**Canal District**

**Eagle Board of Review [EBOR] Process**

**Eagle Project Approvals**

Eagle Projects must be approved by the District Eagle Project Co-Chair before work is started on the project. Contact information is supplied above.

**General Rules for Obtaining an Eagle Board of Review**

* The Eagle Scout candidate is responsible for taking the lead and is the driver of their Eagle candidacy. The Eagle candidate should work with the adult leader in his or her unit responsible for the Eagle Process (usually the Troop Advancement Chair, Committee Chair or Unit Leaders—hereafter referred to as the **Eagle Process Unit Leader**) to ensure all Eagle requirements are satisfactorily completed and documented.
* There is a new Eagle Application which can be found here: <https://www.scouting.org/wp-content/uploads/2024/12/512-72825-Eagle-Scout-Application_WEB.pdf>. The Eagle Process Unit Leader is responsible for taking the completed and signed Eagle Application to the Great Trail Council Eagle Desk located in the office (4500 Hudson Drive, Stow, OH 44224) for final review and signature. The Eagle Desk is no longer located in the Scout Shop.
* Canal District EBORs will be held either virtually or in person. Eagle candidates have the option to schedule their EBOR outside of Canal District.
* If the Scout wishes to schedule their EBOR in another District, the scout’s Eagle Process Unit Leader must reach out to the Advancement Chair or Eagle Process Chair of that District. That information may be found on the Great Trail Council website. <https://www.gtcbsa.org/about/districts-of-the-great-trail-council>.

• The Eagle Process Unit Leader is responsible for coordinating all Eagle paperwork and communications between the Scout and District Eagle Process Chair. **Please do not have the scout contact the Eagle Process Chair.**

To schedule an Eagle Board of Review, the following paperwork should be **emailed** as separate documents to the Eagle Process Chair at the email address listed above.

* Eagle Application with all required signatures including from the Scout Office
* Contact Sheet from the Eagle Project Workbook
* Letter of Ambition and Intent
* Reference Letters
* Signed Project Proposal (just the signature page)
* Signed Project Report (just signature page)
* **PLEASE USE** the following **naming and file conventions** for each of these files: First Name, Last Name of Scout then the document name. For example, Jane Smith Eagle Application.pdf; Jane Smith Contact Sheet.pdf etc. **Each document should be its own separate pdf file.** This will facilitate transmitting this document to National for its final review and approval. **Please do not send jpeg or any other file type. It must be a scanned document in pdf format.**
	+ A statement from the Eagle Process Unit Leader indicating that he or she is in possession of the reference letters will suffice to schedule the EBOR. The unopened reference letters should be physically brought to the EBOR by the Scout leader for the Eagle Candidate. Once all paperwork is deemed to be in order, an EBOR of review can be scheduled. Please note that the reference letters will be returned to the Eagle Process Unit Leader or designee at the EBOR to be held in trust and confidence to be destroyed upon approval of the Scout’s Eagle Application by National.
	+ The Eagle candidate should not be involved in handling communications and paperwork to/from District. This is to comply with Scouting’s “No one-on-one contact” rule and maintain confidentiality of reference letters.
	+ To schedule a slot, all required paperwork must be received by the District Eagle Process Chair at least 7 days in advance of the EBOR date. This allows time for EBOR interview committee members to be contacted and selected.
	+ Slots are assigned on a “first come, first served” basis. If all available slots are filled, the Eagle candidate will be rolled over to an available slot in a following month.
	+ Scouts BSA “Guide To Advancement” Section 8.0.3.1 requires that the EBOR be held within 24 months after the Scout’s 18th birthday. It is the responsibility of the Eagle candidate and troop to allow sufficient time for the deadline to be met.
	+ Once all paperwork is received by the District Eagle Process Chair, an email will be sent to the Eagle Process Unit Leader informing of the EBOR date, time and location.
	+ Troops are encouraged to recommend community members to serve as EBOR interview committee members such as clergy, civic and business leaders, and adult Eagle Scouts.
	+ Troop members or family members of the Eagle Candidate are not permitted to sit on the review board or be part of the EBOR process.
	+ The District EBOR Process Chair is responsible for selecting interview committee members.
	+ It is customary for the Eagle Scout candidate to arrive in uniform with his or her Scout Handbook and a binder with the scout’s Eagle Application, Life Ambition Statement, and complete Eagle Project Workbook with pictures.
	+ The Eagle Process Unit Leader or designee is responsible for bringing the reference letters to the EBOR and handing them to the District Eagle Process Chair or designee at the EBOR prior to its start.
	+ The EBOR begins by the Scoutmaster or troop representative introducing the Eagle candidate to the interview committee. The Scoutmaster or representative may remain in the room as an observer but may not participate in the EBOR process.
	+ EBORs typically last around 45 minutes and consist of questions about the Eagle candidate’s scouting experience, Eagle project, and future life plans.
	+ After the interview process is over, the committee will adjourn, discuss the Scout’s Eagle candidacy, take a vote, and return to inform the Scout of their decision. In the unlikely event that a Board decides to reject an Eagle Candidate for the rank or Eagle, an appeals process is available and is governed by the Guide to Advancement.
* Canal District EBORs are held the third Wednesday of each month from 6:30 – 8:30 PM. Typically the location of the EBOR is at the charter organization of the first Eagle Candidate to sign up for that particular month. There are up to four EBOR slots available with two scouts scheduled at the 6:30 PM slot and two scouts scheduled at the 7:30 PM slot. At the discretion of the chair, boards may be convened at other times as deemed appropriate. The EBOR interview committee will be made up of community members, district level Scouters and unit level scouters who are not Scoutmasters or ASMs.
* After the EBOR is held, the District Eagle Process Chair or his/her designee will sign the Eagle application and send it and its supporting paperwork by email back to the Council Scout Shop for forwarding to National with a copy sent to the Eagle Process Unit Leader or designee.
* It usually takes 2-8 weeks for National to approve the application. Any follow-up should be directed to the Eagle Desk at the Council Service Center Office and specifically Adam Lehman (adam.lehman@scouting.org).