

Eagle Scout Procedures Guide

June

2010

National Capital Area Council
Boy Scouts of America



THIS PAGE INTENTIONALLY LEFT BLANK

NATIONAL CAPITAL AREA BOY SCOUTS OF AMERICA

TABLE OF CONTENTS

FOREWORD.....	3
PURPOSE.....	4
REFERENCES.....	5
RESPONSIBILITIES	6
THE 12 STEPS FROM LIFE TO EAGLE	9
EAGLE SCOUT APPEAL PROCEDURES.....	25
ATTACHMENT A – STEPS FOR COMPLETING THE EAGLE SCOUT LEADERSHIP SERVICE PROJECT THROUGH THE BOARD OF REVIEW	A-1
ATTACHMENT B – NATIONAL CAPITAL AREA COUNCIL EAGLE SCOUT PRE- BOARD OF REVIEW CERTIFICATION CHECKLIST	B-1
ATTACHMENT C – NATIONAL CAPITAL AREA COUNCIL SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION.....	C-1
ATTACHMENT D – FLOW CHART OF LIFE TO EAGLE PROCESS.....	D-1



THIS PAGE INTENTIONALLY LEFT BLANK

FOREWORD

This Eagle Scout Procedures Guide is for Life Scouts who are working towards the Eagle rank in the National Capital Area Council, and their adult leaders. It is strongly recommended that all Scouters who are involved in the Life-to-Eagle process become well versed with the information contained herein, and that every Eagle Scout candidate be encouraged to read this publication prior to beginning the “12 Steps From Life to Eagle.”

You are not alone in this process. The District Youth Advancement and Recognition Committees exist to advise and serve the Scouts and Scouters of their respective National Capital Area Council Districts. The National Capital Area Council, the Districts, their Units, and individuals do not have the authority to impose additional standards or requirements for any merit badge or rank. Rather, they ensure adherence to the requirements established by National level authorities. With the encouragement of the National Capital Area Council Youth Advancement and Recognition Committee, the District Youth Advancement and Recognition Committees are particularly attentive to advancement from Life to Eagle rank.

We have worked hard to revise this document and keep it useful for all Scouts and Scouters. We look forward to working with you in the future as advancement policies and procedures continue to evolve in this 100th year of Scouting. Please don't hesitate to contact us or your District Youth Advancement and Recognition Chairperson with questions and/or comments.

Alan Deter, Team Lead
Eagle Scout Procedures
Guide Project

Rick Kessel, Chairman
NCAC Youth Advancement
and Recognition Committee

Debbie Marino, Director
NCAC Programs



THIS PAGE INTENTIONALLY LEFT BLANK

PURPOSE

The purpose of this document is to provide guidance to Life Scouts and Scouters in the National Capital Area Council on the policies and procedures relating to the Eagle rank, and to address commonly asked questions and issues encountered in completing the “12 Steps From Life to Eagle.” This information is intended to supplement the BSA publications listed in the References section. It is not intended to answer all questions. National BSA policies and procedures, as stated in national publications, have precedence over this National Capital Area Council document. In the event of conflicting information between revisions of national documents, the most current publication will prevail, unless specifically stated herein.

Throughout this document, use of the title ‘Scout’ also refers to a member of a Varsity Team or Venturing Crew. Likewise, ‘Scoutmaster’ additionally implies Varsity Team Coach or Venturing Crew Advisor in the capacity of a Unit Leader.

This document addresses those areas in which the BSA policies allow Council discretion and presents procedures for carrying out BSA policy within the National Capital Area Council. An electronic version of this document is posted on the National Capital Area Council website (<http://www.boyscouts-ncac.org>).

If you — a Unit Leader or an Eagle Scout candidate — are unsure of a particular step or requirement, you should not hesitate to contact your District Youth Advancement and Recognition Chairperson. A few minutes in phone calls at the right time can save days or weeks of confusion for the Eagle Scout candidate and/or his leaders.

Many Districts conduct Life-to-Eagle Seminars/Conferences. All Life Scouts, parents of Life Scouts, and interested Scouters are strongly encouraged to attend one of these seminars/conferences. In addition to providing the most current information on the Eagle Scout Leadership Service Project and other Eagle Scout rank requirements, these seminars/conferences provide the opportunity to address recent issues and answer questions. If an Eagle Scout candidate's home District does not offer a Life-to-Eagle Seminar/Conference, he may, and is encouraged to attend a seminar/conference in a neighboring District.

If you have any suggestions on how to improve this Guide, please contact your District Youth Advancement and Recognition Chairperson who will in turn pass your suggestions to the National Capital Area Council Youth Advancement and Recognition Committee. The Committee meets on a regular basis, usually once every two months. They will review this Guide annually, make revisions as necessary, and publish it electronically.



THIS PAGE INTENTIONALLY LEFT BLANK

REFERENCES

BSA publications are frequently updated and the most current versions of these documents should be used for reference. This National Capital Area Council document will be revised when newer versions of these references include a significant change in the information; however, while every effort will be made to rapidly disseminate any new Eagle policies and procedures information within the Council through training, publications, the Internet, appropriate committees, and Roundtables, it is the individual Scout's and Scouter's responsibility to follow the policies presented in the most current BSA publications.

1. National Capital Area Council Website, <http://www.boyscouts-ncac.org>
2. Boy Scouts of America, Boy Scout Requirements, No. 33216
3. Boy Scouts of America, Boy Scout Handbook, No. 34554
4. Boy Scouts of America, Eagle Scout Leadership Service Project Workbook, No. 512-927
5. Boy Scouts of America, Advancement Committee Policies & Procedures, No. 33088
6. Boy Scouts of America, Eagle Scout Rank Application, No. 512-728
7. Boy Scouts of America, Guide to Safe Scouting, No. 34416
8. Boy Scouts of America, A Guide to Working with Boy Scouts with DisABILITIES, No. 33056C
9. Scouting for Youth with Disabilities Manual, No. 34059
10. Boy Scouts of America, Application for Alternate Eagle Scout Rank Merit Badges, No. 58-730
11. Application for Merit Badge, No. 34124A
12. Advancement Report, No. 34403B



THIS PAGE INTENTIONALLY LEFT BLANK

RESPONSIBILITIES

The responsibilities presented here only address Eagle Scout rank advancement tasks assigned to each organization at their respective level. The details of these responsibilities are presented in later sections of this document.

Unit Responsibilities

- Report advancement accomplishments using the Unit Advancement Report or Internet Advancement to facilitate National Capital Area Council certification responsibility.
- Maintain adequate advancement records (i.e., merit badge blue cards, advancement reports, etc) and provide requested documentation to the National Capital Area Council if information provided on the Eagle Scout Rank Application is incomplete or is in question.
- For Scouts with disabilities, submit timely requests for alternate Eagle Scout Merit Badges to the District Youth Advancement and Recognition Committee.
- Train an adult Unit Eagle Coordinator who can provide guidance to the Scout to complete the Eagle Scout Rank Application and Eagle Scout Leadership Service Project Workbook.
- Ensure the Scout has met all requirements for the Eagle Scout Rank Application, and conducts the Scoutmaster Conference.
- Unit Leader or Committee Chairperson will forward, the Scout's completed, signed Eagle Scout Rank Application (front and back) to the National Capital Area Council Program office for local council certification **prior to the Eagle Scout Board of Review.**
- The Unit Committee will get the list of references from the Eagle Scout Rank Application, contact the individuals for a letter of reference concerning the Scout, and assign an adult Unit member to receive and hold the unopened responses for the Eagle Scout Board of Review. Makes follow up contact with references who have not returned letters in a timely manner.
- After receiving local council certification approval, conduct unit-level Eagle Scout Board of Review with District representation.
- Unit Committee Chairperson or designated representative submits the Eagle Scout Rank Application, along with the candidate's Ambitions and Life Purpose Statement, List of Positions Held, and Eagle Scout Leadership Service Project Workbook, to the National Capital Area Council following the successful Board of Review.

District Responsibilities

- Provides advice and guidance to Scouts and Scouters concerning the Life-to-Eagle processes.



- Plans and conducts Life-to-Eagle Seminars for Scouts and Scouters, or (if unable to conduct such seminars within District) keeps Scouts and Scouters informed of Life-to-Eagle Seminars in neighboring Districts.
- Upon request, trains Unit Eagle Coordinators.
- Keeps Units informed of significant changes in Life-to-Eagle processes.
- Review and approve the project, project description, and project details portion of the Eagle Scout Leadership Service Project Workbook, and confirm the required signatures are present, prior to the project being worked.
- Certify the accuracy and completeness of the Eagle Scout Rank Application prior to its submission for the local Council certification process.
- Evaluate and approve final project write-ups and supporting paperwork, prior to the Eagle Scout Board of Review.
- If initial reference letters are not returned to the Troop Committee in a timely manner, and follow up requests made by the Unit do not yield results, the District Youth Advancement and Recognition Committee representative must make direct contact with the references by e-mail, letter, or phone call. If responses are not made to the District Youth Advancement and Recognition Committee representative in a timely manner, however, the Board of Review cannot be denied to the Scout.
- Participate in all Unit-level Eagle Boards of Review. The National Capital Area Council Youth Advancement and Recognition Committee have delegated the responsibilities for conducting the Eagle Scout Board of Review to the Unit-level; **however, a representative of the District Youth Advancement and Recognition Committee must be included as a member of the Board of Review.**
- Consider and act upon appeals from Eagle Scout candidates, parents, or units concerning the Eagle Scout Rank Application and/or Eagle Scout Board of Review. District Eagle Boards of Review may be convened to consider appeals when candidates appeal adverse actions taken at the Unit-level, or when the Unit requests additional District assistance in convening a Board.
- When required, forward appeals to the National Capital Area Council Youth Advancement and Recognition Committee.
- Forward the Unit's request for alternate Eagle Scout Merit Badge requirements to the National Capital Area Council Youth Advancement and Recognition Committee.

National Capital Area Council Responsibilities

- Develop, maintain, and distribute the Eagle Scout Procedures Guide for use by Scouts and Scouters.
- Review the Eagle Scout Rank Application for accuracy and completeness via the Council certification process.



- Process Eagle Scout Rank Applications through the National Service Center following a successful Board of Review. This includes follow-up to ensure timely return from National.
- Maintain a log of all Eagle Scout Rank Applications being processed through the office.
- Serve as an appeal board for District Eagle Scout Boards of Review.
- Review and, if warranted, grant extensions to complete requirements beyond 18th birthday.
- Conduct posthumous Eagle Scout Boards of Review upon request from the Unit, District, or National office depending on the circumstances.
- Investigate and, if warranted, approve requests for alternate Eagle Scout requirements for Scouts with disabilities.
- When required, forwards appeals to the National Boy Scout Committee.



THIS PAGE INTENTIONALLY LEFT BLANK

THE 12 STEPS FROM LIFE TO EAGLE

The following twelve steps from the 2010 Boy Scout Requirements book and the Eagle Scout Leadership Service Project Workbook, **highlighted in the shaded text blocks below**, outline a smooth procedure for the Scout, Unit leadership, local council, and volunteers to follow. Amplification and explanations are provided, where necessary, to ensure each step is properly carried out. The detailed steps of this process are provided in Attachment A, and a process flow chart is provided in Attachment D.

1. In order to advance to the rank of Eagle, while a Life Scout, a candidate must complete all the requirements of:

- a. Active tenure**
- b. Scout spirit**
- c. Any remaining merit badges**
- d. Positions of responsibility**
- e. Planning, developing, and providing leadership to others in a service project**
- f. The Scoutmaster conference**

Requirements of Active Tenure. A minimum of six months active membership (not necessarily consecutive) has passed since the Life Board of Review date. A Scout will be considered “active” in his Unit if he is:

- Registered in his Unit (registration fees are current).
- Not dismissed from his Unit for disciplinary reasons.
- Engaged by his Unit leadership on a regular basis (informed of Unit activities through Scoutmaster conference or personal contact, etc).
- In communication with the Unit Leader on a quarterly basis.

Troops, Crews, or Teams may not create their own definition of active; this is a national standard.

If the Scout does not initiate communication with the Unit, the Unit Leader is to contact the Scout and ask him if he wishes to remain in Scouting. If the answer is negative, then the Unit Leader is no longer required to communicate with the Scout. If the answer is affirmative, the Unit Leader should provide the Unit



calendar. After six months of non-participation, the Unit Leader may cease contact with the youth and drop the Scout from the Unit at recharter time.

The Scout may return to the Unit at any time while on the charter. At any time a Scout is dropped from the charter, he may re-apply to a Unit for membership; the acceptance of the application is at the discretion of the Unit. The Scout would be reinstated at the rank and level that can be documented by either the Scout or the Unit.

Scout Spirit. Scout spirit applies to how a Scout lives and conducts his 'daily' life. He shows Scout spirit by being a role model to his peers, living by the Scout Oath and Law. The concept of Scout spirit is not based on how many Scouting events or outings a Scout attends, but rather by how he helps bring out the best in others as a reflection of his own character and attitude in his '**daily**' life.

Merit Badges. Earn the required and elective merit badges, as listed in the current edition of Boy Scout Requirements

Positions of Responsibility. Have a minimum of six (6) months **active** service in one or more specified positions of leadership since the Life Board of Review. The eligible positions are listed in the current edition of Boy Scout Requirements book and on the Eagle Scout Rank Application. The key to fulfilling the requirement is **active** participation.

The decision to credit a Scout for his leadership position is solely up to the Scoutmaster as defined by BSA National Youth Advancement and Recognition Committee guidance. According to the guidance, time alone is not the requirement. The Scoutmaster can evaluate the way the position's responsibilities have been fulfilled, and, even though the Scout has put in the time, if the Scoutmaster determines he performed the job inadequately, then they are justified in not signing off the requirement. The Scoutmaster, however, should keep the Scout apprised of his inadequate performance via the Scoutmaster Conference. Additionally, the Scoutmaster does not have an obligation to provide to the Scout a written notice of what requirement he has not fulfilled and in what manner.

Service Project. See Attachment A for steps on planning, developing, and providing leadership to others for the project.



2. Using the *Eagle Scout Leadership Service Project Workbook*, the candidate must select his Eagle service project and have the project concept approved by his unit leader, the unit committee (which is composed of a minimum of three members and a maximum of six members, age 21 or older), the benefactor of the project, and reviewed and approved by the council or district advancement committee. Without exceptions, the most current *Eagle Scout Leadership Service Project Workbook* must be used in meeting this requirement.

The primary requirement of the Eagle Scout Leadership Service Project is the demonstration of leadership.

The workbook lists the Eagle Scout Leadership Service Project documentation requirements and provides the candidate with a step-by-step guide to completing the project workbook.

Each Eagle Scout candidate should receive guidance, even before project inception, from an experienced representative of the Troop who is qualified to advise the candidate.

The Eagle Scout candidate should get from the Unit Eagle Coordinator, the Scoutmaster, or the District Youth Advancement and Recognition Committee Chairperson, the name and phone number of a District Youth Advancement and Recognition Committee Eagle Representative who will advise and mentor him throughout the process for the Eagle rank. Note that in some Districts, each Unit has a pre-assigned District representative and a backup. This person will have final approval authority for the service project and, may be a member of the Scout's Eagle Board of Review.

The Eagle Scout candidate must make the initial contacts and do the preliminary planning. When he is satisfied with his concept he will discuss it with his Unit Eagle Coordinator, his Unit Leader, and a representative of the benefiting organization. If all three individuals approve the concept, he may then discuss it with his District Youth Advancement and Recognition Committee Eagle Representative or immediately start working with the Eagle Scout Leadership Service Project Workbook.

The current edition of the Eagle Scout Leadership Service Project Workbook must be used for writing the proposal and obtaining the required project approval signatures. The most current edition of the Workbook can be downloaded from <http://www.boyscouts-ncac.org> and navigating through About Us, Council Committees, Youth Advancement and Recognition.



The Eagle Scout candidate starts by completing the "Project Description." This is to be a brief description of the project stating, in general terms, what is to be done and for whom. He will then complete the "Project Details", providing sufficient detail so the project can be executed satisfactorily to completion in his absence. See Attachment A for further information. He then submits it for review, approval, and signature in this sequence:

1. Benefiting Organization Representative;
2. Unit Leader [Limited to Scoutmaster (Troop), Coach (Varsity), Advisor (Venturing)] or designated representative in the absence of the Unit Leader;
3. Unit Committee Member (Limited to Committee Chairperson or Advancement Chairperson);
4. District Youth Advancement and Recognition Committee Eagle Representative.

The Eagle Scout candidate must have the dated signatures of the four approving officials (above) in the workbook before starting the actual work on his project. If any of the four (4) approvers does not sign the project proposal, the Eagle Scout candidate must revise, resubmit, and/or restart the project proposal.

Approval by the District Youth Advancement and Recognition Committee Eagle Representative signifies that the project has appropriate leadership opportunity and is suitable for meeting the Eagle Scout Leadership Service Project requirements. Final verification that the candidate satisfied the Eagle Scout project requirement is made during the District Youth Advancement and Recognition Committee Eagle Representative's administrative review of the Eagle Scout Application and subsequently at the Scout's Eagle Scout 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 Scout candidate met the requirements to plan, develop, and give leadership to others during the project.

The approved project proposal should be kept in a safe place since it is one of the documents required by the Eagle Scout Application. If a **significant change** is necessary after the project has been approved, a revised proposal should be submitted for re-approval to the Benefiting Organization Representative and the District Youth Advancement and Recognition Committee Eagle Representative who initially approved the project. The Scout has the option to submit the revised proposal to the Unit Leader and Unit Committee Member for review and re-approval. A significant change in scope or leadership opportunity can only be defined against the elements of each project; therefore, it must be handled on a



case-by-case basis. Some typical examples include official denial of one or more required permits, or a benefiting organization greatly increasing or greatly decreasing the scope of a project, or unilaterally substituting a new project, etc. Minor changes do not need to go through this process; instead, they are detailed in the 'Changes to the Project' section of the Workbook. If there is any doubt about what constitutes a significant versus a minor change, contact the assigned District Youth Advancement and Recognition Committee Eagle Representative.

Attachment A (Steps for Completing the Eagle Scout Leadership Service Project Through the Board of Review) is provided as guidelines to the Eagle Scout candidate for completing the Eagle Scout Leadership Service Project.

3. All requirements for the Eagle Scout rank (except the board of review) must be completed prior to the candidate's 18th birthday. When all requirements for the rank of Eagle (except the board of review) have been completed, an Eagle Scout Rank Application must be filled out and promptly sent to the council service center. The most current Eagle Scout Rank Application can be found at www.scouting.org.

The formal deadline is midnight the night before the candidate's 18th birthday. Many candidates complete their Eagle rank requirements well before they turn 18. However, despite the fact that most candidates have been in the program for 6 ½ to 7 ½ years, a distressingly large percentage nevertheless procrastinate themselves into a time crisis. Although most manage to make the deadline this is extremely stressful for everyone involved. More critically, the candidate who pushes right to the deadline has left himself no room for error. A major delay in his project, merit badges, or mistakes in his rank requirements would be unfortunate because the candidate is now 18 and by BSA guidance cannot earn any further Scout requirements or be credited for finishing an incomplete project. For these reasons, the National Capital Area Council Youth Advancement and Recognition Committee strongly counsels all Scouts who are attempting to earn Eagle Scout while 17 years old be very mindful of their remaining months of eligibility, and plan and work accordingly.

Upon completion of all requirements, the next step is to complete and submit the Eagle Scout Rank Application. The National Capital Area Council has delegated review of the Eagle Scout Rank Application to each District Youth Advancement and Recognition Committee. The Eagle Scout Rank Application can be either a paper copy, obtained at the National Capital Area Council headquarters, or soft copy downloaded from www.boyscouts-ncac.org, and navigating to About Us, Council Committees, Youth Advancement and Recognition. The downloaded application can be printed in either color or black and white. The National Capital



Area Council Youth Advancement and Recognition Committee highly recommends printing the application on a single piece of paper (double-sided). The application must contain original (not photocopied) signatures.

It is helpful if the Troop uses TroopMaster© or other Scout tracking software for recordkeeping and to have the Advancement Chairperson print an Eagle Rank Application Assistant, Individual History Report, or comparable report to assist in the review of dates. The use of original, signed documents, however, is preferred to ensure accuracy.

Here are a few hints on filling out this form:

1. **Do not use abbreviations** on the application, for mailing address locations, such as St., Dr., or Pl. for Street, Drive, or Place, respectively. Spell them out. The standard state/district abbreviations may be used, such as DC for the District of Columbia, MD for Maryland, and VA for Virginia.
2. The PID (Personal Identification) number of the Eagle Scout candidate may be placed in the top right box of the Eagle Scout Rank Application.
3. The Eagle Scout Rank Application requires a date for joining the BSA. Use the date of completing the Boy Scout Application or Crossover Ceremony, not the date of Scout rank.
4. List all dates as M M D D Y Y, e.g., 0 7 0 4 0 9. Always include the day (on the Adobe Acrobat© form the date fields are individual cells, use the Tab key to move between them). Dates should be handwritten or typed to fit the space provided and should not be written across the lines.
5. References:
 - a. Religious: A religious reference is required to be filled in. If the Scout does not have a formal religious affiliation, then the applicant's parent's information is required to attest to the candidate's adherence to Duty to God. In this instance an additional reference letter is not required.
 - b. Educational: An educational reference is required to be filled in. The Scout may use a teacher from their current grade or previous grade. If the Scout is home schooled, then use the appropriate parent's information. In this instance an additional reference letter is not required.



- c. Employer: If the Scout has never been employed, write N/A in first space. If the Scout is not currently employed, but was previously employed, he may use his former employer as a reference. If the Scout is currently employed, please use that employer as the reference.
 - d. Contact Information: Either the Telephone Number or E-mail Address field must be filled in for each supplied reference.
6. Merit Badge Dates: Use the date completed as recorded by the Merit Badge Counselor on the signed Application for Merit Badge card, commonly referred to as the “blue card.” See next section on Record Keeping for additional guidance.
 7. Board of Review dates for rank advancement must be consistent in all record sources. See next section on Record Keeping for additional guidance.
 8. Make sure you have listed, under Requirement 4 of the Eagle Scout Rank Application, only approved leadership positions, and record the dates as discussed above. A list of the approved leadership positions for Eagle Scout is listed in the Boy Scout Requirements book and the Eagle Scout Rank Application. Only leadership starting the day of the Scout’s Life Board of Review is counted for Eagle Scout.
 9. The Grand Total of Hours and Date of Final Signature must agree with the Approvals for Completed Project section of the Eagle Scout Leadership Service Project Workbook.

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:

For rank advancement (Caution: Items 3-5 are subject to transcription errors):

1. Paper copy of an Advancement Report or a Board of Review summary sheet, as generated by TroopMaster© or an equivalent program, that was signed by the Board of Review members;
2. Rank Advancement date in the Scout’s Boy Scout Handbook, that was initialed and dated by the Board of Review members;
3. An Internet Advancement Report showing the date of the Board of Review that was signed subsequent to the Board of Review;



4. Troop's Advancement Records from TroopMaster© or other Scout tracking software or a transfer record;
5. Rank Advancement award card.

For merit badges (Caution: Items 3-5 are subject to transcription errors):

1. Troop's portion of the Application for Merit Badge, signed by the Unit Leader and merit badge counselor;
2. Applicant's portion of the Application for Merit Badge, signed by the Unit Leader and merit badge counselor;
3. Advancement Report or Internet Advancement equivalent showing the date the merit badge counselor signed off on the merit badge application card;
4. Troop's Advancement Records from TroopMaster© or other Scout tracking software or a transfer record;
5. Merit badge completion signed off by the Merit Badge Counselor or Unit Advancement Chairman in the Scout's Boy Scout Handbook.

The date a merit badge is earned is the date the Merit Badge Counselor signs the merit badge card. The date a rank is earned is the date of the Board of Review, not the date of the Court of Honor. All discrepancies must be reconciled prior to submission for the local council certification approval. If reconciliation is not possible, a detailed explanation must be sent with the application to the National Capital Area Council.

4. The application should be signed by the unit leader. 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, he should meet with the Unit Leader and/or Advancement Chairperson to review the Eagle Scout Rank Application for accuracy of dates and completeness. When the package has been finalized, the Scout, Unit Leader, and the Unit Committee Chairperson should sign the Eagle Scout Rank Application. 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 Unit Committee Chairperson refuse to sign the application, the Scout



should be directed to contact the District Youth Advancement and Recognition Committee Chairperson for guidance.)

During this step the Eagle Scout Rank Application and all supporting documents are provided by the Scout to the District Youth Advancement and Recognition Committee Eagle Representative for review. The District Youth Advancement and Recognition Committee Eagle Representative must review the application and either verifies that the advancement guidelines of the Boy Scouts of America were met, or requests an explanation if there is any discrepancy. Additional revisions may be required to reconcile any issues that were not caught at the Unit level. Once the review is complete the **Unit** submits the Eagle Scout Rank Application to the National Capital Area Council for certification.

Certification is required to check and verify that the information and each of the dates on the form are logged/listed in ScoutNet and match the Eagle Scout Rank Application. See Attachment A, Step 22 for detailed information.

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

At this point, the candidate must ensure the remaining portions of the Eagle Scout Leadership Service Project Workbook are complete. Major emphasis should be placed in explaining how he carried out the project in terms of **planning, developing the project, and giving leadership to others**. This must 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. A log book should be maintained with all pertinent activities and any observations. See Attachment A, Steps 13 - 16 for a detailed explanation on completing the "Carrying Out the Project" section (pages 10-13) of the Workbook.

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 (five if no employer, and a parent if no organized religious association). The council youth development committee or its designee contacts the references listed on the Eagle Scout Rank Application, either by letter, form, or telephone checklist. (The council determines the method or methods to be used.) The candidate should have contacted individuals listed as references *before* including their names on the application. If desired by the council, the candidate may be asked to deliver a blank reference form and envelopes to the listed references. However, 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 youth development committee must make direct contact with the reference in question (listed on the Eagle Scout Rank Application) by follow-up letter, phone contact, or other methods it chooses. *The candidate shall not make any 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 youth development committee does not receive the reference letter forms or fails to follow up.

All references to the Council Service Center or Council Youth Advancement and Recognition Committee in Step 6 refer to the District Youth Advancement and Recognition Committee Chairperson or designee and the District Youth Advancement and Recognition Committee, respectively.

The District Youth Advancement and Recognition Committee Eagle Representative will use a checklist (see Attachment B – National Capital Area Council Eagle Scout Pre-Board of Review Certification Checklist) to ensure that all requirements are met prior to submitting the Eagle Scout Rank Application for National Capital Area Council certification. The District Youth Advancement and Recognition Committee Eagle Representative will notify the Unit Leader or Unit Committee representative when the review is complete.

REFERENCE CHECKS: In the National Capital Area Council, each District Youth Advancement and Recognition Committee will determine the method for reference checks. **A significant limitation on any method is that a form, which might suggest answers, or a pre-determined list of topics, must not be used.** Although not required, a general request for a letter of reference has been developed for use in reference checks (See Request for A Letter of Recommendation – Attachment C). This form may be sent to the references listed on the Eagle Scout Rank Application by the Unit Committee representative.

The responses should deal with the candidate's qualifications and character fitness to be an Eagle Scout and must be returned to the assigned Unit Committee member. This person should keep the Scoutmaster, Unit Committee Chairperson, and Unit Eagle Coordinator, regularly apprised of the status of the responses. Note: UNDER NO CIRCUMSTANCES should a Scout or his parent(s) be tasked with receiving or holding the responses!

A minimum of three (3) responses should be received for review at the Eagle Scout Board of Review. If a minimum of three responses are not received, then the Unit Committee representative should contact the references to ensure they



received the request. They should inquire whether a response has been or will be sent and if not, why not. Every effort should be made to make contact with all on the list. If responses are not received in a timely manner, the District Youth Advancement and Recognition Committee representative must make direct contact with the references by e-mail, letter, or phone call. However, if responses are not made to the District Youth Advancement and Recognition Committee representative in a timely manner the Board of Review cannot be denied to the Scout.

An additional letter from the organization benefiting from the candidate's Eagle Scout Leadership Service Project certifying completion of the Eagle candidate's service project is desirable, but not required. This letter may be included as part of the Eagle Scout Service Project Workbook.

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

All references to the Council Service Center in Step 7 refer to the District Youth Advancement and Recognition Committee Eagle Representative.

It is the policy of the National Capital Area Council that the Troop, Team, Ship, or Crew will conduct a unit-level Eagle Scout Board of Review with the required District representation.

The candidate, Unit Leader, or a Unit Committee representative (generally the Unit Advancement Chairperson) should contact the District Youth Advancement and Recognition Chairperson or designee to schedule the Eagle Scout Package review (see following description) approximately one to two weeks prior to the desired Eagle Scout Board of Review date. This is a review of the entire Eagle Scout Package, not just a repeat of the previous review of the Eagle Scout Rank Application which ensures the package is complete and that there are no administrative discrepancies.

This review must occur prior to the Eagle Board of Review. 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 candidate is a



registered Scout. A printout from a computer software program designed to track Boy Scout advancement, e.g., TroopMaster©, is acceptable.

The District Youth Advancement and Recognition Committee Eagle Representative will notify the Unit Leader or Unit Committee representative when the Eagle Scout Package review is complete.

COMPONENTS OF THE EAGLE SCOUT PACKAGE

1. A completed original Eagle Scout Rank Application. The most current version of the application must be used.
2. Statements of the 1) Scout's ambitions and life purpose; 2) a listing of positions held in his religious institution, school, camp, community, or other organizations during which he demonstrated leadership skills; 3) honors and awards received during this service. (See Requirement 6 of the Eagle Scout Rank Application form.)
3. Completed Eagle Scout Leadership Service Project Workbook describing how the project was carried out and highlighting how the Scout demonstrated leadership.
4. An Advancement Report. This form does not have to be with the Eagle Scout Package when reviewed by the District Youth Advancement and Recognition Committee Eagle Representative, but must be added to the package upon completion of the Eagle Scout Board of Review and prior to being submitted to NCAC.

8. The board of review for an Eagle candidate is composed of at least three but not more than six members, 21 years of age or older. It is not required that these persons be members of the advancement committee or be registered in Scouting; however, they must have an understanding of the importance and purpose of the Eagle Scout board of review. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The Scout may have no input into the selection of the board of review members. 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 at 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. The chair will schedule the board of review location, date and time in coordination with the unit leader and the Eagle Scout candidate. 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.



Scouts and Venturers who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date with no explanation. Boards of Review conducted between three and six months after the candidate's 18th birthday must be pre-approved by the National Capital Area Council. **A statement by the parent/guardian, Unit Leader, or Unit Committee Chairperson explaining the extenuating circumstances that resulted in the delay must be submitted prior to the end of the first three months following the 18th birthday.** The letter of explanation must be attached to the Eagle Scout Rank Application when it is submitted to the National Capital Area Council Program Office. The Eagle Scout Service at the national office must be contacted for procedures to follow if a Board of Review is to be conducted more than six months after a candidate's 18th birthday.

The Eagle Scout Board of Review may be scheduled after the District Youth Advancement and Recognition Committee Eagle Representative has completed review of the Eagle Scout Package, as noted above in steps 5, 6, and 7. The Board of Review is composed of a representative of the District Youth Advancement and Recognition Committee and two (2) to five (5) other members, totaling a maximum of six members all of which are age 21 years or older. These members do not have to be registered in Scouting, but they must have an understanding of the importance of the Eagle Scout Board of Review. Unless related to the candidate, the Unit Leader (Scoutmaster, Team Coach, Skipper, Crew Advisor or designee) may sit in on the review as an observer, but may not participate. Assistant Scoutmasters from the candidate's Unit and relatives of the Eagle candidate may not be members of the Board of Review.

The Chairperson of the Scout's Eagle Board of Review may be an adult who is affiliated with the candidate's Unit and who has been designated as the Chairperson of the Board of Review by the Scout's Unit Committee Chairperson (or may be the Unit's Committee Chairperson) or a designated member of the District Youth Advancement and Recognition Committee. Once the Board of Review is held and successfully completed, the Eagle Scout Rank Application and Advancement Report in the Eagle Scout Package can be signed, and sent to the National Capital Area Council. It has proven advantageous to have the Eagle Scout Package ready to go at the completion of the Board of Review, rather than attempt to obtain signatures or resolve inconsistencies after the Board of Review has adjourned. See Attachments A and B for further guidance.



9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room at his or her own discretion to observe only and may not participate in the board of review unless called upon 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 Scout 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. Because of the importance of the Eagle Scout Award, a unanimous decision in favor of awarding the Eagle badge must be reached. 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 to the room and told the reasons for his failure to qualify. If the candidate does not meet the requirements, and a positive, unanimous decision is not reached, then only two possibilities exist. 1.) If the Scout's 18th birthday is not imminent and the board of review feels the Scout needs to improve in certain areas within a defined time frame, the board of review may adjourn and then reconvene at a later date and continue the review of the Scout. A reasonable attempt should be made to reassemble the members of the first board when the board of review is reconvened. 2.) If the vote was negative and final, the Scout must be informed of his options for appealing the decision and the proper procedures for an appeal. The board must elect either 1 or 2 above and after doing so, asks the Eagle candidate to return to the room and he is then told the reasons for his failure to qualify. If the board election option 1, then 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.

An appeal may be made to the District Youth Advancement and Recognition Committee Chairperson by the Scout, parent(s), or guardian(s). If the District level appeal does not resolve the issues, the appeal may be forwarded to the National Capital Area Council Youth Advancement and Recognition Committee for further action. See the section in this Guide on "Eagle Scout Appeal Procedures" for further guidance.



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 Unit Leader or a member of the Unit Committee is responsible for arranging delivery of the Eagle Scout Package to the National Capital Area Council in Bethesda, Maryland. Note that the Eagle Scout Rank Application and Advancement Report will NOT be returned to the candidate. Therefore, it is recommended that they be photocopied and provided to the candidate.

To repeat, the National Capital Area Council requires that the reference letters will not be forwarded as part of the final Eagle Scout Package under any circumstances. Remember, reference letters are confidential and their contents are not to be disclosed to any person who was not a member of the Board of Review. These responses are destroyed by either the Board of Review Chairperson or the District Youth Advancement and Recognition Committee Eagle Representative at the completion 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* and references are retained by the council. The *Workbook* may be returned to the Scout after council approval. The council then forwards this paperwork to the national Youth Development office.

The National Capital Area Council requires that the reference letters will not be forwarded as part of the final Eagle Scout Package under any circumstances.

12. Upon receiving the council submitted Eagle application, the national Youth Development office, Eagle processing, will screen the application to ascertain correctness of information (proper signatures, positions of responsibility, tenure between ranks, age of the candidate, and so on).

After the council's Eagle Scout processor verifies and certifies that the application is correct, it should be submitted to the national office electronically. Submitting the application electronically is efficient and expeditious. Any errors that occur during the verification process can be corrected to insure an error-free application before submitting. Normal processing, when done manually, will take from four to eight weeks. Electronic submission may reduce the time to approximately two weeks.



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 Youth Development office 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.

After earning the Eagle Scout Award, a Scout may work to earn Eagle Palms. An Eagle Palm or Palms must be earned before the Scout's 18th birthday. Palms must be earned one at a time, in the order of Bronze, Gold, and then Silver. Each Palm level can only be earned after a three-month tenure since his effective Eagle date or since earning the last Palm.

When the National Capital Area Council receives the Eagle Scout certificate they will send a postcard to the Unit Leader identified on the Advancement Report notifying that person to pick up the completed package at the Bethesda office.

In addition to receiving the Eagle Scout package, the Unit Leader will receive the Eagle Scout Award certificate and a jewelry box with the Eagle Scout Medal, Eagle Scout Patch, and Eagle Scout Mom's Pin (upon request, this may be exchanged for an Eagle Scout Dad's Pin). If both a Mom's and a Dad's pins are needed, the latter can be purchased at the Scout Shop.



EAGLE SCOUT APPEAL PROCEDURES

To recommend an Eagle candidate for the rank of Eagle Scout the decision of the Eagle Board of Review must be unanimous. When the decision is not to recommend the candidate, the board must explain to the candidate the reasons for its decision and any corrective action, and provide a letter stating such. If the Eagle Board of Review determines that the candidate can correct a deficiency and there is sufficient time for him to do so before his 18th birthday, he must be informed of what he must do, be allowed to take the corrective step(s), and reappear later before the board to review of his progress. At that time, the board will decide if his progress meets the criteria it set previously, although it cannot add to the requirements for the Eagle rank. All corrective action concerning requirements on the part of the candidate must be completed prior to his 18th birthday.

Eagle Scout appeals usually result because of one of two circumstances: (1) the Unit Leader or Unit Committee does not recommend the Scout for an Eagle Board of Review and refuses to sign the Eagle Scout Rank Application; or (2) the Eagle Scout Board of Review does not recommend the candidate for the Eagle Scout rank.

For circumstance (1) contact your District Youth Advancement and Recognition Chairperson for further action.

For circumstance (2), if the Unit Board of Review fails to recommend the Scout, the Scout or his parent(s) or guardian(s) may appeal the decision. Appeals of Unit-level decisions are made at the district level, to the District Youth Advancement and Recognition Committee (normally by contacting the District Youth Advancement and Recognition Chairperson). In such cases, they will decide to grant or not to grant a Board of Review. If this Committee grants the Scout a District level Board of Review, it will appoint its members and proceed to hold the Board of Review. All Eagle Boards of Review for Appeals are conducted with at least one board member being a representative of the District Youth Advancement and Recognition Committee. If the District level Board of Review also fails to recommend the Scout, the decision may then be appealed to the Council level. This appeal is made to the National Capital Area Council Youth Advancement and Recognition Committee (of which all District Youth Advancement and Recognition Chairs are members). The Council level Board of Review is conducted in the same manner as the District level Board of Review.

At either of the levels mentioned above, the committee receiving the appeal will investigate it promptly, interviewing (or obtaining written input from) all parties involved, and either resolve the matter or make a detailed recommendation in writing to the next higher level. The review of the appeal is not a second Board of Review and thus a unanimous decision is not required. A decision on the appeal may be reached by



majority vote. A written report setting out all details of the appeal and the reasons for the committee's decision shall be prepared and forwarded to the National Capital Area Council Scout Executive. A decision at either level finding in favor of the Scout shall be final.

If the Council level Board of Review also fails to recommend the candidate, the decision may be further appealed to the National Boy Scout Committee. In this case, the Council will provide further instructions as to the appeal process. All appeals forwarded to the National Boy Scout Committee must be in writing and filed through the National Capital Area Council. A copy of the Eagle Scout Rank Application must accompany all appeals. If the Scout's Eagle Scout Leadership Service Project is at issue, a copy of his Eagle Scout Leadership Service Project Workbook shall be included as well.

All decisions made by the National Boy Scout Committee in reference to appeals shall be final.



ATTACHMENT A – STEPS FOR COMPLETING THE EAGLE SCOUT LEADERSHIP SERVICE PROJECT THROUGH THE BOARD OF REVIEW

The primary purpose of the Eagle Scout Leadership Service Project is for you to demonstrate leadership skills. This is done by having you plan and carry out a project that will benefit your community.

1. **Eagle Scout Leadership Service Project Workbook** – Your very first step is to get a copy of the workbook (<http://www.boyscout-ncac.org>) in either Microsoft Word© or Adobe Acrobat© format. The workbook is essential to the successful completion of your project and should be thoroughly reviewed prior to beginning. You should review the packet front to back before you begin.

It is recommended that you put the Eagle Scout Service Project Workbook together in a three-ring binder with pages typed and in page protectors. This is also an excellent place to keep a log of the time you spend planning and organizing the project.

2. **Idea for Eagle Project** – The idea can be original or something that has been done in the past. There are hundreds of organizations that need assistance. Some examples are: city parks, county parks, state parks, United States Forest Service, Potomac Appalachian Trail Club, Bureau of Land Management, churches, and local schools. You can find ideas online (search “Eagle Scout Service Project Ideas”) or your Scoutmaster may have some direction for you. Make sure the project you identify **is**: 1) Interesting to you, 2) Challenging to you, and 3) Provides an opportunity for leadership. Make sure the project **is not**: 1) of benefit to the BSA, 2) a money-making activity, or 3) a “for a profit” activity. See current Eagle Scout Leadership Service Project Workbook for limitations.
3. **Contact Organization** – Once you have an idea you should contact the benefiting organization and make sure they approve of the project. You will need a main contact person to work through in the planning and leadership phase of the project. This person should be someone who can approve the project and will work with you to make sure it meets the organization’s needs. This information will go on page 6 of the Eagle Scout Service Project Workbook.
4. **Review Idea with Unit Leader and Eagle Advisor** – Once you have an idea and have talked to the organization, you should review your idea with your Unit Leader and Eagle Advisor. Up to now, you have not had to have anything in writing except maybe a rough drawing or some pictures. If your Unit Leader and Eagle Advisor approves the project concept, you should move forward – if not,



then start at Step 2 again. Remember the date you discussed this with your Unit Leader so you can enter it on page 6 of the Workbook.

5. **Review Idea with a District Youth Advancement and Recognition**

Committee Eagle Representative - This person is the one who knows what constitutes an acceptable Eagle project. The District representative will, if appropriate, give you comments and suggestions so that you can proceed or, if necessary, have you go back to Step 2. This should be done before you do any work in the Workbook. Once they agree with your project idea you can then proceed to Step 6.

6. **Write-Up the Project** –You need to complete the first half (up to page 9) of the Eagle Scout Service Project Workbook using either the Microsoft Word© doc or Adobe Acrobat© pdf formatted Workbook. You may also handwrite your project plan proposal, but using an electronic version of the Workbook will make editing and reading the document easier. Hand written projects must be legible or they can be returned for corrective action.

- a. **Contact Information** (p. 1) – Completely fill-in each field on this page with your contact information, Unit information, Unit Leader’s information, and Unit advancement committee person’s information. If you do not know this information, please call them and ask. This will be useful later in the process when you have questions or need to pass along information.
 - b. **Project Description** (p. 5) – Choose a descriptive project name (e.g., Erosion Control at XYZ Elementary School) and enter it at the top of the page. This will also be entered on your Eagle Scout Rank Application at Requirement 5. Then, in one or more paragraphs, provide a brief description of your project. Start with the present condition of the project and then describe what you are going to do. You should write this like an executive summary of the project and saving the details for later.
 - c. **Benefiting Group** (p. 6) – Enter the name of the benefiting organization and their contact information at the top of this page. Then in one or more paragraphs discuss how your project will be of benefit to them. When you discuss your project with other people in Steps 3 – 5 go through the benefits and listen to their thoughts. Possible benefits to consider are: helping the local community, improving safety, functionality, or appearance, and helping disadvantaged/needy people.
7. **Project Details** (pp. 7 – 8) – This should be a step-by-step, well thought-out plan describing how you will conduct the project. Do not hesitate to use more than the two pages provided in the blank workbook. This should be in such detail that



another person could step in and accomplish the project with no additional information. Consider using the following subsections to organize your project:

- a. **Present Condition** – use this section to describe the current condition or situation you want to change. Use words, photographs, or drawings to explain to your approvers at the Unit, District, and Council level the current condition or situation so they can understand why your project is important. Make sure pictures and drawings have captions and/or labels. Remember, they may never have the opportunity to visit the church, school, park, or facility where your project will be taking place.
- b. **Step-by-Step Instructions** – this is the guts or recipe of your project. This section should be devoted to a very detailed step-by-step list of every task you can think of, how it will be done, how long it will take, in what order, and by which people. It should include all the pre-work that needs to be done by you and your team of volunteers, the actual work day plan from the time you get up until you return home, and any follow-up actions.
- c. **Schedule** – a schedule provides the approvers of your project a plan for how you intend to be successful. It is different than the step-by-step instructions used on the day of your project. A good schedule shows when everything is supposed to be done. Since this is probably your first time planning a big project, you need to give your best estimate of how long tasks will take and in what order they will be done. The schedule can be a calendar, a list of tasks, or even a Gantt chart generated by Microsoft Project®. Don't forget to include time for planning, coordination, and approval with different organizations and people. If your project will be conducted outdoors, don't forget to identify a plan for adverse weather. Your Scoutmaster, Eagle advisor, and others do not expect the project to follow the planned schedule exactly, but the schedule will keep you from forgetting things and maintain the flow of your project. When you complete your project and do the final write-up, your approvers will want to discuss with you how well the project followed the planned schedule.
- d. **Limitations/Laws/Local Guidance** – this section should be devoted to discussing any local laws, zoning limitations, homeowner's association covenants, etc, that may affect your project. Your Unit's Eagle advisor or District Youth Advancement and Recognition Committee Eagle Representative should be able to point you towards a knowledgeable authority based on the type of project. If you are building something, think about a building permit, if you have garbage/trash to dispose, think about dumping fees and waste disposal regulations, and if you are using paints,



solvents, fertilizer, etc, you might want to look into hazardous waste regulations. While these items are rarely a problem for Eagle projects, you should take care of them in advance instead of being surprised on the day of your project or shortly after its completion.

- e. **Worksite or Floor Plans/Maps/Drawings and Designs** – Almost every Eagle project will have one or more items for this section. If you are building something, you will need plans, drawings, or figures that help assemble and/or construction of the item(s). Each plan or drawing should show the layout, dimensions, and colors (if painted) of each item. Make sure you label each plan, drawing, or figure with a number and descriptive title. Also, don't forget to refer to them in your step-by-step instructions or other sections of the workbook.

- f. **Materials/Supplies/Tools** – this section is best completed in three parts, with a separate table or list in your Project Details dedicated to each part. You may also opt to add these tables as attachments to your workbook and reference them in the Step-by-Step Instructions by table or list number. If your Step-by-Step Instructions are broken up by work groups or teams, then these tables or lists should be paired up with each set of steps.
 - 1) Materials are what you use to make a finished item for your project such as lumber, nails, bushes, river rock, concrete, paint, etc. This table or list should include all the material characteristics (e.g., size, quality, finish, etc.), quantity of each item, and cost.
 - 2) Supplies are consumable items that are not part of the finished product, but are used to complete it. This includes items such as poster board, gas, trash bags, pens, sandpaper, food, etc. Don't forget about permit fees and dump fees from item d. This table or list should include the name, quantity, cost, and whether you plan to buy the item or have it donated.
 - 3) Tools are the items you use to accomplish the work on your project. This includes hammers, saws, shovels, tables, water jugs, etc. This table or list should include the name of the tool (be specific), quantity, and where you are going to get the tool (i.e., source).

- g. **Finances/Donations** – a major part of any Eagle project will be the funding and this is a good place to discuss it. Once you've determined the



material, supply, and tool costs, from Item f., you'll need to find a way to pay for them. Always look at every possible source including the benefiting organization or donations from the community to name just a few. While the project may not be a fundraiser, you may have a fundraiser to finance your project. The details of this fundraiser need to be included in your workbook. If you can't find all the funding for your project, then look at reducing your costs or finding a different project that is less expensive. After identifying how you are going to source the funds for your project, you will also need to discuss how the money will be handled from receipt, to safekeeping, to payout. Your benefiting organization, parents/guardians, and Unit all need to be in agreement with your plan. See the Eagle Scout Leadership Service Project Workbook, p. 2, Limitations section for important items on donors, fundraisers, and funds.

- h. **Volunteers** – devote this section to discussing how you will be recruiting volunteers for this project. These volunteers can come from your Unit, your school, your friends, or anywhere else you can find volunteers who will follow you. Your volunteers may also be adults, just make sure they understand you are the leader. If you need special skills (e.g., mason, carpenter, etc) or need to organize your work into teams, this is a good section to discuss these points. Also, use this section to discuss how you are going to recruit your volunteers. This should include using handouts, making meetings announcements, and calling people on the phone to name just a few. You can further entice Scouts and friends from school, church, or your neighborhood with the fact they will be earning service hours and potentially getting free food. Also, be sure to tell them how much you would appreciate their help.
- i. **Safety** – Since you will be the project leader, you automatically become responsible for the safety of the workers. Use the BSA Guide to Safe Scouting to help you plan a safe project. Make sure to review it and incorporate applicable pieces into your project plan. Specifically, pay attention to the policies on fuels, vehicle operation, and adult leadership. Additionally, look over your hand and power tool list for safety hazards and identify them in this section. Make sure you have volunteers qualified to safely operate them. Don't forget the common health and safety issues like sunburn, poison ivy, heat stroke, heat exhaustion, hyper / hypothermia, and dehydration. You should plan time you're your project schedule for a safety briefing before work begins and include a copy of the briefing in this section. Don't forget to have a suitable first aid kit that is properly stocked and organized for immediate use. You should know the



location and phone numbers for the nearest emergency facility (e.g., hospital, fire station, etc) in relation to your project location.

- j. **Adult Supervision** – The BSA Guide to Safe Scouting states: “Two registered adult leaders, or one registered adult and a parent of a participating Scout, one of who must be at least 21 years of age or older, are required for all trips or outings.” It is your responsibility and the responsibility of your Unit’s adult leadership to follow this policy. It is unwise to assume the required adults and leaders will automatically show up, so you should arrange in advance for them to be there.
 - k. **Transportation** – While not specifically mentioned in the Eagle Scout Leadership Service Project Workbook, moving materials, supplies, tools, and people, to and from a project will probably be necessary. In either this section or the Step-by-Step Instructions discuss what you need to move, what vehicles you need, where you will get those vehicles, and who will drive. You should review the BSA Guide to Safe Scouting section on Transportation for all the guidelines on vehicles and drivers.
8. **Present to Benefiting Organization** (p. 9) – Once you have completed the planning in your workbook the organization you are doing the project for has to approve the plan and sign the workbook on page 9.
 9. **Present to Unit Leader (i.e., Scoutmaster, Team Coach, Crew Advisor)** (p. 9) – You will need to present the project plan to your Scoutmaster, Varsity Team Coach, or Venture Crew Advisor and obtain a signature on page 9.
 10. **Present to the Unit Committee** (p. 9) – You will need to present the project to your Unit’s Committee which is composed of a minimum of three members and a maximum of six members, age 21 or older, and obtain a signature on page 9. This is a process change reflected in Step 2 of the “12 Steps From Life to Eagle”.
 11. **Present to the District Committee** (p. 9) – You will need to present the project plan to your District Youth Advancement and Recognition Chairperson or designated representative and obtain his/her signature on page 9.
 12. **Conduct the Project** (p. 10) – Once you have all four signatures from Steps 6 – 9, it is time to conduct your project. Start by implementing the schedule you developed during the planning phase.

Obtain and prepare the materials, including the necessary tools, for the project.



Pay attention to the weather as the day of your project approaches. Have a formal 'bad-weather' plan (Be Prepared!), and make sure your volunteers are kept informed.

Make sure you delegate and follow-up on preparation items delegated to others! Use your Unit's youth and adult leadership. They can help you fulfill transportation, food, and photography requirements. Instruct and organize your participants. Lead the project, observe the work, make corrections if necessary, troubleshoot problems, and ensure everyone's safety!

You should take notes on anything that changed from your original plan. You should continue to track the number of hours you spend on the project and how many hours each volunteer spends on the project. Maintain a list of all materials used and donations received so they can be included on Page 11.

13. **Write-Up the Completed Project** (pp. 10–13) – After you complete the project work, you will need to complete the Eagle Scout Service Project Workbook. Focus your details on how you led the group through the project, plus changes that were made and how you adjusted for them. Include as many pictures as possible – before, during and after shots.
 - a. **Hours** - Make sure the hours you spent on the project are recorded and totaled correctly. Also, make sure the hours other people spent working on the project are recorded and totaled correctly. Don't forget to include all the time spent planning the project, writing the plan, getting approvals, and gathering tools/materials, not just the time doing the labor. Also, make sure you provide your Unit with this list so they can get credit for service hours. The grand total of hours at the bottom of Page 10 also needs to be recorded on the back of your Eagle Scout Rank Application.
 - b. **Materials Required to Complete the Project** – Make sure the list of materials created for the Project Details section is properly captured on this table. This is the list of what you actually used during the project. Make sure shortages and surpluses have been accounted for on this table.
 - c. **Donations Received** – If you received any material or monetary donations for your project, please record who made the donation and how much they donated on this table. This includes any discounted items; the "discounted" amount is equivalent to a donation. Thank you letters are recommended for anyone who donated materials or the use of equipment to the project.



Also, the time required by you and your volunteers to go to and from the service project site may be added as donated service time in this section.

- d. **Changes** – List any changes made to the original project plan and explain why those changes were made. You should use your Project Details as guide. Using your notes from the day of the project and each section of the plan, write a summary of the results versus the plan.
- e. **Photographs** – If appropriate pictures help the Eagle Board of Review members and the National Capital Area Council understand your project. Including photographs of your completed project (along with the “before” photographs on page 9) helps present a clearer overall understanding of your effort. Consider designating a project photographer or multiple photographers to capture your project. You are not limited to the number of photographs, so consider including pictures of volunteers working, completed work, and even a group picture. The photographs should be clearly labeled with descriptive captions.
- f. **Written Summary** - While a written summary of the project isn’t officially required by the National Capital Area Council, it is recommended and may be requested by the District. This summary will help you prepare for your Eagle Board of Review by organizing your thoughts and reflections in advance and getting it down on paper. It provides a narrative on planning and carrying out your service project. Also, it should contain and you should be prepared to answer at least the five questions listed on page 4 under “After Completion” in the workbook. This way, you won’t have to reconstruct every detail during an Eagle Board of Review. There is no length requirement for the project report. The report should be sufficient enough, however, to reflect your experience on what had happened on the project work day(s). Whether or not a written summary is done, you will be expected to provide a verbal summary at your Board of Review so members of the Board can approve the manner in which your project was carried out. In both cases, you must explain the ways you demonstrated leadership to others, you must provide examples of how you directed the project, you must describe how the group benefited from the project, you must discuss whether the project followed the plan, and, if changes were made, you should describe the changes and why they were necessary. Also, be prepared to discuss what you learned as you progressed through the project – not just the day of, but through the entire process.
- g. **Start Date/Completion Date** - On page 13, the start date is the day you began actual work on the project, while the completion date is when the



project is complete including the paperwork and obtaining the final signature. This completion date is also the same date that goes on the back of your Eagle Scout Rank Application at Requirement 5.

14. **Applicant's Signature** (p. 13) – Your signature on this page indicates the project was started and has been completed since you received the Life Scout rank, and is respectfully submitted for consideration.
15. **Present to Unit Leader (i.e., Scoutmaster, Team Coach, Crew Advisor)** (p. 13) – You must review the outcome of the project with your Scoutmaster, Varsity Team Coach, or Venturing Advisor and obtain their signature in the workbook.
16. **Present to Benefiting Organization** (p. 13) – Along with obtaining their signature in the workbook, it is suggested that you obtain a letter from the organization stating the project is complete.
17. **Eagle Scout Rank Application (Requirements 1 – 5)** – Assuming you have completed all the requirements for the rank of Eagle (e.g., time served, service project, merit badges, leadership, etc.), the last step is completing the Eagle Scout Rank Application (<http://www.boyscout-ncac.org>) – this is an editable and saveable Adobe Acrobat® pdf file as well.

Dates for your joining the Unit, rank advancement, and merit badges can be gathered from the Unit Advancement Chairperson. It is recommended that you also put together a single sheet with all advancement dates, including leadership dates and add this to your workbook. Don't assume that the dates in your handbook or awards cards are correct – getting this information from the Advancement Chairperson will help ensure that there are NO conflicts between your records and the Council's.

List six references on the application. The National Capital Area Council requests that you have at least three letters available for your Board of Review, so decide who these six people are early and give your Unit time to request reference letters.

18. **Scoutmaster Conference (Requirement 6)** – When everything is complete, you may ask for and have a Scoutmaster Conference. Add the date the Scoutmaster Conference was held to the application. In addition to completing a Scoutmaster Conference, a Statement of Ambitions and Life Purpose must be attached to the Application. Included after this Statement is a list of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills and awards received during this



service. These documents give a vision of your future and highlight your achievements. These need to be included as documents in the Eagle Scout Package.

EVERYTHING UP TO THIS POINT MUST BE COMPLETED BEFORE THE DAY BEFORE THE SCOUT'S 18TH BIRTHDAY – THE REMAINING ITEMS CAN BE COMPLETED AFTERWARD

19. **Certification By Applicant** – Sign, date, and include telephone number on the Eagle Scout Rank Application. Remember that on your honor as a Scout/Venturer, all statements on the application are true and correct and all requirements were completed prior to your 18th birthday.
20. **Unit Approval** - Your Unit Leader and Unit Committee Chairperson need to sign your application. These signatures indicate they have verified the accuracy of the information on the form and are approving you for an Eagle Board of Review. If either signature is not obtained, contact the District Youth Advancement and Recognition Committee Chairperson for further action.
21. **District Youth Advancement and Recognition Committee Eagle Representative Review of Eagle Scout Rank Application** – During this review the District Youth Advancement and Recognition Eagle Representative may accomplish the checklist at Attachment B. The intent of this review is to ensure the Eagle Scout Rank Application is properly prepared for the local council certification.
22. **National Capital Area Council Certification of Eagle Scout Rank Application** (Introductory Phase: Now to August 31, 2010; Implementation Phase: September 1, 2010 to December 31, 2010; Mandatory: January 1, 2011) – Prior to being scheduled for an Eagle Board of Review with the District Youth Advancement and Recognition Committee Eagle Representative, the Unit Leader or Committee Chairperson will forward a clear copy of the front and back of the Scout's completed Eagle Scout Rank Application to the National Capital Area Council Program Office for local council certification approval of the information listed. A return e-mail address or fax number must be provided to allow the program office to send the local council certification results.

Preparation for the NCAC certification may be completed within the unit or with assistance from the District Youth Advancement and Recognition Committee's Eagle Representative.



Prior to submitting the Eagle Scout Rank Application for local council certification, each requirement must be filled in completely including the signatures of the Scout, Unit Leader, and Unit Committee Chairperson.

The NCAC program office local council certification review will check and verify that the following information and dates listed on the application match the information in ScoutNet:

1. Scout is Currently Registered and the Name on the Application Matches ScoutNet
2. Date Joined Boy Scouts (Date on BSA Youth Application)
3. Board of Review Dates for First Class, Star, and Life Ranks
4. Completion Dates for Merit Badges Listed on the Application

The Eagle Scout Rank Application can be submitted in three ways:

1. Fax the front and back of the completed Eagle Scout Rank Application, including a cover sheet with return fax information, to 301-564-9513;
2. Scan the front and back of the completed Eagle Scout Rank Application and e-mail a clear copy to: NCAC_eaglecert@scouting.org. Place “Scout’s Name” and “Eagle Certification” in the subject line;
3. Leave a copy of the completed Eagle Scout Rank Application at the National Capital Area Council Marriot Scout Service Center for review. Note: A return e-mail address or fax number must be provided to allow National Capital Area Council to send the local council certification results.

If the review is satisfactory, the back page of the Eagle Scout Rank Application will be signed, dated by the NCAC program office and sent, via e-mail or fax, to the Unit Leader or Unit Committee Chairperson verifying the applicant is a registered member of his Unit and the Eagle Scout Rank Application technical content is approved as accurate.

If the local council certification finds any deficiencies or discrepancies between the Eagle Scout Rank Application and ScoutNet, they must be corrected by the Unit before an Eagle Board of Review can be scheduled. The NCAC program office e-mail or fax will point out the items that need to be corrected before local council certification approval is granted. After the Eagle Scout Rank Application is corrected, it must be resubmitted for approval.



23. **District Youth Advancement and Recognition Committee Eagle Representative Review of Eagle Scout Package** –This review must be accomplished prior to scheduling the Eagle Board of Review. During this meeting the District representative reviews the entire Eagle Scout Package to ensure it is complete and there are no errors. The signed NCAC Eagle Scout Rank Application approval page must be attached to the Eagle Scout Rank Application and presented with this package before an Eagle Board of Review can be scheduled. The approved local council certification notice must remain with the Eagle Scout Package, including when presented to NCAC at the Marriot Scout Service Center for processing.

24. **Board of Review** – Once the Eagle Scout package has been reviewed and approved; the District Youth Advancement and Recognition Committee Eagle Representative will call for a Board of Review. The approved local council certification notice must be presented to the Scout's Eagle Board of Review chairperson at the time the Eagle Board of Review is conducted. The Eagle Board of Review will focus on the service project, what was learned throughout the project process, and how what was learned translates into your daily life.

The Board of Review will be made up of a District representative and at least two, but no more than five, others. At least one of these should be a Unit Committee member. This review is different from other ranks. The key differences are the length of the review, the types of questions, which should relate more to the service project, how you demonstrated leadership, what you learned, and how that will translate into your daily life.

Once the Board of Review is done, they will make a recommendation to the National Capital Area Council about advancement to the rank of Eagle Scout.

Assuming the recommendation is favorable, the Eagle Scout Board of Review Chairperson and Council/District Board Representative will sign and date the back of the Eagle Scout Rank Application and complete an Advancement Report form for forwarding to Council which contains the signatures of each member of the Board of Review.

25. **Last Official Step** – The Board of Review will give the Eagle Scout Package to a Unit Leader who will take it to the National Capital Area Council. The Council certification notice must also be attached to the completed Eagle Scout Rank Application when presented to National Capital Area Council at the Marriot Scout Service Center for processing. The Eagle Scout Rank Application packet will not be accepted nor processed without the copy of the National Capital Area Council signed approval page. The National Capital Area Council will process the



material and forward the Eagle Scout Rank Application to the national office. Remember, you are not an Eagle Scout until the National BSA office has stamped their approval on the application. This can take from 4-6 weeks or more. The Unit Leader listed on the Advancement Report will receive notification e.g., a card in the mail, indicating the approved Eagle Scout Package, Eagle Scout certificate, and other items are ready for pickup. They will notify you when that happens!



THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT B – NATIONAL CAPITAL AREA COUNCIL EAGLE SCOUT PRE-BOARD OF REVIEW CERTIFICATION CHECKLIST

Life Scout _____ Troop / Team / Crew _____
(Numbers in parenthesis at the end of a step refer to the Notes on the next page)

- _____ 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 dates
- _____ Date of birth
- _____ Verify age **(2)**
- _____ 21 merit badges earned, including all required. Month, day, and year listed for each merit badge and all ranks 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 Leadership Service Project started and completed between Life Scout and Eagle Scout Board of Review dates and prior to 18th birthday **(2)**
- _____ Grand Total of Hours and Date of Final Signature agree with Eagle Scout Leadership Service Project Workbook
- _____ Scoutmaster Conference date prior to Eagle Scout Board of Review date and prior to the Scout's 18th birthday
- _____ Applicant's signature and date
- _____ Unit Leader's signature and date
- _____ Unit Committee Chair'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 Youth Advancement and Recognition Committee Eagle Representative and dates



_____ Character reference letters are not forwarded to Council or returned to the Scout. They should be shredded immediately following the Board of Review.

Notes:

(1) Ensure that all dates agree with appropriate records. See Step 4 of the “12 Steps From Life to Eagle” for record keeping guidance. Ensure that, for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out and that Cycling, Swimming, or Hiking has 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 Conference and project completion).

If the Eagle Board of Review is scheduled within 3 months following the Scout’s 18th birthday, a waiver or additional paperwork is **not** required.

If the Eagle Scout Board of Review is scheduled between 3 months and 6 months after the applicant’s 18th birthday it must be pre-approved by the National Capital Area Council and written documentation by an adult stating the extenuating reason for delay must be submitted **prior** to the end of the original 90 days.

If the Eagle Scout Board of Review is to be conducted more than 180 days after the applicant’s 18th birthday, contact the National Capital Area Council Youth Advancement and Recognition Committee prior to scheduling the Board of Review. Approval from National is required and must be coordinated well before the 180 days. The Committee will review the application, provide guidance, and forward it to the Boy Scout Division at the National Office for consideration.

(3) Credit may be given if the applicant has earned both Emergency Preparedness and Lifesaving and/or the 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).



ATTACHMENT C – NATIONAL CAPITAL AREA COUNCIL SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION

May XX, 2010

Dear Mr. Smith,

Eagle Scout Candidate Bob Jones has selected you to provide a letter of recommendation on his behalf. This recommendation will be used by Troop 1 at his Eagle Scout Board of Review. This letter should be based on your personal interaction with him and take into consideration your observance of how he exemplifies the points of the Scout Oath and Scout Law in his daily life listed on the following page.

Please use either the attached form or a personal letter to write the recommendation. If you need more space than is provided, you may attach additional pages. Please seal and return your recommendation to the Troop using the enclosed envelope. The sealed envelope may be given to the scout but the open letter must not be given to the Scout. The contents of the letter will not be shown to the candidate or with anyone not a member of the Eagle Scout Board of Review, however, the contents may be discussed with the candidate in discussions during the Board of Review. Of course, you are free to discuss the information with the Scout, if you so desire, but you are under no obligation to do so.

Thank you for taking the time to write this letter.

Sincerely,

Troop 1 Advancement Chairman





The Scout Oath

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.



The Scout Law

A Scout is:

TRUSTWORTHY. A Scout tells the truth. He keeps his promises. Honesty is a part of his code of conduct. People can always depend on him.

LOYAL. A Scout is true to his family, friends, Scout leaders, school, nation, and world community.

HELPFUL. A Scout is concerned about other people. He willingly volunteers to help others without expecting payment or reward.

FRIENDLY. A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs that are different from his own.

COURTEOUS. A Scout is polite to everyone regardless of age or position. He knows that good manners make it easier for people to get along together.

KIND. A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not harm or kill anything without reason.

OBEDIENT. A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL. A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

THRIFTY. A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

BRAVE. A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

CLEAN. A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean.

REVERENT. A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.



THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT D – FLOW CHART OF LIFE TO EAGLE PROCESS



