**Board Tips**

***IMPORTANT*:** Be at board site at least 30 minutes prior to start of board.

 This handout is designed to provide tips on preparing for, and appearing before any JROTC board. If you study this sheet and implement these tips, you will do well. Don’t be intimidated by the length of this study guide and neglect to read all of it. All of the information is important and you must be dedicated in order to win a board.

***BOARD PROCESS***

This section will show you how a board takes place.

1. **Phase 1: Entering**
	1. Knock on the door and wait until the board president directs “enter”.
	2. When you hear the board president say “enter,” open the door, enter the room, and hold the door *to keep it from slamming.*
	3. Do an about face and MARCH, taking the *most direct route*, to the chair located in the center of the room.
	4. Stand at *attention* in front of the chair, face the president of the board (the one who’s right in front of the chair), *salute*, and **in a normal tone of voice**, *report* saying:

“Cadet (your rank/name/school) reporting for the (Cadet or Jr. Leader) of the Semester Board. (Proper military courtesy).”

* 1. After you report, the president of the board will return your salute at which time you will drop your salute and await further instructions. The board president will give you several facing movements which you will execute. The facing movements give the board members the opportunity to evaluate your appearance.
	2. Once the facing movements are complete, the board president will say, “Please take your seat” or “You may be seated”, you sit down. Don’t pull the chair towards you when you sit. Male Cadets sit with their feet flat on the floor and legs slightly apart. Female cadets may sit with their feet flat on the floor and knees together or they may cross their legs at the ankles. Sit all the way back in the chair. Don’t fidget.
	3. The board president will have each board member introduce themselves. You should maintain eye contact with each board member during the interdiction.
	4. After the interdictions, questioning will begin.

1. **Phase 2: Answering Questions**
	1. If the board member is wearing officer rank you will refer to him/her as sir/ma’am. If he/she has stripes, then you call him/her by the proper rank.
	2. Always use proper military courtesy and restate the question before you answer it.

For example, a board member may ask “Who is your Company First Sergeant?” You will answer: “Sir, my Company First Sergeant is First Sergeant Johnson.”

* 1. Remember to maintain eye contact while you are answering a question. Don’t let your eyes wonder.
	2. If you don’t know the answer to a question say:

“(Proper military courtesy), I do not know the answer to your question at this time.”

1. **Phase 3: End of the Board**
	1. When the board members are finished asking you questions, the president of the board will state, “This concludes this portion of the board, do you have any questions or comments for the board?” If you need to get back to them about a previous question, do so now. If you do not, simply respond, “Yes, (proper military courtesy), I would like to thank you and the board members for taking the time to interview me this afternoon.” You may say anything you want, however ensure your comments are professional.
	2. Once you have made your remarks, the president will stand, that is your que to stand and salute. Wait until the president of the board drops his/her salute before you drop yours.
	3. Execute a facing movement towards the door and *MARCH*, taking the most direct route to the door. Open the door, exit, and *hold the door upon exiting to keep it from slamming*.

***THINGS TO REMEMBER***

* + Smile, try to relax, and enjoy the experience.
	+ Be confident but not cocky. Bearing is a major part of any board.
	+ Good posture. Sit up straight and don’t fidget.
	+ Speak well. No “ums” or “uhs”.
	+ Get and maintain eye contact with the person you are addressing.
	+ Maintain your military baring. Address board members by their rank.
	+ Practice in front of a mirror or other people. It builds confidence.
	+ Review your Cadet and Junior Leader of the Semester-Year Board Study Guide