

Texas Brigades BOA Evaluation Guidelines for Camp Committees

OVERALL AESTHETIC

1. How **creative** is the BOA?
2. Is the BOA **neatly** and **consistently** organized throughout?
3. Is the BOA typed?

REQUIRED BOA ELEMENTS

1. COVER PAGE: Cadet Name & Camp Name

- Is Texas Brigades and your Camp name used correctly? Are there any typos?
- Is this the camp the cadet actually attended?

2. INDEX: List category and activity number

- Is the BOA correctly organized by **category** (Education, Research, Promotion, Creative Art, Other) and within each category, listed **chronologically**?
- Do the activities in the Index match the Activity Report Forms?

3. ACTIVITY REPORT FORMS

- Is the Activity Report Form **complete, neat, and accurate**?
- **Camp:** is the correct camp selected?
- **Cadet Name:** is the cadet's name spelled and capitalized correctly?
- **Date of Activity:** do the dates match the documentation of the activity?
- **Activity Category:**
 - Is the activity correctly categorized?
 - Does the activity meet **all** of the requirements of the category listed?
- **Location of Activity:**
 - Is the location description adequate for the activity?
- **Total Audience:**
 - Is the Total Audience number **realistic** and as **specific** as possible?
- **Time Spent on Activity:**
- **Group Addressed:**
- **Brief Summary of Activity:**
 - Does the summary provide **enough** information to fully describe the activity and meet the requirements of the category listed?
- **Verified By:**
 - Is the Verifier relevant to the activity and someone other than a parent (unless necessary)?
 - Call/email if there is any suspicion of legitimacy

4. DOCUMENTATION

- Is the documentation provided sufficient?
- **PHOTOS:** do the photos document the activities described in the Activity Report Form?
- **ARTICLES:** is a copy of the published article provided in the BOA?
- **PLANTS:** are scans/specimens provided?
- **RESEARCH:** are summary, data, and results pages included?