

## **Troop 203 Board of Review Best Practices**

Boards of Review are required for the ranks of Tenderfoot through Eagle Scout. The purpose of this document is to give guidance on when and how to schedule and prepare for Boards of Review for the ranks of Tenderfoot through Life Scout. Eagle Scout Boards of Review are handled slightly differently, and will be addressed in another Best Practice document.

### **When should I schedule a Board of Review?**

A Board of Review should be scheduled once a Scout completes all of the requirements for a particular rank, except the Scoutmaster conference. As you have worked on completing rank requirements, you have had each requirement signed off by someone with whom you have been working. If this was at summer camp, a monthly campout, or during a regular troop meeting your Scoutmaster or Assistant Scoutmaster probably signed your Scout Handbook right then and there. At other times, requirements may be completed at home while working with your family. In this case, upon completion of a requirement, a parent may initial and date your book **in pencil to the left of the requirement**. The Scout will then meet with the Assistant Scoutmaster of his patrol or the Scoutmaster, (at the next available; convenient time) who will assess your completion of those requirements and sign off on each of them in ink. If you were asked to write, build, or do something specifically, you should bring those things or proof of their completion (pics, etc) with you when you meet with your Assistant Scoutmaster. **All rank requirements must be signed in ink ONLY by an Assistant Scoutmaster or Scoutmaster in order to progress.** When you feel like you have a good grasp of the topics covered in that rank, when you feel like you have mastered the skills taught throughout that rank, and all of your requirements for that rank are signed off in ink, then you are probably ready for a Board of Review.

### **How do I schedule a Board of Review?**

Ideally, the Board of Review should be scheduled at the same time as the Scoutmaster conference, although this is not an absolute requirement. Boards of Review are coordinated by the Unit Advancement Coordinator, listed at the bottom of this document. Generally speaking, Boards of Review are scheduled on Monday evenings, prior to our normal Scout meeting, starting at 6 o'clock, and lasting no more than 30 minutes. In the 30 minutes adjacent to the Board of Review, the Scout can complete their Scoutmaster conference. For example, if your Board of Review is scheduled for 6:30, you should plan to be there in time for a Scoutmaster conference starting at 6:00. Doing this allows us to accomplish 2 Boards of Review in an evening. If your Board of Review is scheduled for 6:00, your Scoutmaster conference will occur at 6:30. We ask that you schedule your Board of Review in advance. The two slots are available on a first come first serve basis.

### **Steps To Schedule a Board of Review and/or a Scoutmaster Conference**

1. Work with your Patrol Leader and the Assistant Scoutmaster of your patrol to ensure that all of your rank requirements are indeed completed.
2. With your Assistant Scoutmaster, review the topics and skills covered throughout the rank. If there are things that you lack or need help with, your ASM will help direct you to the help you need. If you are ready for your BoR/SMC, the ASM will help you contact the Advancement Coordinator and your parents and let them know that you're ready for that step.

3. Check your schedule and discuss with your parents their schedule to find an available date.
4. Contact the Unit Advancement Coordinator (listed below) via text. It is important to tell them several things -
  - a. Your name
  - b. What rank are you going for?
  - c. What date would you like to have the BoR?
5. Most importantly - **the Scout should send the text, and copy a parent and the ASM.** If using the parent's phone there is no need to copy another parent. The idea is for the Scout to get accustomed to communicating with adults.
6. The Unit Advancement Coordinator will schedule with the members of the Board of Review. Once at least 3 members have confirmed, the Coordinator will respond to the Scout and parent with the time and date.

### **How do I prepare for a Board of Review?**

Review! Review! Review! The Board of Review is designed to be a conversation between the Scout and the Board members about what the Scout did to complete the requirements for the rank. Any requirement from the current or previous ranks earned is a fair topic for discussion. The Scout should practice answering questions in complete sentences, one word answers are NOT what we're looking for, and will likely lead to more questions! The Scout should look back over the requirements they've completed, and think about their experience completing them. There will likely also be general questions about Scouting, as well as the Troop. Part of this process is preparing Scouts for when they eventually go out into the workforce and have to submit to a job interview! Be engaging, sell yourself! Sir and Ma'am are expected when interacting with members of the Board. Remember, they are giving their time to help you along the trail to Eagle Scout!

The Day of the SMC /BoR, Scouts should arrive a few minutes prior to their scheduled time. A FULL Scout uniform is the expectation. For Troop 203's purposes, a full Scout uniform includes the Class A uniform, the Troop bolo, merit badge sash and the Troop hat. Any pants with belt loops are acceptable - no gym shorts! The Class A uniform should be clean, neat, and have the appropriate patches sewn on, including the Scout's current rank. Not being appropriately dressed may be a reason for the Board of Review to reschedule. It is expected that the Scout brings their signed-off Scout handbook with them, as well as a pen. While Troop 203's official record is scoutbook.scouting.org, it is important that each Scout keeps a record of their progress. At the end of both the Board of Review and the

Scoutmaster conference, it is the responsibility of the Scout to ensure both of those requirements are signed-off in their book.

**Unit Advancement Coordinator- Tom Roolf 731-225-3259**