle Board to review in the following order using, seven numbered dividers.
- Place applicant’s name on the front and on the spine of the binder.
- We request you not use plastic sheet protectors (they make it difficult to work with the binder).

### 1) Eagle Scout Rank Application Form.

- Before an Eagle Board of review can be held, the data in the Eagle Scout Rank Application must be confirmed by the Local Council. This is to be done prior to the applicant turning over his Eagle book to the Eagle Board Chairman, one week before his board.
- The easiest way to avoid having problems with missing or incorrect dates on merit badges and ranks, is for the applicant to request a “personal profile” print out from the Local Council office records and use it to verify applicant’s merit badges, and rank advancements, including scout, tenderfoot, second class, and first class *(dates, only have to be close in most cases)*. Call the Local Council office registrar to request a print out at telephone # (925) 674-6104 or e-mail elandarre@bsamail.org. Discard print out after using it to verify records *(It is not needed for the board of review)*.
- The applicant, his parents, someone from the unit, or even the District Advancement Chair, can take the Eagle Scout Rank Application form *(the single page, not the complete package)* to Pam Smith (925) 674-6126 at the Council office front desk *(Mon-Fri, 8:30am-5pm, not open Saturdays)* who will check that the dates of ranks, advancement and merit badges are correct. Please call first to make sure someone will be there to approve the application.
- Time permitting, the applications are reviewed immediately. This process takes approximately 10-15 minutes. If all the dates are correct, the application is signed and the applicant can schedule his Board of Review. If not, the application is returned showing the area(s) that needs correction. Incorrect or missing dates must be submitted on an advancement report form in order to be corrected. In any case, the turn around time for reviewing the application should be no longer than 24 hours.
- Applicant must have full name *(including middle name)* on application form.
- For requirement #3 – Line through, merit badges not listed, for example: #6 *(Emergency Preparedness or Life Saving)*, and #9 *(Cycling or Hiking or Swimming)*.
- Make 1 copy of application, after getting it approved and signed, and then place it behind the original form in the binder *(This is used as a verified copy for the final board of review approval, for the applicant’s records)*.

### Advancement Report Form *(used for board members to sign and date to process paper work)*

- Fill out advancement report form #34403B with Scout Master’s information in top left corner and Eagle applicant’s name and “Eagle” rank on line #1 under pink name bar, half way down the sheet.

### 2) Scouting History *(Blue cards no longer required in binder)*

- Obtain and put in this section, an “Individual History Report” record from the program “Troop Master” *(if not possible, then a list of history, of scouting accomplishments to paint a picture of scout’s experience)*. Do not include any blue cards in this binder.



3) Requirement #6 on Eagle Application (*Ambitions and life purpose*)

- Write a statement of future ambitions and “life” purpose.
- Make a listing of positions held in applicants religious institution, school, camp, community, or other organizations during which he demonstrated leadership skills. Include honors and awards received during this service.
- Write a statement of applicants religious beliefs and how he feels his religious beliefs align with the Scouts oath (“To do my duty to God”)

4) Letters of recommendation (*This section left empty, until letters are put in at the last minute by the Eagle Board Chairman*)

- Letters are to be given to Eagle Board Chairman from parents/guardians, religious, educational, employer (*if any*) and 2 other adults by referring to the information found in “Reference Letter Request” form (*page 3*). Letters received by Eagle Board Chairman at time of “binder turn over”, must match the same persons as cited in requirement #2 of the Eagle application.
- If the applicant does not belong to a religious institution, then the reference letter for the religious reference he will need to have an adult attest to his belief structure by writing a letter, or a parent can include it in their parents letter.

Parent    Religious    Education    Employer (*if any*)    1 Other    2 Other

5) The approved project plan and signature forms

- Put in this section the project as prepared for, Eagle project review with approval signatures for project plan (*page 9*) from Eagle work book.
- Include putting the Blue sheet from Eagle project review board in the front of this section.

6) The evaluation of the project and signature forms (*Explain actions you took, to show leadership*)

- Write a one or two sentences explaining what your project was.
- Put in next, the project completion signatures for the completed project (*page 13*) of the Eagle work book.
- Use “Project Tracking Log” form to list hours spent on project by, Eagle candidate, adults and youths. Starting with “Eagle to life packet presentation” and ending with the project evaluation.
- List materials required to complete the project and changes made to applicants project and why.
  
- The Applicant needs to note the differences of the estimated hours verses actual hours used on the project. He must also explain the differences of estimated costs verses actual cost of project. This could be either the too much or too little scenario.

7) Photographs of the project (*before and after picture*)

- This helps present a clearer overall understanding of applicants effort.



Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dear \_\_\_\_\_,

Eagle candidate \_\_\_\_\_ is applying for the rank of Eagle Scout. He will be undergoing a District Eagle Scout Board of Review. To facilitate review of his character, he is asked to provide confidential letters of recommendation, and has suggested you as a reference.

Would you please e-mail a letter or write a letter and mail to his troop's Scout Master or the Advancement Chairperson. In turn, they will collect the letters in (SEALED) envelopes and have the scout bring them to the Eagle Board Chairman when his binder is turned over (prior to the Eagle Board).

Send the letters to: Iron Horse District Eagle Board of Review

attention: Scout Master or the Advancement Chairperson \_\_\_\_\_

@ E-mail address: \_\_\_\_\_

or mailing address: \_\_\_\_\_

Your letter of recommendation should explain why you think this candidate is worthy of the rank of Eagle Scout. Your letter will be read by the Eagle Board of Review Committee prior to meeting with the Eagle Scout Candidate. The information below help define what an Eagle Scout should be, and may help you formulate your recommendation. If you have any questions about this request or your letter, please contact the Eagle Scout candidate and or Scout Master/Advancement Chairperson listed above.

A scout is expected to show a sense of duty to God, to Country and to other people. He should be a leader or have the ability to lead. He should have a sense of morality. He should be prepared and capable of caring for himself and helping others. These criteria are covered in the Scout Oath, Law, Motto and Slogan.

**Oath:** On my honor I will do my best to do my duty to god and my country and to obey the scout law; to help other people at all times; to keep myself physically strong, mentally awake and morally straight.

**Law:** A scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.

**Motto:** Be prepared.

**Slogan:** Do a good turn daily.

To help us direct your letter please write the name of the Eagle Scout candidate and what type of referral (parent, religious, education, employer or other) in the lower left hand corner of the envelope or in subject line of e-mail. If you do not want your letter given to the Eagle Scout candidate after the Board of review, please indicate in your letter.

*\*Letter should be received one week before Eagle Board of Review*

Thank you for your assistance.

Sincerely,

*Mark Beaudrow*

Mark Beaudrow (Eagle board Chairman)

beaumark@astound.net