

Board of Review (BOR) Guidelines

Purpose of the Board of Review:

The purpose of the Troop 889 Board of Review process is:

- To ensure that all requirements for rank advancement have been completed
- To understand what kind of experience the Scout is having in his patrol and in the troop
- To solicit input from the Scout about what could be done differently to improve his patrol experience or the troop program
- To encourage the Scout to continue to advance in all aspects of Scouting and service

The Board of Review is not an examination of Scout Skills. It is a review of his overall Scouting experience and an opportunity for him to reflect on his experiences. The Scoutmaster sign-off in the Scout's Boy Scout Handbook certifies that the Scout has completed the rank requirements. Questions concerning the Scout's skills should be focused on where he learned his skill, how he was taught, and the value he gained from completing the requirements. The purpose of the skill-based questions is to assess the effectiveness of our troop program, not the expertise of the Scout.

Your goal as a participant in the Board of Review and as a committee member is to learn how to improve his experience and that of his fellow Scouts.

Process of the Review:

- In a private setting, at least three Committee Members (but no less than 2 adults) constituting the Board of Review ensure that every effort is made to put the Scout being reviewed at ease, particularly the younger boys, by immediately establishing a safe and positive atmosphere for the Scout.
- Scouts are expected appear before the Board of Review in the complete BSA uniform* with their Boy Scout Handbook to demonstrate their Scout spirit, as well as to show respect for the final step in the advancement process and for the Committee Members who will be reviewing them. This is an opportunity for Scouts to present themselves to adults they may not know well or at all.

** The complete BSA uniform is defined by the troop as official BSA uniform shirt, troop or BSA neckerchief and slide, official BSA pants, belt and socks, plus appropriate shoes.*

- Reviewers ask the Scout open-ended questions about his experiences, goals and his opinions about his patrol activities and the troop programs. Listen to him closely; this is his time to talk, not yours. Sample questions you may use for each rank are available to you later in this manual.
- Always offer him encouragement and praise on his efforts.
- Review with the Scout what he has learned to advance in rank (this is not a skills test but it will help you verify that he meets the requirements to advance), his ideals, and his future goals in Scouting.
- Inquire, carefully, about any negative experiences the Scout may have had, and how those situations could have been prevented or rectified from his perspective. It is appropriate to inquire further if any inappropriate activities or behaviors are noted by the Scout (e.g. conduct unbecoming to Scouting, hazing, discrimination, drugs, sex, etc.) and obtain information that can be acted upon by the Committee. Remember, however, to avoid making judgments or policy.

- At the conclusion of the Board of Review, if he is advanced, all reviewers are to congratulate him and sign his paperwork indicating advancement. If you need to discuss his advancement you are to temporarily excuse him from the room while doing so. When your discussion is finished, ask him to return to the room to either congratulate him on his advancement, or in the rare alternative, very clearly outline what he must do to successfully complete his requirements for advancement.
- Ask the Scout to carefully review his Board of Review paperwork, which will be provided to him by the Advancement Coordinator on the night of his review, and have him fill in any missing dates to make sure they agree with the dates in his Boy Scout Handbook and have him return his paperwork to the Advancement Coordinator.
- At the end of all reviews set up for your room, complete the *Board of Review Process Improvement Form* and return it to the Board of Review Coordinator. This information goes to the Committee Chair. It is intended to be used to improve this process and provide valuable feedback to the Committee.
- Please feel free to ask the Board of Review Coordinator or Advancement Coordinator any questions you may have about this process.

Board of Review Time Requirement:

- Tenderfoot through First Class – 10 to 20 minutes maximum
- Star and above – 15 to 30 minutes maximum

Board of Review Composition:

- All Committee Members are eligible to be called upon for rotational service.
- Notice of Scouts to be reviewed in the next Board of Review and parents requested to serve on the next Board of Review will be e-mailed ten days to one week prior to the troop meeting when Boards of Review are conducted and again on Thursday or Friday before the troop meeting when Boards of Review are conducted.
- A Board of Review does not include the Scoutmaster, or generally speaking, any active Assistant Scoutmasters, as these people may be a subject of discussion during the Board of Review.
- A board does not include the parent of the Scout to be reviewed.
- Committee Chairman is included for boards reviewing the rank of Star and above.
- There should be a mix of seasoned reviewers and new reviewers in each Board of Review.
- Board of Review Coordinator randomly selects reviewers, however everyone on the Committee (that is everyone other than those serving in the Scoutmaster Corps.) is expected to serve at some point.
- Parents who fail to show up as requested for Board of Review service and who do not provide notice of their absence to the Board of Review Coordinator, or find a replacement for themselves, put a heavy burden on other parents who do attend troop meetings. We owe the Scouts on the Board of Review Schedule their review and the Board of Review Coordinator will do everything possible to ensure the Scout is reviewed during the regular troop meeting time. This includes finding conscripts, if necessary, to replace any reviewers who failed to show up.

Board of Review Timing:

- Boards of Reviews are scheduled for the last Monday of the month, assuming there is a regular troop meeting.

- Every effort will be made to have Boards of Review as frequently as necessary to permit the Scout to receive timely recognition (not later than the next Court of Honor).

Board of Review Location(s):

- A Board of Review should take place in a room where the Scout and reviewers can speak privately.
- Rooms are determined, set up and taken down by the Board of Review Coordinator.

Board of Review Signup Sheet:

- There is a clipboard present at every troop meeting where Scouts can sign up for the next Board of Review.
- It is up to the Scout to keep his Boy Scout Handbook, merit badge records, service hour records, leadership position records, etc., up-to-date on accomplishments for the next rank. This is especially important with respect to merit badge, service hour and troop leadership position records for the higher ranks.
- Scouts should ask the Advancement Coordinator any questions about proper recordkeeping to ensure that there is no confusion about what is needed in order to be able to sign up for the next Board of Review.
- Scouts, for example, should not sign up for a Board of Review until after they have completed their Scoutmaster Conference, which is usually the last item to complete and sign off in the Handbook before requesting a Board of Review.
- Scouts signing up for a Board of Review during the troop meeting on the last Monday of the month, will not be reviewed that night. The Advancement Coordinator requires one week to get the paperwork ready.
- Scouts who sign up for, but then do not appear for a Board of Review, show irresponsibility unbecoming a Scout. Scouts may be required to explain to the Board of Review Coordinator the reason(s) for absence from a Board of Review. Reasonable and age-appropriate explanations will be accepted. "I forgot" is generally not acceptable as ample notice was involved. Scouts who miss their Board of Review for no good reason(s), who then sign up for the next month's Board of Review and miss it as well, also for no good reason(s), may be referred to the Committee Chairman for counsel before they will be accepted for another Board of Review date.

Board of Review Process Review Form:

- The Board of Review Process Review Form is a record of who served on the Board of Review. Committee Members should expect that their names will be removed from the rotation once they have served until all have served and the rotation starts over.
- The Board of Review Coordinator will consider the rank advancement requirements of each Scout requesting a Board of Review, and the requisite formation of the Board of Review membership.
- Whenever possible, the Board of Review will be constituted by randomly drawing from (a) a group of experienced reviewers, generally parents of older Scouts who have already advanced in rank and who have served on other Boards of Review, and (b) parents new to the process. This way we learn from each other and have another opportunity to get to know each other and the Scouts.
- The only Committee Member who will repeatedly be called upon to serve will be the Committee Chairman for ranks of Star and above, although he may designate an alternate

to serve in his place.

- Volunteers who wish to participate on Boards of Review are most welcome.
- As noted above, if you are called on to serve it is important to the Scouts that you do serve or find a replacement who can serve for you.
- The Board of Review Process Review Form provides a place for the reviewers to note their thoughts about the process and especially any patrol/troop or program issues that need to be brought to the attention of the full Committee or Scoutmaster Corps.

Rank Specific Reviewer's Guidelines

- **For Scouts advancing to Tenderfoot:**

- Put the Scout at ease, make introductions and explain the Board of Review Process to him
- Start with a few simple open-ended questions about how he fits into his patrol and into the troop, his likes and dislikes, identify any needs that should be addressed right away
- Ask him about his ideals and his goals in Scouting
- Provide encouragement and support

- **For Scouts advancing to Second Class:**

- As it is only his second Board of Review, it is appropriate to make introductions and explain the Board of Review process again; he may only know you by sight, if at all
- Use open-ended questions to learn his perceptions about how his patrol and the troop are meeting his needs, find his likes and dislikes
- Ask his opinion about what he would like to see done differently during patrol/troop meetings and how he can help younger Scouts avoid any problems he may have had
- Ask him how his ideals and goals in Scouting have changed since becoming Tenderfoot
- Provide encouragement and support, identifying specific areas to support, if possible

- **For Scouts advancing to First Class:**

- Scouts should be congratulated for attaining this rank
- Use a series of open-ended questions to probe how his Scouting experience has helped him to date, and what could be done differently to improve it further for him, and most importantly, improve it further for others
- Questions about his leadership role(s) to date or plans to take a future role in patrol and troop leadership are appropriate
- Questions about his responsibilities to help deliver the program to younger Scouts are appropriate (e.g. troop guide for a new patrol)
- Obtain detailed feedback on the value of troop activities and any suggestions for program improvement
- Inquire about merit badge activity and interests and future plans in Scouting
- Encourage his advancement, exploring in detail how we can help him stay involved

• For Scouts advancing to Star:

- Emphasis now changes from how he has received and viewed the troop program to date to more on how he can help improve the program going forward for others
- Obtain his plans for teaching others (particularly new Scouts) and taking troop leadership positions
- Questions about Life and Eagle timing and plans are appropriate
- Inquire about Life required merit badge activity progress
- Inquire about how he performed in his leadership position(s)
- Determine how Scouting fits in with his other activities and how we can help him stay involved and advancing

• For Scouts advancing to Life:

- Explore his participation level in the troop and examine what he has given back to the troop and the younger Scouts
- Ask him how he has helped change the troop for the better
- Ask how Scouting has changed him and his buddies
- Inquire about Eagle-related merit badge activity, especially Citizenship, and his thoughts about timing for Eagle
- Inquire about how he performed in his leadership position(s)
- Determine how Scouting fits in with other activities and how we can help him stay involved
- Encourage his advancement to Eagle

• For Scouts advancing to Eagle (and subsequent Eagle Palms):

- Explore all aspects of his experience with the troop program and detail his ideas on what could be improved to attract and especially retain Scouts in the higher ranks
- Examine how Scouting values and concepts fit into his life and plans
- Explore how he can stay involved as a leader in the troop
- Inquire about how he performed in his leadership position(s)

Congratulate him on his achievement and also on his future goals within the troop.

Board of Review Member Record and Process Improvement Form

Reviewers Name	Date of Review	Ranks Reviewed
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

What did you learn to help the Scout advance further or to help improve the Scouting experience for all Scouts? Be specific.

What can you do to help?

Did you uncover any evidence of behavior unbecoming to Scouting? If so what?

What question would you have liked to ask but did not?

If you were in the Scout's shoes, what would you think?

Return this form to the Troop 889 Board of Review Coordinator.