

Eagle Scout BOR Checklist for Board Chair

Assemble the Board (See Pre Board Meeting, Conduct of the Board, and Post Board)

- 3–6 adults over 21 (One adult must be registered)
- No parents/guardians or relatives of the Scout
- No Scoutmaster or Assistant Scoutmasters from the same Unit
- At least one district/council representative
- Select a Board Chair

Verify the Eagle Scout Rank Application is complete

- All dates are recorded throughout the application
- All Yes/No questions are filled in (specifically - Had you completed fifth grade upon joining)
- All merit badges required for Eagle are listed correctly, lined out required merit badge(s) when there is a choice between two or three, ensure Date Earned and Unit No.
- All positions of responsibility are recorded and total at least 6 months of service.
- The Scout, Unit Leader, and Committee Chair have signed where required
- The council (normally the registrar) has verified the application

Verify the Eagle Scout Service Project Workbook is complete

- Proposal approved (Scout, unit leader, committee, beneficiary, district)
- Project plan completed (not required to be approved, but should be present- Technically not required, however, questions delving into the project planning should be asked.
- Project report completed with the following signatures:
 - Beneficiary's approval signature
 - Unit leader's approval signature
 - Unit committee's approval signature

Review Eagle Scout Requirement 7 documents

- Statement of your ambitions and life purpose, and
- A listing of leadership positions held in school, church, community, or other organizations. If applicable, as some Scouts may not have these positions.

At the conclusion ask the Scout to step outside to the Atrium

- Discussion and vote (must be unanimous)
- Board Members sign TWO Copies of the Eagle Scout Board of Review Report (Advancement Report) One for the Unit and one for Council.
- Board of Review Chair dates and signs Requirement 7 of the Eagle Scout Rank Application
- Provide final Eagle packet/binder to District Representative
- Assemble any presentation materials that will be provided to the Scout such as
 - Eagle Picture and/or bumper sticker
 - Other Eagle Scout memorabilia a Troop may provide

Pre Board Meeting

Meet with other board members. Board Chair discusses how they conduct the board. The board is not a retest of requirements but verifying all requirements are complete which is normally signified by the Scout's Unit Leader, Committee Chair, and Council Verification (but mistakes occur and can usually be sorted out before, during, or after the board)

Members review the Eagle Scout binder (Highly encouraged to note down highlights/insights for questions).

- Application (Board Chair responsibility)
- Statement of Ambition and Life Purpose
- Listing of positions held at their religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.
- Eagle Scout Service Project Workbook (Proposal, Plan, and Report with enclosures)

Members review recommendation letters (normally four)

A brief discussion of any concerns may be required, and the District Representative may resolve.

Conduct of the Board

Notify Unit Leader that the board is ready for the candidate.

All board members rise when the candidate arrives.

Unit Leader Introduces the candidate and departs.

Chair and members introduce themselves and shake hands.

Chair asks the candidate to recite the Scout Oath, Scout Law, and Outdoor code with Scout Sign
Everyone sits down.

Chair starts the board with an opening statement to explain the board's role specifically-

Confirm character, leadership, project, and the quality of their Scouting experience.

Everything centers on ensuring the Scout truly embodies the spirit of an Eagle Scout –

Demonstrate Scout Spirit, duty to God, exhibit and understand servant leadership, willingness to serve their community, and living the ideals of the Scout Oath and Law.

The tone of the board should be supportive, curious, and conversational.

Some Scouts may take a while to warm up and may take several leading questions and time for the Scout to warm up and feel comfortable.

The board should last 30-45 minutes

At the conclusion, ask the Scout if he has any questions for the board. Address questions or if not, then ask the Scout to head out to the Atrium.

Board discusses and votes. (Must be unanimous and if not then see the see the Guide to Advancement for next steps).

If unanimous, see checklist for signatures required. Prepare any presentation materials.

Post Board Meeting with the Eagle Scout:

Meet with the candidate in the Atrium to provide the results in a manner that is befitting this accomplishment.

Assess the environment in the Atrium and make any necessary adjustments based on observations. Gather the Scout and his support group for the results of the Board of Review.

Thank everyone for their patience and their time.

Sample Congratulations and Flow (or develop your own)

This board has completed its review of your qualifications for the rank of Eagle Scout.

We have examined your record of service, leadership, character, achievements, and experiences and we have reflected carefully on the experiences you shared with us this evening.

You have demonstrated maturity, responsibility, and a commitment to the ideals of Scouting that will serve you well throughout your life.

On behalf of this board, it is the unanimous decision of this board that you have met, and in many ways exceeded, the high standards required of an Eagle Scout and it is my honor to congratulate the newest Eagle Scout in Virginia.

Pause. Allow the moment to breathe.

Then offer the handshake.

Present Picture to the new Eagle Scout and provide any comments. Pose for pictures.

Present Bumper Sticker to Parent(s). Take group pictures.

Closing thoughts:

“May you continue to lead with integrity, serve with humility, and live the Scout Oath and Law as your lifelong compass.”

“Wherever life takes you next, remember this moment. You earned it. And we are proud to have met you, learned a bit about you, and served as your Board Members.”

For more Information see the CVC Life to Eagle Procedures guide:

https://www.cvcboyscouts.org/uploads/2/3/5/7/23572110/eagle_scout_procedures_guide_2026.pdf