Eagle Board Guidelines

Roadrunner District - Eagle Board Process

1. **Before the last day of the month**
   - Email Roadrunner Eagle Board at roadrunner.eagleboard@gmail.com to request a directory on google drive to place your documents
     - Eagle Project Proposal
     - Eagle Project Final
     - Eagle Scout Rank Application
     - Other documents as necessary
   - Key information to provide in email:
     - Scouts Name
     - Troop #
     - Scout Email
     - Scouts Telephone #
     - Parents Name
     - Parents Email
     - Parents Telephone #
     - Scoutmaster Name
     - Scoutmaster Email
     - Scoutmaster Telephone Number
     - Description of Eagle Scout Project
     - Eagle Project – Specify which type of review
       1. Proposal – Must use 2021 Eagle Scout Project Service Workbook
       2. Final
     - Special Circumstances
     - Additional Information
   - **Scoutmaster IMPORTANT Note:**
     - Reference letters must be emailed - roadrunner.eagleboard@gmail.com
     - Subject line: "Reference Letter – Troop XXX – Scout Name"
     - This ensures the confidentiality

2. Eagle Board Members will perform an initial review of completeness
   - Project Proposal is well thought and will likely to succeed
     - Must use 2021 Eagle Scout Project Service Workbook
   - Final Eagle Project has Eagle Application signed by Council,
   - Appropriate Signatures
   - Life Ambition Letter
   - Recommendation Letters and demonstration of leadership

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3. Eagle Board Members will Schedule Eagle Proposal Review or Eagle Board of Review meeting times.
   - Currently, due to tele-conferencing we will be scheduling the Eagle Reviews/Boards throughout the month every few weeks.
   - We will reach-out to each scout and scout leader to let you know when your scheduled time.

4. For Final Project – Eagle Board of Review
   - Council Register must validate Eagle Scout Rank Application prior to performing Eagle Board of Review.
   - Application Validation   Email - Melissa.moore@scouting.org
   - Originally, the Council attempted to provide verification within 2 weeks.   Our goal continues to be the same, but due to the current health situation, additional time may be required.
   - Scout / Parent will be contacted when the Eagle Board of Review is to be conducted.

5. Eagle Project Reviews and Project Final Boards will be conducted via www.zoom.com
   - Please go to www.zoom.com and download and install the video tele-conferencing software.   There will be no charge to the scout.
   - Installing Zoom and testing prior to the project review will helpful.
   - Schedule times will be no more than an hour.

6. Eagle Certificates
   - BSA National Office is processing certificates, but the entire process usually takes approximately a month.

 If you have questions please email us at - roadrunner.eagleboard@gmail.com