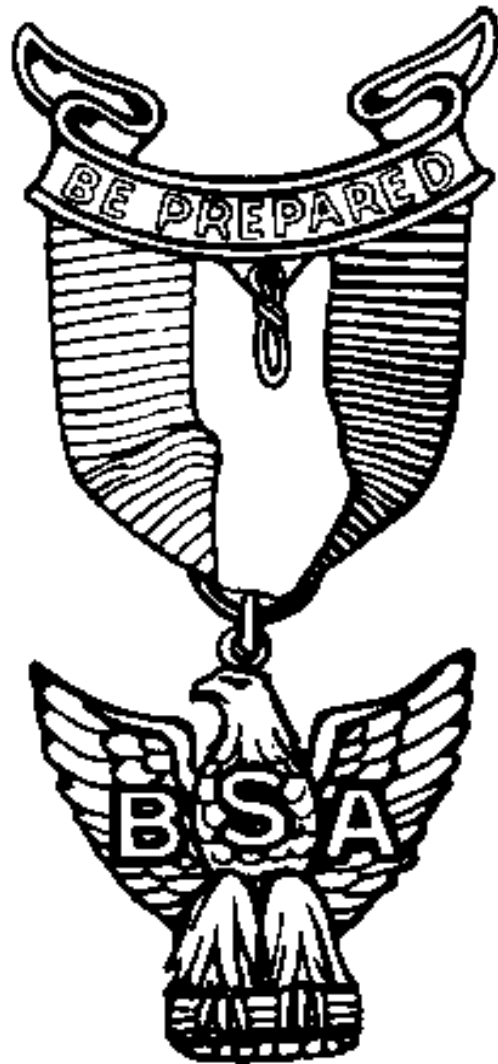


EAGLE SCOUT PROCEDURES GUIDE



NATIONAL CAPITAL AREA COUNCIL
BOY SCOUTS OF AMERICA

June 2, 1999

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FOREWORD

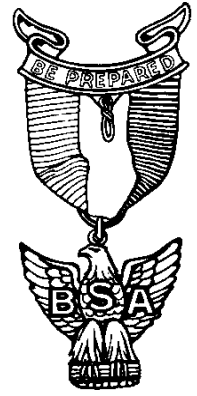
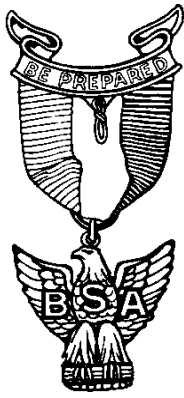
This “Eagle Procedures Guide” is primarily addressed to the adult leaders who are working with Life Scouts working to earn their Eagle rank. Unit leaders should share the contents of this guide with each Eagle candidate so that he fully understands the procedures that must be followed.

The District Advancement Committees exists to serve the Scouts and Scouters of their respective districts. The committees do not impose additional standards or requirements for rank advancement but ensure adherence to the requirements established by National and Council level authorities.

The purpose of this document is to address commonly asked questions and issues encountered in completing the “12 Steps From Life to Eagle Rank.” It is not intended to answer all questions. If a unit leader or an Eagle candidate is unsure of a particular step or requirement, do not hesitate to call your District Advancement Chairman. A few minutes in phone calls at the right time can save days or weeks of confusion, with only the Eagle candidate on the losing end.

Many districts conduct Life-to-Eagle Scout Conferences. All Life Scouts, parents of Life Scouts, and Scouters are highly encouraged to attend one of the conferences. In addition to providing all of the most current information on the Eagle Scout service project and Eagle requirements, the conferences provide the opportunity to address recent issues and answer questions.

If you have any suggestions on how to improve this Guide, please contact your District Advancement Chairman who will in turn pass your suggestion to the National Capital Area Council (NCAC) Advancement Committee. The NCAC Advancement Committee meets on a quarterly basis.



National Capital Area Council

EAGLE PROCEDURES GUIDE

The 12 steps from Life to Eagle (Page 21-22, Advancement Policies and Procedures Committee Guide, 1999 Edition, No.33088B).

The following twelve steps from the Advancement Policies and Procedures Committee Guide published by BSA National Headquarters (and highlighted in bold print) have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the district, the local council, and the volunteers who conduct the Eagle board of review.

1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scouting 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.

Requirements of tenure means a minimum of 6 months active membership (not necessarily consecutive) since the Life board of review date. Merit badges refers to the required and elective merit badges, as listed in the current edition of Boy Scout Requirements, No. 33215B. Positions of responsibility refers to a minimum of and a total of 6 months active service in one or more specified positions of leadership since the Life board of review. The eligible positions are also listed in the current advancement publication. The key to fulfilling the requirements is active participation.

2. Using the *Eagle Scout Leadership Service Project Workbook* (No. 18-927A), 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 or district advancement committee (see "Service Projects - Eagle Rank," page 18, Advancement Policies and Procedures Committee Guide). *The Eagle Scout Leadership Service Project Workbook*, (No. 18-927A), must be used in meeting this requirement.

EAGLE SERVICE PROJECT: The Eagle candidate must prepare and submit a project proposal which is consecutively approved by a representative from the organization benefiting from the project, the unit leader, the unit committee, and a District Advancement Committee representative **BEFORE THE PROJECT IS STARTED**. The Eagle candidate will make the initial contacts and do preliminary project planning as part of the project proposal preparation, and then the approvals outlined above will be obtained prior to starting significant work on the project itself. NOTE: Each Eagle candidate will be assigned a representative from the District Advancement Committee who will have final approval authority for the service project and who will be a member of the Scout's Eagle board of review. To obtain a district Advancement Committee representative, the Eagle candidate or his unit leader should contact the District Advancement Committee Chairman. The Eagle Scout Leadership Service Project Workbook will be used for writing up the proposal, and getting necessary approvals. The most current edition of the Eagle Scout Leadership Service Project Workbook is obtained by calling the National Capital Area Council Program Office at (301) 530-9360. It can be picked up or mailed to you. The workbook provides details on project requirements and provides a format which gives the candidate a step-by-step guide through the process, all the way to writing the report. Pre-approval by a District Advancement Committee representative signifies that the



project is suitable for meeting the Eagle project requirement. Final verification that the candidate satisfied the Eagle project requirement is made during the District Advancement Committee representative's administrative review of the candidate's Eagle application and by the members of the Scout's Eagle Board of Review. The manner in which the project was carried out will be reviewed by the board of review to verify that the Eagle candidate met the requirements to plan, develop, and give leadership to others during the project. The purpose of the Eagle project is the demonstration of leadership.

The candidate can start work on the project upon approval of the project by a District Advancement Committee representative. The approved project proposal should be kept in a safe place since it is one of the documents required in the Eagle application package (See Step 7, below). If a significant change is necessary after the project has been approved, a revised proposal should be submitted for approval through the District Advancement Committee representative. Minor changes do not need to go through this process. What constitutes a significant change is hard to define and must be handled on a case-by-case basis. If in doubt, contact the assigned District Advancement Committee representative.

Attachment A (Eagle Scout Service Project BSA Guidance) and Attachment B (10 Steps to Completing The Eagle Scout Service Project) are provided as guidelines to the Eagle candidate for completing the Eagle Service Project.

3. It is imperative that all requirements for the Eagle 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 service project, have been completed, an *Eagle Scout Rank Application* must be filled out and sent to the council service center promptly. (See special requirements for youth members with disabilities, Page 25, Advancement Policies and Procedures Committee Guide, and the section titled "Time Extensions," page 16, Advancement Policies and Procedures Committee Guide.)

The National Capital Area Council has delegated The Eagle Scout Rank Application review to the various District advancement chairmen, or their designees. All applications will be forwarded for review to the designated District Advancement Committee representative. The official red, white and blue Eagle Scout Rank Application must be used when submitting for approval. See Attachment C (Eagle Scout Pre-Board of Review Certification Checklist) for the information the unit and District Advancement Committee representative is reviewing.

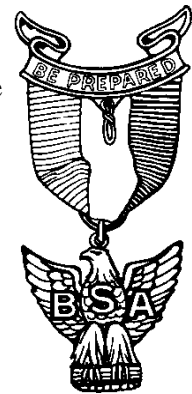
4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle 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.

After the Scout has completed his Eagle project and has drafted the Eagle Scout Rank Application package, he should meet with the unit leader, assistant, or unit committee member to review the Eagle Scout Rank Application for accuracy of dates and completeness. When the package has been finalized, the unit leader, Scout, and a unit committee representative should sign the Eagle Scout Rank Application form. The signatures of the unit adult leaders verify the accuracy of all information on the application in relation to the unit's records. (If a unit leader and/or a Committee Chairman refuse to

sign the application, the Scout should contact the District Advancement Committee Chairman for guidance.) The unit leader or unit committee representative may now call the District Advancement Committee representative or Eagle Board Coordinator and forward the package for review.

RECORD KEEPING: Record keeping is a critical element in the Eagle advancement program. The records used for this review, in order of preference (most authoritative to least authoritative), are as follows:

- A. Blue merit badge application cards signed off by the merit badge counselor.
- B. Advancement Reports [#34403A] showing the date of the board of review for advancement or the date the merit badge counselor signed off on the merit badge application card (Blue Card).
- C. The Troop's advancement records or a transfer record.
- D. Rank requirements signed off in the Scout's Boy Scout Handbook.
- E. The advancement or merit badge recognition cards usually handed out at the court of honor.



The pre-board review of the Eagle application package verification should be conducted using the most authoritative source available.

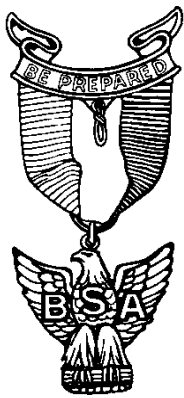
Problem Area: Accuracy of dates. The consistency of dates has been a persistent problem. All dates recorded on the advancement documentation listed above should agree, that is: The date that a merit badge is earned or the board of review date for a rank advancement must be same on all record sources. Dates should be recorded as Month, Day, and Year, for example 07/01/96 for July 1, 1996).

The date a merit badge is earned is the date the Merit Badge Counselor signs the blue merit badge card and the date a rank is earned is the date of the board of review, not the date of the court of honor; unless the board of review and the court of honor occur on the same date.

All references to the Council Service Center refer to your District Advancement Committee Chairman, or designee.

5. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidate should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.

BSA National Office instituted the requirement that a Council representative review the Eagle application package and candidate's advancement records prior to the Eagle board of review. The National Capital Area Council has delegated the verification of Eagle Scout Rank Application accuracy and content to the various District Advancement Chairmen, or their designees. The unit committee will need to forward the Eagle application with the requisite rank and merit badge documents described in "Record Keeping" (Step 4 above).



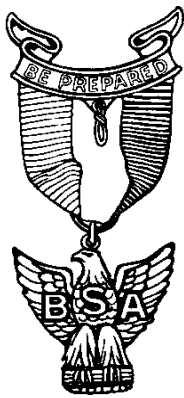
REFERENCE CHECKS: The National Capital Area Council has decided that each District Advancement Committee will determine the method for reference checks. A significant limitation on any method is that a form, which might suggest answers, or a predetermined list of topics, must not be used. A general request for a letter of reference has been developed for use in reference checks [See - Request For Character Reference - Attachment D]. This form may be sent to the references listed on the Eagle Scout Rank Application or a unit leader may call the references and request that letters be forwarded to the unit leader or a unit committee representative. The references should deal with the candidate's qualification and fitness to be an Eagle Scout and should be returned to the unit leader or a unit committee member. Phone calls by a District Advancement Committee representative will not be made. A minimum of 3 reference letters must be included in the Eagle application package for District Representative review. An additional letter from the organization benefiting from the candidate's Eagle project certifying completion of the Eagle candidate's service project is desirable, but not required.

All references to the Council Service Center refer to the District Advancement Committee Chairman or designee.

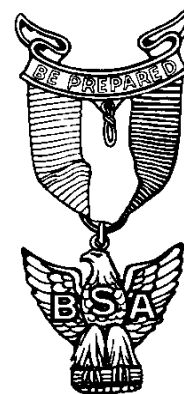
6. The *Eagle Scout Leadership Service Project Workbook, No. 18-927A*, properly filled out, must be submitted with the application.

Eagle Project Report: The report is included in the *Eagle Scout Leadership Service Project Workbook* under the sections headed "Carrying Out The Project", and "Notes". The report must contain the following information:

- What was the project? Maps, charts, diagrams, and pictures have been successfully used to help supplement the text.
- What was the significance of the project, and how did it benefit others? Information included in the proposal section of the Eagle Scout Leadership Service Project Workbook, that has not changed, need not be repeated in the report section.
- What was involved in identifying and setting up the project (Planning and Organization)?
- Who provided guidance and advice on the project (e.g., representative of the benefiting organization, advisors on the technical aspects of the project, etc.)?
- Who helped carry out the project and how much time was spent?
- What materials, equipment, or tools were used and how were they obtained?
- Safety, Transportation, Refreshments, etc.
- There is no length requirement for project reports. The report should be long enough to get the point across. Additional pages can be inserted in the workbook if the Scout runs out of room in the space provided.
- **MOST IMPORTANT:** Major emphasis should be placed in explaining how the candidate carried out the project in terms of planning, developing the project, and giving leadership to others. This can include how he used his leadership to get the job done, what worked and what didn't work, what he learned from the project, and perhaps what he would have done differently if he had to do it over again.



7. After the contents of an application have been verified and appropriately signed, the application, *Eagle Scout Leadership Service Project Workbook*, and reference checks will be returned from council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be



scheduled until the application is returned to the chairman of the Eagle board of review. 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 the policy of the National Capital Area Council that the Troop, Team, or Crew will conduct the Eagle Board of Review unless the unit requests assistance from the district.

The unit leader or a unit committee representative (generally the unit advancement chairman) should contact the District Advancement Chairman or designee to schedule the Eagle application package review approximately one to two weeks prior to the desired Eagle board of review date. The Eagle application package will be left with the District Advancement Committee representative for an initial review to verify that the application package is complete. The unit leader or unit committee representative will provide a copy of the unit's records that document the candidate's advancement history and that the boy is a registered Scout. (A printout from a computer program such as Troopmaster is acceptable.)

The District advancement representative must review the application and either verify that the advancement guidelines of the Boy Scouts of America were met, or provide an explanation if there is any discrepancy. A second reason for this review is to ensure the application package is complete and that there are no administrative discrepancies. The District Advancement Committee representative will use a checklist (see Eagle Pre-Board of Review Certification - Attachment C) to ensure that all requirements are met. The District Advancement Committee representative will notify the unit leader or unit committee representative when the application review is complete, and the Eagle board of review may then be scheduled.

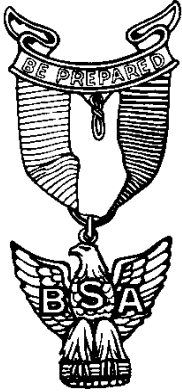
COMPONENTS OF THE EAGLE APPLICATION PACKAGE

A complete Eagle application package consists of four items. The National Capital Area Council will not process an Eagle application package until all four items are completed correctly.

(A) A completed original Eagle Scout Rank Application (Red, white and blue form). The most current version must be used (see Step 2 above for procedures for acquiring the most current version of the form). A few hints on filling out this form:

- **Do not use abbreviations** on the application such as St., Dr., or Pl. for Street, Drive, or Place. Spell them out. The standard state abbreviations may be used, such as DC for the District of Columbia, MD for Maryland and VA for Virginia.

- The new Eagle Scout Rank Application (58-728) includes a date for joining BSA. Use the date of completing an application, not the date of Boy Scout Rank.



- List all dates on the application as MM/DD/YY, 07/03/98 for example. Always include the day.

- **Merit Badge Dates:** List the date the merit badge counselor signed the blue merit badge application card as the date earned. List dates as MM/DD/YY, 07/03/98 for example. Note that the space is too small to type these dates on the form, so they should be neatly hand-written to fit in the spaces provided. Numbers should not be written on or beyond the lines/boxes. Always include the day.

- Make sure you have listed the correct leadership positions, and record the dates in the computer blocks as discussed above. A list of the acceptable leadership positions for Eagle are listed on the Eagle Scout Rank Application form.

- Only leadership after the Scout's Life board of review can be counted for Eagle.

(B) Statements of the Scout's ambitions and life purpose, and a listing of positions in his religious institution, school, camp, community, or other organizations during which he demonstrated leadership skills. Include honors and awards received during this service. (See requirement 6 on the back of the Eagle Scout Rank Application form).

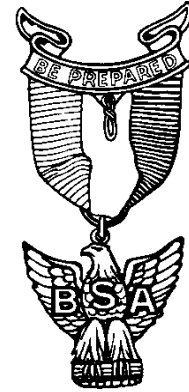
(C) Eagle Scout Service Project Workbook describing how the project was carried out and highlighting how leadership was demonstrated.

(D) An Advancement Report, Form 34403A. This form does not have to be with the Eagle application package when reviewed by the District Advancement Committee representative, but must be added to the package upon completion of the Eagle board of review.

NOTE: The Eagle candidate's current registration in scouting must be verified by the District Advancement Committee representative or by the National Capital Area Council before the final signature can be placed on Requirement 6 of the Eagle Scout Rank Application. The Eagle candidate should have his personal registration card at the Eagle board of review or his unit committee representative should have the current unit roster to accomplish this verification.

8. 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 service project report. At least one District or Council 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 members 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.

It is the policy of the National Capital Area Council that the Troop, Team or Crew will conduct the Eagle Board of Review unless the unit requests assistance from the district.



The Eagle board of review may be scheduled after the District Advancement Committee representative has completed review of the Eagle application package, as noted above in steps 5 and 7. The board of review is composed of a representative of the District Advancement Committee and two to five (maximum) other members. These members do not have to be registered in Scouting, but they must have an understanding of the importance of the Eagle board of review. Generally, unit committee members make up the rest of the board. The unit leader (Scoutmaster, Team Coach, or Crew Advisor) may sit in on the review as an observer, but may not participate. Assistant Scoutmasters and relatives of the Eagle candidate may not attend the board of review.

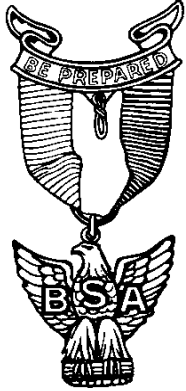
The Chairman of a Scout's Eagle Board of Review is a registered adult leader designated by the Scout's unit Committee Chairman. It often is the unit Advancement Chairman. Once the board of review is held, the package can then be signed and passed on to Council. It has proven advantageous to have the package ready to go at the completion of the board of review, rather than try to track people down to collect signatures or clear up problems after the board of review.

9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, 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 boy may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit 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 is 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 to contact. [See "Appealing a Decision," page 22, Advancement Policies and Procedures Committee Guide.]

An appeal may be made to the District Advancement Committee Chairman by the Scout or other interested party. All parties will be interviewed and a written report will be completed and forwarded to the National Capital Area Council. If the district level of appeal does not resolve the issues, the appeal may be forwarded to the National Capital Area Council Advancement Committee.

10. Immediately after the board of review and after the application has been appropriately signed, the Eagle Scout Rank Application, the Eagle Scout Leadership Service Project Workbook, and a completed Advancement Report are returned to the Council service center.

The unit leader or a member of the unit committee is responsible for arranging delivery of the Eagle Award application package to Council. The National



Capital Area Council requests that the character reference letters not be forwarded as part of the final Eagle Scout Rank Application package. Letters are normally retained by the unit or destroyed. Remember, reference checks are confidential and their contents are not to be disclosed to any person who is not a member of the board of review.

11. When the application arrives at the Council service center, 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. The *Eagle Scout Leadership Service Project Workbook* is retained by the council. The *Eagle Scout Leadership Service Project Workbook* will be returned to the Scout after council approval.

Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.

12. 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 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 rank credentials.

EAGLE SCOUT SERVICE PROJECT BSA GUIDANCE

The Boy Scout Handbook (page 173):

(Written as though addressed to a Scout) There is a major difference between the projects for Star and Life, and the one you will complete for Eagle. In the first two, you can be a follower. The Eagle Scout service project requires that you be a leader. You must plan, develop and provide leadership to others in a service project of real value benefiting the environment, your community, or a religious group, school, or other worthy group. Ideas for service projects may come from visits with school administrators, civic officials, clergy, law enforcement officers, and park department or land management personnel.

Your idea for a project must be approved by your Troop, Team or Crew leader, Troop, Team or Crew committee, district or council advancement committee, and the recipient of the project, before you begin. Upon completion, the project must be reviewed by your district or council advancement committee.

Advancement Policies and Procedures Committee Guide (page 18):

For a service project to qualify as an Eagle Scout service project, the Scout, while a Life Scout, must plan, develop, and give leadership to others in a service project benefiting any religious institution, school, or community. These projects, of course, must conform to the wishes and regulations of those for whom the project is undertaken.

The Eagle Scout service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skills he has learned in Scouting. He does the project outside the sphere of Scouting.

As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.

Service to others is important. Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fundraiser.

NOTE: Fund raising is permitted only for securing materials or supplies needed to carry out the project.

Routine labor, a job or service normally rendered, should not be considered. There is no minimum number of hours that must be spent on carrying out the project. The amount of time spent must be sufficient enough for the Scout to clearly demonstrate leadership skills.

The *Eagle Scout Leadership Service Project Workbook, No. 18-927A*, must be used to meet this requirement.

The Scout must secure the prior approval of his unit leader, his unit committee, and the benefactor of the project. The project must be reviewed and approved by the district or council advancement committee or their designee to make sure that it meets the stated standards for Eagle Scout service projects before the project is started. This preapproval of the project does not mean that the board of review will approve the way the project was carried out.

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Upon completion of the project, the *Eagle Scout Leadership Service Project Workbook*, properly filled out, is submitted with the Scout's Eagle application to include the following information:

- What was the project?
- How did it benefit others?
- Who from the group benefiting from the project gave guidance?
- Who helped carry out the project?
- What materials were used and how were they acquired?

Although the project idea must be approved before work is begun, the board of review must determine the manner in which the project was carried out. Questions that must be addressed include:

- Did the candidate demonstrate leadership of others?
- Did he indeed direct the project rather than do all of the work himself?
- Was the project of real value to the religious institution, school, or community group?
- Who from the group benefiting from the project may be contacted to verify the value of the project?
- Did the project follow the approved plan or were modifications needed to bring it to its completion?

All work on the project must be done while the candidate is a Life Scout and before the candidate's 18th birthday, unless a time extension has been allowed (see the section titled "Time Extensions," page 16).

The Eagle service project is an *individual* matter; therefore, two Eagle candidates may not receive credit for working on the same project.

The variety of service projects performed throughout the nation by Scouts earning their Eagle Award is staggering. For ideas and opportunities regarding service projects, the Scout can consult people such as school administrators, religious leaders, local government department directors, or a United Way agency's personnel.

The district or council advancement committee also can be helpful by identifying possible projects.

National Capital Area Council

10 STEPS TO COMPLETING THE EAGLE SCOUT SERVICE PROJECT

STEP 1 Once you have achieved the rank of Life Scout, identify a service project that

IS: - Interesting to you
 - Challenging to you
 - Provides opportunity for leadership. Not just organizing and planning, but directing others.

IS NOT: - of benefit to the Boy Scouts of America
 - a money-making activity

STEP 2 Make initial contact with the benefiting organization. Arrange to meet with them to discuss project possibilities.

STEP 3 Obtain the official BSA Eagle Scout Leadership Service Project Workbook and official Eagle Scout Rank Application (red, white & blue) from the NCAC Program Office. Call (301) 530-9360 and they will send both to you right away.

STEP 4 Discuss the project concept with your unit leader (Scoutmaster, Team Coach, or Crew Advisor) and obtain his/her approval.

STEP 5 Return to your contact person with the benefiting organization to obtain details concerning the scope, schedule, materials, safety hazards, etc.

Note: You should allow at least 1 month to properly plan, schedule, and organize your project. Schedule a rain date (just in case you need one). There should be no "out of pocket" expenses by anyone associated with your project. If the materials are not provided by the benefiting organization, obtain unit leader guidance and approval on contacting merchants to donate the necessary materials or organize and conducting a fundraiser to pay for your project's materials. Pay close attention to and address all safety hazards associated with your project.

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STEP 6 Write-up the project's purpose and planning details. Depending on the type of project, you may need to obtain technical advice from various adults on certain aspects of your project. Obtain approval from: (1) the benefiting organization; (2) your unit leader (Scoutmaster, Team Coach, or Post Advisor); (3) your unit Committee Chairperson; and, (4) the assigned District Advancement Committee Representative.

Note: You may not proceed with carrying out your Eagle Scout Service Project until final approval is obtained from the assigned District Advancement Committee Representative.

STEP 7 Develop and organize your project:

- Implement the schedule developed
- obtain and prepare materials, including necessary tools
- delegate! Use your unit's youth and adult leadership
- arrange transportation, food, photographer, etc.
- identify participants (involve minimum adults)
- follow-up on preparation items delegated to others
- pay attention to weather as the day of your project approaches
- maintain a record of time spent planning and organizing your project

STEP 8 Execute your project:

- conduct a safety lecture at start
- Don't YOU DO! Instruct and organize your participants. Lead the project: observe work, correct if necessary, overcome problems that arise, ensure safety. Most of the work should be done by others!
- record the time spent by each participant
- take notes

STEP 9 Complete the write-up of the project:

- the more details you provide, the fewer others will question
- emphasize how YOU planned, organized, and gave leadership
- identify the problems you overcame and the lessons you learned
- provide photos ("*a picture is worth a thousand words*")

STEP 10 Obtain final approval of completion of your project and the write-up from your unit leader (Scoutmaster, Team Coach, or Crew Advisor).

National Capital Area Council
BOY SCOUTS OF AMERICA

EAGLE SCOUT PRE-BOARD OF REVIEW CERTIFICATION

Life Scout _____

Troop / Team / Crew _____

Date of Board of Review _____

- _____ All information legible (preferably **typed**)
- _____ Applicant's name spelled correctly and legible
- _____ Applicant's address - NO ABBREVIATIONS (except state)
- _____ Unit type, local number, location has NO ABBREVIATIONS (except state)
- _____ Dates of entry into Scouting, Varsity and Venturing (as applicable), and for First Class, Star, and Life Scout Boards of Review **(1)**
- _____ Webelos Scout and Arrow of Light questions answered
- _____ At least four months between First Class and Star Scout Board of Review dates
- _____ At least six months between Star Scout and Life Scout Board of Review dates
- _____ At least six months between Life Scout and Eagle Scout Board of Review
- _____ Date of birth
- _____ Verify age (Eagle Board of Review date prior to 18th birthday) **(2)**
- _____ 21 merit badges earned, including all required. Day, month, and year listed for each merit badge and all must agree with appropriate documentation. **(1)**
- _____ Any four required merit badges and a total of six merit badges earned prior to Star Scout Board of Review date. **(1) (3)**
- _____ Any seven required merit badges and a total of eleven merit badges earned prior to Life Scout Board of Review date. **(1) (3)**
- _____ Served for a minimum of six months in a leadership position(s) (application lists authorized positions) between Life Scout and Eagle Scout Board of Review dates.
- _____ Eagle Scout Service Project begun and completed between Life Scout and Eagle Scout Board of Review dates and prior to 18th birthday. **(2)**
- _____ Growth Conference date prior to Eagle Scout Board of Review date
- _____ Applicant's signature and date
- _____ Unit Leader's signature and date
- _____ Unit Committee Chairperson's signature and date
- _____ Verify Eagle Scout candidate is currently BSA registered (registration card or unit roster).
- _____ Signatures of Eagle Scout Board of Review Chairperson and District Advancement Committee Representative and dates.
- _____ Character reference letters (required by District) are not to be forwarded to Council

(See Notes on Next Page)

Notes:

- (1) Ensure that all dates agree with appropriate records provided. For rank advancement, the Scout's Boy Scout Handbook date (initialed by the Board of Review Members), unit's Individual Scout Record, copy of Advancement Report (Form No. 34403A), or green rank advancement card are acceptable records for verification. For merit badges, the most accurate completion date is the date that appears on the Applicant's Record portion of the blue merit badge application card. Other sources to verify completion of merit badges are the Advancement Report (Form No. 34403A), the unit's Individual Scout Record, or the white merit badge card awarded to the Scout.

Ensure that, for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out and that Cycling, Swimming, or Hiking have 2 of the 3 crossed out.

- (2) If the Eagle Scout Board of Review does not take place prior to the candidate's 18th birthday, all requirements must have been completed prior to his 18th birthday, (including the Scoutmaster's Conference).

If the Eagle Board of Review is scheduled within 3 months following the Scout's 18th birthday, no waiver or additional paperwork is required.

If the Eagle Scout Board of Review is 3 to 6 months after the applicant's 18th birthday, submit documentation stating the reason for delay.

If the Eagle Scout Board of Review is to be conducted more than 6 months after the applicant's 18th birthday, contact the Boy Scout Division at the National Office for the procedures to follow prior to scheduling the Board of Review.

- (3) Credit may be given if the applicant has earned both Emergency Preparedness and Lifesaving merit badges. The same is true for earning Cycling, Swimming, and Hiking merit badges. The total number of merit badges needed for the Star and Life ranks can be satisfied completely with the required merit badges (optional, or elective, merit badges are not necessary).
- (4) Rank requirements for Eagle Scout changed as of 1 April 1999. Please be sure that any Scouts working with you meet the proper requirements. The significant changes are: Personal Fitness is now required and is no longer a choice, and has replaced Safety. (Safety is no longer a required merit badge.) The triple choice of merit badges has been changed to: Hiking OR Swimming OR Cycling. (Hiking has replaced Personal Fitness, and Cycling as replaced Sports. Sports is no longer in the required merit badge category.)

**NATIONAL CAPITAL AREA COUNCIL
BOY SCOUTS OF AMERICA**

REQUEST FOR CHARACTER REFERENCE

TO: _____

DATE: _____

REGARDING: _____ UNIT: _____

The Scout/Venturer named is an applicant for the Eagle Scout rank, which is the highest rank in Boy Scouting. The applicant is currently working on the final requirements for the Eagle rank. Before the award of Eagle rank is approved, the Board of Review must be thoroughly convinced that the applicant has made a sincere effort to live the Scout Oath and Scout Law, and to demonstrate Scout Spirit and participation.

I would appreciate a statement from you giving your frank opinion of the applicant's conduct and leadership ability. Please provide a statement on his behalf, addressing the extent to which he exemplifies the principals of the Scout Oath and Law in his personal life. Your personal knowledge of the applicant is also solicited concerning his character and leadership attributes. You may make your statement on the back of this letter.

Thank you in advance for your letter on behalf of the applicant and for your support of the Boy Scout program. Please return your letter to the name and address noted below. Your letter will remain confidential and will be reviewed only by the members of the Eagle Board of Review.

UNIT LEADER: _____

RETURN TO: _____

THE SCOUT OATH	SCOUT MOTTO	SCOUT LAW	SCOUT SLOGAN
On my honor, I will do my best; To do my duty to God and my Country, and to obey The Scout Law; To help other people at all times; To keep myself physically strong, mentally awake and morally straight.	Be Prepared	A Scout is: Trustworthy Obedient Loyal Cheerful Helpful Thrifty Friendly Brave Courteous Clean Kind Reverent	Do a good turn daily