**Colonial District Eagle Scout Advancement Guidelines**

Eric Miller will continue to be the individual responsible for review and approval of Eagle project proposals and Kurt Rausch will assume the role of Colonial District Eagle Scout Application Reviewer.  The District Eagle Board of Review (EBoR) Representative assignment process will be streamlined.  Rather than having the Advancement Chair work as the scheduling go-between, the following procedure has been established:

 1.  Upon receipt of the Eagle Scout Application verification from Council, the CD Eagle Scout Reviewer (Kurt) will assign the CD EBoR Representative.  The CD EBoR Rep will be selected as the next in the rotation on the CD EBoR Rep list.  This is consistent with the current practice.

 2.  The CD Eagle Scout Application Reviewer will provide the CD EBoR Rep assignment to the Unit Advancement Chair in the same email the transmit the Council CD Eagle Scout Application Reviewer verification.  The CD Eagle Scout Application Reviewer will cc the CD EBoR Rep on this transmittal as the way to let the CD EBoR Rep know that they have been assigned for the particular scout board.

 3.  The CD Eagle Scout Application Reviewer will include in this email to the Unit Advancement Chair, a notice that they should contact the assigned CD EBoR Rep within two weeks to begin scheduling.

 4.  Under normal circumstances all coordination for the CD EBoR Rep can then occur between the Unit Advancement Chair and the CD EBoR Rep without the need for the CD Eagle Scout Application Reviewer or the District Advancement Chair's involvement.

 5.  The Unit Advancement Chair identifies several potential dates that work with their Unit Committee for the EBOR.  The Unit Advancement Chair contacts the assigned CD EBoR Rep letting him/her know of the proposed dates for the EBoR.  As previous, dates should be two to three weeks out to allow the assigned CD EBoR Rep enough advance notice to arrange their schedule.

 6.  Dates can be arranged sooner as a matter of convenience if acceptable with the assigned CD EBoR Rep.  If there is a special case that requires an accelerated schedule (e.g., an approaching 3-month window for EBoR), the Unit Advancement Chair will let both the CD EBoR Rep and the CD Eagle Scout Reviewer know.  If the assigned CD EBoR Rep cannot accommodate the accelerated schedule, the Unit Advancement Chair will contact the CD Eagle Scout Application Reviewer and he will work to find an alternative CD EBoR Rep.

 7.  In the event the Unit Advancement Chair is still waiting for Eagle Scout Application materials such as reference letters and they are not yet ready to provide two proposed dates, the Unit Advancement Chair will still contact the CD EBoR Rep within the two weeks of receiving the CD EBoR Rep assignment.  The Unit Advancement Chair will let the CD EBoR Rep know of this situation, and inform the CD EBoR Rep when they anticipate they will be ready to submit their proposed dates.

 8.  The Unit Advancement Chair will coordinate with the CD EBoR Rep to finalize the specific date, time and location.

9.  The EBoR will be conducted.  Once the EBoR has taken place, the CD EBoR Rep will notify the CD Eagle Scout Application Reviewer of the results via email so that the EBoR completion can be tracked.

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