



BOY SCOUTS OF AMERICA

Hudson Valley Council

“Guide for Advancement to Eagle”

Dear Life Scout:

Congratulations on reaching the rank of Life Scout!

It is now time for you to give thought to the steps that you must take to achieve the rank of Eagle Scout.

- There are 6 requirements to complete to earn Eagle. Your Boy Scout Handbook and the current edition of Boy Scout Requirements outline – give the basics – of those 6 requirements.
- National Scouting’s two forms: the Workbook and the Application, *fill in many details* of those 6 requirements.
- The Hudson Valley Council’s “Guide for Advancement to Eagle” (which follows) is designed to help you get through earning the Eagle Rank. There are three sections of most interest:
 1. The Big Picture – an overview of earning Eagle Rank
 2. Before You Begin Work – Doing the Project Planning
 3. Leading the Project, and Documenting the Work.

It is your responsibility to ensure that you are "on track" toward the accomplishment and completion of the requirements.

If you are unclear about any requirement, consult with your Scoutmaster or your unit Advancement Chairperson.
Remember: all requirements must be completed before your 18th birthday.

Good luck as you continue on your Trail to Eagle.

The Council Youth Development Committee

Effective Date: May 31, 2011 Rev C

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Part I

for the Scout and his leaders; to be distributed with each set of National BSA forms

Part I is intended to aid the Scout and his leaders in understanding the details of the National Requirements for planning and doing Eagle Projects, and for applying for Eagle Rank.

It organizes and explains the requirements in the Workbook, and on the Application. It defines who gets which form when, and what happens next.

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Part II

for Scout Leaders; distributed as appropriate

Part II is intended to aid Scout leaders in carrying out their roles in their Scout's advancement to Eagle.

It describes the procedures to follow:

1. to allow quick and successful processing of the Application, and
2. to have the scout reviewed by an Eagle Board of Review.

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Purpose of the "Guide for Advancement to Eagle"

A Supplement to the National BSA Forms and Procedures

National Scouting provides two forms that must be used correctly and completed properly for advancement to Eagle rank. They are:

- Eagle Scout Leadership Service Project Workbook (2009), Form 512-927
(called "the Workbook" in this Guide)
- Eagle Scout Rank Application (2010 printing), Form 512-728
(called "the Application" in this Guide)

National Scouting has defined some of the rules and procedures for advancement to Eagle. Examples are:

- a) the six requirements for rank,
- b) identification by position or title of those who must approve the Eagle candidate's project or the submission of the Application.

National Scouting does not allow additions to the six requirements, nor subtractions. Some exceptions are defined, as for handicapped Scouts. This Guide does not modify National's six requirements.

National Scouting allows Eagle Scout Boards of review to be conducted on one of these levels: the Council or the District or the Unit; each Council decides which level will handle these Boards for the Council. In 1996, when Hudson Valley Council was formed, the Executive Board decided that Hudson Valley Council Eagle Boards of Review would be conducted at the District level.

National Scouting has left most of the administrative processing to be defined by each local council. Examples are:

- a) the handling of the forms
- b) the organization of the Eagle Board(s) of Review.

Note that there are National Scouting rules on composition and operation of the Board(s): the Council selects those who carry out such Boards, and other local matters.

Uses of the Guide

It defines specific Hudson Valley Council processes. Both the Scout and his leaders can use these process descriptions as checklists, to keep things on track. This Guide also defines details of the two National forms.

Action by those Responsible

All Scoutmasters, Unit Committee Chairs, and Unit Advancement Chairs should be familiar with the two National forms, and the contents of this Guide. Make sure each Eagle applicant has current forms, and his own copy of this guide. Use this guide to aid the Scout, and to carry out Scouting's Youth Development Program for Eagle rank.

Questions should be referred to your District Eagle Coordinator, or to your District Youth Development Chair, or to the Council Youth Development Chair (in that order).

The Big Picture: An Overview of Earning Eagle Rank

1. You must have become a Life Scout; that is, you must have passed your Board of Review for Life Scout Rank.
2. Realize that by now, you have become a "Senior Scout", whether you are 13 or 17 or in between.
As a "Senior Scout":
 - a. You understand many of the troop leadership jobs that make the troop go. Work on your leadership requirement by working with your Scoutmaster to pick a leadership job, and to understand the accomplishments that will be expected of you: what results will be asked for from your leadership activity.
 - b. You know the Troop's schedule, and your own busy schedule. You know that you need to keep up your Scouting participation, which includes keeping your leaders aware of conflicts, and agreeing on your role.
 - c. You understand what Merit Badges are like. You probably realize that some Merit Badges are aimed at giving you personal skills (like First Aid and Camping); some are aimed at fun things (like many sports and hobbies); and others are aimed at giving you basic introductions to careers. Work with your family, your guidance counselor, and your Troop leaders to select Merit Badges that will help you enjoy and grow in your life as a Scout.
 - d. You know you need to do a Leadership Service Project, prepare your Eagle Scout Rank Application, and bring two statements about yourself to your Scoutmaster's Conference. Items 3 through 5 below deal with your project, item 6 explains details of the Application, and item 7 helps you get set for your Scoutmaster's Conference. Items 9 through 14 tell you what happens next.
3. Carefully read the copy of the Workbook that came with this Guide. Be sure to understand the details of the project planning requirements that it contains. Also, read the rest of the pages in Part I of this Guide, to see what reporting requirements you will have.
4. Decide on a project
 - a. Discuss it with your Scoutmaster.
 - b. Fill in all the identifying information in the Workbook, page 1
 - c. Write your project plan as defined by the Workbook sections called the "Project Description" and "Planning Details". You should create a plan both to give leadership during your project, and also to get the work done through your effort and the efforts of others. You are required to thoroughly plan the project before being approved to go do it; after approval, your job is to lead and do the work according to your plan.

Where to get (download) a word-processor version of the Workbook:

<http://www.hudsonvalleyscouting.org/openrosters/ViewOrgPageLink.asp?LinkKey=33351&orgkey=2364>

This local website offers the ability to download three styles of the Eagle Scout Project Workbook.

- a) PDF - This style can be printed, and then completed by hand. This style gives you images of the pages of the workbook, including the pages up front that have some of the rules about doing projects.
- b) DOC - This style can be completed on your computer, using Microsoft Word software. This style uses a slightly different format (boxes for writing in, etc.,) and also has the rules.
- c) RTF - This style may be completed on your computer. Virtually all word processing applications are capable of opening a Rich Text Format document. This format does not contain the rules – you need to get a copy of them – printing the PDF version is an easy way to do so.

<http://scouting.org/filestore/pdf/512-927.pdf>

This is the official Boy Scout download. Note that it is a fillable pdf, which means that you can download this file and then type in it. Be advised that this version of the Adobe pdf product requires the very latest commercial version of the Adobe program to support "pagination" (the ability to have what you type flow onto the next page, and then be able to be printed off), and to add pictures and additional pages into your Workbook. Secondly, the last page called "The 12 Steps to Eagle" contains information about some administrative procedures which are not used by this Council: National Youth

Development policies allow choices, and Hudson Valley Council has made different choices. Those are contained in this Guide.

- d. Note that pages 8 and 9 of this Guide are an aid to help you create your plan.
 - e. Get it approved by the benefited organization.
 - f. Get it approved by your Scoutmaster and Unit Committee.
 - g. Get it approved by the District Eagle Project Review Committee.
5. Carry out your project and complete the workbook, including the summary and the sign-offs on the last page. Note that pages 10 and 11 of this Guide are aids to help you document your work and your results.

At least one district conducts a review of the project and only the project after it has been completed. They have found that this is useful when the Scout is faced with transfer out of the Council before the other Eagle requirements are met – a formal record of project completion is created and, in essence, a Council certification of its worthiness and the Eagle candidate's success is made possible.

6. Fill out an Eagle Scout Rank Application. Work with your troop leaders to understand this form. The Eagle Scout Rank Application must be completed in ink if handwritten, or "typed".

You can download a fillable PDF version of this form using the following link:

http://www.scouting.org/filestore/pdf/512-728_web.pdf

When using the fillable PDF version, you will notice that the fonts will change size to allow your information to fit the available space.

- a. All dates on the application should be in the mm/dd/yy format. That format is explained at the top of the Application and the boxes limit you to this format. The date to be entered for a Merit Badge is the date that the Merit Badge Counselor signed the blue Merit Badge card. The date to be entered for a rank is the date of the Board of Review for that rank.
 - b. Have your unit's Internet Advancement chairperson use your BSA member number in order to look up your Advancement History in the ScoutNET database. He/she will be able to provide a list of all your rank advancements and their dates, and of your Merit Badges and the dates you earned them. Use this information as you fill out your Eagle Scout Rank Application.
 - c. Enter the Troop number beside each Merit Badge. Use your Troop's number for Merit Badges earned in summer camp.
 - d. If you were in more than one Troop and/or in other Council(s), please attach a separate sheet of paper that tells the Council name(s), Troop number(s), and the location(s) (City, State, Country).
 - e. For Troops not in the Hudson Valley Council, please provide a Troop Transfer Record or copies of your Merit Badge and Rank cards at the time you submit your Application to the Council for review.
 - f. Ask those individuals that you wish to list as references if you can use their names. Make sure that you write down their complete address, correct phone number, and e-mail address. Your Scoutmaster will get these letters of recommendation (see paragraph #12 below).
7. Prepare for a Scoutmaster's Conference. Create a statement of Ambitions and Life Purpose, and a list of leadership positions as defined in Requirement 6 of the Eagle Scout Rank Application. These two documents are intended to tell the Eagle Board of Review about you. Scouting encourages you to think ahead about your life. Scouting wants you to be active in your school, church, and community.

The "Statement of Ambitions and Life Purpose" is probably easier to write if it is:

- a. Focused your goals for the next ten years, rather than the next sixty years.
- b. Contains your thoughts on future schooling, on what your job might be, on what you will do for fun, and how you will participate in your church and community.
- c. Pictured as only a good-sized paragraph (1/2 to 3/4 page) in length.

The "List of Positions of Leadership"

- a. Is intended to be a simple list, not an essay.

- b. Can be organized as you choose, either chronologically or by order of importance.
 - c. Should list what you have done recently and in the past while a Boy Scout – things not on the Application. Examples are Assistant Patrol leader and Patrol Leader jobs done early in your years in the Troop.
 - d. Should list your role in the activities and groups in which you have been active, even if not the president, team captain, first violinist, or leading man in the play. In many cases, your participation is an act of leadership to your classmates in school, your church, the community, etc..
 - e. Should list participation in the Order of the Arrow, if applicable.
 - f. Should include academic success, like Honor Role or the National Honor Society.
 - g. Should include honors and awards as requirement 6 says.
8. Schedule your Scoutmaster’s Conference when the above requirements have been fulfilled. After the conference,
- a. Enter the conference date on the application.
 - b. Date and sign application in ink.
9. The Application must be in the Council Service Center on the last workday before your 18th birthday. Any dates on the Application, down through the Committee Chair’s signature, must be before your 18th birthday. Council office processing and your Eagle Scout Board of Review can occur after your 18th birthday.

NOTE TO SCOUTMASTER: Review Part II of this Guide for detailed information regarding the next steps.

10. The troop leadership will review your Application for correctness. When satisfied by your candidacy, the Scoutmaster will sign and date the Application, and the Committee Chair will sign and date the Application, in ink.
11. Your Troop leaders will send or bring the Application to the Council Service Center. The “Statement of Ambitions and Life Purpose” and the “List of Positions of Leadership” should be attached to the Application. They should make a copy of the signed Application before submitting it.

Any other materials (project workbook, letters of recommendation, etc.) are to be held by the unit until the Eagle Board of Review.

Once the Application is submitted for review, the Scoutmaster (SM) or his designee, will write letters to the references listed on your Application, requesting that they send a letter of recommendation to him (SM) by a certain date. Your Board of Review cannot be scheduled until he receives all these letters. These letters are not to be opened at any time other than during your Board of Review, or copied, or shared with anyone.

12. The Council Service Center will review your Application.

If your Application is taken (not mailed) to the Council office, the person bringing it in should not expect that it will be processed while they wait.

The Council must have a complete advancement record for all ranks and merit badges earned by an Eagle candidate. If there are any problems, the Scoutmaster and the Committee Chair will be notified of such. After all records are in order, the Council Office will certify (sign and date) your Eagle Scout Rank Application.

Your Eagle Scout Rank Application and requirement 6 documents will be mailed to your District Youth Development Chair, who will make a record of its certification and return it to your Committee Chair.

13. Your Committee Chair, or your Troop Eagle Advisor / coordinator, or your Scoutmaster, will work with you and your District Eagle Coordinator to schedule the Eagle Board of Review.
14. After your Board of Review, your application along with an advancement form will go to the Council Service Center for the Scout Executive’s signature. The National BSA office is then notified electronically that you have passed your Eagle Board of Review. They will send back a certificate, letter of congratulations, and related materials to the Council office. That usually takes 2-4 weeks. Upon receipt of your certificate, etc., the Scoutmaster and Committee Chairman will be notified by the Council Office that they are available to be picked up. Your Court of Honor should be planned with this timetable in mind.

Before You Begin Work – Doing the Project Planning, Recording It Using The Eagle Scout Leadership Service Project Workbook

The following refers to the pages of the Project Workbook titled "Project Description", usually pages 5 & 6. These pages give you a chance to see if your project idea has possibility as an Eagle Scout Leadership Service Project.

Take this overview to your Scoutmaster for his input and agreement before completing Pages 7 - 9.

You should be prepared to answer questions about possible details of your project. If your Scoutmaster has questions about a project's merit, he can contact the District Eagle Coordinator.

A. **Project Description**

1. What is the basic idea of your project? Provide a summary. Note that details come later.

B. **Benefit**

1. What qualified organization will benefit from this project?
2. What good end result will be accomplished by doing this project?
3. Who will represent the benefited organization? Provide that person's complete name, title, address, and phone number.
4. Does he or she have authority to commit the organization?
5. Is any approval or authorization needed for you to do your project, other than the approval of those who sign your project workbook, such as approval by a town, school or community board?

Your project must have all necessary planning approvals before you start. Of course, approval of completed work can only be obtained after the work is completed. However, you should know at planning time if and when a "completed" approval must happen, such as approval by a Town's Building Inspector.

The following refers to Pages 7 - 9 of the Workbook, titled "Project Details". This is where you define the parts of the project, and figure out how they will get done. Scouting wants you to plan your work, and then, after plan approval, to go make your plan happen. The workbook probably will not have enough room for your detailed plan. Use typed attachments where necessary, or use the expandable workbook that you have downloaded.

A. **Planning Details**

1. Describe the Present Condition and Methods
 - a. What do things look like now?
 - b. What are the steps you need to take, the parts of the job, to get the work done?
2. Resources & Project Needs
 - a. How many people will be required to complete the project and how many hours do you think your project will take?
 - b. How will you recruit people to work on your project?
 1. Will you have adults and youth?
 2. Will you have Scouts and non-Scouts?
 - c. How will you organize the people and the work, by patrol or teams? How will you lead them?
 - d. Do those who will participate need any special training; if so, how will this be done?
 - e. How will you handle safety concerns?
 1. How will you avoid or minimize risks?
 2. How will you handle emergencies and accidents?

Planning Details, continued:

3. Materials and Equipment
 - a. What are the materials and equipment needed?
 - b. What will they cost?
 - c. Is it an approved expense in the benefited organization's budget? If not, how will it be funded?
 - d. Do you plan to get donations?
 - e. How will you handle cost overruns?
 - f. Is any special equipment needed?
 1. If so, how will it be obtained?
 2. If it is machinery, who will operate it?
 3. What safety practices must be followed?
 4. Schedule
 - a. What is your estimated timetable for completion?
 - b. Select specific dates and times for work on your project.
- B. **Photographs** are visual documentation of what things look like before you start, and maybe of you doing your planning. Since photos do not reproduce well when the workbook is photocopied for your District's Project Review, and multiple sets are expensive, only a master set is needed that you will provide in a separate holder. In the Workbook, write in a list of the titles of the pictures, such as:

Picture 1 – North side, before demolition
2 – South side, before

- C. **Approvals** asks for four signatures. Get them in this order:
- 1) Benefited Organization Representative
This is your customer; their signature says that they understand your statement of the project's goals, and your plan to get those goals accomplished.
 - 2) Scoutmaster
Your Scoutmaster knows of your Troop's plans for camping and other activities, including other Eagle projects also underway on the dates you have chosen. His/her signature says that (s)he agrees with the facts and the plan for your project, and that (s)he agrees that it can be done using Troop members.
 - 3) Unit Committee Member (Committee Chair or a designated representative)
Your Committee Chair knows of your Troop's fund-raising plans, and of the gear that the Troop owns. His/her signature says (s)he agrees that your schedule does not conflict with such efforts, and that you can borrow Troop equipment for your project. The Committee Member must keep the Committee informed that your project has been approved so you get the support you need.
 - 4) District Eagle Coordinator
Your District Eagle Coordinator, and members of the District Youth Development Committee who review your project plan, know about the other Eagle Projects being done in the District, and evaluate your project to ensure that it is about equal to the others, both in the amount of effort it requires, and in the effectiveness of your planning.

NOTE: Project approval may require several attempts – planning is a difficult task, but becomes easier as you work on it, learning from suggestions and comments made as the reviewers do their jobs. Planning and Project Approval often seem to take longer than you would expect – plan ahead, and don't promise the customer a schedule that you can't meet.

NOTE 2: Your unit leaders must approve all changes before the work takes place. It is possible for a project to become insufficient for you to achieve your purpose of demonstrating leadership of others; hence you cannot just make changes, and tell people about them afterwards.

The District Eagle Coordinator must also review major changes that would greatly modify the approved plan before you implement them.

Leading The Project, and Documenting the Work Using the Eagle Scout Leadership Service Project Workbook

There are six parts to the "Carrying Out The Project" section, on pages 10 of the Workbook. They are:

- "Record the progress of your project." – make a Project Record.
- Hours I Spent & Hours Others Spent
- Materials (if used)
- Changes
- "After" Photographs
- Approvals

A. Your **Project Record** is intended as a log of what happened, day-by-day, action-by-action.

You must remember that you are doing two things at once:

- 1) Carrying out your Plan, and
- 2) Completing the Eagle requirement that you "give leadership to others".

Documenting your leadership is as important as documenting the physical work done.

Report on your recruiting of helpers, your follow-up, your training of your workers, your inspection and approval of their work, your return of borrowed tools, and your giving thanks to those who worked or donated.

You are advised to keep a record of the project's progress, day by day, action by action, in a notebook.

Combining the "Record" and "Time Spent" concepts in your log, you can make entries such as:

"6/13/98: 8 AM to Noon Scouts Adam, Bill, Chet (etc) and adults (names) worked all morning. Frank and his dad left at 10:30 AM. Today's workhours: 65

Bill, Adam and I showed the rest how to build waterbars. I divided the group into 3 teams, and assigned each a specific section of trail. Today we built one 75' section and three 30' sections, and prepared logs for two of tomorrow's sections. Since we had made rapid progress, I decided to change our schedule, and asked Mr. Jones to bring the tools that we will need after we finish the water bar work."

- B. **Hours I Spent** is a summary of your hours, which you can add up based on entries in your Project Record. **Hours Others Spent** is either a simple day-by-day list (if it will fit) or a summary list, of one entry for each worker (if that will fit); if not, use an attachment to provide this information.
- C. **Materials (if used)**. List the items provided by the benefiting organization or purchased or donated. Also list rental tools, and large tools such as machinery. List purchases, donations, or things borrowed separately, and total up the costs by category. The main idea is to make it easy for all readers of your report to understand what your project cost.
- D. **Changes** describes modifications to the approved Plan, if any.

Describe what change was made, and why.

Your unit leaders must approve ALL changes before the revised work takes place.

Major changes that would greatly modify the approved plan must also be reviewed and approved by the District Eagle Coordinator before the revised work takes place.

- E. **Photographs** are visual documentation of your progress and your success. Pictures of people at work are both a good record and nice souvenirs, for both you and your workers. Some Scouts document their projects by creating a photo essay of its progress and results. The pictures are captioned with a description of the actual events. Note that you also need to document your leadership decisions. Digital photos are easy to include in your workbook, and such workbooks are easily copied.

Since print photos do not reproduce well when the booklet is photocopied for Board of Review use, and multiple sets are expensive, only a master set is needed, which you can provide in a separate holder. In the Workbook, write in a list of the titles of the pictures, such as:

- Picture 1 – North side, before demolition
- 2 – South side, before
- 3 – 6 Demolition underway, morning of day 1
- 7 – Site cleared
- etc.

- F. **Approvals** accomplishes two goals: it defines the completion of the project, and it indicates that both your Scoutmaster and the benefited organization's representative accept the results.

You must have these sign-offs before your eighteenth birthday. Plan ahead!



BOY SCOUTS OF AMERICA

Hudson Valley Council

“Guide for Advancement to Eagle” A Supplement to the National BSA Forms and Procedures

PART II

Leadership Responsibilities and Processes

This section is intended to aid Scout leaders in carrying out their roles in their Scout’s advancement to Eagle.

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Effective Date: May 31, 2011

Leadership Notes, on Completion and Processing of an Eagle Scout Rank Application

This process is the continuation and culmination of the "Life to Eagle" processes in Part I of this Hudson Valley Council "Guide for Advancement to Eagle".

It begins at the point that the Scout is completing his Eagle requirements, and unit approvals are being given, as will be indicated by the unit leaders' signatures on the Eagle Scout Rank Application.

SCOUT'S COMPLETION OF EAGLE REQUIREMENTS

As the Scout is completing the first 5 requirements for the rank of Eagle Scout, he will prepare his Eagle Scout Rank Application, Form No. 512-728, typed or in ink, or as noted earlier, by using a fillable PDF. He must provide complete names, addresses, phone numbers, and e-mail addresses for his references. (Note: No abbreviations of town names; include area codes). See paragraph 6 in Part I of this Guide for details.

He must also prepare (1) a Statement of Life Purpose and Ambitions, and (2) a list of his leadership positions outside his troop or post. Paragraph 8 on Pages 6 and 7 of this Guide explains what he should be preparing to tell the upcoming Eagle Board.

He can then complete requirement 6, to schedule and have an Eagle Rank Scoutmaster's Conference.

At the Scoutmaster's Conference, as with each rank, the Scoutmaster should discuss the Scout's readiness for the upcoming Board of Review. See Page 16 for a description of how an Eagle Board is conducted. He can also discuss the troop's interest in the Scout's continuing participation and the role that he might fulfill as an Eagle Scout.

Finishing the 6 requirements completes the work that the Scout must do and can do only before turning 18.

UNIT AND COUNCIL PROCESSING

Troop leadership should compare the information on the Eagle Scout Rank Application to the Scout's record in the National BSA database before approving the Application.

If the information in the National BSA database (ScoutNET) is wrong, corrective action will need to be taken. If the corrective action requires a change to previously reported information, submit the correct information via Internet Advancement. Print out a record of these corrections, and have them signed appropriately.

When correcting any discrepancy involved with the processing of an Eagle Scout Rank Application, be sure to submit the printed copy of the corrections to the office staffer handling Eagle Scout Rank Application review.

Note that any discrepancy in the birth date of the Scout cannot be handled through Internet Rechartering or Internet Advancement. If you have a birth date discrepancy, contact your District Executive for their help.

At this time, the unit may wish to conduct a review of their candidate. This review is an opportunity for the Scout to prepare himself for his District Eagle Scout Board of Review. This review is not a rehearsal, and should not detract from a District Board by imitating one.

In any event, Hudson Valley Council requires the unit approvals to be finished before the Scout's 18th birthday, such that the Eagle Scout Rank Application (and the Requirement 6 documents) are turned in to the Council Service Center by the last Council business day prior to the Scout's 18th birthday, at the very latest. Earlier is better!

All other forms and papers will remain with the unit until the Scout's appearance before the District Eagle Board of Review.

The candidate may wish to expand his Eagle Scout Leadership Service Project binder, or prepare an additional binder, to include the following: pocket certificates of rank; merit badge cards; special awards such as religious awards, Mile Swim, Scout Lifeguard, 50 Miler Award, Historic Trails Award, World Conservation Award, Paul Bunyan, etc. They may be placed in acetate pages made for the display of cards of this size. Other certificates, warrants of office, letters, photographs, etc. may also be mounted and enclosed to create an impressive display and record of the candidate's Scouting career.

Two things then occur in parallel:

- 1) The Scoutmaster requests letters of recommendation - see the example on page 17 of the format and content.

The Scoutmaster receives those letters, and ensures that all requests are answered. If no response is received by the due date, appropriate follow-up by the Scoutmaster is needed. E-mail letters do not meet the confidentiality requirements – use e-mail only to follow up on letters that are delayed in coming in – remind the writer that a hardcopy letter is being requested.

All letters of recommendation are to be kept sealed, to only be opened and seen by the District Board of Review. These letters will be retained by the Board's District Chair, and not made available publicly, even to the Scout.

If a person recommended by the Scout cannot reply, then the Scout should identify a substitute and the Scoutmaster start over with that new person. The Eagle Scout Rank Application will need to be updated.

- 2) The Council Service Center will review the Eagle Scout Rank Application, using the information provided on it and the information in the National BSA database (ScoutNET).

First the dates of rank and merit badges are verified to be in accordance with National BSA advancement policies.

All merit badges and rank advancements must have been reported to Council electronically or on Advancement Form(s), or Transfer Records, prior to completing the Council Review.

After all records are in order, the Council Office will certify (sign and date) the Eagle Scout Rank Application.

The Eagle Scout Rank Application and requirement 6 documents will be mailed to your District Youth Development Chair, who will make a record of its certification and return it to your Committee Chair.

When the letters of recommendation and the Board-certifying notice have been received, the candidate's Committee Chair or Scoutmaster will contact the District Eagle Coordinator. Together, they will schedule the Scout for an upcoming District Eagle Scout Board of Review. The unit leader will coordinate the date, time and place with the Scout.

Prior to the Board of Review, copies should be prepared for Board use. Copy the Rank Application, its attachments, and any project workbook pages that have been written on. There should be a copy for each board member.

If the Scout has digital pictures included in their Workbooks, those are easily reproduced. It is recommended that photographic (ie, glossy) prints not be copied, since they do not reproduce well. Such prints can be passed among the board members for review.

A blank Advancement Form will be needed.

Eagle Scout Board of Review and Court of Honor

Complete rules for the composition and conduct of an Eagle Board of Review are contained in the National BSA booklet "Advancement Committee – Guidelines & Procedures" #33088, current edition.

It is the District Youth Development Committee's option to conduct the Eagle Scout Board of Review at a regularly scheduled place and time, or at a movable place and time, depending upon the number and location of Eagle candidate(s).

Suggested locations may include: a Scout camp, a unit's meeting place, a town hall, a religious institution, a college hall, a town library, or a chartering organization's location, such as an American Legion Hall, VFW Hall, Knights of Columbus Hall, Elks Lodge, etc.

An Eagle Scout Board of Review is something special; therefore, every effort must be made to appropriately prepare the facility. An American flag should be prominently displayed in the room. The Scout should be appropriately dressed for the occasion – full class A uniform with merit badge sash. This is not an Order of the Arrow occasion.

Special Circumstances

If an Eagle Scout Board of Review needs to be conducted in months four, five or six following a candidate's 18th birthday, the unit must request permission to do so in advance from the Council Youth Development Committee. Since that committee's regularly scheduled meetings are two months apart, this prior approval is usually handled by email or phone, working with the Council Youth Development Committee's chairperson. See page 2 of this Guide for that contact information.

No Eagle Scout Board of Review can be conducted after six months past a candidate's 18th birthday without prior approval from the National Office. This approval is requested through the Council Youth Development Committee and the Council.

Alternate Merit Badges for the Eagle Scout Rank

A Scout may achieve Eagle Scout rank with a qualifying physical or mental disability of a permanent nature. A clear and concise medical statement concerning the Scout's disability must be made by a physician licensed to practice medicine, or an educational administrator must certify an evaluation statement. The candidate must earn as many of the required merit badges as his ability permits before applying for an alternate Eagle Scout Rank merit badge. Contact the Council Service Center for details. Special permission may have to be granted by the Council Youth Development Committee.

Composition of the Eagle Scout Board of Review

The Eagle Board of Review will consist of at least three, but no more than six members. The District Eagle Coordinator or one member of the District Youth Development Committee appointed by the District Eagle Coordinator will act as the Chairperson of the Eagle Board. No relative or guardian of the Scout may serve on or be present at his Eagle Board. No Scoutmaster or Assistant Scoutmaster may serve on the Board. It is customary for the Scoutmaster, or your Troop Eagle Advisor / coordinator, or one designated Assistant Scoutmaster to accompany the Scout and to observe the Board.

Because of the nature of the Eagle Scout Board of Review, it is appropriate for one or two esteemed members of the community to serve on the Eagle Board. Some suggestions of community leaders would include, but are not restricted to the following: members of Congress, Mayors, Town Supervisors, Judges, Clergymen, Military Flag Officers, School Principals, Police Chiefs, etc.

The District Eagle Coordinator must approve proposed members of the community prior to the convening of the Eagle Scout Board of Review.

The remaining seats are assigned to members of the District Youth Development Committee or Troop Committee as approved by the District Eagle Coordinator.

Conduct of the Eagle Scout Board of Review

The Eagle candidate and his Scoutmaster or Troop Committee Chairperson must appear before the Eagle Board. Neither the Scoutmaster nor Troop Committee Chairperson may be related to, nor a guardian of, the Scout; a substitute Troop leader must be designated in such an instance. The candidate and Unit Scouter must be in the official Boy Scout Field Uniform. The Unit Leader introduces the candidate to the Eagle Board.

No other persons are permitted to observe the proceedings

The chairperson of the Eagle Board introduces the members of the board and briefly explains the procedures to the candidate. At his discretion, he may direct the candidate to conduct an opening ceremony (Pledge, Scout Oath and Scout Law). The Chairperson then declares the Eagle Scout Board of Review to be duly convened.

The candidate will be asked various questions concerning the Scout program, his attitudes and Scout Spirit, his participation record, his Scout Skills, his Unit Leadership, his Eagle Scout Leadership Service Project, as well as questions designed to test his moral integrity, and his readiness to accept the responsibilities of citizenship and Eagle Scout designation. The candidate should respond to the questions to the best of his ability. The candidate is then given an opportunity to make a statement. Upon completion of his statement, he will leave the room while the Board deliberates.

A unanimous decision by the Board is necessary to elevate the candidate to the rank of Eagle Scout. The candidate is then summoned to appear before the Board and is advised of their decision.

The Chairperson then declares the Eagle Scout Board of Review to be closed, and returns the Eagle Scout Leadership Service Project Workbook and other materials to the candidate.

Following the Board, the Chairperson will ensure that (a) the Eagle Scout Rank Application is signed, (b) an Advancement Form is filled out and then signed by at least 3 of the members of the Eagle Board, and (c) all necessary paperwork is sent to the Council Service Center for processing.

Appeals

Although an extremely rare occurrence, a candidate may appeal non-approval, first to the District, and next to the Council. If he feels that the decision of his Eagle Scout Board of Review was in error, he may address the matter to his District Youth Development Chairman. If the matter is not resolved to the candidate's satisfaction, he may then refer it to the Council Youth Development Chairperson. All appeals must be in writing. The candidate must document his case; National Policy will be strictly followed.

Eagle Scout Court of Honor

There are many aids to planning an Eagle Court of Honor, and as many suggested ceremonies. Try and find a community person familiar with stagecraft to help with these preparations. Select one ceremony - avoid the temptation to pick the best of each. Consider the boy's position in this event - it is to honor him, not just manipulate him as an object. The ceremony should please him.

There is a privately-published book, The Eagle Court Of Honor Book, (ISBN 0-9651207-1-6), by Mark Ray, which is well done. An older National BSA Publication, "Woods Wisdom" #7262, contains many suggestions to guide the preparation for and conduct of an Eagle Scout Court of Honor. See the Eagle Scout Court of Honor pages in the "Ceremonies" section. There are other older official and unofficial guides.

There are a lot of suggestions for ceremonies on the Internet – be advised, not all are good! Mark Ray's book points out some of the dynamics of a good ceremony – that it has a pace and flow. It is a bit of stagecraft – and keeping it crisp and focused makes it much more enjoyable for both the Scout and the Troop and their guests.

Sample Request for a Letter of Reference

Unit Letterhead **(Use of Council letterhead is not authorized)**

Scoutmaster's Name
Street
City, State, Zip

Date

(title) _____

Re: Eagle Scout Candidate _____

Dear _____:

The Eagle Scout rank is the highest rank a Boy Scout can attain. One of the requirements of this rank is that he provide evidence of living the Scout Oath and Law, by having people he knows provide a letter of recommendation.

The above-mentioned Scout has now completed all the other requirements for his Eagle Scout rank. He has listed you as a character reference. Please write a letter of recommendation on behalf of our Eagle Scout candidate and send it to me; a self-addressed envelope is enclosed. Your letter will be kept confidential.

As soon as all letters of reference are received, the Scout will appear before an Eagle Scout Board of Review. The Board is interested in the Scout's participation and spirit in his home, religious institution, community, school and/or work as best you know them.

It would be greatly appreciated if I can receive your letter not later than

Thank you.

Scoutmaster

Troop _____

(NOTE: Provide a self-addressed envelope with your request. Use your name in the return address (From) field, and put the number of that person's spot in the Letters of Recommendation list by your name, so you can tell which letters you have gotten back. You can use two name lines in the To field, such as (line 1:) "Eagle Board – Scout _____(his name)" and then (line2:) c/o Scoutmaster, Troop __, __ (your name)___ to clarify the contents.)