

**DRAFT rev #2**

April 13, 2020

**BACKGROUND:**

1. During the COVID-19 pandemic Eagle Boards of Review (EBOR) are to follow mandated state and county guidelines for proper social distancing and shelter-in-place procedures.
2. Observe 2019 BSA Guide to Advancement 8.0.1.6 Boards of Review through Videoconferencing
3. All participants are encouraged to have some previous functional experience with Zoom's interface, tools, chat and breakout rooms. When using ZOOM's Breakout Room feature the EBOR Coordinator essentially becomes the gate keeper and technical advisor when running simultaneous EBORs.
  - a. Zoom Conference set-up provides a general meeting "Main room" and multiple "Breakout Rooms" so that many EBORs can be executed simultaneously.
  - b. The EBOR Coordinator monitors the multiple breakout rooms and common chat threads
  - c. NOTE: Earlier versions of ZOOM's "Private" chat threads have been reported as becoming "public" at end of session. Make sure users are using the most current application version.

**INVITATION TO EAGLE BOR**

1. The Eagle BOR Coordinator will send invite to all participants 5 -7 days prior to live video conference which includes appropriate URL links and password
2. All participants should have their respective systems (PC/Mac, smart phone or other device) properly configured and logged into the conference call 5-10 minutes early

**SESSION AGENDA:**

1. **BEGIN:** The Eagle BOR Coordinator will start "Main Room" videoconference session
2. **WELCOME & INTRODUCTION:** Welcoming those in attendance
  - a. The EBOR Chair reviews compliance with all participants of the videoconferencing guidelines found in Section 8.0.1.6 of the 2019 BSA Guide to Advancement states the following:
  - b. All members of the board of review must be visible to the Scout, and any observers with the Scout must be visible to the members of the board of review. No one within hearing range on either side shall be off camera. It is important to consider your technical capabilities when planning how many Board of Review (BOR) members to involve. Observers should be minimized for any board of review, and this applies especially to videoconference reviews. Their presence can change the discussion dynamics.
  - c. For Scouts under the age of 18, a parent or guardian of the Scout, or two registered adult leaders as required by the Guide to Safe Scouting who are familiar with these requirements for videoconference boards of review, must be directly present with the Scout at the beginning of the conference. The Scouters may be from the nearest council, district, or unit. Their role is to verify that the Scout is in a safe environment and that the board of review appears to be in compliance with these requirements. Once all the members of the board of review are present on their end of the call and introductions are completed, and the review is about to begin, anyone present with the Scout must leave the room or move out of hearing distance unless they have specifically been approved to

remain as observers. See “Conducting the Board of Review,” 8.0.1.0, for more information.

- d. Once the review process has been concluded, if the Scout is under age 18, the Scout’s parent or guardian, or two registered adult leaders must rejoin the Scout. Their purpose is to be available to answer any questions that may arise, to join in the celebration of the Scout’s accomplishment, or to be party to any instructions or arrangements regarding the appeals process or the reconvening of an incomplete review. Once this is done, the board members end the call and sign off.
  - e. Videoconference boards of review must not be recorded.
3. **TO THE BREAKOUT ROOMS:**
- a. EBOR Coordinator sends respective adults into pre determined breakout rooms.
  - b. EBOR Coordinator has the option to invite Candidates, Unit Leaders and others to a “holding” breakout room as needed
4. **REVIEW TIME:**
- a. Board Chair, unit rep and observer together review reference letters, project workbook and Eagle Rank application.
  - b. It may be best to send PDF copies of these documents to each member of the EBOR prior to the videoconference. (allow 30 minutes for review.) The EBOR Coordinator may then choose to place all Candidates and visiting Unit Leaders into a “Waiting Room” until called to their EBOR.
  - c. IF the candidate is over 18 and requested a time extension due to COVID-19, his application packet **MUST INCLUDE**:
    - i. (1) Council extension grant and
    - ii. (2) Confirmation of Adult application submission to council with Participation Code “UP” and
    - iii. (3) Copy of active YPT certificate
  - d. When review is completed among attending adults, the Unit Rep:
    - i. Either steps OUT of breakout room to notify EBOR Coordinator to admit candidate, Introducer and Unit rep **BACK INTO** the breakout room session.
    - ii. OR sends a chat message to EBOR Coordinator to admit candidate, Introducer and Unit rep **BACK INTO** the breakout room session
5. **THE BOARD OF REVIEW:**
- a. The Unit Rep having returned to the breakout room introduces the scout, introducer and any other adult not originally assigned to the room by the EBOR Coordinator.
  - b. If the Unit Leader (SM, Venture Advisor, Captain) chooses to stay in the room, his microphone (and microphones of any other observers) must be muted
  - c. The Board Chair welcomes the Scout and introduces himself/herself and the visiting scouter.
  - d. The Board Chair asks the candidate to open the session by reciting the Scout Oath, Law and Outdoor code.
  - e. The Board Chair leads discussion through the following segments of the Eagle Rank application:
    - i. Merit Badges
    - ii. Leadership
    - iii. Eagle Project
    - iv. Life goals and ambitions
    - v. Duty to God and Scout Spirit
  - f. The Board Chair asks for final questions of the members, including the candidate
6. **DIALOGUE**
- a. The Board Chair dismisses the candidate (and unit leader if in attendance) by asking them to “Leave” the breakout room session thus returning into the main session while

members of the EBOR deliberate about the candidate. Decisions of the EBOR MUST BE unanimous.

- b. Once a decision is reached by the board members the UNIT REP is dismissed from the breakout room into the general session to notify the candidate and EBOR Coordinator to allow both Unit Rep and candidate back into the breakout room for remarks and closing session comments.

#### **7. FINAL DECISION**

- a. EBOR Chair welcomes the candidate back to breakout room, announces final decision and allows closing comments from the other board members.
- b. EBOR Chair addresses the following with the candidate:
  - i. Decision:
    1. If candidate PASSED – Announce Board is making a recommendation for Eagle Rank. Rank is NOT OFFICIAL UNTIL candidate receives formal written notice. Eagle Rank will be the date of the candidates EBOR.
    2. If candidate did NOT pass, an explanation must be given to candidate and EBOR Coordinator informed of decision.
  - ii. Recite the Eagle Charge
  - iii. NESAs Scholarships & Membership
  - iv. When to expect Eagle Documents
  - v. Honoring those that have helped the candidate at an Eagle Court of Honor & Mentor Pins.

#### **8. DISMISSAL/WRAP UP**

- a. EBOR Chair notifies everyone the session is ended and informs them they are dismissed. At which time participants except the EBOR Chair “Close” their Zoom session.
- b. EBOR Chair exits breakout room to return to the main session and update the EBOR Coordinator.
- c. Final words from EBOR Coordinator
- d. Eagle Board Session is closed.