



Coyote District - Eagle Board Process

Board Member's Virtual Meeting Guidelines



This document will provide the guidelines on how an adult leader can volunteer to be an Eagle board member and how virtual boards will be conducted for an Eagle project approval or Eagle rank advancement.

Eagle Board Meeting Times and Pre-Meeting Requirements

During this time Eagle Boards will be conducted virtually as often as possible depending on the time and availability of the scout and adult leaders.

All meeting will be conducted via Zoom video conferencing technologies. You should obtain a zoom account at www.zoom.us. This is a free account. It is recommended that you install and test your account prior to attending the Eagle board.

It is also highly recommended at each volunteer board member obtain a Gmail account (Google). This is a free email address. We will be using Google drive to share all documentation, a Gmail account is needed to assign Google drive access for file sharing.

Volunteering for an Eagle Board of Review

- Adults leaders interested in being an Eagle board member can volunteer using the online signup form; follow this link to access the form:
<https://forms.gle/3XY8W2QRPJjwnovy7>
 - Note: if a leader is experiencing problems accessing the online form, they can volunteer by emailing the below required information to the Coyote District Eagle Board of Review at coyotedistrictebor@gmail.com (please include the following Subject Line in the email: Volunteering for Coyote District Eagle Board of Review)
- Volunteers should include the following information:
 - Name:
 - Phone Number:
 - Unit Affiliation(s): Please note that committee members will not be scheduled to serve as board members of scouts from their unit unless there are extenuating circumstances.
 - Dates and Times Available/Not Available – currently we are looking at holding boards Tuesdays, Wednesday or Thursdays at either 6:30 or 7:30
 - Type of Board: Project, Rank, Both, or Request Training
 - Chairman/Member: Please indicate whether you are willing to serve either as the Chairman or as a Member of the board.
 - Additional Comments
 - (PLEASE NOTE: Eagle board members should have training and prior experience sitting on an Eagle board at the district level. Volunteers can request training offered by the Coyote District)

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Scheduling the BOR

- Boards are tentatively scheduled for every Tuesday, Wednesday or Thursday from 6:30 – 7:30 or 7:30 – 8:30 each the month until to further notice. Board are schedule based upon the availability of board members, the scout and the scout's unit leader.
- Boards will be scheduled when:
 - There is at least one adult willing to be the Eagle Board Chairman
 - There are at least two adults that have signed up for a Project Proposal Approval and at least three adults that have signed up for a Rank Approval.
Note: Adults who are Committee Members of the Scout's unit will not be scheduled to serve as board members.
- Once it has been determined that there are a sufficient number of adults, the Coyote District Eagle Board Committee will contact the scout, parents, scoutmaster and Eagle Board members to confirm the date and time of the Eagle Board.

Selection of the Eagle Board of Review Members

- Once a scout has submitted an Eagle board request, and has supplied all required documentation, a group of 3 volunteers, a chairman and 2 board members, will be identified to sit on the board.
- The Virtual Eagle boards will follow the same rules that have been used at the Live Eagle boards as established by the Coyote District Advancement Committee.
 - The Board will consist of 3 BSA leaders or community leaders that are not associated with the Scout or his unit.

Preparing for the Eagle BOR

- The board members will then conduct a review of completeness of the scout's paperwork.
 - Please complete this review as quickly as possible, do not exceed 2 days.
 - A checklist will be provided.
 - All documentation will be provided to the board members via Google drive. The Eagle board director will contact the board members with instructions on how to access this data.
 - The Eagle Board Members will notify the Board Chairman of the status of their review and identify any discrepancies.
 - The Board Chairman will notify the Eagle Board Committee on the status of the completeness review and identify any discrepancies.

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- The Eagle Board Committee will notify the scout/parent/scoutmaster of any discrepancies that need to be resolved prior to scheduling the Eagle BOR.
- **IMPORTANT NOTE ON REFERENCE LETTERS**
 - Board members will be granted access to a secure Google drive location where they only will have access to the reference letters. This will ensure confidentiality.
 - Following this, Eagle scout reference these letters will be deleted.
- Once the status is complete and all documents are ready for the board, the Eagle board will be scheduled.

At the Eagle Board

- As mentioned previously, the boards will be conducted via Zoom.
- Please remain aware of the time constraints to conduct these boards, total time should not exceed 60 minutes.
- The board members will be contacted via email with an access code and password to join the virtual Eagle board. Everyone will initially join in a main conference area.
- Virtual Eagle Boards should be treated the same as you would if attending in person. Leaders should be in their Class A uniform if they have one. Ensure the setting in which you are attending from is private and not subject to interruptions. No one other than yourself should be joining the meeting from your location.
- Please be on time; you can access the conference call as early as 15 minutes prior to the scheduled time. Board member are encouraged to join the conference early if they have any last minute discussions they need to have prior to conducting the board.
- After all parties have joined the meeting, the Eagle board members will be placed into a virtual breakout room where they will take just a few minutes to discuss the Eagle Scout's proposal/application (should not exceed 10 minutes).
- The Eagle Scout will then join the board in the virtual breakout room where the Eagle board will be conducted (board time should not exceed 30 minutes).
 - Attendees to the Eagle board per the Coyote District Advancement Committee:
 - **If the scout request**, a single observer, typically a unit leader (Scoutmaster, or Committee member) may be present but will not participate in review.

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- Parents are highly discouraged from sitting in on the scout's board as this dramatically changes the dynamics in which a scout responds and performs.
- Special Exceptions: scouts with special needs who require a parent or committee member to assist with communication will be allowed to attend the BOR and assist scout.
- If this is a rank advancement board, the Scoutmaster or other Troop Committee member that is familiar with the scout's career, will join the breakout room to provide a brief introduction of the scout to the board; this individual will then leave the breakout room and return to the main meeting room and wait for the board of review to be conducted.
- Once the board is complete the scout will then leave the breakout room to rejoin the main conference area. The board will then conduct a vote and notify the Eagle Board organizer of the board's recommendation.
 - Project Proposal Approval Process:
 - The Eagle Board Chairman fill out the Eagle Board Project Checklist documenting any suggestions and/or recommendations to the scout. This document will be scanned and emailed to the Eagle Board Committee. The checklist will then be emailed to the scout.
 - Project Approved – If all board members agree that the project is approved, the Eagle Board Chairman will sign the signature page of the Project Proposal. The signed signature page will be scanned and emailed to the Eagle Board Committee. The signature page will then be emailed to the scout for inclusion into his Eagle workbook.
 - Conditional Approval – If additional work is needed by the scout before his project can be approved, an e-mail should be sent to the scout, parent, and scoutmaster outlining what will be needed for the scout to do to obtain approval. The scout can then complete these requirements and send confirmation of completion to the Eagle Board Committee. If the board members agree that the scout has completed the requirements, the Eagle Board Chairman will sign the signature page of the Project Proposal. The signed signature page will be scanned and emailed to the Eagle Board Committee. The signature page will then be emailed to the scout for inclusion into his Eagle workbook.

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- Project Deferred – An e-mail should be sent to the scout, parent, and scoutmaster outlining the reason for the deferral. Once the scout reworks his project proposal he can request a new Eagle board.
- Rank Approval Process:
 - Approval – If all members agree that the scout has completed all of the necessary requirements, the Eagle Board of Review Chairman will print and sign the Eagle Rank Application and send the application to the Coyote Eagle Board of Review Chairman who will sign the application and forward to Council.
 - Disapproval – If any member of the board feels that the scout has not earn his rank of Eagle they must clearly document reasons. These reasons must be reviewed by all board members and the board chairman will immediately contact the Coyote District Eagle Board Committee expressing these issues. The board members and the Eagle Board Committee will develop a plan on what the scout must complete. The Coyote District Eagle Board Committee will contact the Scout, the parent, and the Scoutmaster with a resolution plan and a reschedule another board of review at the earliest possible time.
- NOTE: Board member signatures on documentation will be handled through scanning of documents and emailed to the board director.