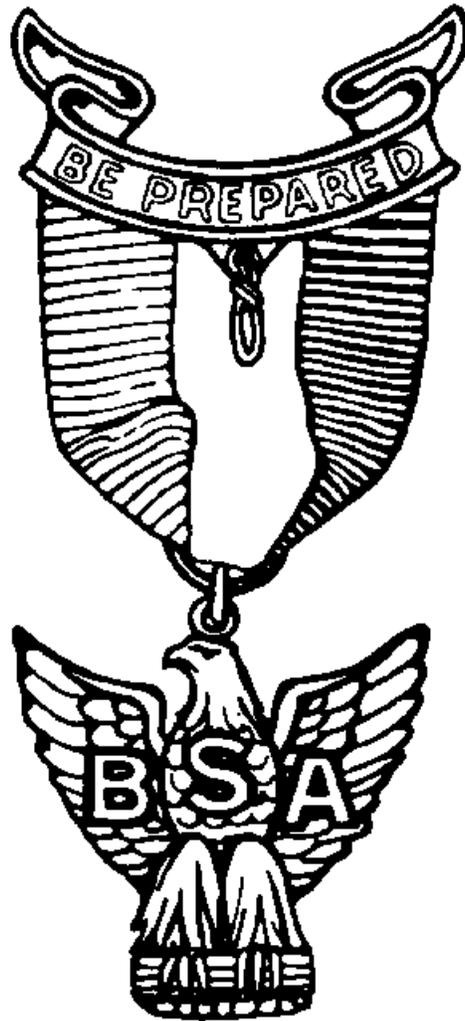


San Gabriel Valley Council

Boy Scouts of America



Eagle Process

Revised as of 9/22/2004

The purpose of this document is two-fold: firstly to function as a policy manual, and secondly and most importantly to act as a resource and guide for those unit leaders involved with scouts advancing to the eagle rank. Routines and policies vary a great deal from unit to unit, and while not intending to replace these practices entirely, there are rules and regulations set forth that must be followed to insure that the eagle candidate will successfully earn his rank.

This document does not replace or supercede those rules and regulations already codified by the Boy Scouts of America, but builds on these items. It is hoped that unit leaders will become familiar with these policies, thereby preventing any confusion that may occur during the life-to-eagle process and attainment of the rank.

There are many sources of information on the internet, both official sites of the Boy Scouts of America and personal web sites. Guidelines, checklists, project recommendations, etc, etc are all available. Information from these web publications has been used during the creation of this proposal.

The information provided is organized along the “12 steps from Life to Eagle” portion of the Eagle Scout Project Handbook and is in accordance with the following:

BSA Advancement Committee Policies and Procedures, 2000;
The Boy Scout Handbook, 1998;
The Scoutmaster Handbook, BSA, 1998.
National BSA Policies and Procedures Pub #330088A

I. GENERAL

Each unit should designate an Eagle Advisor from the unit registered adult leadership. The individual should be registered as a Committee Member for the purpose of sitting on an Eagle Board or acting as the Eagle Board Chairman. If adult leadership is thin in the unit, one person may perform several duties, i.e. the advancement chairman or scoutmaster could act as eagle advisor.

II. STEP ONE

In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference. After obtaining the rank of Life scout, it is imperative that a review be held with the scout and the troop eagle advisor to obtain a status of his current requirements, and map out what is required. The scout should be made aware of the resources available to him, including any current eagle scouts, and those in the Eagle Venture Crew if any are accessible.

III. STEP TWO

Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council/district advancement committee or designee (usually the District Eagle Advisor).

The Eagle Scout Service Project Work (No. 18-927a) must be used to meet the requirements of this section. Copies of the workbook are available from the Council Service Center, and on the Internet at the National BSA web site, at [<http://www.bsascouting.org>]. Copies of the workbook may be downloaded in PDF (portable document format) and printed using Adobe Acrobat Reader software (also available free on the Internet.). You also may download the workbook in RTF (rich text format) and use your favorite word processor software to complete the required information in the form directly on your computer. If a preprinted or PDF format workbook is used; additional pages should be attached as necessary to completely describe the projects with the phrase "see attached pages" entered into the appropriate spaces in the workbook. All required signatures must be recorded on the workbook. (See appendix B)

IV. STEP THREE

It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the enclosed Eagle Scout Rank Application must be completed and reviewed by the District/Council Eagle Advisor. This advisor should be the person who approved the project initially. Youth members with special needs may work toward advancement after they are 18 years of age, providing, that prior to the Scout's 18th birthday, the District Eagle Advisor/Council Designee determines, with the appropriate medical authorities whether a youth member is qualified to register beyond the normal age, based on the definitions and guidelines contained in the "Advancement Committee Policies and Procedures, BSA" manual. The San Gabriel Valley Council Advancement Committee must approve these registrations in advance. Procedures for approving alternate advancement requirements for special needs Scouts are also contained in that manual. Contact your district advancement committee for guidance.

Scouts who have completed all requirements for the Eagle Scout rank award prior to their 18th birthday may be reviewed and recognized within three (3) months after that date. For Boards of Review conducted between three and six months after the candidate's 18th birthday, a special statement explaining the reason for the delay must be attached to the application and forwarded to the District Advancement Committee/Eagle Advisory Committee at council.

V. STEP IV

The application should be signed by the unit leader and committee chairman at the proper place. The unit Eagle Advisor reviews and approves the record of the Eagle candidate before the application is submitted to the District Advancement Committee/District Eagle Advisor. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.

VI. STEP FIVE

When the completed application is received by the District Eagle Advisor, its contents will be verified and the references contacted. The unit Eagle Advisor or designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The candidate should have contacted those individuals listed as references before including their names on the application. The troop Advancement Committee members should mail reference letters to individuals with a self addressed envelop to insure that letters are only read by Eagle Board members. The candidates should not be involved personally in transmitting any correspondence between persons listed as references.

VII. STEP SIX

The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.

VIII. STEP SEVEN

After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be verified by the unit Eagle Advisor and submitted to the District Eagle Advisor by the applicant. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review by the District/Council Eagle Advisor. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

It is currently policy for the eagle board to be convened by the local District Advancement Chair. The board is selected by the District Advancement Chair. This should remain so unless a request in writing is received by the District/Council Eagle Advisors from the local unit leaders.

IX. STEPS EIGHT - TEN

The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review. The troop committee chairman may act on the board as a committee member, but not be the eagle board chairman.

The candidate's unit leader introduces him to the members of the board of review. The unit leader will be asked to leave the room and if needed after the candidates review may be called back by the board of review to clarify a point in question. In no case should a relative or guardian of the candidate should not be on the review board, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered his unit after the review, the

candidate and his leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank.

If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See "Appealing a Decision" in the *National BSA Policies and Procedures*, No. 33088A.) Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.

X. STEP ELEVEN

When the application packet arrives at the council service center it should contain two (2) completed application forms, one of which may be a copy; two (2) copies of both the life purpose and project summary; the Eagle Board Checklist and a completed Advancement Form. The Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. One copy of the packet is kept by council and the original Eagle Scout Rank Application is forwarded to the National Eagle Scout Service in Irving, Texas by mail or computer.

XI. STEP TWELVE

The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

Appendix A

Eagle Board of Review Guidelines

The Board of Review for an Eagle candidate is composed of at least three but not more than six members. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review. One member serves as Chairman. Unit leaders, assistant unit leaders, relatives or guardians may not serve as members of a Scout's Board of Review. At least one District advancement representative must be a member of the Eagle Board of Review. A Scout may request a District Board of Review which will consist of members of the District Advancement Committee and/or District members who have an understanding of the importance of the Eagle Board of Review. In no case should a relative or guardian of the candidate attend the review, either as a participant or observer. All contents of the Board of Review are confidential and the proceedings are not to be disclosed to any person who is not a member of the Board of Review. This includes the letters of reference which are to be retained by the District Eagle Advisor. All copies (if any) are to be returned to the District Eagle Advisor.

The Board members need to convene prior to interviewing the candidate (15 to 30 minutes.) The purpose of meeting before the actual interview is to:

1. Review the prospective Eagle Scout's application.
2. Read his reference letters and other important documents.
3. Become familiar with his service project by assessing his final report and any available pictures.
4. Review these guidelines to help formulate pertinent questions.

During this initial meeting, the Chairman makes sure everyone is introduced to one another, sees that everyone has an opportunity to review all the paperwork and determines that all understand the goals of this Board, which are:

1. The Board determines that the Eagle project was successfully carried out.
 - a. Did the candidate demonstrate leadership?
 - b. Did he indeed direct the project himself, rather than do all the work himself or allow someone else to direct the project?
 - c. Was the project of value to the institution, school or community group?
 - d. Who from the benefiting group may be contacted to verify the value of the project?
 - e. Did the project follow the plan, or were modifications necessary to complete it - what did the candidate learn from making the modifications?
2. The Board should be assured of the candidate's participation in and understanding of the Scouting program.

3. A thorough discussion of his successes and experiences in Scouting must take place.

As the documents are making the rounds, the Chairman should add any relevant data of which he is aware. It is best if the Chairman has personally viewed the completed project - if that is not possible, a phone call to the benefiting group's representative to discuss the merits of the project will do.

The following guidelines must be kept in mind during the questioning of the project:

1. The review is not an examination; the Board does not test the candidate. However, the Board should not be a "rubber stamp" approval process. Appearance of the candidate before the Eagle Board of Review does not mean automatic attainment of the Eagle Rank.
2. The Board should attempt to determine the Scout's attitude toward and acceptance of Scouting's ideals
3. The Board should make sure that good standards of performance have been met in all phases of his life.
4. A discussion of the Scout Oath and Scout Law is in keeping with the questioning.
5. Be sure the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
6. The Scout should be encouraged to talk - don't ask questions answerable with a simple yes or no.

Once the Scout's Eagle Application, service project paperwork, letters of recommendation and these guidelines are reviewed, the Scoutmaster is asked to introduce the candidate to the Board (as a courtesy the Board members should stand). The scout should be in a neat and clean, full Class A Scout uniform, including Merit Badge sash. Make certain that all uniform patches, insignia or medals are properly applied or displayed. (Shorts are permissible if appropriate socks are worn). The Life Rank patch on the uniform shirt pocket. If a badge of office is present, it must represent a position currently held. The Merit Badge sash should properly display all the Merit Badges earned and should be worn over his right shoulder. An Order of the Arrow sash should not be worn. The Scoutmaster can be invited to remain as an observer and may be called upon to clarify a point in question. The candidate is asked to begin the Board by reciting the Scout Oath and Scout Law.

The interview process:

1. Ask him questions about his understanding and adherence to the Scout Oath and Scout Law: The Board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school and community.

- a. What is the hardest point of the Scout Law for him to live by - why?
- b. What point of the Scout Law is the most important to him - why?
- c. What does "Scouting Spirit" mean to him - why?
- d. What do the various points of the Scout Law mean to him?
- e. What values has Scouting taught him that he thinks others see in him - at home, in his unit, at school and/or in the community?
- f. How does he live by the Scout Law and Oath?
- g. What do the different points of the Scout Oath mean to him?
- h. What does "duty to God" mean to him?
- i. What does "duty to Country" mean to him?
- j. How does he "help others at all times"?
- k. How does he feel about wearing his uniform in public?

2. Ask him questions about his camping experiences:

- a. What was his most enjoyable experience in Scouting?
- b. Conversely, what was his least enjoyable experience?
- c. How many summer camps has he attended and where?
- d. What did he enjoy most about his summer camp experiences?
- e. Has he attended any High Adventure camps (Parsons, Silver Marmot, Mountainman or Philmont) - where and what did he enjoy about them - describe the experience.
- f. Ask him about his outdoor experiences in Scouting - camp outs, 50 milers, etc.
- g. Ask him what he remembers of the "Outdoor Code".
- h. Ask him if he has staffed any summer camps - what did he learn from the experience and what did he enjoy about the experience.

3. Ask him questions related to his Scouting experience:

- a. What leadership positions has he held?
- b. What were his responsibilities in each position?
- c. What leadership position does he hold now?
- d. Ask him what he would do if a scout refused to comply and/or ignored a valid request he made in the performance of his duties.
- e. Ask him about his troop's discipline policy and where he figures in it in his present leadership position.
- f. Ask him how he might handle "hurry-up" first aid cases.
- g. Ask him other questions related to merit badges he has earned (remember you are not testing him).

- h. Has he earned any merit badges that will help him in his choice of occupation?
 - i. What merit badge did he enjoy working on the most - why?
 - j. Conversely, which one did he enjoy working on the least - why?
 - k. Ask him what changes he might make in his unit.
 - l. If he earns his Eagle rank tonight, what does he intend to do to repay Scouting, his unit and its leaders?
 - m. Who has been the most influential person in his Scouting career?
 - n. Is there anything Scouting did not give him that he feels could be beneficial to the program to help other young men develop?
4. Ask him pertinent questions about his project. The Board should make sure that a good standard of performance has been met.
- a. What group benefited from his project?
 - b. How did he find out about the need?
 - c. Ask him to walk the Board through the project from beginning to end I. The planning phase II. The organization of personnel III. Directing the project to completion
 - d. Did he have to contact any city, county or state officials for permits or to find out about ordinances, etc. - did the Citizenship in the Community Merit Badge help - how?
 - e. Once his project was approved, did he have to modify it - what did he learn from that experience?
 - f. Who did he get involved in helping him with his project - scouts, adults from his troop, members of the benefiting organization?
 - g. Did he have any problems directing adults in their work - how did he feel about that?
 - h. In what ways does he feel he demonstrated leadership in this project?
 - i. Every scouts feels his project was "special" - how is his project "special"?
 - j. Thirty years from now when someone else asks him what he did for his Eagle project, what will stand out in his mind - how will he answer that question?
5. Ask him about his plans for the future. The Board should attempt to determine the Scout's ideals and goals.
- a. Ask him about his plans for the future - college, Armed Forces, trade school.
 - b. How does he feel earning Eagle will help him in those plans?
 - c. When he turns 18, he assumes some new responsibilities - What are they? Sign up for the draft, register to vote and responsible for his actions in the eyes of the law.
 - d. What should an Eagle Scout be expected to do and what responsibilities does he think come with the rank?
 - e. What does he plan to do in scouting in the immediate and long range future?

These are by no means the only questions that may be asked. They are merely examples to be used as a springboard to other questions and further discussion. Please do not assume that you are to ask only these questions and consider the interview complete. The interview should come to a natural conclusion as each board member runs out of questions.

There is not set length of time for the Candidate interview. However, 15 minutes is probably too short and an hour is probably too long.

After the review, the candidate leaves the room while the board members discuss the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, the decision of the Board of Review must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the Board's recommendation for the Eagle award. Immediately after the Board of Review and after the application has been appropriately signed, the application packet, as previously described is given to the candidate and he is instructed to take it to council.

If the candidate is found unacceptable, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, provide the name and address of the person he is to contact.

The appeals process must be initiated in writing and is carried out in accordance with procedures listed in BSA National Policies and Procedures - Publication #33088A.

Appendix B

Eagle Project Workbook Recommendations

- A. The Eagle Scout Service Project Work (No. 18-927a) must be used to meet the requirements of this section. Copies of the workbook are available from the Council Trading Post and Eastside Service Center, and on the Internet at the National BSA web site, at [<http://www.bsascouting.org>]. Copies of the workbook may be downloaded in PDF (portable document format) and printed using Adobe Acrobat Reader software (also available free on the Internet.). You also may download the workbook in RTF (rich text format) and use your favorite word processor software to complete the required information in the form directly on your computer. If a preprinted or PDF format workbook is used, additional pages should be attached as necessary to completely describe the projects with the phrase "see attached pages" entered into the appropriate spaces in the workbook. All required signatures must be recorded on the workbook.
- B. For an Eagle Scout Service Project, an Eagle candidate, while a Life Scout, must plan develop, and give leadership to others in a service project benefiting any religious institution, school, or community. The project must also conform to the wishes and regulations of those for whom the project is undertaken. Original and creative project ideas are encouraged.
- C. The Eagle Scout Service Project provides the opportunity for the candidate to demonstrate the leadership skills he has learned in Scouting. He must do the project outside the sphere of Scouting. As a demonstration of leadership, the candidate must **PLAN** the work, **ORGANIZE** the personnel needed, and **DIRECT** the project to satisfactory completion.
- D. Service to others is a key principle. Projects that serve or benefit people in need are encouraged. Work involving BSA properties or activities is not acceptable for an Eagle Scout Service Project. The project must not be performed for a business, or be of a commercial nature. The project itself may not be primarily a fund-raiser. Fund-raising is permitted only for securing material or supplies needed to carry out the proposed project. However, there are no regulations restricting the funding of a project. Routine labor, or a job or service normally rendered, will not be approved.
- E. There is no minimum number of hours that must be spent on an Eagle Project. The amount of time must be sufficient enough for the candidate to clearly demonstrate leadership skills. Total time involvement should be considerable, and should represent the candidate's best effort.
- F. Eagle Project proposals must be typewritten (or printed) using the Eagle Scout Service Project Workbook, and must include the following information:
1. A complete, detailed, step-by-step description of how the project will be conducted, including safety procedures.
 2. A statement describing which group will benefit from the project and how that benefit will occur.
 3. The name, title, and signature of the contact person from the project beneficiary organization or group.
 4. How many, people will work on each phase of the project.
 5. A detailed estimate of the total man-hours it will take to complete the project.
 6. Cost of project (materials list and cost), including the sources of funds or materials.
 7. A letter from the beneficiary organization (on their letterhead stationery if available) approving the proposed project.

G. Eagle Scout Service Project proposals must be reviewed and approved by the District Eagle Advisor/Council Designee before project work is started to make sure that they meet the required standards for Eagle Scout Service Projects. The approval of the project proposal does not mean that the Eagle Scout Board of Review will approve the way the project was conducted and completed. Projects will not be approved when project work (other than planning) is accomplished prior to District approval.

1. Each District Advancement Committee will establish a primary and alternate contact person to be responsible for receiving and initial processing of Eagle Scout Service Project proposals.
2. District Advancement Committees/District Eagle Advisory Committee may designate a District Eagle Advisor to review each service project. A specific District Eagle Advisor should be designated for each Scout's proposal, to communicate directly with the particular Eagle Scout candidate regarding proposal change and approval. There is no requirement that the same person in a district advancement committee approve all proposals. There is significant benefit to be gained by involving more than one person in the review / approval process, in order to gain multiple perspectives regarding the value of the project. In addition, having more than one or two district committee members qualified to review and approve project proposals will add flexibility, and provide a greater number of district advisors for Eagle Scout candidates.
3. Districts should consider having the same member who approved the service project proposal serve on the candidate's Eagle Scout Board of review whenever possible, for reasons of continuity.
4. Each Council designee (District Eagle Advisor) will make every effort to return Eagle Scout Service Project Proposals to candidates within 10 to 14 calendar days of receipt (maximum 21 days.) When retained, each proposal will be approved and signed, or the candidate will be provided with specific written guidance with regard to changes necessary for approval. Additional follow-up on revisions will be dependent on Scout actions, with the district representative taking no more than 7 calendar days for each subsequent review.
5. No proposal approvals may be granted verbally under any circumstance. All Eagle Scout Service Project Proposals must use the Eagle Scout Service Project Workbook (No. 18-927a), including any additional sheets necessary to thoroughly describe the intended project. All approvals must be signed on page 6 of the workbook Scouts may not begin actual project work until all required written approvals have been obtained.

H. Eagle candidates must comply with the following project approval process:

1. Discuss, plan, and write a project proposal with the guidance of the unit Eagle Scout Advisor.
2. Discuss the written plan with the beneficiary group contact person. Have this person sign the project workbook and provide a letter approving the proposal on behalf of the sponsoring organization.
3. Discuss the written plan with the unit leader. Have the unit leader approve the proposal and sign the workbook.

4. Discuss the written plan with the Unit Committee. Have the Unit Committee representative approve and sign the proposal. (The unit Eagle Scout Advisor may act on behalf of the unit committee.)
5. Contact the appropriate District Advancement Committee. Make arrangements for a review of the proposal for final approval. Allow sufficient time for district approval (with possible revisions) before planning for project work to begin. Eagle Scout Service Projects are the sole responsibility of Eagle Scout candidates. Therefore, candidates must communicate directly with the District Advancement Committee regarding their project proposals. Parents and Scouters may play a supporting role only. Direct communication on project proposal changes and approvals should only occur between the Eagle Scout candidate and the District Advancement Committee representative.
6. Actual work on the project may not begin until after the project workbook has signed by the District Advancement Committee and returned to the Scout.
7. Should the candidate think that approval has been unfairly withheld, or requirements arbitrarily added, he may appeal directly in writing to the District Advancement committee, and subsequently to the Council Advancement committee should further appeal steps be necessary.

I. Completion of the Eagle Scout Service Project:

1. A major portion of the project should be performed by Scouts (Cubs, Scouts, Venture, Varsity, or Explorer) if possible.
2. Adults, family, friends, and others may also be involved in the project work.
3. The Eagle Scout candidate must clearly demonstrate leadership during the project work sessions.
4. Any significant changes in the planned scope of the project must be approved in writing by the District Advancement Committee representative.
5. All candidates should keep a day-to-day logbook with the dates, names, work, performed, and total hours expended by each person involved on the project. The time to be included should begin with the first planning session and end with the completion of the project report.
6. The Eagle candidate must direct the project to a successful completion in an orderly and responsible manner. He must demonstrate his BEST EFFORT in the completion of the Eagle Project.

Appendix C

CHECKLIST FOR SUBMITTING AN EAGLE SCOUT RANK APPLICATION

- Contact your scoutmaster regarding the necessary forms. All forms are available at Smiser Scout Center and the Eastside Scout Shop, and some are available on the internet. A “Life to Eagle” packet is available at the Council Trading Post and Eastside Scout Shop which may be obtained when the Life rank is earned.
- With the assistance of your Troop Eagle Advisor, complete your Eagle Scout Service Project write up using the official Eagle Scout Service Project Workbook or a copy of the workbook. Feel free to include your own supplemental documents and photographs.
- Obtain all required signatures within the workbook. Signatures must be obtained in the order listed and dated chronologically.
- Upon completion of your project you must obtain a signed and dated letter from your project beneficiary acknowledging the completion of the project to their satisfaction. This letter should be included as a supplemental document within your project workbook.
- With the assistance of your Eagle Advisor, complete your Eagle Scout Rank Application. The application must meet with his or her approval. Please note that your Eagle Project completion date is the same as the date your project beneficiary wrote their letter acknowledging the completion of your project.
- Ask the Troop Advancement Chairperson, or your Eagle Advisor, to obtain a copy of your Scouting history as shown in your BSA Council’s computer records and a copy of your Scouting history as shown in Troop’s computer records. Use the two reports to verify the accuracy of your personal Scouting record.
- Make certain that the 21 Merit Badges that you have used to qualify for the Star, Life, and Eagle ranks, as you listed in your Scout Handbook, are the same 21 Merit Badges you have listed in your application.
- Make certain that you own an original Blue Card for each of the 21 Merit Badges you have listed in the application. The dates on the Blue Card are the dates that should be used in the application, even if they disagree with the Council record. Please notify your Troop Advancement Chairperson if there is a discrepancy.
- Discuss and prepare for your Scoutmaster Conference and Eagle Board of Review with your Eagle Advisor.

- After completing your Eagle Scout Rank Application form to the satisfaction of your Eagle Advisor, contact your Scoutmaster and make an appointment for a Scoutmaster Conference.
- Arrive for your Scoutmaster Conference in a neat and clean, full Class A Scout uniform, including your Merit Badge sash. Make certain that all uniform patches, insignia or medals are properly applied or displayed. You should have a Life Rank patch on the uniform shirt pocket. If you wear a badge of office on your shirt sleeve it must represent a position you currently hold. The Merit Badge sash should properly display all the Merit Badges you have earned and should be worn over your right shoulder. Do not wear your Order of the Arrow sash. Arrange that your Boy Scout Handbook(s), Merit Badge Blue Cards, Eagle Scout Service Project Workbook, and Eagle Scout Rank Application form to the Scoutmaster Conference. Discuss this with your Scoutmaster and Unit Eagle Advisor. Expect the Scoutmaster Conference to take approximately 60 minutes.
- After successfully completing your Scoutmaster Conference contact your Troop Eagle advisor regarding scheduling an Eagle Board. A district eagle advisor must be present at the board, and the meeting will need to be arranged according to his/her availability. The eagle advisor will also assist in obtaining the other board members.
- Finally, contact the District Eagle Advisor, and make an appointment to meet with him. You may be asked to bring one copy of your Project Workbook and Eagle Scout Rank Application Form. Make certain that you keep a copy of all materials that you bring to this meeting. Otherwise, the requirements are the same as those for the Scoutmaster Conference and Committee Chairperson meetings.
- After review of the workbook and application either you or your Scoutmaster will be contacted by the Scoutmaster to schedule your Eagle Board of Review. Your Scoutmaster will accompany you to the Board of Review but his role will be that of an observer. Expect the Board of review to take approximately 60-90 minutes.
- Upon successful completion of your Board of Review, you will be advised as to what documents are to be taken to the Council. These documents are submitted to the National BSA office in Irving, TX. Allow four to six weeks for the application to be approved by the National BSA office and returned to your Scoutmaster via the Council office. At that point you are officially an Eagle Scout! The effective date of your Eagle Scout rank was the date of your Board of Review. ***Only now should you begin planning your Eagle Court of Honor. Allow at least eight weeks between the National approval and your Court of Honor.***

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