

Electronic Boards of Review

Guidelines for a video board of review

- The following is adapted from the BSA's [Guide to Advancement](#) (section 8.0.1.6) and from Bryon On Scouting.
- **Eagle Scout boards of review, the local council must grant permission** to hold it by videoconference.
 - Other ranks do not need approval but should follow the requirements below.
 - Circle Ten will automatically grant the request.
 - Send the request to the District Advancement Chair (BobFaulkner@IName.com)
 - The District Eagle Designee for the Board of Review shall confirm that all requirements are met
- **Test all equipment.**
 - Before the meeting, test all equipment, including cameras, lighting, microphones, software, and internet connection.

General Guidelines

- Make sure everyone is visible.
- Comply with Safe Environment & Video requirements.
- Videoconference boards of review **must not** be recorded.
- Appeals (if needed), may be conducted via videoconference as well

Make sure everyone is visible

- Including all members of the board of review, the Scout and any observers with the Scout.
- No one within hearing range on either side shall be off-camera.
- Minimize observers for any board of review; this applies especially to videoconference reviews. Their presence can change the discussion dynamics.
- Consider your technical capabilities when planning how many board of review members to involve.

Safe Environment & Video Compliance

- **Who:**

A parent of the Scout, or two registered adult leaders who are familiar with these requirements for videoconference boards of review, must be directly present with the Scout at the beginning of the conference.

- **Verify compliance:**

Those with the Scout verify that the Scout is in a safe environment and that the board of review appears to be in compliance with these requirements.

- **Leave during the Board of Review:**

- When the review is about to begin, anyone present with the Scout must
 - leave the room or
 - move out of hearing distance
- unless they have specifically been approved to remain as observers.

After the review

- If the Scout is under age 18, the Scout's parent or two registered adult leaders, must rejoin the Scout.
- Purpose
 - Be available to answer any questions that may arise
 - Join in the celebration of the Scout's accomplishment
 - Be party to any instructions or arrangements regarding the appeals process or the reconvening of an incomplete review.
- Once this is done, the board members end the call and sign off.

TIPS for a video board of review

- **Look presentable**
Just as you would want to look sharp in your uniform for an in-person board of review, the same should apply to one conducted via video.
- **Use a Quiet space**
With a clean background. Try to minimize audio and visual distractions.
- **Test your equipment**
Enlist a friend or family member to help you test your connection, making sure they can see and hear you with minimal lag.
- **Try for eye contact**
Though your instinct will be to look at the screen to see the board of review members, spend some time looking directly into the camera. It may feel strange, but it will look better to the people watching.

Free videoconferencing options

Note: Each of the options below has a paid option, but are the features of the free tier.

- **Google Hangouts:** Easy to use, no time limit, allows up to 10 participants
- **Zoom:** Great features, 40-minute time limit, allows up to 100 participants
- **Skype:** Good stability, four-hour time limit, allows up to 50 participants
- **UberConference:** Excellent video quality, 45-minute time limit, allows up to 10 participants

Request an Electronic Board of Review

- **Send request to**
 - District Advancement Chair (BobFaulkner@IName.com).
He will coordinate with Council.
- **Include**
 - Scout's name
 - Unit type & number
 - Names & Email for the members of the board of review
 - Name of the District Eagle Designee for the board