Powder Mill District
Trail to Eagle Training

Sunday, October 21, 2012
7:00 PM @ Silverside Church

Matt Bib, District Advancement Chair
Andy Sensing, Eagle Project & Board Vice-Chair

Prepared. For Life.™

BOY SCOUTS OF AMERICA®

Powder Mill District
Trail to Eagle Training

Eagle Scout Service Project Workbook
scouting.org/filestore/pdf/512-927_fillable.pdf
&
Eagle Scout Rank Application
scouting.org/filestore/pdf/512-728_web.pdf

Del-Mar-Va Council
Advancement and Recognition Committee
Adapted from material prepared by Alan Deter, National Capital Area Council

Prepared. For Life.™

Mission of BSA

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Prepared. For Life.™

The Aims and Methods of Boy Scouting

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting." They are character development, citizenship training, and personal fitness.

The methods by which the aims are achieved are:

Ideals, Patrols, Outdoor Programs, Advancement, Association with Adults, Personal Growth, Leadership Development, and Uniform.

Prepared. For Life.™

Advancement

Boy Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Boy Scout plans his advancement and progresses at his own pace as he meets each challenge. The Boy Scout is rewarded for each achievement, which helps him gain self-confidence. The steps in the advancement system help a Boy Scout grow in self-reliance and in the ability to help others.
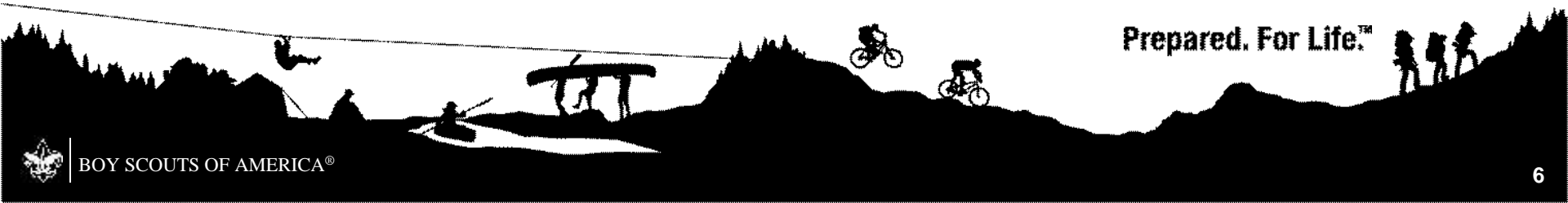
Prepared. For Life.™

Advancement

Advancement is the process by which youth members of the Boy Scouts of America progress from rank to rank.

Advancement is a method – not an end in itself.

Prepared. For Life.™

Leadership Development

The Boy Scout program encourages boys to learn and practice leadership skills. Every Boy Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a boy accept the leadership role of others and guides him toward the citizenship aim of Scouting.

Prepared. For Life.™

Significance of the Eagle Rank

The fact that a boy is an Eagle Scout has always carried with it a special significance, not only in Scouting but also as he enters higher education, business or industry, and community service.

- **Performance-based achievement**
- **Around 5% of all Boy Scouts earned the Eagle Scout rank in 2011.**
- **In 2011, 51,473 Scouts earned the rank of Eagle Scout.**
- **In 2011, the average age of boys earning the Eagle Scout rank was 17 years of age.**
- **From 1912 to 2011, more than 2 million Boy Scouts earned the Eagle Scout rank.**

Prepared. For Life.™

Philosophy

- **Think about the Eagle Rank as it relates to BSA's Mission:**

> *The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.*

- **Our business is to generate young men who look in the mirror one day and are proud of who they are and what they have accomplished**
- **We don't need to <u>ensure</u> success!**
- **The workbook is <u>not</u> intended to be a doctoral thesis**
- **Remember, advancement is not the end result!**
    - The Eagle project is one requirement for one rank in Scouting
    - It's IMPORTANT, it's a BIG DEAL, but keep it in perspective

Prepared. For Life.™

"Reasonable" & "Within Reason"

These concepts will help unit leadership and boards of review gauge the fairness of expectations for considering whether a Scout is "active" or has fulfilled positions of responsibility.

A unit is allowed to establish expectations acceptable to its chartered organization and unit committee.

Scouts must not be held to expectations which are so demanding as to be impractical for today's youth (and families) to achieve.

A board of review shall decide what is reasonable and what is not. In doing so, the board members must use common sense and must take into account that youth should be allowed to balance their lives with positive activities outside of Scouting.

Prepared. For Life.™
4.2.3.0

Scout Spirit

Members incorporating the Scout Oath, Scout Law, Scout Motto, and Scout slogan into their daily lives at home, at school, in their religious life, and in their neighborhoods, for example, are said to have *Scout spirit.*

Evaluating Scout spirit will always be a judgment call, but through getting to know a young man and by asking probing questions, we can get a feel for it.

We can say however, that we do not measure Scout spirit by counting meetings and outings attended. It is indicated, instead, by the way he lives his life.

Prepared. For Life.™

Requirement 1

Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

Prepared. For Life.™

Active Participation

Since we prepare young people to go forth, and essentially, make a positive difference in our American society, we judge that a member is "active" when his level of activity in Scouting, whether high or minimal, has had a sufficiently positive influence toward this end.

Prepared. For Life.™
4.2.3.1

Active Participation

Use the following three sequential tests to determine whether the requirement has been met. The first and second are required, along with either the third or its alternative.

1. The Scout is registered.
2. The Scout is in good standing.
3. The Scout meets the unti's reasonable expectations; or, if not, a lesser level of activity is explained.

Prepared. For Life.™
4.2.3.1

Active Participation

Units are free to establish additional expectations on uniforming, supplies for outings, payment of dues, parental involvement, etc., but these and any other standards extraneous to a level of activity shall not be considered in evaluating this requirement.

Prepared. For Life.™
4.2.3.1

Active Participation

Alternative to the third test if expectations are not met:

If a young man has fallen below his unit's activity oriented expectations, then it must be due to other positive endeavors— in or out of Scouting—or to noteworthy circumstances that have prevented a higher level of participation. In this case a Scout is considered "active" if a board of review can agree that Scouting values have already taken hold and been exhibited. This might be evidenced, for example, in how he lives his life and relates to others in his community, at school, in his religious life, or in Scouting. It is also acceptable to consider and "count" positive activities outside Scouting when they, too, contribute to his growth in character, citizenship, or personal fitness. Remember; it is not so much about what a Scout has done. It is about what he is able to do and how he has grown.

Prepared. For Life.™
4.2.3.1

Requirement 2

Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

References

You will list these on your *Eagle Scout Rank Application*.

- **Parents/guardians**
- **Religious**
- **Educational**
- **Employer (if any)**
- **Two other references**

Must list all six (five if not employed).

If not affiliated with an organized religion, then the parent or guardian provides this reference.

Prepared. For Life.™

References

When closer to completing all merit badges and your project, you will ask these people to write letters of recommendation to be attached to your Eagle Application .

Have them send letters to your Unit Leader or Unit Advancement Chair. Letters should not be sent/given to the Eagle candidate.

Some units use a form letter explaining the purpose of the recommendation, the qualifications and requirements for Eagle, and where recommendations should be sent.

Note that an Eagle Board of Review committee member may contact these people for additional information.

Prepared. For Life.™

Requirement 3

Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned.

a. First Aid, b. Citizenship in the Community, c. Citizenship in the Nation, d. Citizenship in the World, e. Communications, f. Personal Fitness, g. Emergency Preparedness OR Lifesaving, h. Environmental Science, i. Personal Management, j. Swimming OR Hiking OR Cycling, k. Camping, and l. Family Life.

NOTE: Sustainability will be an alternate to Environmetnal Science effective July 2013. Cooking will be required as of January 1, 2014. Total required for Eagle will remain 21.

Prepared. For Life.™

Merit Badges

Candidates for Star or Life, in the selection of "any four" or "any three," respectively, of the merit badges required for Eagle, may choose from all those listed, including where alternatives are available:

Emergency Preparedness OR Lifesaving;
and Cycling OR Hiking OR Swimming.

For example, Cycling, Hiking, and Swimming could count for Life rank, but only one of those would serve toward the 12 required merit badges for the Eagle Scout rank.

Prepared. For Life.™

Merit Badges

Once a registered and approved counselor has passed a Scout on requirements for a merit badge, it cannot be taken away.

Nor does unit leadership have the authority to retract approval, or take the badge away.

Even if a merit badge counselor were found to be improperly documented, it would be a rare occasion when a Scout would be penalized for the mistake of an adult volunteer.

Prepared. For Life.™

Requirement 4

While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility.

Patrol leader, Venture patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster, Leave No Trace trainer

Prepared. For Life.™

Positions of Responsibility

"*Serve actively for a period of … months in one or more … positions of responsibility*" is an accomplishment every candidate for Star, Life, or Eagle must achieve. The following will help to determine whether a Scout has fulfilled the requirement.

Prepared. For Life.™
4.2.3.4

Positions Must Be Chosen From Among Those Listed

- The position must be listed in the position of responsibility requirement shown in the most current edition of *Boy Scout Requirements*.

- Since more than one member may hold some positions — "instructor," for example — it is expected that even very large units are able to provide sufficient opportunities within the list.

Prepared. For Life.™
4.2.3.4.1

Leadership Projects

- For Star and Life ranks only, a unit leader may assign a leadership project as a substitute for the position of responsibility.

- If this is done, he or she should consult the unit committee and unit advancement coordinator to arrive at suitable standards.

- The experience should provide lessons similar to those of the listed positions, but it must not be confused with, or compared to, the scope of an Eagle Scout service project.

Prepared. For Life.™
4.2.3.4.1

Meeting the Time Test May Involve Any Number of Positions

- The requirement calls for a period of months.

- Any number of positions may be held as long as total service time equals at least the number of months required.

- Holding simultaneous positions does not shorten the required number of months.

- Positions need not flow from one to the other; there may be gaps between them.

Prepared. For Life.™
4.2.3.4.2

Meeting Unit Expectations

- If a unit has established expectations for positions of responsibility, and if, within reason, based on his personal skill set, the Scout meets them, he fulfills the requirement.

- When a Scout assumes a position, something related to the desired results must happen.

- It is a disservice to the Scout and to the unit to reward work that has not been done.

- Holding a position and doing nothing, producing no results, is unacceptable.

- Some degree of responsibility must be practiced, taken, or accepted.

Prepared. For Life.™
4.2.3.4.3

Meeting the Requirement in the Absence of Unit Expectations

- When Scout leader support, for whatever reason, is unavailable or otherwise not provided—or when there are no clearly established expectations—then an adult leader or the Scout, or both, should work out the responsibilities to fulfill.

- In doing so, neither the position's purpose nor degree of difficulty may be altered significantly or diminished.

- BSA literature provides the basis for this effort: the *Scoutmaster Handbook*, the *Patrol Leader Handbook*, the *Varsity Scout Guidebook*, the *Venturing Leader Manual*, and the *Sea Scout Manual*.

- If it is left to the Scout to determine what should be done, and he makes a reasonable effort to perform accordingly for the time specified, then he fulfills this requirement.

- Even if his results are not necessarily what the Scoutmaster, members

- of a board of review, or others involved may want to see, he may not be held to unestablished expectations.

Prepared. For Life.™
4.2.3.4.4

When Responsibilities Are Not Met

- *If* a unit has *clearly* established expectations for position(s) held, then—*within reason*—a Scout must meet them through the prescribed time.

- If he is not meeting expectations, then this must be communicated early.

- Unit leadership may work toward a constructive result by asking him what he thinks he should be accomplishing. What is *his* concept of the position? What does he think his troop leaders—youth and adult—expect? What has he done well? What needs improvement?

- This questioning approach can lead a young man to the decision to measure up. *He* will tell the leaders how much of the service time should be recorded.

- If it becomes clear nothing will improve his performance, then it is acceptable to remove the Scout from his position. Every effort should have been made while he was in the position to ensure he understood expectations and was regularly supported toward reasonably acceptable performance.

- It is unfair and inappropriate— after six months, for example—to surprise a boy who thinks he has been doing fi ne, with news that his performance is now considered unsatisfactory. In this case, he must be given credit for the time.

- Only in rare cases—if ever—should troop leaders inform a Scout that time, once served, will not count.

- If a Scout believes he has performed his duties satisfactorily, but his leaders disagree, then the possibility that expectations are unreasonable should be considered.

- If after discussions between the Scout and his leaders—and perhaps including his parents or guardians—he

- believes he is being held to unreasonable expectations, then upon completing the remaining requirements, he must be granted a board of review.

- If he is an Eagle candidate, then he may request a board of review under disputed circumstances

Prepared. For Life.™
4.2.3.4.5

"Responsibility" and "Leadership"

- Many suggest this requirement should call for a position of "leadership" rather than simply of "responsibility."

- Taking and accepting responsibility, however, is a key foundation for leadership. One cannot lead effectively without it.

- The requirement as written recognizes the different personalities, talents, and skill sets in all of us. Some seem destined to be "the leader of the group." Others provide quality support and strong examples behind the scenes. Without the latter, the leaders in charge have little chance for success.

- Thus, the work of the supporters becomes part of the overall leadership effort.

Prepared. For Life.™
4.2.3.4.6

Requirement 5

REQUIREMENT 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start.

You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

- **To provide service**
- **To fulfill part of the Scout Oath, "to help other people at all times"**
- **To learn, demonstrate, or hone leadership skills**
- **To take responsibility for a significant accomplishment**

Prepared. For Life.™
ESSPW

What is an Eagle Scout Service Project Coach?

- **Why a "Coach"?**
  - It's what the adult should actually do - he stays on the sideline, sends out advice, where the play goes is up to the Scout
  - A Coach fills the role currently referred to as an adviser, mentor or counselor
- **Within Powder Mill District, the selection of Coaches will be handled at the unit level.**
- **Coaches <u>must</u> be:**
  - Registered with the BSA (in any position)
  - Have taken BSA Youth Protection training (required with registration)
  - May come from the unit, district, or council level

Prepared. For Life.™

Implementing the "Coach" Concept

- **Though it is a Scout's option, coaches are highly recommended**
- **Units should look to those who are knowledgeable and experienced with project approvals**
- **Coaches may or may not be part of a unit's proposal approval**
- **A Coach's greatest value comes in the advice they provide <u>after</u> approval of a proposal**
- **Coaches must use the BSA method of <u>positive</u> adult association, logic, and common sense to help the candidate; adult leaders must bear in mind that a Scout is still a youth.**
- **Assistance can come through:**
  - Evaluating a plan, discussing its strengths, weaknesses, and risks
  - Setting reasonable and fitting expectations
  - Supporting the Scout to make the decisions

> *Coaches <u>Shall</u> Not Have The Authority To Dictate Changes, Withdraw Approval, Or Take Any Other Such Directive Action*

Prepared. For Life.™
9.0.2.9

"While a Life Scout, Plan, Develop, and…"

- **The process begins after the Life Scout Board of Review**
  - Don't shut down an enthusiastic Star Scout from thinking
  - Scout should track all hours spent putting together proposal and planning; hours spent planning a denied or canceled projects should be counted towards the eventual approved project

- **Development of a better proposal should lead to a better plan**
  - We help enable a Scout's success and provide a better learning experience by allowing them to invest time in planning details for an approved project proposal, as opposed to requiring detailed planning up front for a project that might not be approved at all.
  - Coaches should evaluate a project's complexity; elements can be added so there is a clear demonstration of planning, development, and leadership.

Prepared. For Life.™
9.0.2.2-9.0.2.3

"Give Leadership to Others…"

- **"Others" means at least two people besides the Scout**
  - Helpers may be involved in Scouting (but it is not required) and be of any age appropriate for the work
  - Size and scope of the project, and what it takes to complete it to the satisfaction of the beneficiary, will help determine the number of "others" that is appropriate.

- **The Eagle Scout service project is an individualized experience**
  - Every project must be evaluated, case-by-case, on its merits, and on lessons that will advance the candidate's growth

Councils, Districts, And Units Shall Not Establish Requirements For The Number Of People Led, Or Their Makeup, Or For Time Worked On A Project

Prepared. For Life.™
9.0.2.4

"Helpful to Any Religious Institution, Any School, or Your Community"

- **"Any religious institution" and "any school" are self-explanatory**

- **How is "your community" defined?**
  - Scout may work for the 'world community'
  - Does not normally refer to individuals, although an advancement committee may consider scenarios where an individual in need can affect a community
  - Project Beneficiary Representative must represent the "community" to provide approval

- **Beneficiary need not be a registered non-profit**

- **Project may not be of a commercial nature or for a business**
  - Museums and various service agencies might be acceptable

- **Test - Does the project primarily benefit the community as opposed to the profits of the business?**

Prepared. For Life.™
9.0.2.5 & ESSPW

BOY SCOUTS OF AMERICA®

38

"Benefit an Organization Other Than Boy Scouting"

- **Projects may not be performed for the Boy Scouts of America or its councils, districts, units, camps, and so forth**

- **The unit's chartered organization, however, is certainly a good candidate, as are other youth organizations such as the Girl Scouts of the USA**

"To Help Other People At All Times" Is A Basic Tenet

Prepared. For Life.™
9.0.2.6

Use the Workbook!

- **The most current workbook must be used.**
- The workbook shows the project proposal was approved ahead of time, and then properly accepted by all parties when finished.
- Ideally, it will be a proud reminder of a significant accomplishment.
- The requirement that Scouts use the Eagle Scout Service Project Workbook means they <u>must</u> use the official document as produced by the Boy Scouts of America
- No council, district, unit, or individual has the authority:
    - To require additional forms, or
    - To add or change requirements, or
    - To make any additions, deletions, or changes in the text, outlines, graphics, or other layout or informational elements of the workbook

Prepared. For Life.™
9.0.2.8

"Like A Good Neighbor, the Workbook is There!"

- **Using the workbook is like insurance**
  - It protects candidates and helps avoid pitfalls
  - If properly used, it very nearly assures success
  - It shows approvals have been secured
  - It lists important limitations
  - It suggests questions for those approving the project, and
  - It includes outlines for the proposal and the more detailed final plan that should come next

- **The workbook should not, however, become a source for rejecting candidates based on "technicalities" that have nothing to do with requirement intent**

Prepared. For Life.™
9.0.2.8

Where is the Project Workbook?

Trail to Eagle

Eagle Scout Project Workbook

Workbook

Application

"Proposal Must Be Approved… Before You Start"

- **Even though the proposal is an overview it is also the beginning of a plan and should meet the following tests (found in GTA and ESSP Workbook)**
  - The project provides sufficient opportunity to meet the requirement
    - You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community
  - The project appears to be feasible
    - You must show the project is realistic for you to complete
  - Safety issues will be addressed
    - You must show you have an understanding of what must be done to guard against injury, and what will be done if someone does get hurt
  - Action steps for further detailed planning are included
    - You must make a list of the key steps you will take to make sure your plan has enough details to be carried out successfully
  - Does your proposal show that you are on the right track with a reasonable chance for a positive experience?
- **The detail required for a proposal depends on project complexity**
- **Reviewers <u>must</u> not require more than what is asked for on the Eagle Scout Service Project Proposal.**

Prepared. For Life.™
9.0.2.7 & ESSPW

BOY SCOUTS OF AMERICA®

43

Proposal Approval

- **There are new terms and conditions associated with each proposal reviewer's approval!**

- **The unit committee is responsible for an approval of the proposal**
  - Troop, team, crew, or ship committee may designate representative(s) to act on its behalf
  - This is a unit decision
  - Neither the district nor the council may institute restrictions, such as how many committee members are to be involved

Final Design Issues Are Ultimately Between the Scout and the Beneficiary

Prepared. For Life.™
9.0.2.7

What an Eagle Candidate Should Expect

- **The Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader.**

- **The (unit) coach or (district) advancement administrator may contact the Scout and his parent or guardian and, as appropriate, a representative of the beneficiary, if**
  - He or she becomes concerned the project will not meet the requirements, or
  - It will not be completed to the satisfaction of the benefiting organization

- **Final design issues are ultimately between the Scout and the beneficiary.**

These expectations are from the Guide to Advancement 2011 and are reprinted in the "Message to Scouts and Parents or Guardians" in the ESSPW.

Prepared. For Life.™
9.0.2.1 & ESSPW

BOY SCOUTS OF AMERICA®

45

Candidate Expectations (1 of 5)

- **Questioning and probing for his understanding of the project, the proposal, and what must be done, <u>shall</u> be conducted in a *helpful, friendly, courteous, and kind-hearted manner***

- ***We will respect the Scout's* dignity**

- **He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it**

Prepared. For Life.™
9.0.2.1 & ESSPW

- **Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook***

Council, district, and unit developed formats for the project plan are a thing of the past!

The DMVC Eagle Scout Procedures Guide Will Change To Support This Requirement !

Prepared. For Life.™
9.0.2.1 & ESSPW

- **If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor**

- **The explanation will indicate reasons for rejection and suggestions concerning what can be done to achieve approval**

Best Practice - Recommend You Document Your Discussions To Facilitate This Should It Be Necessary

Prepared. For Life.™
9.0.2.1 & ESSPW

- **Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended**

- **The responsibility for success belongs to the Scout, and final evaluation is left to the board of review**

Prepared. For Life.™
9.0.2.1 & ESSPW

- **If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress**

- **This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator, or the Scout executive, as determined by the council advancement committee or executive board**

Prepared. For Life.™
9.0.2.1 & ESSPW

Jumping the Gun

- **Candidates must obtain approval for their proposal before they begin any work on their service project.**
- **Candidates may not begin any work or raise any money or obtain any materials until their project proposal has been approved.**
- **Sometimes Scouts will "jump the gun" and begin fundraising efforts - or even work on the project itself - before a proposal is approved**
- **This is counter to the requirements and well covered in multiple documents, but still it happens**
- **Normally, a Scout should select a different project**
  - If circumstances are compelling, however — indicating lenience can be extended and a lesson learned without significant detriment to fulfilling the project's purpose — the Scout can be allowed to carry on and have his proposal or project approved after-the-fact.

Managing Changes

- **Allow a level of flexibility in carrying out proposals and planning action steps**
- **Essential elements should not be changed without good reason**
  - If this must occur, the Scout should consult his project coach or unit leader for advice
  - It is appropriate to strongly suggest he share substantive changes with the project beneficiary, and also with those involved in preapprovals
- **If it appears changes will cause results to fall below what is required, then cautionary advice is in order**
- **Except under extreme circumstances, it is not acceptable for unit, or council or district, approval to be withdrawn**
- **If the young man decides to strike out on his own, this is his prerogative**
  - At some point, responsibility must take over
- **The board of review decides whether planning was sufficient and if the requirement was met**

Prepared. For Life.™
9.0.2.7

Managing Changes

- The project beneficiary can stop work on an approved project.

- If enough has been done—such that the requirement's intent has been met—then the project should still be given final approval.

- In extreme cases where changes could involve such issues as violations of law or BSA policy, or if they bring about unacceptable levels of risk, then district or council advancement administrators may bring this to the attention of the Scout, his parent or guardian, and his unit leader, and call for work to be suspended until compliance is achieved.

Guidance for Fundraising and Soliciting Donations

- Projects may not be fundraisers!
- Fundraising is permitted only for securing materials and/or facilitating a project
- Council approval is required unless the contributions come from the Beneficiary, Candidate, candidate's Parents or Relatives, candidate's Unit, Parents or Members in candidate's unit, or unit's Chartered Organization.
- Candidate must use the Eagle Scout Service Project Fundraising Application, not the Unit Money Earning Application.
- Once the fundraising application is completed, Scout must obtain approval from the project beneficiary and his unit leader to carry out the fundraising activity.
- Submit the fundraising application with your project proposal or, if project is already approved, to the council service center at least two weeks in advance of your fundraising efforts.
- Project beneficiary is responsible for providing documentation of a gift, not the BSA
- Turn over funds to the beneficiary or the candidate's unit until needed
- Project beneficiary will retain leftover funds

For additional detail see "Procedures and Limitations on Eagle Scout Service Project Fundraising," found in the Eagle Scout Service Project Workbook

Prepared. For Life.™
9.0.2.10

Can Routine Labor Qualify?

- **Routine labor is not normally considered appropriate for a project**

  - Defined as a job or service that a Scout may provide as part of his daily life, or a routine maintenance job normally done by the beneficiary

- **If "routine labor" is conducted on a scale such that it requires planning, development, and leadership and would have sufficient impact to an organization, it might be an appropriate project.**

Prepared. For Life.™
9.0.2.11 & ESSPW

Common Misconceptions

- **No unit, district, council, or individual shall place any requirement or other arbitrary standard on the number of hours spent on a project**

- **No more than one candidate may receive credit for working on the same project**

- **No requirement that a project must have lasting value**

These Are Persistent, Aren't They?

Prepared. For Life.™
9.0.2.12 & ESSPW

Project Evaluation After Completion

- **Each Eagle Scout Service Project must be evaluated on the following:**
  - Primary - the extent of benefit to the beneficiary
  - Primary - leadership provided by the candidate
  - Secondary - evidence of planning and development

Reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in otherwise worthy outcome acceptable to the beneficiary.

Handling Potential Problems With The Project

- **Rejection would rarely result if:**
  - There was an approved proposal, and
  - Subsequent effort represents planning and development that was adequate to the project, and
  - The project was well led, and
  - The project was carried out to the satisfaction of the unit leader and project beneficiary
- **It would have to be clearly established that Eagle Scout requirement 5 - as written - was not completed**
- **Under no circumstances may final project approval be withheld for reasons that have nothing to do with the project**

Prepared. For Life.™
9.0.2.13

Handling Potential Problems With The Project

- There may be instances where upon its completion, the unit leader or project beneficiary chooses not to approve a project.

- One or the other may determine modifications were so material that the extent of service or the impact of the project was insufficient to warrant approval.

- The candidate may be requested to more work or even start over with another project.

- He may choose to meet these requests, or he may decide – if he believes his completed project worthy and in compliance – to complete his Eagle Scout Rank application and submit his project workbook without final approval.

- He must be granted a board of review should he request it.

- If it is thought a board may not provide a fair hearing, a "board of review under disputed circumstances" may be initiated. *See the Guide to Advancement for more information.*

Risk Management and Eagle Projects

- **All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures**
- **Projects are considered part of a unit's program and are treated as such**
- **As with any Scouting activity, the Guide to Safe Scouting applies**
  - The "Sweet 16 of BSA Safety" must also be consulted as an appropriate planning tool
- **Unit leadership should be aware of project plans and schedules, and council tour plan requirements**
- **The Boy Scouts of America's General Liability Policy provides general liability insurance coverage for official Scouting activities**
  - Registered adult leaders are provided primary coverage
  - Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance

Prepared. For Life.™
9.0.2.14 & 9.0.2.15

Service Projects & Tour Plans

Please note that unit, district or council service projects, including Eagle Scout projects constitute official Scouting activity and are thus subject to Boy Scouts of America policies and procedures.

They are considered part of a unit's program and are treated as such with regard to policies, procedures and requirements regarding youth protection, leadership, and so forth.

As with any Scouting activity, the Guide to Safe Scouting applies. Unit leadership should be aware of project plans and schedules; and also familiar with the council's requirements for filing tour plans (formerly known as tour "permits") in order to determine if projects require them.

More information can be found at:
http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx

**Prepared. For Life.™
9.0.2.14 & 9.0.2.15**

Service Projects & Power Tool Use

The health and safety of those working on projects must be integrated into project execution.

Besides The Guide to Safe Scouting, the "Sweet Sixteen of BSA Safety" must be consulted as an appropriate planning tool.

It can be found online at Scouting Safely, http://www.scouting.org/scoutsource/healthandsafety/sweet16.aspx

Hazardous jobs and certain tool and equipment use must be limited to adults at least 18 years old. They must have experience with the tasks or tools, and be recruited to do the work involved.

Those under 18 may not work at heights or on ladders, drive, operate machinery and powered construction equipment, or use power tools such as chainsaws, band saws, metalworking presses, and table saws.

Prepared. For Life.™
9.0.2.14 & 9.0.2.15

Service Projects & Power Tool Use

It is important also to obey restrictions manufacturers impose or suggest for the use of their equipment.

As a rule, Scouting activities may not include activities for youth that by law they would be not be allowed to do in a work place. Examples, federal and state requirements that youth be at least 16 to operate push mowers.   To check what might apply in your state a good source of information is www.youthrules.gov .

Finally, remember that any fundraising efforts to support an Eagle Scout Service Project must also be approved by the local council.

Prepared. For Life.™
9.0.2.14 & 9.0.2.15

Service Projects & Power Tool Use

It is important also to obey restrictions manufacturers impose or suggest for the use of their equipment.

As a rule, Scouting activities may not include activities for youth that by law they would be not be allowed to do in a work place. Examples, federal and state requirements that youth be at least 16 to operate push mowers.   To check what might apply in your state a good source of information is www.youthrules.gov .

Finally, remember that any fundraising efforts to support an Eagle Scout Service Project must also be approved by the local council.

Prepared. For Life.™
9.0.2.14 & 9.0.2.15

Age Guidelines for Tool Use and Work at Elevations or Excavations

680-028.pdf

Prepared. For Life.™

Contact Information

Eagle Scout Candidate

Full legal name:	Birth date:	BSA PID No.*:
Email address:		
Address:	City:	State:
Preferred phone Nos.:		Life board:

*Personal ID No., found on the BSA membership card

Current Unit Information

Check one:	☐ Troop	☐ Team	☐ Crew	☐ Ship	Unit
District name:				Council name	

Repeated for Unit Leader, Committee Chair, Advancement Coordinator, Project Beneficiary, Project Beneficiary Representative, District Project Approval Representative, Project Coach

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:		BSA PID No.:	

Your Council Service Center

Council name:		Phone No.:	
Address:	City:	State:	Zip:
Email address:			

More Than Before, But It's Consolidated In One Spot

Prepared. For Life.™
ESSPW

EAGLE SCOUT SERVICE PROJECT PROPOSAL

Prepared. For Life.™

Proposal - Description and Benefit

Project Description and Benefit   **Eagle Scout candidate:**

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

No Change

Tell how your project will be helpful to the beneficiary. Why is it needed?

When do you plan to begin work on the project?

How long do you think it will take to complete?

New

Prepared. For Life.™
ESSPW

Proposal - Giving Leadership

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)? Expla[...]

What do you think will be most difficult about leading them?

This Is New, But They Are Questions We Should Already Be Asking

Proposal - Materials and Supplies

Materials

(Materials are things that become part of the finished project, such as lumber, nails, and paint.)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

Not a Detailed List, Only A Reasonable Idea

Supplies

(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Proposal - Tools, Permits, and Permissions

Tools

What kinds of tools, if any, will you need?

Not a Detailed List, Only A Reasonable Idea

Permits and Permissions

(Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them? How much will they cost? How long will it take to secure them?

Shows Forethought and May Prevent A Major Project Pitfall

Prepared. For Life.™
ESSPW

Proposal - Preliminary Cost Estimate

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to ... enough m... ... cover ... estimate of expenses.)

(Enter your estimated expenses) **Fundraising** *Explain where you will get the money for total ...*

Items	Cost
Materials	
Supplies	
Tools	
Other*	
Total costs:	0

*Such costs as food, water, gasoline, parking,

Cells Automatically Total Inputs

Reviewers Should Expect A Balance Between Expenses, Fundraising, Material, and Supply Entries

Prepared. For Life.™
ESSPW

Proposal - Phases

Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You might have as many phases as you want, but it is not necessary to become overly complicated.

1.
2.
3.
4.
5.
6.
7.
8.

Not To Be Confused With Detailed Planning Steps
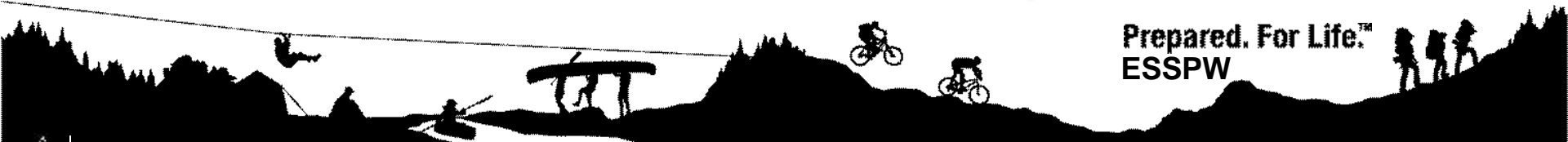
Prepared. For Life.™
ESSPW

Proposal - Logistics and Safety

Logistics *(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)*

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Pl...

Safety Issues *(The Guide to Safe Scouting is an importan... ...es.)*

Describe the hazards and safety concerns you and your helpers should be aware of... this ...ect ...nducte...

Reviewers Should Already Be Asking These Questions, But Its Better To Put It In Writing

Prepared. For Life.™
ESSPW

Proposal - Further Planning

Further Planning *(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)*

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

Don't Confuse These With Project Phases - This Will Help The Candidate Get to Project Execution

Proposal - Candidate's Promise

Candidate's Promise *(Signed before approvals below are granted)*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed _____   Date _____

- *The Candidate has never signed the proposal or detailed planning before!*
- *Consistent with the ESRA, this Candidate's Promise is in keeping with the Scout Oath and Scout Law*

Prepared. For Life.™
ESSPW

Proposal - Approvals

Read And Appreciate The Words! Notice How They Fit With Each Position's Responsibility!

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed _____ Date _____

Unit Committee Ap...

This Eagle Scout candidate... our unit. I have reviewed th... project is feasible, and... unit measures up to the level of s... provide (if any). I certify that I ha... committee to provide its approv... for th... pos...

Signed _____ Date _____

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed _____ Date _____

Council or District Approval

I have read section... 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Serv... roject, in the *Guide to Advancement*, No. 33088. I agree... or to apply the procedures as written, and in c... di ... liver "Unauthorized Changes to Adva... I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Last To Sign!

Signed _____ Date _____

*While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (*). However, council or district approval must come after the others.

Prepared. For Life.™
ESSPW

EAGLE SCOUT SERVICE PROJECT FINAL PLAN

Prepared. For Life.™

Final Plan - Comments From Proposal Review

Comments From Your Proposal Review

What suggestions were offered by the council or district representative who ap

Assumes SM, CC, and Beneficiary Suggestions Are Resolved!

For the Candidate, Coach, Board of Review, and District Advancement Committee to Use at Various Points During the Remainder of the Process

Prepared. For Life.™
ESSPW

Final Plan - Changes to Description and Benefit

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes usually are necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also share major changes with those who approved your proposal, and also with your coach to be sure you still have a chance of passing the board of review. If more space is needed to describe changes, please add an attachment.

How will your project be different from your approved proposal?

Will the changes make the project more or less helpful to the beneficiary? Explain:

Also, for the Candidate, Coach, Board of Review, and District Advancement Committee to Use at Various Points During the Remainder of the Process

Prepared. For Life.™
ESSPW

Final Plan - Present Condition or Situation

Present Condition or Situation   *(It is extremely helpful to have "before" photographs to show the board of review.)*

Describe the present condition of the worksite (for an event or activity, describe your biggest obstacles).

Adopted By the BSA From Numerous Council Guides

Prepared. For Life.™
ESSPW

Final Plan - Project Phases

Project Phases

(You may have more than eight phases, or fewer, as needed; if more, place in an attachment.)

Look at the phases from your proposal. Make any changes, then provide a little more detail, including timing.

Phase 1:_____

Phase 2:_____

Phase 3:_____

Phase 4:_____

Phase 5:_____

Phase 6:_____

Phase 7:_____

Phase 8:_____

An Opportunity For the Candidate to Review and Improve the Proposal Material - Add More Detail and Timing

Prepared. For Life.™
ESSPW

Final Plan - Work Processes

Work Processes

Prepare a step-by-step list of what must be done and how everything will come together: site preparations, sizing, assembly, and fastening of materials; uses of supplies and tools; finishes to be used (paint, varnish, etc.); and so forth. Consider asking your project coach for assistance with this.

Looks and Smells Like The Old Detailed Planning, but Without The Adult Approvals!

Purpose: For The Candidate to Use and Be Successful!

Attach further plans as necessary, with drawings, diagrams, maps, or pictures that will help you succeed and that might be helpful to your workers, your coach, the project beneficiary, and your board of review. Drawings should be to scale. If you are planning an event or activity, a program outline or script might be appropriate.

Final Plan - Permits and Permissions

An Opportunity to Follow-Through From The Proposal

Permits and Permissions

(The Tour Plan has also been called the "Tour Permit.")

Will a Tour Plan be needed (this must be confirmed with local council policies)?

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

*Permissions and permits could include building or electrical permits, dig permits, event permits, permission to access property, etc.

Prepared. For Life.™
ESSPW

Final Plan - Materials

Materials

List each item, and its description, quantity, unit cost, total cost, and source. For example:

Plywood	3/4", 4' X 8', B-C interior grade	3 sheets	$20.00	$60.00	ABC Hardware donation*
Item	**Description**	**Quantity**	**Unit Cost**	**Total Cost**	**Source**
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Total cost of materials				0	

Cells Automatically Total Inputs

If you plan for donations such as the one shown in the sample, you will most likely need to complete the Eagle Scout Service Project Fundraising Application on page 17.

Final Plan - Supplies

Supplies

List each item and its description, quantity, unit cost, total cost, and source. For example:

| Plastic tarp | 9' X 12', 2ml thick | 2 tarps | $4.00 | $8.00 | ABC Hardware purchase |

Item	Description	Quantity	Unit Cost	Total Cost	Source
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
			Total cost of supplies	0	

Cells Automatically Total Inputs

Prepared. For Life.™
ESSPW

Final Plan - Tools

Tools

List each tool, with its quantity, unit cost, total cost, source, and who will operate or use it. For example:

Circular power saw*	1	$0	$0	Mr. Smith	Mr. Smith

Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
			0		
			0		
			0		
			0		
			0		
			0		
			0		
		Total cost of tools	0		

Cells Automatically Total Inputs

*Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See the Guide to Safe Scouting.

Prepared. For Life.™
ESSPW

BOY SCOUTS OF AMERICA®

87
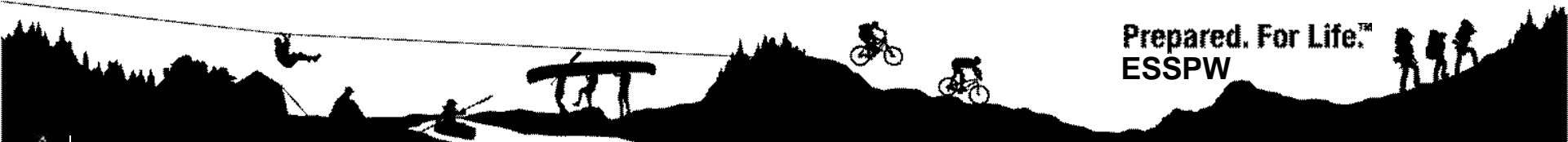
Final Plan - Expenses, Revenue

Expenses

Item	Projected Cost
Total materials *(from above)*	0
Total supplies *(from above)*	0
Total tools *(from above)*	0
Other expenses	
Total cost	0

Revenue

Total to be raised: $ _____

Contribution from beneficiary: $ _____

Describe in detail how you will get the money for your project. Include what any helpers will do to assist with the effort.

Another Opportunity to Follow-Through With More Detail From The Proposal

Final Plan - Giving Leadership

Giving Leadership

Complete the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth
Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get where they need to be, that they will be on time, and they will have with them what they need?

- *Scouts and Coaches should look for consistency between this section and the work processes*
- *The questions below the table make sure the Scout has a communications plan for leading*

Prepared. For Life.™
ESSPW

Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and fro

More Opportunities to Follow-Through From The Proposal With More Details

How will the workers be fed?

Will restrooms be conveniently located?

What will be done with leftover materials and supplies?

What will be done with the tools?

Prepared. For Life.™
ESSPW

Final Plan - Safety

- *Encourages the Scout to be safety conscious both indoors and outdoors*
- *Provides for a safety briefing and a communications plan*

Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. (These could include severe weather, wildlife, hazardous tools or equipment, sunburn, etc.) What will you do to prevent problems (for example, hazardous tools operated only by qualified adults)?

Potential Hazard	What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers?

Will you hold a safety briefing?   If so, when?

Who will conduct it?

Who will be your first-aid specialist?

Prepared. For Life.™
ESSPW

Final Plan - Contingency Plans

Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

Final Plan - Comments From Your Project Coach

Comments From Your Project Coach About Your Final Plan *(A project coach is not required but can be extremely helpful.)*

An Opportunity For the Coach to Provide Positive Feedback and/or Constructive Comments

EAGLE SCOUT SERVICE PROJECT REPORT

Prepared. For Life.™

Report - Summary and Changes

Eagle Scout candidate: _____

Once planning was completed, when did the work begin? _____ When was it finished? _____

Summary

What went well?

What was challenging?

Changes

What changes were made as the project was conducted?

No Longer Hidden In The Workbook Text, Scouts Have Two Full Pages to Summarize Their Projects

Prepared. For Life.™
ESSPW

Report - Leadership

Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

The Leadership Aspect is Clearly Crucial in Evaluating Completion of the Requirement

Prepared. For Life.™
ESSPW

Report - Materials, Supplies, and Tools

Materials, Supplies, Tools

Were there significant shortages or overages or materials, suppli...

If The Candidate Did The Detailed Planning, Input To This Section Should Be Minimal

Prepared. For Life.™
ESSPW

Report - Service Project Data

Entering Service Project Data

The Boy Scouts of America collects information on the hours worked* on Eagle Scout serv
points to achievement on our citizenship aim. So that you can assist with the dat[...]
people who help on your project, and a log of the number of hours they work. Then, [...]
requested below. Be sure to include yourself, and the time spent on planning.

	No.	
The Eagle Scout candidate	1	
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scout leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
	1	0

*There is no requirement for a mi[...] le Scout service project.
If you have been told you must mee[...] [com]plaint with your district or council. If you have given
leadership to an otherwise worthy [...] because of a lack of hours, you should appeal
the decision.

Built To Facilitate Entry Into Journey to Excellence
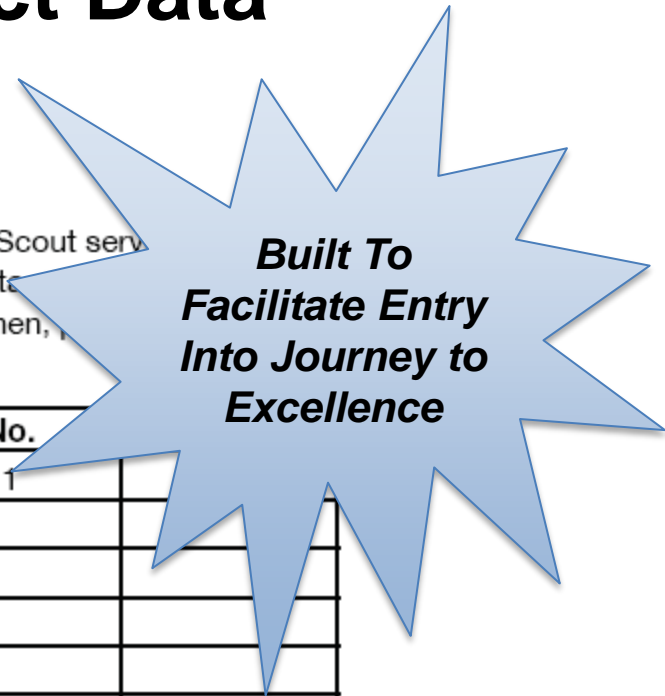
Cells In Both Columns Automatically Total Inputs

Prepared. For Life.™
ESSPW

Report - Funding

Funding

Describe your fundraising efforts:

How much was collected?   How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over after the project completion, did you turn it over to the project beneficiary? If "No," when and how long will that take place?

How were the donors thanked?

Not Previously Covered in the Summary This Helps The Candidate Learn To Reconcile Funds

Prepared. For Life.™
ESSPW

Report - Photos and Other Documentation

Photos and Other Documentation

If you have them, attach any "before," "during," and "after" photographs. Att[...]
materials, or similar items that might be helpful to your board of review.

Provides a Common Place for All Project Documentation

Report - Candidate's Promise and Completion Approvals

Candidate's Promise

On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.
Signed: Date:

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.	
Beneficiary name:	Unit leader name:
Signed: Date:	Signed: Date:

Prepared. For Life.™
ESSPW

Service Project Planning Guidelines, No. 680-027

A checklist to help you plan that next service project. Includes reference to the Age Guidelines for Tool Use and Work at Elevations or Excavations below.

This is NOT required, but STRONGLY recommended.

This form will be added to the Eagle Scout Service Project Workbook in the future.

680-027.pdf

Prepared. For Life.™
ESSPW

Requirement 6

Take part in a unit leader conference.

Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.

Prepared. For Life.™
ESSPW

Unit Leader Conference

- The unit leader (Scoutmaster) conference, regardless of the rank or program, is conducted according to the

- guidelines in the *Scoutmaster Handbook*.

- A Scout must participate or take part in one; it is not a "test." Requirements do not say he must "pass" a conference.

- It is not required that it be the last step before the board of review.

- The conference can provide a forum for discussing ambitions and life purpose and for establishing goals for future achievement, but work left to be completed may be discussed just as easily as that which is finished.

- If appropriate, an "object lesson" on delayed effort could prove valuable.

- Conference timing is up to the unit.

- Some leaders hold more than one along the way, and any of them can count toward the requirement.

Prepared. For Life.™
4.2.3.4.6

Statement of Ambitions and Life Purpose

Include a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.

Include short and long-term plans for giving back to Scouting.

Include plans for continuing education, military service or career goals.

Prepared. For Life.™
ESSPW

Eagle Scout Rank Application

The Scout must complete the official Eagle Scout Rank application. No other form or application method is permitted.

Download the application from www.nesa.org.

The application can also be printed and completed by hand.

Careful review and thorough proofi ng will prevent delays.

Remember, everything is verified by the local council; discrepancies and errors will lead to a form's return.

Prepared. For Life.™
ESSPW

Eagle Scout Rank Application

The application is to be completed after you have completed all requirements for the Eagle Scout rank:

- Eagle Scout Leadership Service Project
- 21 Merit Badges
- Tenure and Position of Responsibility

Confirm all requirements have been completed: merit badges, service project, active participation, Scout spirit, position of responsibility, etc.

Note that the unit leader conference must occur before the 18th birthday, though it need not be the last item accomplished.

The board of review, however, may be conducted after the 18th birthday.

Prepared. For Life.™
ESSPW

EAGLE SCOUT RANK APPLICATION

FOR COUNCIL USE ONLY

COUNCIL NO. | TYPE OF UNIT
REGION | NATIONAL NO.
C, N, S, W
○ ○ ○ ○
NAME ON OFFICIAL REGISTRATION
PID NO. (REQUIRED)
DECEASED: ☐ YES ☐ NO

TO THE EAGLE SCOUT RANK APPLICANT. This application is to be completed after you have completed all requirements for the Eagle Scout rank. Print in ink or type all information. List the month, day, and year for all dates. When using computer date blocks list the date: July 8, 1995, as 07 (for July) 08 (for day) 95 (for year). When you have completed this application, sign it and submit it to your unit leader.

LIST YOUR FULL LEGAL NAME (UP TO 30 CHARACTERS ONLY).

Street or R.F.D. Address

City, state, zip

Telephone (including area code) | Email

Troop, Team, Crew, or Ship | Local No.

City, state, zip

	Month	Day	Year
Date became a Boy Scout			
Date became a Varsity Scout			
Date became a Venturer/Sea Scout			
Date of First Class Scout board of review			
Date of Star Scout board of review			
Were you a Cub Scout?		☐ Yes	☐ No
Were you a Webelos Scout?		☐ Yes	☐ No
Did you earn the Arrow of Light Award?		☐ Yes	☐ No
Had you completed fifth grade upon joining?		☐ Yes	☐ No

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Varsity Scout, Venturer, or Sea Scout. He may earn these awards until his 18th birthday. Any Venturer or Sea Scout who achieved the First Class rank as a Boy Scout in a troop or Varsity Scout in a team may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer or Sea Scout up to his 18th birthday. **Scouts, Venturers, and Sea Scouts 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 preapproved by the local council. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the local council service center. Refer to the *Guide to Advancement*, No. 33088, section 8.0.3.1, for boards of review to be held more than six months after the 18th birthday.

A Scout, Venturer, or Sea Scout with a disability may work toward rank advancement after he is 18 years of age if he meets the criteria for registration beyond the age of eligibility. See the *Guide to Advancement*, section 10.0.0.0, for details.

Date of birth [Month] [Day] [Year]

REQUIREMENT 1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

Date of Life Scout board of review [Month] [Day] [Year]

REQUIREMENT 2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

	Name	Address	Telephone	Email
Parents/guardians				
Religious				
Educational				
Employer (if any)				
Two other references				

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPING			8 FIRST AID			15		
2 CITIZENSHIP IN THE COMMUNITY			*9 CYCLING *OR* HIKING *OR* SWIMMING			16		
3 CITIZENSHIP IN THE NATION			10 PERSONAL MANAGEMENT			17		
4 CITIZENSHIP IN THE WORLD			11 PERSONAL FITNESS			18		
5 COMMUNICATIONS			12 FAMILY LIFE			19		
*6 EMERGENCY PREPAREDNESS *OR* LIFESAVING			13			20		
7 ENVIRONMENTAL SCIENCE			14			21		

*Cross out badges not earned. If a crossed-out badge was earned, it may be reentered in 13 through 21.

Four of these required merit badges were earned for the Star Scout rank and three more were earned for the Life Scout rank.

l. For Life.™

REQUIREMENT 4. While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility. **List only those positions served after Life board of review date.**

Boy Scout troop. Patrol leader, Venture patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster, Leave No Trace trainer

Varsity Scout team. Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, Webmaster, Leave No Trace trainer

Venturing crew/ship. President, vice president, secretary, treasurer, den chief, quartermaster, historian, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, Webmaster, Leave No Trace trainer

Lone Scout: Leadership responsibility in his school, religious organization, club, or elsewhere in his community

Date of Life Scout board of review [Month | Day | Year]

Position _____ FROM [Month | Day | Year] TO [Month | Day | Year]

Position _____ FROM [Month | Day | Year] TO [Month | Day | Year]

REQUIREMENT 5. While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. **You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.**

Project name: _____ Date of final signature [Month | Day | Year]

Grand total of hours: _____ (from *Eagle Scout Service Project Workbook*—for statistical purposes only)

REQUIREMENT 6. Take part in a unit leader conference. Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.

Date conference was held [Month | Day | Year]

CERTIFICATION BY APPLICANT. On my honor as a Boy Scout, Varsity Scout, Venturer, or Sea Scout, all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday.*

Signature of applicant _____ Telephone _____ Date [Month | Day | Year]

*Or the date established by an extension of time granted by the National Council (see the *Guide to Advancement*, section 9.0.4.0.). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the *Guide to Advancement*, section 10.0.0.0.

UNIT APPROVAL (personal signatures required)

Signature of unit leader _____ Telephone _____ Date [Month | Day | Year]
Scoutmaster, Coach, Advisor, or Skipper

Signature of unit committee chair _____ Telephone _____ Date [Month | Day | Year]

BSA LOCAL COUNCIL CERTIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed _____ Position _____ Date [Month | Day | Year]

Successfully complete an Eagle Scout board of review. The applicant appeared before the Eagle Scout board of review on this date, and this application was approved.

Review date [Month | Day | Year] This date will be used on the Eagle Scout credentials.

_____ _____
Signature of Eagle Scout board of review chair   Signature of council/district board representative (if applicable)

I certify that all procedures, as outlined in the *Guide to Advancement*, have been followed. I approve this application.

Scout executive _____ Date [Month | Day | Year]

Presentation of the rank may not be made until the Eagle Scout credentials are received by the BSA local council.

NATIONAL EAGLE SCOUT ASSOCIATION. The National Eagle Scout Association is a fellowship of men who have achieved the Eagle Scout rank. Membership embraces the top achievers of the Boy Scouts of America. Benefits include a subscription to the *Eagle Scout Magazine*. The periodical keeps NESA members informed on Scouting in general and Eagle Scouting in particular.
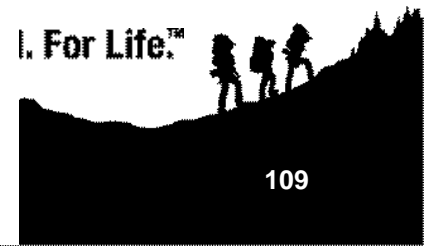
Applications are available at your local council service center.

Regular five-year memberships are $35. Life memberships are $250.

Please use the most current application found at www.scouting.org/scoutsource/media/forms.aspx.

512-728
2011 Printing

I. For Life.™

Eagle Scout Rank Application

Advancement Records

- Gather your personal records (merit badge cards, rank advancement certificates, Boy Scout Handbook)

- Ask your Unit Advancement Chair for a copy of your Individual Scout Record. This may be a hand-written form, a report from Internet Advancement, or a report from TroopMaster or a similar program.

- Dates of ranks and merit badges should be the date earned – not the date awarded at the court of honor

Prepared. For Life.™
ESSPW

Eagle Scout Rank Application

Dates

- **At least 6 months after Life Board of Review**

- **Dates of Requirement 4 & 5 on or before date of Scoutmaster conference (Requirement 6)**

- **Date of Final Project signature (Requirement 5) matches the date on Workbook**

- **Date of Applicant's Signature is after Requirement 6 and before Unit Approval. Signature of unit leaders in any order, but after conference**

- **Before applicant's 18 birthday**

Prepared. For Life.™
ESSPW

Obtain Required Signatures

The unit leader and committee chair signatures represent approval for the candidate to move on to a board of review. In providing them, the signers carefully check the application. If there are "red-fl ag" issues (see above), such as time spans between ranks that don't meet the requirements, then the dates should be confi rmed. If they are correct but do not fi t the requirement, then the Scout, parents, or unit leader should contact the district advancement chair for guidance. Usually, as with unavoidable discrepancies, a letter of explanation will be helpful in addressing the issue.

If either approval is withheld, the Scout, if he desires it, must still be granted a board of review. For details, see "Initiating Eagle Scout Board of Review Under Disputed Circumstances," 8.0.3.2.

Prepared. For Life.™
ESSPW

Final Documentation

- **Eagle Scout Rank Application**

- **Statement of Ambitions & Life Purpose**

- **Listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.**

- **Eagle Scout Service Project Workbook (all sections)**

- **Units may also provide a copy of the candidate's Individual History Report or Internet Advancement record.**

- **Letters from references listed on the Eagel Scout Rank Application.** *Only employer is optional.*

Prepared. For Life.™
ESSPW

Final Documentation

- Powder Mill District requires the originals and three copies.

- Originals should be neatly organized in a binder.
  Binders with cover inserts work best.
  Scouts may use sheet protectors if they wish.

- Three copies can be printed 2-sides, collated and stapled.

- When the completed application is received at the council service center its contents will be verified.

- A Scout cannot have a board of review denied or postponed because the council office or district advancement committee does not receive reference letters.

Prepared. For Life.™
ESSPW

Then what?

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 chairman (Andy Sensing) of the district Eagle board of review so that a board of review may be scheduled.

Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

Prepared. For Life.™
ESSPW

Eagle Scout Board or Review

- Validated paperwork is picked up by District Eagle Chair (Andy Sensing), who will contact the Scout with any questions and to schedule the time and location of the Board of Review.

- Our goal is to schedule all Boards two to six weeks after return from council. This allows the Board time to contact references, read the packet, and visit the project site.

- Boards of Review are regularly scheduled for the 2nd Sunday and 3rd Tuesday of each month and take up to an hour.

- There are usually two Boards of Review held on the same night.

- Additional Boards of Review may be scheduled for critical cases or if needed to accommodate the district's needs.

- If you must reschedule, contact the Eagle Chair immediately.

Eagle Scout Board or Review

- The board of review for an Eagle candidate is composed of at least three but not more than six members.

- One member serves as chairman.

- Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review.

- The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report.

- It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.

Eagle Scout Board or Review

Purpose

- **The Eagle Scout Board of Review must approve the manner in which Eagle Scout Leadership Service Project was carried out.**

- **The Board will review the candidate's participation in the program, his ambitions and life purpose, and his demonstration of leadership and the Scout Oath and Law outside of Scouting.**

Prepared. For Life.™
ESSPW

Wearing the Uniform – or Neat in Appearance

- It is *preferred* a Scout be in full field uniform for any board of review.

- He should wear as much of it as he owns, and it should be as correct as possible, with the badges worn properly.

- It may be the uniform as the members of his troop, team, crew, or ship wear it.

- If wearing all or part of the uniform is impractical for whatever reason, the candidate should be clean and neat in his appearance and dressed appropriately, according to his means, for the milestone marked by the occasion.

- Regardless of unit expectations or rules, boards of review may not reject candidates dressed to this description; neither may they require the purchase of uniforming, or clothing such as coats and ties.

Prepared. For Life.™
8.0.0.4

Eagle Scout Board or Review

The candidate's unit leader introduces him to the members of the board of review.

The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a 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. The decision must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank.

Prepared. For Life.™
ESSPW

Eagle Scout Board of Review

- Board members must agree unanimously on decisions to approve.

- Processes for denials, and appeals, are detailed in the Guide to Advancement 2011.

Prepared. For Life.™

Then What?

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.

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. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval.

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

Prepared. For Life.™
ESSPW

Then What?

The Eagle Scout Service screens the application.

Any item not meeting national standards will cause the application to be returned for more information.

Eagle Scout certificate is sent to the local council. The date used on the certificate will be the date of the board of review. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

The Eagle patch, medal and pins may be purchased from the Scout Shop.

After earning the Eagle Scout Award, a Scout may work to earn Eagle Palms before the Scout's 18th birthday. Palms must be earned one at a time, in the order of Bronze, Gold, and then Silver.

Prepared. For Life.™
ESSPW

Contacts for Local Congratulations

- **Dave Carney, 302-834-3756**
  Arranges for a number of Veterans recognitions including Veterans of Foreign Wars and Sons of the American Revolution

- **Terry Ripski, 302-220-3290**
  Alpha-Phi-Omega Service Fraternity

- **Senator Tom Carper**
  Letter request via his website

- **Governor, Lt. Governor, State Senator and Representatives, County Executive and Representatives, and City officials will often send tributes upon request.**

Prepared. For Life.™
ESSPW

Contacts for Local Congratulations

- **Dave Carney, 302-834-3756**
  Arranges for a number of Veterans recognitions including Veterans of Foreign Wars and Sons of the American Revolution

- **Terry Ripski, 302-220-3290**
  Alpha-Phi-Omega Service Fraternity

- **Senator Tom Carper**
  Letter request via his website

- **Governor, Lt. Governor, State Senator and Representatives, County Executive and Representatives, and City officials will often send tributes upon request.**

Prepared. For Life.™
ESSPW

Good Turn for America

Record Your Eagle Scout Project at www.goodturnforamerica.org.

You will need to have the Eagle Scout project workbook handy.

Input the data requested:

- **The applicant's full name**
- **The project completion date**
- **Number of Scouts working on the project**
- **Number of non-Scout youth working on the project**
- **Number of leaders working on the project**
- **Number of other adults working on the project**
- **Total hours worked on the**
- **Cost of materials required to complete the project**
- **Project category (selected from the dropdown box)**
- **Type of group benefiting from the project**
- **The specific group that benefited from the project**

Prepared. For Life.™
ESSPW

BOY SCOUTS OF AMERICA®

Questions?

Thank you for attending!

Prepared. For Life.™
ESSPW