



Troop 444



Life to Eagle Handbook

## Introduction:

A copy of this Handbook, Eagle Application, Eagle Service Project Handbook, and a request for reference letters should be handed to the now Eagle Scout Candidate immediately after they are awarded the Life Rank.

Due to the large amount of misinformation that is out there about getting from Life to Eagle, we have broken down all of the facts, not the rumors – and none of the inflated and non-existent requirements.

### **Do Not Panic!**

Those who have gone before you using this book have had ZERO problems getting approvals for their projects. There have been minor adjustments that needed to be made, all which were done that night and signed off on to start the project.

This document, designed around the Occoneechee Council Life to Eagle Packet (<http://www.doubleknot.com/openrosters/DocDownload.aspx?id=91321>) and the 2011 Guide to Advancement (<http://scouting.org/filestore/pdf/33088.pdf>) takes out the mis-information and gives you only the facts that you need to go from a Life Scout to an Eagle Scout.

We adjust this information as we find more relevant information, or more correct information. **It is important to know when we're wrong, we're wrong** – and we will update this document as we need it to reflect the policies of the district and council.

**DON'T LISTEN** to the craziness and read this one document only. If someone tells you something that is not written in the Scout Handbook or in any of the other documentation – it is not required. It is that plain and simple.

**You will be glad you were informed.**

There will be a test at the end of this document – (Well, a checklist)

## Message to Scouts and Parents or Guardians (Page 21 Eagle Service Project Workbook)

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information we provide to council and district volunteers responsible for project approvals throughout the Boy Scouts of America. You will learn what they can and cannot require.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with section 9.0.2.0, “The Eagle Scout Service Project.” The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 34765, and this workbook, are the only official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on [www.scoutstuff.org](http://www.scoutstuff.org). Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals may not add requirements or ask you to do anything that runs contrary to or exceeds the policies, procedures, or requirements of the Boy Scouts of America.

### What an Eagle Scout Candidate Should Expect

First, the Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, section 9.0.2.1.

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a *helpful, friendly, courteous, and kindhearted* manner. We will respect the Scout’s dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.

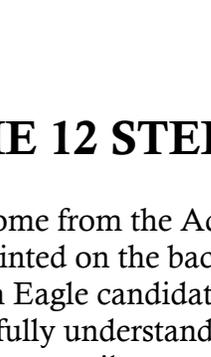
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator\*, or the Scout executive, as determined by the council advancement committee or executive board.

*\*An “advancement administrator” is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

# THE 12 STEPS FROM LIFE TO EAGLE

The 12 steps come from the Advancement Committee Policies & Procedures Book and are also printed on the back of the Eagle Service Project Workbook. Share these steps with each Eagle candidate, each adult volunteer, and each Committee member so that he can fully understand the procedure that must be followed by the Scout, the district, and the council.

**Scouts:** It is important to understand – the SCOUT not the parent, advisor, consultant, merit badge counselor, or any other party is responsible for completing the work. **PERIOD.** If there is any question pertaining who completes the work – refer back to the start of this section Scouts in bold.



**\*\*\* NOTE \*\*\*** The 12 Steps from Life to Eagle DOES NOT guarantee you a successful project. The success of the project depends on your ability to transition your vision on to paper – communicate what you need done – and show leadership to complete the project. ***The Troop Committee and Troop Scoutmasters will challenge any finding in any board of review for the rank of Eagle if bias is placed on the success, or the level of success of the project, or if they believe that there is unreasonable expectations.***

**Remember** – the Troop Committee and the Scoutmasters are here for you – not the other way around. If there is a requirement that is not written, it will not be enforced. Additionally, if there are made up rules or preferences that do not meet with the National BSA's guidelines – we will challenge those as well - in order to ensure that everyone has a fair and equitable opportunity to become an Eagle Scout.

## The Twelve Steps:

1. In order to advance to the rank of Eagle, while a Life Scout, a candidate must complete all the requirements of:
  - **Active tenure** (BSA Publication 33088, Page 21)
    - i. Registered with a unit
    - ii. You are in good standing (Not removed from the unit for poor, unethical behavior, or asked to leave due to violation of Troop By-Laws)
    - iii. You meet the reasonable expectations of active in the unit
      1. Troop By-laws state no more than 6 meetings in a row can be missed (3 months)
      2. Troop By-laws state no more than 4 outings in a row can be missed (4 months)
      3. There is NOT a % regulation in any of the Troop documentation because a percentage is based on an unreasonable formula.
    - iv. If planning for extended leave from the Troop, it is important to let the President, and VP of Administration

know, and when you plan on your return. We know you have things like band, acting, sports, etc.

- **Scout spirit** (Requirement #2, BSA Eagle Scout Rank Application)
  - i. Demonstrate you live by the principles of the Scout Oath and law in your daily life.
  - ii. You will need letters of reference that show that you have lived up to the principals of the Scout oath and Law sent in your favor. \*\*\* Do not send requests to people whom you know or think will not give you a positive reference \*\*\*  
**Request your six letters as soon as you earn the LIFE RANK.** Have them send the letters directly to the Scout office, Office of the Eagle Registrar:

Office of the Eagle Registrar  
Occoneechee Council  
Boy Scouts of America  
3231 Atlantic Avenue  
Raleigh, NC 27604

1. You need **FIVE** letters, **SIX** if you are employed. These letters come from the following areas:
  - a. **Parents/guardians**
  - b. **Religious** (Pastor or Youth Pastor)
  - c. **Educational** (Teacher, Principal – if you are home schooled, it will be the parent – if you have a single parent, they will write one letter to cover both requirements)
  - d. **Employer** (If you are employed)
  - e. **Two other references** – not relatives and over the age of 21.

- **Any remaining merit badges** (Requirement #3, BSA Eagle Scout Rank Application)
  - i. 21 Total Merit badges, 11 Required. All **must be completed BEFORE your 18<sup>th</sup> Birthday!**

**1. Required:**

- a. Camping
- b. Citizenship in Community
- c. Citizenship in Nation
- d. Citizenship in World
- e. Communications
- f. Emergency Preparedness or Lifesaving
- g. Environmental Science

- h. First Aid
- i. Cycling **or** Hiking **or** Swimming
- j. Personal Management
- k. Family Life

## 2. Application for Alternative Merit Badges.

- a. You may request alternative merit badges **IF and only IF** you have a severe enough documented disability to which will limit your ability to obtain the merit badges as required as written.
  - b. *A.D.D., parent's preference/opinion, or laziness does not count as a severe disability.* This rule is designed strictly for those who are physically or mentally handicapped. You will require a Doctor's Note that proves the disability, and the
- **Positions of responsibility** (Requirement #4, BSA Eagle Scout Rank Application)
    - i. While a Life Scout (the date of your board of review is the reference) serve actively for a period of six months in one or more of the following positions of responsibility. **List only those positions served after your Life board of review date.**
    - ii. President, vice president, secretary, treasurer, den chief, quartermaster, historian, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, Webmaster, Leave No Trace trainer
    - iii. Tenure **EARNED** in the Boy Scout Unit counts toward this requirement if the Scoutmaster or designated individual has signed off, documented or otherwise acknowledges that it has been completed. If it is not documented, you will be required to perform one of the actions in (i) for the period of six months.
  - **Planning, developing, and providing leadership to others in a service** (Requirement #5, BSA Eagle Scout Rank Application)
    - i. The following steps below will guide you through this portion of the requirements.
  - **The Advisor Conference.** (Requirement #6, BSA Eagle Scout Rank Application)

- i. The Advisor, Associate Advisor, District Venturing Designee or Eagle Advisor may confer with you on this portion of the requirement.
- ii. You should bring your statement of your ambitions and life statement (what you are planning on doing after you graduate college. The standard is “After I get done with High School – Plus 20 years.”

2. **Requirement #5, BSA Eagle Scout Project – Explained** - Using the Eagle Scout Project Workbook ([http://scouting.org/filestore/pdf/512-728\\_web.pdf](http://scouting.org/filestore/pdf/512-728_web.pdf)), the candidate must select his Eagle service project and have the project proposal 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.



**The Current Eagle Scout Service Project Workbook, must be used in meeting this requirement.**

**a. Parts to Fill Out:**

- i. **Take Pictures and make initial rough drawings to include with your packet submission!**
- ii. **Contact Information** (Page 6)
- iii. **Project Description and Benefit** (Page 8)
  1. The project description is one to two paragraphs that describe the project. This should include drawings, print outs, or other materials that show what the project is, so that the board of review can make a picture in their head as to the project.
  2. Your project needs to have a detailed reason as to how it will benefit the organization you are doing the project for. This should include why the project is needed (or if it was requested by the beneficiary) and any other details that could more define the importance of the project.
  3. When you plan to begin work on the project. This would be dates, times, perhaps a mini schedule that you would indicate your desire to start working on the project. It can be as simple as a single date or as complex as the dates you have scheduled for the project work.
  4. How long do you think it will take to complete. Most of your Eagle Service Projects will be heavy in respect to the planning hours, and will have very few to actually work on the project. An example is you may spend well over 100 hours planning, but only about 15 hours executing. What is wanted is how

long you think it will take to complete the execution phase of the project.

#### **iv. Giving Leadership (Page 8)**

1. This section is the most important since you will need to determine resources and explain in your words (It will take forethought) how you will give leadership to the team you have.
  - a. You need to brainstorm jobs and the number of people it will take to do the job. If you have 6 jobs, working on the buddy system, you may need 12. If they are small tasks, you may have 6 jobs, but two are assigned to one group. You make this determination on the value that the individuals bring to the project.
  - b. Where will you get these people? From the Troop? Friends? Church Members? Family? Just who is going to work on your project and how will you recruit them?
  - c. What will be the most difficult aspect of leading your group? Maturity? Adults with egos? Exactly what will be the most challenging of them all?

#### **v. Materials (Page 8)**

1. These are the things that become part of the project, such as lumber, nails, paint, etc.
  - a. What are they? While you do not need specific quantities – it is good to have a general idea of how much you will need.
  - b. Where will you get them? Will it be a special request or special order?
  - c. What is the pricing? (Estimates)
2. The idea here is that you are not trying to get specific, but when you go to price out the materials, you should collect as much information as possible so you do not have to go back and do it again.
3. The purpose of this requirement on page 8 is that you are showing that you have a reasonable idea of what is required to complete the requirement.
4. DO NOT PUT YOUR TOOLS, GLOVES, ETC!

#### **vi. Supplies (Page 8)**

1. What kinds of supplies do you need? Like gloves, tape, tarps, pencils, etc.

2. You want to put in the Supplies area any supplies that you believe that you need. Again, the purpose of the box is to show that you have a reasonable idea of what is required to complete the project.

#### **vii. Tools (Page 9)**

1. What kinds of tools do you need? Like hammers, saws, sTroopdrivers, power tools, weed eaters, etc. that will allow you to complete the project successfully.
2. If you are planning on having tools offsite, please also take into consideration power requirements such as generators, etc.
3. Although this requirement is compared to the above materials and supplies list, it is impossible to think that you will have every single tool in the toolshed available to you.

#### **viii. Permits and Permissions (Page 9)**

1. In some cases, you may need to get permits and permissions from government agencies. Depending on local laws, you may need to get building permits.
2. If you need to get a building permit, who will get them? The beneficiary? You? You're Parents?
3. What will be the cost of these? Many building permits start at \$50. You may need to add that to your budget.
4. How long will it take to secure those permits? In some cases it may take several weeks to get the local government to go through the approval process. In here, you should also put into this area any backup plans that you will need if you are turned down.

#### **ix. Preliminary Cost Estimates (Page 9)**

1. You do not need to have exact costs – but it is a good idea to have an idea of how much it will be so you can then find sources for your funding.
2. You should have an idea of how much Materials, Supplies, Tools and other items including food, water, fuel, parking, permits, equipment rentals, sales and use taxes, etc. will be and enter it on the Cost Estimate Lines.
3. In the Fundraising section, explain where you will get the money for your total costs.
  - a. Most if not all will obtain the funding from their parents, family members, or donations.

- b. If you DO need to do fundraising, you will need to get approval from the District Eagle Chairman or the appropriate designee. This will be part of the Actual project on Page 20.

#### x. Project Phases (Page 9)

1. It is important to understand standard project phases. It is not abnormal that you will have the following:
  - a. **Planning** – this is what you are currently doing. This will include brainstorming, in addition to collection of your requirements such as tools, resources such as humans, etc.
  - b. **Design** – How does it look? Do you have photographs of your ideal project in a complete state? Drawings? What do you need in dimensions, to complete the project? If your project is collecting things – how would you handle or design the logistics to drop off and pick up?
  - c. **Staffing** – Who will you ask to help you with your project? How will you ask them to help? Donations? Time? What will they be doing?
  - d. **Time & Financing** – At what time and place will it take place? What kind of money and budget will you have?
  - e. **Execution** – How will you execute the project? What kind of pre-preparation do you need? Do you need to transport the project to other places?
  - f. **Maintenance** – Who will maintain the completed project after it has been done? The organization? You're Troop? You?

If you are having difficulty with this, a reminder of everything that goes into the plan goes back to your Personal Management Merit Badge.

#### xi. Logistics (Page 9)

1. This is the part of the project where you will determine if you will need a Tour Permit. If you are doing a project outside of the council borders, then you will likely need to have a tour permit. If it is inside of the council, you may not. If you are doing any aquatics work, such as planting boxes via canoe,

then you will need a tour permit and all of the other requirements for Safe Swim and Safety Afloat.

2. Are you transporting materials, supplies and helpers? How far and by the method, you may need a tour plan.

#### **xii. Safety Issues (Page 10)**

1. This is likely the most important part of the plan. You will need to describe any hazards and safety concerns you and your helpers may encounter. One of the things they are looking for is a Safety talk before starting, and any eye/hand protection as they work.
  - a. If you are digging, what process must you follow to ensure the dangers are negated?
  - b. What kind of tools you have and who will be able to use them.
  - c. Fire Hazards, if any and references to phone numbers on site.
2. Where is the local hospital or Urgent Care?
3. What are other things that you can perceive that might be a safety concern? Document it, and make sure the following are in your proposal:
  - a. First Aid Kit
  - b. Card on site that has the address of the location of your project.
  - c. A Cell phone that is dedicated for emergencies.

#### **xiii. Further Planning (Page 10)**

1. Unfortunately, all proposals are not necessarily perfect on the first, second, or end runs. What you have as an afterthought you would document on Page 10
  - a. You would document that you will go forward with more detailed plans.
  - b. You would also add that you will add additional information such as cost information as your estimates will turn into real costs.
  - c. Additionally, you will also need to fill in the details to the project information above in order to ensure

#### **xiv. Signatures (Page 10)**

- a. You, as the Eagle Candidate sign, along with all of the other signatures as required.

b. YOU DO NOT NEED NOR SHOULD YOU SOLICIT LETTERS OF APPROVAL OR COMPLETION! The new method only requires the beneficiary's signatures!

xv. Important! You will not turn in anything past page 10 of your proposal book!

xvi. Your Eagle Consultant/Mentor will be helping you with the project portion of your project.

### 3. Requirement Completion Timelines:

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 service project and Scoutmaster Conference, have been completed, an Eagle Scout Rank Application must be filled out and sent to the council service center promptly.

**Occoneechee Council defines promptly as being submitted not more than one week after the Eagle candidate's 18th birthday.**

**\*\*\* TROOP NOTE \*\*\* ALL PAPERWORK SHALL BE SUBMITTED BEFORE, NOT AFTER THE CANDIDATES 18<sup>TH</sup> BIRTHDAY. REGARDLESS OF COUNCIL OR DISTRICT POLICIES. IF THERE IS A QUESTION ABOUT THIS POLICY, PLEASE SEE THIS DOCUMENT STARTING AT \*\*\* TROOP NOTE \*\*\***

### 4. Get ALL Signatures on ALL paperwork!

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.**

### 5. Once the Eagle Service Project has been completed, the project, with all changes and information filled out, must be submitted with the completed Eagle Scout Application, the Five Letters (or Six) and the Life Statement.

6. When the completed application is received at the council service center, its contents will be verified and the references contacted. The Scout shall have listed six references age 21 or older (five if no employer and parent if no organized religious association).

**Other than the scout's parents, the references must not be relatives of the scout or leaders of the unit in which the scout is registered.**

The council advancement committee determines the method or methods to be used for contacting the references on the Eagle Scout Rank Application. Regardless of the method, the candidate should have contacted individuals listed as references before including their names on the application.

**In Occoneechee Council, the candidate is required to deliver a blank reference form and envelopes to the listed references.**

The candidates should not be involved personally in transmitting any correspondence between people listed as references and the council service center or advancement committee. If the initial reference letter or form is not returned to the council in a timely manner, the council advancement committee must make direct contact with the reference(s) listed on the Eagle Scout Rank Application on its own, by follow-up letter, phone contact, or other methods as it chooses. The candidate shall not be required to make a follow-up contact with the reference or submit other reference names. A Scout cannot have a board of review denied or postponed because the council office or council advancement committee does not receive the reference letter forms he delivered.

**The failure of the references to affirm the candidate's demonstration of the values of the Scout Oath and Scout Law, either by stating that they do not recommend the candidate or by failing to respond to our request for a recommendation, should be considered by the board of review in determining the qualification of the Eagle candidate and may constitute grounds for denying his advancement to the rank of Eagle Scout.**

7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Service Project Workbook, and references will be returned from the council service center to the **District Eagle Board Chairman 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.**

8. The board of review for an Eagle candidate is composed of at least three but not more than six members, **at least 21 years of age or older. The Scout or unit leader may have no input into the selection of the board of review members.** One member serves as chairman.

**A Scout's unit leader (scoutmaster, coach or advisor), assistant unit leaders (assistant scoutmaster(s), assistant coach(s) or assistant advisor(s)), relatives, or guardians may not serve as members of his 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 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.

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. **The board of review should take approximately 30 minutes.** 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 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.

10. 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. **The District Chairman of the Board of Review is responsible for ensuring that these items are returned to the council office and that the confidentiality of the references is maintained.**
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 Service Project Workbook and references are retained by the council. The Eagle Scout Service Project Workbook may be returned to the Scout after council approval.
12. The Eagle Scout Registrar 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.

**MAKE SURE ALL SIGNATURES AND INFORMATION IS CORRECT AND COMPLETE!**

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.



## Additional Notes:

1. At the time you earn Life Rank, you should already have been sending out requests for reference letters. These reference letters are used by the Eagle Board of Review as a part of your Eagle Scout packet of information.

**The requirement in the Boy Scout Handbook states “While a Life Scout” which means you begin working on your projects, letters, and all other requirements while you are a life scout.**

You must select 6 people who would represent you as an ideal scout who utilize the Scout Oath & Law in your everyday life. The following is the breakdown of who to talk to:

- Parents/Guardians
- Religious
- Educational
- Employer (if employed – if you are not employed, this does not apply to you.)
- Two other references can be friends, neighbors or other persons you know who are not family.

Attached to this document are forms that you can use to request the documentation. Additionally you may want to send a letter to more than six, to ensure that they all arrive on time.

The policy of the Occoneechee Council is that you must have all of your letters turned into the Council no later than three (3) months after your 18<sup>th</sup> birthday. After that time you will need to file an extension in order to continue from that point.

2. A Note about your hours to report:

It has become an issue with the District Board of Review that many do not report their hours correctly.

**As you begin to think about your project – keep track of your hours!** If you are thinking, consulting, or you are doing initial drawings, etc for your project count those hours as planning hours! Also – if you think about it, are being driven to and from – or speak with ANYONE on your project record those hours – including the hours of those who have driven you.

If you are meeting with someone, the time that you leave your house to the time you get back (unless you do non-scouting things in between) count as hours on the project. Count both your hours and anyone who you have taken you, anyone you talk with, etc.



**The Twelve Steps from Life to Eagle**

## Eagle Scout “To-Do” Checklist

- Completed Requirements** – [Click Here](#)
  - Tenure (6 Months)
  - Scout Spirit
  - Merit Badges
  - Positions of Responsibility
  - Eagle Service Project
  - Scoutmaster Conference
- Eagle Service Project** – [Click Here](#)
  - Concept approved by leader
  - Approved by Unit Committee
  - Approved by Benefactor
  - Approved by District Eagle Board of Review
  - Completed correctly with signatures.
- Eagle Scout Rank Application** - [Click Here](#)
  - Correctly and Legibly Filled out
  - Advancement Verification (Troop Advancement Chair)
  - Application filled out and submitted to the Council Office ASAP.
- Letters of Reference** – Sent to the Scout office directly – You never get to read them.
  - One Parental Reference
  - One Religious Reference (Pastor, Youth Pastor)
  - One Educational (Principal, Teacher, Coach, Parent [If Homeschooled], or other educational figure)
  - Employer (If you work, this is a required letter)
  - Two other references (Friends, Neighbors, Non-Relatives over the age of 21 that know you)
- Submissions to the Scout Office** - Before 3:30 PM the day before your 18<sup>th</sup> birthday. After your birthday, your out of luck.
  - Eagle Scout Rank Application with all appropriate signatures.
  - Eagle Service Project Workbook (Completed with final signatures)
  - Life statement listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.
- Board of Review** – District Eagle Board of Review.
  - Three to Six members – like a regular BOR.
  - Should take 30 – 45 minutes.
  - Bring your Original Eagle Service Project Workbook.
  - Bring Two pictures of completed project
  - You may have your Scoutmaster or Eagle Mentor in with you. He or she will introduce you to the Board of Review.
  - The decision must be unanimous
- After the Eagle Board of Review – You are done.**
  - If you pass, you are an Eagle Scout at that moment.
  - Review all of the paperwork
  - Fill out the Good Turn For America Paperwork
  - Complete the Council Paperwork
- What Next?**
  - Application Sent to National Council for Verification and Validation
  - Eagle Rank, Pins, and other items arrive 3 weeks later
  - Unit plans a Court of Honor

