



# EAGLE BOARD OF REVIEW NOTIFICATION LETTER

<Today's Date>

Eagle Candidate <Full Name>

<Address Line 1>

<Address Line 2>

Dear Mr. <Last Name>,

I am pleased to inform you that your Eagle Board of Review will be held at Richland Engineering Limited's Board Room at 29 North Park Avenue, Mansfield, Ohio, at <Time> on <Future Date>. Richland Engineering is on the square in downtown Mansfield and once you enter the building, please go to the waiting room until you are called. The waiting room will be directly in front of you when you enter the building.

Please make arrangements to arrive fifteen minutes prior to your assigned time in full dress uniform replete with merit badge sash. If you are an Order of the Arrow member, your lodge pocket patch is sufficient proof of this. You will need your Boy Scout Manual with all necessary signatures in your Eagle Requirements section along with all previous rank signatures.

Your Scoutmaster or an Assistant Scoutmaster should accompany you in the Board of Review to introduce you to the Board and stand as witness to the proceedings, but may not participate in the actual review. Your **UNIT** may invite two members of the community or Troop Committee to sit in on the Board of Review who are familiar with Scouting but are not in any way related to you.

Most Board of Reviews last around thirty minutes. Be prepared to discuss details of your project along with particulars of your experiences in Scouting and the leadership positions you've held. Feel free to read through the attached document to get a better feel for the type of questions you may encounter. Additionally, please bring with you a printed copy of the attachment labeled "Eagle Scout Service Project Info.pdf" which is a synopsis of your Eagle Project to be used for historical records if you did not include it in your binder. It can be found on the council website under Youth -> Eagle Scout Resources.

As always, Be Prepared.

Yours in Scouting,

Thomas J. ("Aqua Joe") Close  
Johnny Appleseed Trail District Advancement Chair

**NOTE: It is YOUR job to discuss your Eagle Board with the leaders in your Troop. From there it is your UNIT's decision as to who accompanies you to the Eagle Board.**