



### Unit Leaders' Eagle Board of Review Checklist

Revised 01 Jun 07

- 1 Review completed Eagle Scout Leadership Service Project Workbook.   
 \*All areas complete      \*All signatures obtained
- 2 Conduct Scoutmaster Conference.   
 \*Include review of "Life Statement" ... coach for improvement if needed  
 \*Take care of any character issues here ... district board of review is *not* the place!
- 3 Review completed Eagle Rank Application.   
 \*All spaces must be filled out, neatly, no cross-outs or white-outs.  
 \*All dates must be filled in (mm/dd/yy).  
 \*Unit leader & committee sign indicating approval.
- 4 Take completed application to Council Service Center for verifications.
- 5 Obtain completed reference sheets from listed references.   
 \*Contact all references listed.  
 \*Do NOT call for board of review until all required (6) appraisals are received.
- 6 Contact District Advancement chair to set up Board of Review.   
 \*If possible, board will be held at troop meeting place and time.  
 \*Please plan at least two weeks in advance.
- 7 Secure at least one troop committee member for board.
- 8 Secure separate, private space for board of review.
- 9 Introduce the Scout to members of the Board of Review.   
 \*The unit leader may stay in the room (if he/she is not a relative)  
 but may not participate unless called upon by the board.
- 10 Upon candidate's approval, assure "post-board" instructions are followed.

