



GREATER HUDSON VALLEY COUNCIL GUIDELINES FOR THE STEPS FROM LIFE TO EAGLE



The Greater Hudson Valley Council is excited when Scouts earn the rank of Eagle Scout. This information should help Scouts and their families understand our Council's processes related to the Eagle Rank.

OVERVIEW

To begin, there are three documents every Scout must use and reference:

- Eagle Scout Rank Application (#512-728)
- Eagle Scout Service Project Workbook (#512-927)
- Guide to Advancement (#33088). This answers common questions about the rank and the project.
- Note: Only the most current version of the Application and Workbook will be accepted by Boards of Review and the Council. They can be obtained at <https://www.scouting.org/advancement>.

The Greater Hudson Valley (GHV) Council has established a few local procedures. The procedures vary slightly by District; however, all of this is done in harmony with the official sources mentioned above.

Our Council does not require that you use an Eagle Mentor (who advises on the whole Eagle process) or an Eagle Project Coach (who advises only on the Project). Many troops use Mentors and Coaches actively while others do not. Speak with your Scoutmaster to decide whether to use one. Our Council does not require Mentors or Coaches to submit applications to serve, but those individuals must comply with all Youth Protection Guidelines.

We generally refer to Scoutmasters in this document, but if you are a Sea Scout you should substitute Skipper and if you are Venturer then we mean Crew Advisor.

COMPLETE ALL REQUIREMENTS FOR THE EAGLE RANK

- Requirements 1 – 6 on the Eagle Rank Application, which includes the Scoutmaster conference, must be completed before a Scout's 18th birthday and can be worked on in any order.
- A Scout must be registered through the time the Scout is completing requirements but need not be registered thereafter or when their board of review is conducted.
- Requirement 2, Letters of Reference
 - All six (five if not employed) references must be listed. If you are not affiliated with an organized religion, your parent provides this reference.
 - Anyone of any age may be listed as a reference.
 - You will request letters from these people at a later time.
 - More information on Letters of Reference is below.
- Requirement 4, Position of Responsibility
 - The only acceptable positions are those listed on the Eagle Scout Rank Application.
 - Only list positions that related to the unit where you were active at the time you were registered (e.g., Senior Patrol Leader would not be used by a crew member unless he/she was also registered in a troop)
 - The six-month element of the requirement may be met through a combination of non-concurrent positions served in a troop, crew or ship.
- Requirement 5, the Eagle Scout Service Project
 - This creates lots of questions, so we provide detailed information on the next page.

THE EAGLE SCOUT SERVICE PROJECT (EAGLE SCOUT RANK REQUIREMENT #5)

The Eagle Scout Service Project - Project Proposal

Scouts should read the Service Project Workbook and then fill out the Project Proposal. ***The most important guideline that an Eagle candidate must follow is to get approvals on their Project Proposal before beginning detailed planning and work.*** If you start work without approval, you may be required choose a new project. The process and the approvals take lots of time. Plan ahead! Do not get close to your 18th birthday to start planning.

Write up your proposal and consult with a parent, relative, Scoutmaster and/or a Project Coach before you submit it for approval with your signature. ***To be approved, a Project Proposal requires signatures from:***

- Your unit leader (Scoutmaster, Skipper or Crew Chief)
- Your unit committee (typically Committee Chair)
- Beneficiary (a representative of the organization that will benefit from your project)
- Your District's Eagle/Advancement committee or an officially appointed District representative. The other signatures can be obtained in any order, but this one must come after the others.

The procedures for the District project approval vary by District. Consult with your Troop's Scoutmaster or official District representatives for advice. The District Advancement Chairpeople/District Eagle Chairs are:

District	Contact	Email
Algonquin	Yzette Swavy-Lipton	slipton259@aol.com
Delaware River	Jim Steinberg	jsteinberg5@hvc.rr.com
Dutchess	Jim Duffy	jduffy2465@aol.com
Heritage	Sherri Raco	heritage.eaglescout@gmail.com
Manitoga	Harry Zhou	manitgoaadvancementchair@yahoo.com
Mohican	George Peborde	gpeborde@gmail.com
Muscot	Joe Greenfield	yussel3@comcast.net
Rockland	Anne Martel (2022: Lynn-Marie Schnalzer)	rockland.eagle@gmail.com

Once your project proposal has been approved by your officially appointed District Representative or District Advancement Committee, a copy should be sent to your Scoutmaster, Troop Advancement Chair, the Eagle Chair (if your unit has one) and your unit's Committee Chair, so they are aware that your project proposal has been approved.

The Eagle Scout Service Project - Fundraising

If fundraising will occur, you must submit the fundraising application. We only accept the most current version of the fundraising application. The application is in the Project Plan section of the Eagle Scout Service Project Workbook. Read *Procedures and Limitations* on the form for details and exceptions to this requirement.

- Only submit a fundraising application after your project is approved as outlined above
- If raising less than \$500, your District Committee or District Advancement Chairperson will approve
- Amounts over \$500 require Council Advancement Committee approval. In this case, send the project proposal and fundraising application to the Council Service Center Email: ghv.eagles@Scouting.org

The Eagle Scout Service Project - Prepare Your Project Plan and execute your project

Only after receiving the District approval described above on your Project Proposal, complete the Project Plan and then execute your project. During the project, keep records of dates, times, names of helpers and when they worked, supplies, costs, challenges and successes, etc. Don't forget to take before and after photos.

The Eagle Scout Service Project - Prepare the Eagle Scout Service Project Report

After completing your project, complete the report section of the Workbook. Document any changes from your plan. Proofread it carefully as your Board of Review will read it. Sign and date the Candidates Promise on the Project Report Page and get signatures from the Benefactor and your Scoutmaster.

FINALIZE AND SUBMIT YOUR EAGLE SCOUT RANK APPLICATION

- You must complete requirements 1-6 (which includes the Scoutmaster conference) by your 18th birthday.
- You may gather signatures on your application and submit it after you turn 18 but please don't wait.
- Carefully read and complete all sections. You must submit a 100% complete application. Many Scouts have their approval delayed because they've submitted an incomplete application.
 - **You must:**
 - Ensure accuracy of all dates by matching dates in official Scoutbook records, working with troop leadership as needed. Be certain your phone number and email address on the application are accurate so Council can contact you if problems arise.
 - Have applicant, unit leader and committee chairman signatures (can be dated after 18th BD)
 - Include your statement of ambitions and life purpose along with a listing of positions held. See "Certification by Applicant" on the application.
 - **You do not need to submit any of these** with your application:
 - your Eagle Scout Service Project Workbook (this is for your Board of Review)
 - Reference letters (these are for your Board of Review; more info below)
 - blue cards / Scoutbook records as proof of merit badge completion, but you may be asked to submit them later if something is missing in the digital records
- Submit the application for GHV Council verification by emailing a single, consolidated pdf to ghv.eagles@scouting.org. Keep the original.
- Council will review your application for completeness and will verify all dates.
- Once Council signs off that the requirements have been met, a verification letter along with the Council signed application will be sent to the Scoutmaster and the District Eagle Coordinator (or Advancement Chairperson in districts without an Eagle Coordinator). Only then will the District Advancement Chairperson begin to work with your Scoutmaster to schedule your Board of Review.

LETTERS OF REFERENCE FOR THE BOARD OF REVIEW

- The Scout or a designated individual in the troop may hand deliver or mail requests for confidential Letters of Reference to the people listed on the Eagle Scout Rank Application under Requirement #2. The Scout and the Scout's parent/guardian must be entirely uninvolved with the reference letters after this point.
- Letters are returned to a designated representative of the Board of Review. Different Districts handle this differently, so speak with your Scoutmaster or District Advancement Chairperson/District Eagle Chair.
- The only people authorized to view references are members of the Board of Review. Once the Board of Review has been held, the letters should be destroyed by the Chairman of Board of Review if the Scout earns the Eagle Rank. If the Scout does not earn the rank, the references must be returned to the Council office so they are available in case the Scout appeals.
- Email references are permissible but are strongly discouraged because it is harder to avoid them being shared inappropriately and harder to ensure they are destroyed after the BOR is complete.
- If, after a diligent effort, no response is received on a reference request, the BOR proceeds without it.

BOARD OF REVIEW

- Only after the Council Service Center representative signs your application to verify it is complete, speak with your Scoutmaster about the scheduling of your Eagle Board of Review.
- The Board of Review may occur, without special approval, up to 24 months after the Scout's 18th birthday.
- Scouts (or troop designees) should request the letters of reference. See the next section for details.
- Scouts should bring copies of their Eagle Service Project Workbook – fully signed Proposal, the Plan, the signed Fundraising Application (if applicable) and the Project Report (which should include pictures, logs, etc.). The District Advancement Chair will determine how many copies are required. Discuss expectations with your Scoutmaster and the Chairman of the Board of Review.

AFTER THE BOARD OF REVIEW

- If the Scout earns the rank of Eagle Scout, the Chair of the Board of Review and the Council/District Board Representative sign the application
 - As the Eagle application only has space for those two signatures, but since rank advancement (Boards of Review) requires three signatures, the Chairman of the Board of Review should also fill out the “Advancement Report #34403” and gather the three signatures. If the meeting was conducted remotely, the board chairman may write in the other names. The form is [here](#).
- The Chairman of the Board of Review or the District Advancement Chairperson returns the signed application to the Council Service Center so the Scout Executive can sign it.
- The Council sends the application to the Scouts BSA National Office for certification. National verification, including the receipt of credentials and congratulatory letters may take 4-6 weeks from when the application is returned to the Greater Hudson Valley Council Service Center.
- Once approved by National, our Council Service Center will notify the troop by emailing the Scoutmaster and asking, after the Eagle Certificate is received from National, whether they want to pick it up or have it mailed.
- A Scout is not officially an Eagle Scout until the National Certification is complete

EAGLE COURT OF HONOR

- An Eagle Court of Honor should be scheduled only after the candidate has successfully completed the Eagle Board of Review.
- As noted above, a Scout is not officially an Eagle Scout and no credentials or congratulatory letters will be available until the National Office certifies the application. The Court of Honor must not be held until credentials are received from National.
- Eagle packets are created by Council and picked up by or mailed to a District or Troop representative. With that in hand, troop leadership can purchase Eagle Kits (medal, patch and pins) from a Scout Shop.
- The Eagle Court of Honor is planned by the Scout and his or her unit.

QUESTIONS?

- Contact Council representatives at GHV.Eagles@Scouting.org or call 845-566-7300.
- The Council office is physically located at Camp Nooteeming in Salt Point, NY.
- The Council office mailing address is PO Box 974, Mohegan Lake, NY 10547.