



Virtual Board of Review Guidance

Boards of Review (BOR) for any rank are meant to be face-to-face, personal experiences. From time to time, however, it may be virtually impossible to hold in-person boards of review. In those rare situations, it is permissible to use videoconferencing.

The following checklist includes guidelines and helpful tips for conducting an effective BOR by videoconference.

- All members of the BOR must be visible to the Scout, and any observers with the Scout must be visible to the members of the BOR. No one within hearing range on either side shall be off camera. Observers should be minimized for any BOR, and this applies especially to videoconference reviews. Their presence can change the discussion dynamics.
- Once all the members of the BOR are present on their end of the call and introductions are completed, and 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.
- For Scouts under the age of 18, a parent or guardian of the Scout, or two registered adult leaders as required by the Guide to Safe Scouting (www.scouting.org/health-and-safety/gss/gss01) who are familiar with these requirements for videoconference boards of review, must be directly present with the Scout at the beginning of the conference. Their role is to verify that the Scout is in a safe environment and that the BOR appears to be following these requirements.
- Once the review process has been concluded, if the Scout is under age 18, the Scout's parent or guardian, or two registered adult leaders must rejoin the Scout.
- Videoconference boards of review must not be recorded.
- A form is provided for use by the BOR facilitator to collect the signatures of all BOR participants. These forms will be included with the advancement paperwork that must be turned in to the Council Registrar. Each BOR member should print and sign, directly or electronically, the form and return it to the BOR facilitator for inclusion with the paperwork. The Scout's Handbook can be signed off during the next in-person meeting of the Unit.

BOR Documents:

- The facilitator of the BOR should request the Eagle Project Workbook, Rank Advancement Application, and letter of life intension be scanned prior to the BOR and emailed to BOR members for review.
- The facilitator will retain the letters of reference and read them to the BOR prior to the review

This checklist is intended as a tool to facilitate BOR's by videoconference and does not replace the official policies or guidelines of the Boy Scouts of America. The 2019 version of the Guide to Advancement and the BSA's Youth Protection guidelines were referenced to develop this checklist.

BSA Guide to Advancement: <https://filestore.scouting.org/filestore/pdf/33088.pdf>

BSA Youth Protection Requirements: <https://www.scouting.org/health-and-safety/gss/gss01/>