

**Centennial District  
Eagle Candidate's Step by Step Life to Eagle program**

**Authority: Centennial District Committee (CDC) May 15, 2014 under BSA Guide to Advancement 2013, 33088 and additional rules adopted by the committee on that date.**

- 1. Obtain an Eagle Advisor from Centennial District Eagle Issues Coordinator. Consult the Centennial District's website for the District Eagle Issues Coordinator's contact information. Maintain communication with that advisor: (CDC)**
  - **Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available (9.0.1.4)**
  
- 2. Be active in your unit:**
  - **The Scout is registered in his unit and considers himself a member. (4.2.3.1#1)**
  - **The Scout is in good standing (4.2.3.1#2) A Scout is considered in "good standing" with his unit as long as he has not been dismissed for disciplinary reasons.**
  - **The Scout meets the unit's reasonable (pre-established) expectations; or, if not, a lesser level of activity is explained (4.2.3.1#3)**
  - **Alternative to the third test if expectations are not met. Considered active if:**
    - **How he lives his life and relates to others in his community, at school, in his religious life, or in Scouting. (4.2.3.1)**
    - **He has exhibited positive activities outside Scouting that contribute to his growth in character, citizenship, or personal fitness. (4.2.3.1)**
    - **The Eagle Board of Review can agree Scouting values have already taken hold and have been exhibited. (4.2.3.1)**
    - **Overall, it's not so much about what a Scout has done. It is about what he is able to do and how he has grown. (4.2.3.1)**
  
- 3. Hold a position of responsibility in your unit for at least 6 months (183 days):**
  - **All requirements must have been completed before the 18<sup>th</sup> birthday (9.0.1.1)**
  - **Scout was registered and active at the time service for position of responsibility was rendered (9.0.1.3#5)**
  
- 4. Complete 21 Merit Badges of which 13 are Eagle Scout required before 18<sup>th</sup> birthday. Please note the time requirements for some Eagle required badges.(2014 Eagle Scout application):**
  - **Camping Merit Badge requires 20 nights of camping (BSA # 35866)**
  - **Family Life Merit Badge requires 90 days (BSA # 35830)**
  - **Personal Management Merit Badge requires 12 weeks (BSA # 35928)**
  - **Personal Fitness Merit Badge requires 13 weeks (BSA # 35927)**
  
- 5. Plan and develop a service project proposal (9.0.2.0):**
  - **Must utilize Eagle Scout Service Project Workbook No. 512-927 (9.0.2.0)**
  - **Complete the proposal pages of the workbook (Eagle Scout Service Project Workbook, pages 1-10) (9.0.2.0)**
  - **The project should be helpful to a religious institution, a school, or the candidate's community (9.0.2.0)**
  - **The project must benefit an organization other than Boy Scouting (9.0.2.0)**

- The project must meet the following 5 tests
  - The project proposal provides sufficient opportunity to meet the requirement (9.0.2.7#1)
  - The project proposal appears to be feasible (9.0.2.7#2)
  - The project proposal indicates safety issues will be addressed (9.0.2.7#3)
  - The project proposal includes action steps for further detailed planning (9.0.2.7#4)
  - The project proposal indicates the candidate is on the right track with a reasonable chance for a positive experience (9.0.2.7#5)
- The candidate shall not be required to submit more than necessary to establish that a project can meet the 5 tests described above. (9.0.2.7)
- Before start of the project, it is recommended but not required that, approvals of the project proposal be in order of (1) the organization benefiting the effort, (2) your unit leader and (3) your unit committee. However, the final approval must be that of your Eagle Advisor (9.0.2.0)
- The unit Scoutmaster or Scoutmaster or Committee Chair may designate in writing a representative to sign the project proposal. A copy of this authorization must accompany the proposal. (CDC)
- Present to the proposed project beneficiary, BSA publication *Navigating the Eagle Scout Service Project (Information for Project Beneficiaries)*
- Expect any review of the project proposal to be conducted in a helpful, friendly, courteous, and kind-hearted manner (9.0.2.1 #1)
- Project proposals will not require more than described in the Eagle Scout Service Project Workbook (9.0.2.1#2)
- Project proposal rejections will be provided in writing if requested by Scout, parent, or guardian (9.0.2.1#3)
- Except under extreme circumstances, it is not acceptable for unit, or council or district, approval to be withdrawn (9.0.2.7)
- If the candidate believes he has been mistreated or his project proposal wrongfully rejected, he will be provided a method of redress (9.0.2.1#5)

6. Obtain approvals for a fundraising application if needed (9.0.2.10):

- Complete the Eagle Scout Service Project Fundraising Application (Eagle Scout Service Project Workbook, page 17)
- Fundraising is permitted only for securing materials and otherwise facilitating a project (9.0.2.10)
- Unless fundraising involves contributions *only* from the beneficiary, or from the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, the fundraising application *must be* approved by the local council (9.0.2.10)
- Any money being raised is on behalf of the project beneficiary, which will retain leftover funds or designate a charity for the leftover funds. (9.0.2.10)
- Documentation (receipts) of a gift must be provided through the project beneficiary, not the BSA (9.0.2.10)
- Money raised must be turned over to the beneficiary or the candidate's unit until needed for the project. (9.0.2.10)
- Completed fundraising applications are sent to Council where they are routed to District for approval (9.0.2.10) (CDC)

7. Complete the Eagle Scout Service Project Final Plan (Eagle Scout Service Project Workbook, page 11)

8. Carry out the service project (9.0.2.0):
  - Give leadership to others (9.0.2.0)
  - “Others” means at least two people besides the Scout (9.0.2.4)
  - Helpers who participate in the project may be involved in Scouting or not, and may be of any age appropriate for the work (9.0.2.4)
  - Councils, districts, and units shall not establish requirements for the number of people led, or their makeup, or for time worked on a project (9.0.2.4)
  - Essential elements of a proposal should not be changed without good reason (9.0.2.7)
  - It is strongly suggested the candidate share substantive changes with the project beneficiary, and also with those involved in preapprovals (9.0.2.7)
  - Any final plan that is completed after the project proposal has been approved by the council or district is between the Scout and the beneficiary. (9.0.2.12#4)
  - The project beneficiary can stop work on an approved project at any time. (9.0.2.7)
  - If enough work has been done such that the requirement’s intent has been met then the project should still be given final approval. (9.0.2.7)
9. Complete the Eagle Scout Service Project Report (Eagle Scout Service Project Workbook, page 19)
10. Obtain approvals (signatures) from the project’s beneficiary and the candidate’s Scoutmaster (Eagle Scout Service Project Workbook, page 22)
11. Request letters of recommendations (9.0.1.7)
  - Use letter of recommendation form from Denver Area Council (attached)
  - Send or deliver to individuals who know you personally and would be willing to provide a recommendation on your behalf. (requirement 2 of Eagle Scout Application) & (9.0.1.7)
  - Parent may make a religious statement in lieu of a religious recommendation. (9.0.1.3#3)
  - Include a stamped return envelope addressed to Troop Committee Chair not to the candidate. The front of the envelope should also be labeled “Reference Letter for: scout’s name.” (CDC)
  - Once a successful review has been held, or an appeal completed, the letters of recommendation shall be destroyed. (9.0.1.7)
12. Prepare 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. (Eagle Scout Rank Application, requirement 7)
13. Obtain the candidate’s current advancement profile through Internet Advancement or a ScoutNet printout from Council. (9.0.1.4)
  - The candidate’s troop may be able to supply an advancement profile or an individual history report obtained directly from ScoutNet or through ScoutNet through Troopmaster. (CDC)
  - Verify the information on ScoutNet or the individual history Report is correct by comparing it with the candidate’s personal records such as merit badge cards or blue cards. (CDC)
14. Complete the Eagle Scout Rank Application and sign the application
15. Obtain required Eagle Scout Rank Application signatures in the following order:

- The candidate participates in a Scoutmaster Conference. (Boy Scout Handbook, Eagle Scout Rank Requirements, #6)
- The Scoutmaster signs the candidate's Scout book attesting to the candidate's Scout Spirit. (Boy Scout Handbook, Eagle Scout Rank Requirements, #2)
- Scoutmaster signs the Eagle Scout Rank Application. (9.0.1.4)
- The Committee Chair signs the Eagle Scout Rank Application. (9.0.1.4)
- There is no requirement that the necessary signatures be dated before the candidate's 18<sup>th</sup> birthday. (9.0.1.4)
- If a Scoutmaster or Committee Chair refuses to sign the Eagle Scout Rank Application, the candidate if he desires it, must still be granted an Eagle Board of Review (EBR) under Disputed Circumstances at the District or Council level. However the lack of approval may be considered in the EBR's decision. (9.0.1.4) & (8.0.3.0#7) & (8.0.3.2)

**16. The Eagle Scout Rank Application is submitted to Council**

- Copies should be made for safekeeping. (9.0.1.5)
- Submit original Eagle Scout Rank Application to the Council Service Center. (9.0.1.5)
- There is no requirement that the application must be completed or submitted before the candidate's 18<sup>th</sup> birthday. (9.0.1.5)
- Submitting materials late can imply the work continued after the candidate's 18<sup>th</sup> birthday. (9.0.1.5)
- Council verifies the candidate's records. (9.0.1.6)
- If a discrepancy exists, the candidate may submit certificates, blue cards, or other suitable proof that merit badges and ranks were earned and the dates are accurate. (9.0.1.6)

**17. The Eagle Board of Review (EBR) is scheduled**

- The EBR is scheduled only after the council verifies the application's information and then signs the application. (9.0.1.6)
- Council attaches a blank Advancement Report to the Eagle Scout Rank Application. (DAC)
- The Council certified and signed Eagle application and blank Advancement Report are delivered by the candidate to the Committee Chair who then schedules the EBR. (CDC)

**18. Participate in an Eagle Scout Board of Review (EBR)**

- The EBR shall not occur until after the local council has verified the application. (8.0.3.0#4)
- The chair of the EBR works with all parties to schedule the date, time and place of the EBR. (8.0.3.0#5)
- The EBR must not be denied or postponed due to lack of returned reference letters. (8.0.3.0#6) & (9.0.1.7), nor can the candidate be asked to submit additional references or to provide replacements. (9.0.1.7)
- The EBR shall consist of no fewer than 3 and not more than 6 members, all at least 21 years old. (8.0.3.0#3)
- One member of the EBR shall be either the candidate's Eagle Advisor or an alternative specified by the current Centennial Eagle Issues Coordinator. (CDC)
- Scoutmasters and Assistant Scoutmasters from the candidate's unit may not serve on the EBR (8.0.0.3), however they may attend as observers. (8.0.1.0)
- Parents or guardians shall not serve on the EBR of their son. (8.0.0.3), however if requested they may attend as observers. (8.0.1.0)
- The candidate or his parent(s) or guardian(s) shall have no part in selecting any EBR members. (8.0.0.3)

- The EBR should meet at least 30 minutes before interviewing the candidate in order to review the candidate’s application, reference letters, and project workbook. (8.0.3.0#8)
- Reference letters should be unopened and viewed only by EBOR members, not by observers. (CDC)
- Once a successful review has been held, or an appeal completed, the letters of recommendation shall be destroyed. (9.0.1.7)
- Rarely should an EBR last longer than 45 minutes. (8.0.3.0#9)
- A candidate may not be rejected at his EBR for reasons unrelated to advancement requirements. (8.0.1.1)
- Advancement requirements are: merit badges, service project, active participation, Scout Spirit, position of responsibility, and unit leader conference. (9.0.1.1)
- If a service project was signed off by the Scoutmaster and project beneficiary, it can only be rejected by the board of review if Eagle Scout requirement 5—as written— was not completed. (9.0.2.7#5) & (9.0.2.13)
- The board of review shall become neither a retest of “examination” nor a challenge of his knowledge. (8.001.1)
- An EBR may be adjourned without a decision and later reconvened but only one EBR may be held for a candidate. (8.0.3.0#10)
- If the candidate passes the EBR, the EBR date becomes the Eagle Scout rank’s effective date. (8.0.1.5)

**19. Upon completion of a successful EBR, the Eagle Application and completed Advancement Report is returned to Council (9.0.1.8)**

**20. Council sends application to National (9.0.1.9)**

**21. National returns Eagle Scout credentials to Council (9.0.1.10)**

# Procedures and Limitations on Eagle Scout Service Project Fundraising

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The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials\*. Send the completed form to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined appropriate.

*\*This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.



# Navigating the Eagle Scout Service Project

## *Information for Project Beneficiaries*

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### **Thank You and Congratulations**

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting’s contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

### **The Eagle Scout Rank and the Service Project**

Service to others is an important part of the Scout Oath: “... to help other people at all times.” Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

### **Typical Projects**

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

### **Project Restrictions and Limitations**

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

### **Approving the Project Proposal and Project Scheduling**

Once a potential project is identified, you must approve your Scout’s proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a final, comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before final planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout’s 18th birthday.

### **Approving Final Plans**

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Final Plan" form in your *Scout's Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

### **Permits, Permissions, and Authorizations**

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

### **Funding the Project**

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

### **Supervision**

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

### **Safety**

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

### **Project Completion and Approval**

After the project has been completed, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.





Denver Area Council

Boy Scouts of America (BSA)

Eagle Scout Candidate: \_\_\_\_\_

Letter of Recommendation

Scout's Name

You have been asked to provide a recommendation for a candidate for the rank of Eagle Scout. This is the highest award in Scouting and is recognition that the boy has mastered his Scouting skills and has adopted the ideals of Scouting in his daily life. BSA membership believes that the principles set forth in the Scout Oath and Law are central to the BSA goal of teaching the values of self-reliance, courage, integrity, and consideration to others. An Eagle Scout carries special significance as he enters higher education, business, or community service.

Does he understand the value of Scouting in his home, scouting unit, school, and community?  
Has he really tried to live up to the Scout Oath and Law in his everyday life?

*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                      Obedient  
Loyal                                Cheerful  
Helpful                              Thrifty  
Friendly                              Brave  
Courteous                          Clean  
Kind                                  Reverent

On the back of this sheet, which will be destroyed after the Eagle Board of Review, please give examples or explain how the candidate:

- Exemplifies the principles of Scouting as stated in the Scout Oath and Law and applies them in his everyday life;
- Demonstrates good citizenship;
- Demonstrates leadership in activities in which he is involved;
- Respects the rights and opinions of others.

Do you recommend this candidate for the rank of Eagle Scout?  Yes  No

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Your Title \_\_\_\_\_

Please send your letter to: BSA Adult: \_\_\_\_\_

By \_\_\_\_\_ Address: \_\_\_\_\_

Date \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Do not send your letter to the Eagle Scout Candidate. All letters are considered confidential.

**Confidentiality**

All reference letters will be destroyed after the Eagle Board of Review in order to protect confidentiality. If you attach extra information (such as art work, poems, or special documents) that you intend to share with the scout, family, or court of honor, then please indicate your intended use of this extra information in writing.

## Contact Information

**To obtain an Eagle Advisor contact:**

Gary Loustalet

Eagle Advancement Chair, Centennial District

[centennialeagleadvisor@hotmail.com](mailto:centennialeagleadvisor@hotmail.com)

720-427-3059

**To obtain an electronic copy of the Centennial District Life to Eagle program or for general questions about the program contact:**

Dick Dorrrough

Life to Eagle, Centennial District

[dick.dorrrough@comcast.net](mailto:dick.dorrrough@comcast.net)

303-829-0205