

**Vulcan District**  
**Virtual Eagle Boards of Review – Process UPDATED 5/12/2021**

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The following is the current submission process (effective August 2020) which differs from the established process for in-person boards. This process is intended to remedy some of the difficulties we've observed in the past few months. Some key points:

- **These recommendations apply to Virtual Boards ONLY.** In-person Boards may still be requested by some candidates.
- For virtual boards, the submission materials must be in a digital format accessible to all board members prior to the date of the actual board.
- The primary responsibility for producing the digital submission rests with the Scout and his Troop; not with the Council or District.
- For virtual boards, it is not necessary to deliver a hard copy to the Council Office, provided that the necessary materials are accessible to the Council's Advancement Specialist. It is recommended however, that the Eagle Candidate produce and maintain a hard copy for their own reference.
- The outcomes of each Board need to be reported to the District Eagle Board Chair (or their designee for that month) promptly following the conclusion of that evening's boards.
- **The Proposal Contact Information Page, Proposal Page B,** asks for the **Council or District Project Approval Representative.** This is our **District Eagle Board Chairman- Christopher Arnold.** His contact information is:

**Christopher Arnold**  
**(205) 915-5399**  
**2744 Aspen Lake Road**  
**Helena, AL 35022**  
**christopherarnold.2011@gmail.com**

**Step-by-step procedures:**

**DOCUMENT SUBMISSION**

To submit documents to the Eagle Boards, the Scout needs to create a shareable folder in Google Drive. The Folder name needs to include the following elements: *Scout Name, Troop No, "Eagle Submission"* (example: John Smith Troop 99 Eagle Submission). Any documents for the Board to review need to be copied/uploaded to this folder in PDF format. The Scout should then create a link to the folder, allowing editing (**set link as "Editor"**). The editing feature will permit uploads of files with approval signatures.

**SUBMISSION PREPARATION**

For **Project Approvals**, the Scout prepares an *Eagle Scout Service Project Workbook*, including both the proposal and project plan sections in accordance with the Vulcan District guidance posted at: <https://vulcandistrict.com/life-to-eagle/>

For submission, the Workbook along with any attachments needs to be in a minimum number of PDF files that include all of the relevant sections. Proposal Page E must contain signatures from the Scout, the Unit and the Beneficiary. (See the Appendix for guidance on file preparation). All files should be uploaded to a Google Drive folder that can be accessed by a link. The link is then sent to the District Eagle Board Chair (Christopher Arnold; [christopherarnold.2011@gmail.com](mailto:christopherarnold.2011@gmail.com)) by the monthly deadline

(normally the last Thursday of the month.) **Project approvals do not need to be sent to the Council Office.**

For **Final Boards**, the Scout needs to prepare the following (uploaded to the same Google Drive folder used in the Scout's Project Approval submission):

- The *Eagle Scout Service Project Workbook*, as approved by the Project Approval Board with the addition of the Project Report section with signatures on Project Report Page C and Proposal Page H including the approval signatures from the District.
- The *Eagle Scout Rank Application* with signatures from the Scout and the Unit.
- The Statement of Ambitions (*Eagle Scout Rank Application* Requirement 6).
- 3 letters of recommendation (to 3 of the references listed in Requirement 2; but NOT Parents.)

The Google Drive folder link needs to be submitted to our District's Eagle Scout Boards of Review Chairman (Christopher Arnold; [christopherarnold.2011@gmail.com](mailto:christopherarnold.2011@gmail.com)) **AND** to the Council's Advancement Specialist (Angie Champion; [Anglea.Champion@scouting.org](mailto:Anglea.Champion@scouting.org)) for review and approval. These need to be separate PDF documents, and can be added to the existing shared folder in a Google Drive.

IMPORTANT: The back page of the Application form must be scanned with signatures from the Scout and the Unit. A smart phone photo is not acceptable. If the Scout cannot accomplish this, then the application should be delivered to the Council in a hard copy.

Once the Council review is complete, the Council's Advancement Specialist will sign the Eagle Application Form, scan it, and add the finished version to the shared folder in the Google Drive and advise the District Eagle Board Chair.

Letters of Recommendation should be directed to the Scout's Eagle Project Advisor or other Leader from his Unit who will add them to the contents of the Google Drive.

### **BOARD OF REVIEW PROCESS**

The editable link to the completed submission folder needs to be sent to the District Eagle Board Chair, Christopher Arnold, who will make the assignments to the active Virtual Panels for the month and forward the links to the assigned panel. (Panels must not include members from the Scout's Unit.) The Panel Chair, or his designee will schedule a Zoom meeting and provide the ID and password information to the Scout, his Unit Representative and to the other Panel Members.

While the submission links and Zoom information are best transmitted by e-mail, it has become apparent that Scouts primarily communicate by text message and not by e-mail. It is the responsibility of the Unit to ensure that the Scout is aware of his Board schedule.

Free Zoom meetings are limited to 40 minutes, after which participants may need to sign in again. Ideally, someone on the Panel may have access to an unlimited Zoom membership, in which case they should act as Zoom host. Scouts and Unit representatives should join the Zoom Board meeting 10 minutes prior to their scheduled time, where they will be placed in a waiting room until the previous board is complete.

### **BOARD OF REVIEW FOLLOW-UP**

At the successful completion of the Board, it is imperative that the paperwork is processed promptly.

**Project approvals** require only a single signature on Workbook Proposal Page H. The Panel Chair (or designee) can print out that one page from the Scout's workbook, sign and scan it, and upload the scan to the shared folder or to the Scout's Unit Representative for inclusion in the Scout's Workbook. The outcome of the Board needs to be reported to the District Eagle Board Chair.

**Final Boards** require signatures on the Eagle Application from both the Panel Chair and the District Eagle Board Chair. This may be accomplished by successive scans, digital signatures or by signing in person. In any event, the signed/approved application form needs to be scanned and sent to the Council's Advancement Specialist as soon as possible after the completion of the Board.

The Panel Chair should also forward the Eagle Wall Form to the Scout for completion and transmittal to the Council's Advancement Specialist. Completion of the Unit Advancement Report is optional.

Scouts over 18, who had to obtain an extension to complete their Eagle rank requirements must include a copy of their extension along with their *Eagle Scout Rank Application*. They must also have been registered as an Adult with BSA (Code UP; Unit Participant) in order for their Eagle Rank to be processed by National. A copy of their completed BSA Adult Application and Youth Protection Training Completion Certificate should be included in their Eagle Submission Google Drive folder. (NOTE: This is not required for Scouts over 18 who completed all requirements prior to their 18<sup>th</sup> birthday, and did not need to apply for an extension.)

## **APPENDIX 1**

### **Guidance for Producing and Managing Digital Submissions:**

Board members need be able to access a copy of all relevant information in a minimal numbers of PDF files that are small enough to be manageable. The primary responsibility for preparing a digital submission is with the Scout, with assistance from within the Troop. The Eagle candidates themselves may not have access to some of the software that may be needed to produce the desired file(s).

To produce a digital workbook, and to minimize the file size and number of files, here are some steps that can be used:

- Once the workbook or the Application has been filled out, it should be printed to a separate PDF file (Print to PDF). This will greatly reduce the file size by removing all of the internal macros in the online version.
- If the workbook is in a Word format, or if you can access a PDF writer, you should remove irrelevant pages such as the boilerplate instructions at the front of the workbook (pages 2-6 and Proposal Page A), and for project approvals, the final report pages (not relevant to project approval submissions.) before saving as a separate PDF file.
- Rather than submitting individual photos, they should be inserted into a Word (or equivalent) document (preferably 2 or more to a page and with captions added). The document can then be exported to a PDF file.
- Deleting pages from or adding pages to a PDF file normally requires a PDF writer program (not the free PDF viewer). While the Scout is not likely to have access to this type of software, it is possible that others in the Troop will have access, and could assist in assembly of a single file for submission.








- The PDF writer software may also have an option for saving the assembled file in a reduced file size. This option should be used if possible.
- For letters of recommendation for Final Boards, they could be submitted digitally to an adult contact within the Troop, who could collect them and submit in a single e-mail to the District Eagle Board Chairman, Christopher Arnold, or post to the Google Drive. The fillable GAC [Eagle Rank Letters of Recommendation Download](#) as posted on the Vulcan District Website needs to be printed to a separate PDF file by the originator prior to forwarding to the unit contact, otherwise the data in this form is lost.
- It is important that any pages containing signatures must be scanned to a PDF file. A smart phone photo image is not acceptable. It is strongly recommended that any pages requiring additional signatures be scanned using a flatbed scanner.
- Scanning features are available on many smartphones. This is a suitable method to produce scans of drawings and completed signature pages where access to a flatbed scanner is unavailable. It is not recommended for scanning pages that require additional signatures.

Some examples:

**iPhone:**

- Open Notes app
- Select iCloud Folder then select create new note
- Select the camera icon above the keyboard
- Select "Scan Documents"
- Take picture- it is actually a scan
- Save Scan
- The scan will save itself in that folder- from there, you can upload the scan into your Google Drive folder

**Android:**

- Open the Google Drive app .
- In the bottom right, tap Add. .
- Tap Scan .
- Take a photo of the document you'd like to scan.
- Adjust scan area: tap Crop .
- If needed, to take photo again, tap Re-scan current page .
- Scan another page: tap Add .
- To save the finished document, tap Done .