



Coyote District - Eagle Board Process

Scout's Guidelines



This document will provide the guidelines on how a scout will request an Eagle Project Proposal approval or Eagle Rank advancement Board of Review (BOR), and the processes by which these boards will be conducted virtually or Live (in-person).

The Coyote District Eagle Board Committee follow the Eagle Advancement guidelines outlined in the BSA Guide to Advancement. The Guide to Advancement can be found at: <https://www.scouting.org/resources/guide-to-advancement/>

REQUESTING A PROJECT REVIEW OR RANK ADVANCEMENT BOARD OF REVIEW

All request for a board are made by the scout through the Coyote District Eagle Board Request form: <https://forms.gle/8heLcCS1zsJQV59P6>

A Scout can identify on the request if they prefer a Virtual or Live board.

- NOTE: If the scout has problems accessing the online request form, the Scout or Scoutmaster can email the below information to the Coyote District Eagle Board Committee at coyotedistrictebor@gmail.com (All email correspondence that includes a scout must also include either the scout's parent, the Scoutmaster, or other unit leader).
- The request must include the following information:
 - Scout's Name
 - Unit Type
 - Unit #
 - Type of board being requested (Project Approval or Rank Advancement)
 - Preferred Venue (Virtual or Live board)
 - Scout's Email
 - Scout's Telephone #
 - Parent's Name
 - Parent's Email
 - Parent's Telephone #
 - Scoutmaster's Name
 - Scoutmaster's Email
 - Scoutmaster's Telephone Number
 - Alternate Scout Leader Name and Contact Information
 - Description of Eagle Scout Project
 - Special Circumstances
 - Additional Information

All Youth Protection Guidelines will be followed during all communications and BORs



Coyote District - Eagle Board Process

Scout's Guidelines



FOLLOWING YOUR BOARD REQUEST

All documentation for a proposal review or a rank advancement is required to be submitted to the Coyote District Eagle Board Committee prior to a board being scheduled.

The scout/parent/scoutmaster will be contacted via email with instructions on how to access the Google drive to upload all Project and Rank documents.

It is also highly recommended that each scout and scoutmaster obtain a Gmail account (Google). This is a free email account. We will be using Google drive to share all documentation, a Gmail account is needed to assign Google drive access for file sharing.

Scouts should plan accordingly to allow enough time to have all required paperwork reviewed, processed, and all required signatures obtained.

Eagle Board Members will perform an initial review of completeness.

- The Eagle Board Chairman will notify the Eagle Board Committee on the status of completeness review and identify any discrepancies.
 - The scout/parent/scoutmaster will be notified via email of any discrepancies that need to be resolved prior to scheduling the Eagle board.
- Once all documentation is complete, the Eagle Board Committee will contact the scout/parent/scoutmaster to schedule a virtual Eagle Board.
- **For Eagle Project Proposal Approval**
 - The Eagle Scout Service Project Proposal
 - **NOTE: All Project Proposals must utilize the most current version (2019 or 2021) of the Eagle Project Workbook.** This workbook can be found at:
 - <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>
 - <https://www.alamoareabsa.org/advancement/coyote-district-eagle-boards-of-review/>
 - Required Documents to be submitted for Project Approval:
 - Project Proposal
 - Proposal must have all required signatures
 - **SPECIAL NOTE:** for an **Eagle Project approval** please make your board request at least 3 weeks prior to the planned start date of your project. All projects must be approved by the Coyote District Eagle Board Committee prior to any work being performed on the scout's project. It is the scout's responsibility to plan accordingly to ensure their project is approved prior to it being started.



Coyote District - Eagle Board Process Scout's Guidelines



- **For Eagle Rank Advancement**
 - Completed Eagle Project Workbook with all signatures (Proposal, Plan, & Report)
 - Life Ambition Statement
 - Listing of Leadership Positions Held, Honors and Awards
 - Eagle Scout Rank Application (Signed and Validated)
 - Other documents as necessary (See Guide to Advancement)
 - **SPECIAL NOTE:** for an **Eagle Rank Advancement** boards please make your request at least 2 weeks after submitting your Eagle application to the council for validation.
 - All Eagle rank applications must be submitted to the Council Register for validation. The application must be validated and signed prior to performing the Eagle Board of Review.
 - Applications can be submitted for validation to Melissa Moore via email at Melissa.moore@scouting.org
 - Normal validation process takes 2 weeks to complete. The council has indicated that they expect to meet this same timeframe during this current health crisis, but additional time may be required. Scouts should plan accordingly.
 - The council will contact the scout/parent when the application has been validated.
 - **IMPORTANT NOTE REGARDING REFERENCE LETTERS:**
 - Reference letters must be kept confidential; they must not be handled by a relative of the scout or the scout.
 - The Scoutmasters, Assistant Scoutmaster, or Troop Committee Member that is not related to the scout, must collect all reference letters prior to a scout attending an Eagle Rank BOR. They will scan and email the letters to the Coyote District Eagle Board Committee (If reference is an email, please print and scan. Do not forward the email).
 - Reference letters must be emailed to coyotedistrictebor@gmail.com
 - Subject line: "Reference Letter – Troop XXX – Scout Name"
 - The District Eagle Board delete these letters following the BOR.

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Coyote District - Eagle Board Process

Scout's Guidelines



EXTENSION REQUEST: SCOUTS TURNING 18 YEARS OF AGE

All requests for extension are handled by the council and national authorities. The BSA Guide to Advancement, section 9.0.4.0, describes the rules for extension.

- A scout must have all his/her Eagle requirements completed before they turn 18 years of age. If requirements are not completed before the scout turns 18 an extension is required.
- A scout's Final Board of Review (BOR) must be conducted within 3 months of the scout turning 18 years old. Beyond this 3 month a scout must have an extension approved.

The Coyote District Eagle Board Committee will conduct a project approval board for scouts who are 18 years of age only if they have submitted a request for extension. The scout should receive the **APPROVED** extension prior to beginning work on his/her project.

The Coyote District Eagle Board Committee will conduct a Rank BOR for a scout whose age exceeds 3 months beyond his/her 18th birthday **ONLY** if an extension has been **APPROVED**.

All questions regarding extension should be directed to Mr. Terry Ellis at Terry.Ellis@scouting.org

EAGLE BOARD MEETING TIMES AND BOARD ATTENDANCE PROCEDURES

Youth protection training protocols will be observed at all times! The board facilitator will ensure that no one-on-one (scout/adult) contact is allowed.

All Scouts and Adult Leaders should treat all board professionally. You should be in your full Class A uniform when attending a board. Board volunteers who are not a registered member of a scouting unit are not required to be in uniform but should dress in appropriate attire to conduct the board (no T-shirts with logos).

The scout/parent/scoutmaster will be contacted via email invitation with the meeting date & time.

You should be on time!

All Eagle Boards will follow the same rules whether conducted Virtually or Live 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.
- **If the scouts 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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Coyote District - Eagle Board Process

Scout's Guidelines



- Parents are highly discouraged from sitting in on the scout's Eagle Rank BOR 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.

Board members will initially meet without the scout to discuss the Eagle Scout's proposal/rank application (should not exceed 10 minutes).

Scouts will join the board members once they have completed their initial discussions at which time the board will be conducted (boards should not exceed 30 minutes).

VIRTUAL BOARDS:

Most virtual boards are conducted within 3 weeks from the time the scout submits his/her documents for review.

The Coyote District conducts virtual Eagle Boards (Project Approval and Rank Advancement) on a weekly basis or as often as possible depending on the availability of the scout and adult leaders. Boards are generally conducted on Wednesday and Thursday nights starting at 7PM.

All virtual boards 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.

Everyone will initially join in a main conference area, and then assigned to individual breakout rooms where each board will be conducted.

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.

LIVE BOARDS:

Live boards are conducted once per month on the afternoon of the 3rd Sunday of each month. The number of boards conducted on this day will be limited to no more than 5 boards to maintain safe social distancing protocols.

Live boards will be conducted at the Coker United Methodist Church Scout Hut. Boards will be conducted in an open-air setting outside weather permitting. All participants are required to wear a face mask.

The scout should bring at least one printed copy of his/her documentation (proposal or rank) to the live board.



Coyote District - Eagle Board Process Scout's Guidelines



FOLLOWING YOUR BOARD

Once the scout's interview is complete, the scout will then leave meeting area allowing the board members to conduct some final discussion and make a decision on the outcome of the board.

Following the board members decision, the scout will be informed of the board members decision and notify the Eagle Board Committee Chairman of the board's recommendation.

If the project or rank advancement is not approved the Eagle Board Committee will notify the scout, parent/guardian, unit leader, via email on what discrepancies were identified and what corrective actions can be taken.

If the project or rank advancement is approved the board members will sign the required documentation, then return the documents to the Coyote District Eagle Board.

- **Project Approvals**

- Board member notes and signed proposal signature page will be returned to the scout, parent/guardian, and unit leader.

- **Rank Advancement**

- The approved application will be sent to the council for processing. The scout, parent/guardian, and unit leader will be copied on the email when the application is sent to the council.
- The council will then process the application and forward to National for final approval/processing.
- The council will notify the scout's unit leader when they receive the approved Eagle Rank Certificate and Rank insignia from National.
- Current rank advancement processing time is taking between 6 weeks to 3 months.