



BOARD OF REVIEW CHAIRMAN CHECKLIST

BOARD OF REVIEW CHAIRMAN CHECKLIST

This checklist is to be used by the Board of Review Chairman to ensure that the Freedom Award requirements have been met and that the Board of Review fully examines the Trailman's character, growth, and life ambitions.

NOTE: YOU AS THE BOARD OF REVIEW CHAIRMAN HAVE THE RESPONSIBILITY OF UPHOLDING THE STANDARDS AND STATUS OF THE FREEDOM AWARD. IF YOU DETERMINE THAT AN APPLICANT HAS NOT SUFFICIENTLY COMPLETED THE FREEDOM AWARD REQUIREMENTS, YOU HAVE THE AUTHORITY TO DENY A BOARD OF REVIEW AND/OR DENY THE FREEDOM AWARD UNTIL (AND IF) CORRECTIONS CAN BE MADE.

APPLICANT NAME _____

PRE-BOARD OF REVIEW

I am the Applicant's Point Man or Area Freedom Award Advancement Designee AND am not the Applicant's relative.

BOARD OF REVIEW CHAIRMAN CHECKLIST

PRE-BOARD OF REVIEW cont.

- I have received the Award Binder from the Applicant including the following items:
 - Freedom Award Application (completed and signed up to the Board of Review section).
 - Freedom Award Applicant Checklist (completed up to the Board of Review section).
 - Fully completed/signed Servant Leadership Project Area Advisor Checklist.
 - Fully completed/signed Adventurer Advisor/Troopmaster Advancement Conference Checklist.
 - Applicant's Life Ambition Essay.
 - Four to six reference letters.
 - Advancement Report showing Journey, Horizon, and Trail Badge completion dates.
 - Freedom Experiences log with Advisor's approval noted.
 - Freedom Award Activity sheet with Advisor's approval noted.
 - Adventurers Worthy Life Award documentation and any supplemental materials.
 - All Servant Leadership Project reports and approval forms.

BOARD OF REVIEW CHAIRMAN CHECKLIST

PRE-BOARD OF REVIEW cont.

- The Applicant completed the Journey and Horizon Awards before turning 18 years old.
- If required, the extension has been granted. ([See Age Limit and Extension Policy page](#))
- The Applicant has a valid youth or adult registration with Trail Life USA as required by age.
- All requirements were completed by either the cutoff date or extension date. (as applicable)
- The Freedom Experiences are valid options as outlined in the [Freedom Experience Course Catalog](#) and are properly recorded and dated on the Application.
- The Troop Meeting attendance and participation requirements have been signed off by the Adventurer Advisor or Troopmaster on the Application.
- The Applicant has completed the [Adventurers Worthy Life Award](#).
- The Applicant has completed a Servant Leadership Project and the Freedom Award Application is properly dated and signed by the Area Project Advisor.
- The Applicant has completed a Freedom Award Advancement Conference with his Adventurer Advisor and Troopmaster.

BOARD OF REVIEW CHAIRMAN CHECKLIST

PRE-BOARD OF REVIEW cont.

AT THIS POINT IN YOUR PRE-BOARD OF REVIEW CHECKS, YOU WILL NEED TO DETERMINE IF THE APPLICANT HAS SUFFICIENTLY COMPLETED ALL OF THE FREEDOM AWARD REQUIREMENTS AND SHOULD PROCEED TO A BOARD OF REVIEW.

- I have contacted and assembled the Board of Review members as outlined in the Freedom Award Application (*None should be the Trailman's relatives*).
 - Point Man or Area Freedom Advancement Designee (Chairman)
 - The Senior Ministry Leader or one non-TLUSA leader of the Charter Organization
 - Registered Troop Leader (*non-relative*)
 - Any other optional review members (*non-relatives*)
- The date, time, and location of the Board of Review has been determined.
- I have notified and confirmed the availability of the Board of Review committee members and the Applicant.
- I have sent a copy of the Applicant's Award Binder to the Board of Review committee members prior to the Board of Review.

BOARD OF REVIEW CHAIRMAN CHECKLIST

BOARD OF REVIEW

- The required Board of Review committee members are present and have met prior to the Board of Review to go over all of the applicant's materials.

THE FOLLOWING SUGGESTIONS ON THIS PAGE ARE ONES TO CONSIDER IN THE BOARD OF REVIEW.

- The Applicant is able to recite the Trail Life USA Oath and Motto.
- The Applicant understands and accepts the Trail Life USA ideals and can describe how he applies the Oath and Motto in daily life.
- The Applicant is able to describe his Freedom Experiences and how they affected him.
- The Applicant is able to describe the Worthy Life Award and how it affected him.
- The Applicant is able to describe his Servant Leadership Project and what he has learned and how he has grown through it.
- The Applicant is able to describe the general results and value to the Benefiting Organization of the Servant Leadership Project.
- The Board of Review addressed the Applicant's vision for his future.
- The Board of Review addressed the Applicant's various leadership roles.

BOARD OF REVIEW CHAIRMAN CHECKLIST

BOARD OF REVIEW cont.

- The Board of Review addressed the Applicant's growth in his Christian faith or demonstrates a solid knowledge of Christianity.
- The Applicant can describe his personal successes and experiences in Trail Life USA, highs and lows, and lessons learned.
- The Applicant can describe the value of Trail Life USA's program in his home, unit, school, and community.

AT THIS POINT, THE BOARD OF REVIEW MEMBERS CAN QUESTION AND/OR DISCUSS WITH THE APPLICANT ANY OTHER POINTS THAT THEY MAY VIEW AS NECESSARY AND/OR APPROPRIATE.

NOTE: THE BOARD OF REVIEW CHAIRMAN HAS THE LIBERTY TO EXTEND THE BOARD OF REVIEW TO ENCOMPASS MORE EXAMINATION AND/OR QUESTIONING.

BOARD OF REVIEW CHAIRMAN CHECKLIST

BOARD OF REVIEW cont.

- If the Board of Review committee members feel unanimous that the Applicant is deserving of the Freedom Award, then all members have signed the Board of Review Section of the Application.
- The Board of Review Chairman has signed and dated the Board of Review section of the Application.
- The Board of Review Chairman has scanned a digital copy of Part One of the Award Binder (see pg. 12 of the main Procedure Guide), this Board of Review Checklist, and the fully completed Freedom Award Application.
- The Board of Review Chairman has completed the online Freedom Award Submission Form at this link, [Youth Freedom Award Application Online Submission](#), and attached the scanned Part One of the Award Binder, the Board of Review Checklist, and the Freedom Award Application.
- The Applicant has been informed that his Application has been submitted to Home Office for final review and approval.

BOARD OF REVIEW CHAIRMAN SIGNATURE _____



EXTRA TOOLS

[Freedom Experiences Course Catalog](#)

[Adventurers Worthy Life Award](#)

[Youth Freedom Award Application Online Submission](#)



VERSION SEPT. 2020
