

Unit Guidelines for the Steps from Life to Eagle

In order to advance to the rank of Eagle, a Candidate must complete all requirements for the following:

Check the box when complete

Tenure: Serve actively in your Troop, Team or Crew in an approved leadership position for at least six months since becoming a Life Scout.

Scout Spirit: Show Scout Spirit by living every day according to the Scout Oath and Law.

Merit Badges: Earn a total of 21 Merit Badges, including the required ones listed in the Boy Scout Manual. Note: Although a Candidate may begin work on a Project as soon as he attains the rank of Life Scout, it is strongly recommended that he not begin until he has substantially completed the other Eagle requirements; i.e., merit badges, position of responsibility, etc. The skills learned and maturity gained through completing these requirements will be valuable in the planning and success of his Project. If the Candidate is approaching 18 years of age, your Unit may want to check Council records (and correct if necessary) to confirm the Candidate's advancement record and membership status.

Eagle Scout Leadership Service Project:

Overview: While a Life Scout, plan, develop and provide leadership to others in a Service Project that assists a school, religious institution or his community. The Candidate should get any current Eagle information from his Unit Leader including the ***Eagle Scout Leadership Service Project Workbook***. The Scout may use either the preprinted workbook or the workbook available for download from the Council website (longspeakbsa.org). To find the workbook, go to the Council website, select Forms on the menu on the left side of the page, then select Eagle Scout Workbook-RTF format. The downloaded version is preferred. BSA **requires** the use of the workbook and the Candidate should not be without it during any phase of the process! All the specific rules and procedures are outlined in the BSA booklet ***Advancement Committee, Policies and Procedures, Catalogue #33088B*** and there are numerous publications and explanations available on local and national Scout web pages.

What Qualifies: An Eagle Scout service project must provide an opportunity for the Candidate to demonstrate the leadership skills he's learned in Scouting. BSA gives general recommendations (but not specifics about what will qualify for Eagle Scout Leadership Service Project) such as "assist a school, religious institution or his community", so the Candidate can

demonstrate creativity and thought. If the Candidate is having difficulty thinking of a Project, he may wish to look at the previously cited reference materials for guidance. There is no minimum number of hours that must be spent on carrying out the project, but the amount of time spent must be sufficient to clearly demonstrate leadership skills. Note: It's recommended the Candidate keep a log of all the time spent conceiving of, completing and reporting on his project, all the people that helped and how much time everyone spent (individually) on all parts of the project. This log begins with the first contact he makes during the initial concept phase, through the time spent on the final report.

What does not qualify: Work involving Council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project may not be performed for a business, be of a commercial nature, or is a fund-raiser. **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.

Sequence of Approvals: After the Candidate has determined what he wants to do and has the initial verbal approval from the benefiting organization, he proposes it to his Unit leader and gets his/her written approval. Next he gets the written approval of the Unit Committee. He then needs the written approval of the institution or organization that will benefit from the project, and finally the written approval of the District Eagle Chairman. Once all the written approvals have been secured and signed off in the most current *Eagle Scout Leadership Service Project Workbook*, the Candidate may proceed with the project. Upon completion of the project he needs to write a final report which will be reviewed by the District Eagle Chairman and ultimately judged for worthiness by the members of his Eagle Board of Review.

REMEMBER: All approvals must be in writing and secured before the Project is begun or, even if it's a great Project, it will not be credited to the Candidate's Eagle advancement. No approvals may be backdated or gotten "after the fact".

Checklist for Proceeding with the Eagle Project

1) Unit Leader Approval: The Unit leader should meet with the Candidate and make sure the Candidate has obtained, and is using, the current *Eagle Scout Leadership Service Project Workbook*. National requires the use of this Workbook. It should be filled out in ink or typed. If additional space is needed the Candidate may attach additional papers to it but these papers can not replace it. The Unit leader and Candidate should discuss and review the Project's criteria process, the workbook contents, and the concept or ideas for the Project. Once the Candidate has chosen a possible Project, he should discuss it with a representative of the benefiting organization (hereafter referred to as the Benefactor) to see if the Project is something they are interested in and give them a copy of the *Guidelines for Institutions Supporting Eagle Projects*. If the Benefactor is interested, the Candidate should enter the Project information in the Project Description portion of his *Eagle Scout Leadership Service Project Workbook*. The next step is to discuss the planning details with his Unit leader and enter those details in the Project Details portion of the *Eagle Scout Leadership Service Project Workbook*. Planning details should include the following:

- **Scope.**
- **Manpower needs.**

- **Time.** It is recommended the Candidate begin a comprehensive time sheet that reflects any time spent on the Project including phone call, discussions, meetings, work, etc. This may be reviewed during the Board of Review to prove the extent of the Project and the leadership demonstrated.
- **Safety aspects:**
 - Tour Permit.
 - Parental permission slips (for everyone under 18)
 - First Aid Kits.
 - Required number of adults at Project at all times. (Always adhere to two deep leadership rules).
 - Food/water/toilet considerations.
 - Proper equipment use, training, safety equipment, safeguards, etc.
 - Communications such as CB's, walkie-talkies, etc., if needed.
- **Transportation needs** (people and materials).
- **Project material needs** and a plan to procure them.
- **Requirements**, if any, for approved building plans, permits, licenses, etc.

Once the Unit leader is satisfied that the Project meets the Project's requirements, he/she signs the Candidate's *Eagle Scout Leadership Service Project Workbook* and the Candidate proceeds to the next step.

2) Unit Committee Approval: The Candidate needs to set an appointment with the Unit Committee where they will make the same critical review as the Unit leader. **If approved:** The Committee Chairman needs to sign and date the appropriate space in the *Eagle Scout Leadership Service Project Workbook*. **If not approved:** The Committee should make constructive suggestions and refer the Candidate back to the Committee for another review after those concerns have been addressed by the Candidate. Once approved the Chairman needs to sign and date the appropriate space in the *Eagle Scout Leadership Service Project Workbook* and the Candidate proceeds to the next step.

3) Benefactor: (Representative of benefiting organization) The candidate needs to set an appointment with the Benefactor to make a formal proposal of his Project. If the Benefactor agrees to the proposal, he/she signs and dates the appropriate space in the *Eagle Scout Leadership Service Project Workbook*. If the Benefactor does not agree, the Candidate must note the changes requested and take it back to the Unit leader and Committee for review and approval of those changes. Remember that all changes must be signed and dated by the appropriate people. When any changes are approved, the Candidate goes back to the Benefactor for a final signature and date in the appropriate space in the *Eagle Scout Leadership Service Project Workbook*. Once these signatures are obtained the Candidate is ready to proceed to the next step.

4) District Eagle Board of Review Chairman Approval: The Candidate needs to set an appointment with the District Eagle Board of Review Chairman to make a formal proposal of his Project. The District Eagle Board of Review Chair will try to arrange to meet with the Candidate within two weeks of each request. Once the District Eagle Board of Review Chairman approves the proposal he/she will sign and date the

appropriate space in the *Eagle Scout Leadership Service Project Workbook* and the Candidate may begin the Project. If the District Eagle Board of Review Chairman does not approve the Project, the Candidate must make any required changes and return to the District Eagle Board of Review Chairman for approval. If the District Eagle Board of Review Chairman approves the proposal they will sign and date the appropriate space in the *Eagle Scout Leadership Service Project Workbook* and the Candidate may begin the Project.

Note: It is very important at this point for the Unit leader to check for all required signatures (Unit leader, Committee Chairman, Benefactor and District Eagle Board of Review Chairman) before the Project is begun!

5) Working the Project: The Unit should only facilitate the Project as needed and requested by the Candidate. The Scout leaders and other adults should resist the temptation to take over the leadership role on the Project. The Candidate's goal should be to "plan their work and work their plan". When things don't go as planned, the Candidate should do their best to "roll with the punches" and keep track of all deviations from the plan. He will report those deviations and the reasons for them on his final report and during his Eagle Board of Review. A deviation for a good reason can demonstrate good leadership. The Candidate should keep track of all contacts, materials, costs, etc. and be sure to account for all time spent on his Time Sheet.

6) The Final Report: Once the Project is complete, the Candidate must write out a complete report on the Project including what went right, what went wrong, changes from the original plan, who helped, how much time everyone invested, material procurement and cost, and most importantly how he showed leadership throughout the Project. This information must be entered in the appropriate areas in his *Eagle Scout Leadership Service Project Workbook*. **The Project should now be complete.**

7) The Final Signatures: At the conclusion of the Project, the Candidate must secure signatures and dates in his *Eagle Scout Leadership Service Project Workbook*, from his Unit Leader and the Benefactor, stating their belief that the Candidate planned, developed and carried out the Project.

Satisfy requirement #2 on the Eagle Scout Rank Application. The Candidate must give the form entitled *Guidelines for Eagle Letters of Recommendations* to individuals he knows that would be willing to provide a recommendation on his behalf. The Candidate's parents or guardian, his religious leader or spiritual advisor, an educational acquaintance, employer (if any) and two other people should write letters of recommendation and return them to the District Eagle Review Board Chair as soon as possible. Except for the parents, all of the other references should **not** be related to the Eagle candidate.

- Satisfy requirement #6** on the Eagle Scout Rank Application. The Candidate must write a statement of his ambitions and life purpose, and a listing of positions held in his religious institution, school, camp, community, or other organizations during which he demonstrated leadership skills. He should include awards received during this service.

- Participate in a Unit leader conference.** Once all Eagle Scout requirements, including his Eagle Scout Service Project, are satisfied and all advancement records are confirmed, the Candidate should participate in a Unit leader conference. The Project final report is reviewed and the Candidate should complete his Eagle Scout Rank Application. At this time the Unit leader signs and dates the Candidate's Eagle Scout Rank Application and suggests the Candidate make an appointment with the Unit Committee.

- Present the Eagle Scout Rank Application to the Unit Committee.** The Unit Committee will review the Eagle Scout Rank Application and Eagle Project final report. If the Committee is satisfied that the Candidate has completed all requirements, including Eagle Scout Rank Application requirements #2 and #6, and is ready for a District Eagle Board of Review, the Committee Chairman will sign and date the Eagle Award Application

- Send the Application to Council.** The Eagle Scout Rank Application, including requirement #6, should be sent to Council for certification of the Candidate's advancement, membership and leadership records. The *Eagle Scout Leadership Service Project Workbook* and any Project reports or materials should stay with the Candidate. Once complete, the Council will transmit the Certified Eagle Scout Rank Application, including requirement #6, to the District Eagle Board Chairman for processing.

- Participate in a District Eagle Board of Review.** The Board will consist of at two members of the district, two members of the Troop Committee who are not the Scoutmaster or an Assistant Scoutmaster, and two other adult members of the community. The Scout is responsible for inviting the members of the Troop Committee and community members. There should be not more than six total members on his Board of Review. The members of the Board should arrive thirty minutes before the scheduled Board of Review for a briefing. **The Candidate is responsible for arranging a meeting place for his Board of Review.** He should arrive at the Board of Review in full uniform with his Scout Handbook. The Candidate may also wear his OA sash or merit badge sash if he desires. The Unit leader may not participate in the Board of Review but should introduce the Candidate and is welcome to remain in the room. The actual Board of Review should last from thirty to forty five minutes. Assuming all goes well, the Candidate will leave the room while the Board votes on his Eagle advancement. The Candidate will then be asked back into the room and advised of their decision.

Note: If, during the course of the Board of Review, any member, including the Candidate, feels that the Candidate is not properly prepared to successfully pass, they may ask for a recess. During this recess the members will discuss their concerns and, again, at the request of any of the members, call for an adjournment. The Eagle

Board Chairman will immediately counsel the Candidate and provide, in writing, a list of concerns to be addressed. When the Candidate corrects the deficient areas, he may ask the District Eagle Board Chairman to reschedule another Board of Review. If, however, the Board of Review proceeds to the final vote and the approval is not unanimous, the Candidate fails to pass the Board of Review and the Eagle Review Board Chairman will inform him about the appeal process available to him.

What Happens Next?

1. When the Candidate passes the District Eagle Board of Review, the application will be signed by the Board and returned to a representative of the Candidate's Unit. The Project Workbook will be returned to the Candidate.
2. The Unit Advancement Chairman should transmit the Eagle Application to the Council office for processing.
3. The Eagle Application will be processed by Council and by National and returned to the Unit leader.
4. The Scout should not plan his Court of Honor until his paperwork has been returned to the Scoutmaster by the Council. It may take as long as four weeks for this process. Suggested plans for Eagle Scout Courts of Honor are available on the internet. A Google search for "Eagle Scout Court of Honor" is a good source.

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