Eagle Board Training Conference

Mid-Iowa Council
Boy Scouts of America
April 24, 2018

Topics for this Conference

- The role of Eagle Board members
- Information resources for Eagle advancement
- A review of the Eagle advancement process
- Requirements and rank application
- Service project proposals & approval
- Eagle Scout boards of review
- A review of local council procedures
- Recent and upcoming changes from BSA
The Role of the District Eagle Board

How Eagle Boards Work

- In many councils, Eagle project approvals and boards of review are held centrally, on a regular schedule, in the district or council.
How Eagle Boards Work

- In our council, Eagle project approvals and boards of review are held when needed, at the unit level, with a district representative included.

What the Eagle Board Provides

- Knowledge of the rules of Eagle advancement.
- Understanding of the process
- Uniformity of procedure
- Objectivity in evaluation
- Guidance and support
- Linkage to district and council resources
Traditional Responsibilities

- Participate in Eagle Project Approvals, as requested by units.
- Participate in Eagle Boards of Review, as requested by units.
- Maintain a current understanding of BSA advancement policy and procedures, and attend scheduled council Eagle Board training.

Eagle Board Support of Units

- Provide individual guidance to Scoutmasters and other unit leaders – meet new unit leaders and identify their needs for support.
- Deliver group training to unit leaders at Roundtable and in other settings, in cooperation with district Training staff.
- Introduce BSA advancement training media to units as needed, in cooperation with district Training staff.
- Assist units in solving advancement problem issues, in cooperation with district Advancement Chair and Commissioners.
Eagle Board Support of Scouts

- Provide individual guidance to Eagle candidates and their families, in cooperation with Scoutmasters.
- Deliver group training to Eagle candidates at Eagle advancement seminars and in informal settings, in cooperation with unit leadership.
- Promote the awareness and use of Eagle project coaches, including project coach mentoring.
- Help to find Eagle service project coaches.
- Provide assistance with projects in progress, if requested.

Local Council Practices

- Eagle boards of review and project approval are conducted at the unit level.
- Members of district Eagle Boards are nominated by their board chairs.
- Members must attend scheduled council Eagle Board training at least every 4 years to maintain active board membership.
- Members must avoid serving as the district representative on boards of review and project approvals in their own units.
- Members must strive to follow the provisions of the Guide to Advancement in all of their actions.
Reference Resources

Essential References

- The Current Eagle Rank Requirements
Essential References

2

- The Current Eagle Rank Requirements
  - All of the new Boy Scout rank requirements are listed in the 2018 Requirements book.
  - These include last year’s changes in the Eagle Palm requirements.
  - All Scouts must now follow these requirements.

3

- The Current Eagle Rank Requirements

Boy Scouts > Advancement and Awards
Essential References

3. The Current Eagle Rank Requirements

Downloadable PDF of current Eagle requirements:

The Key Eagle Scout Documents

Guide to Advancement 2017
PRINT PDF

Eagle Scout Rank Application (2017)
PDF

Eagle Scout Service Project Workbook (2015)
PDF

Update released in 2017

“April 2017 Printing” on bottom of page 2

October 2015 is current
Another Essential Resource

- Project working conditions
- Use of tools
- Transportation
- First aid coverage
- Adult oversight
- and more…

The Guide to Safe Scouting

Three More to Consult

- Troop Committee Guidebook
- Scoutmaster Handbook
- Troop Leader Guidebook, Vol. 1
- Troop Leader Guidebook, Vol. 2

PRINT  PDF
Where to Get Forms and Info

- All of the key documents needed are available online as downloadable PDF documents.
- Go to Advancement Resources at scouting.org
- Always download the latest versions.
- They are keyboard entry PDFs, so you can type text right into them, and then save, edit, copy, print, and share them.
- The Scout should plan to discuss and make revisions in the information he enters.
- He should get signatures when the documents are accurately completed.

scouting.org/advancement
New editions of the *Guide to Advancement* include a listing of Significant Changes and an FAQ section. Some examples:

- Youth observers not permitted at boards of review; mock boards are discouraged. (8.0.1.0)
- Boards of review may be conducted by videoconference. (8.0.1.6)
- Eagle candidates may not be involved in choosing board of review members. (8.0.0.3)
- Signatures on Eagle project reports and applications need not be dated before age 18. (9.0.1.2 & 9.0.2.8)
### Changes in the Eagle Palm Program

- New Eagle Scouts can immediately receive, added to their Eagle medal, all Eagle Palms they have earned for merit badges completed before becoming an Eagle Scout.
- The three-month tenure requirement has been expanded to allow active participation in any BSA program, beyond the troop and patrol.
- “Responsibility” replaces “Leadership” as a requirement.
- Boards of review for Eagle Palms have been eliminated.

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The Requirements and the Process
Some Basic Terminology

- **Unit Leader**
  Scoutmaster, Cubmaster, Venture Crew Advisor, etc. Not to be confused with the generic term for any adult leader in a unit.

- **Advancement Coordinator**
  Previously called the Advancement Chairman, this person is a member of the unit committee (troop committee).

- **Advancement Administrator**
  A member of a district or council advancement committee, or a volunteer or professional responsible for some aspect of advancement.

The Requirements

- **Active participation** in the troop – 6 months.
- **Scout Spirit** – request character references.
- **Merit badges** – 21, including 13 from the list of “required” merit badges, as described in requirement 3.
- **Position(s) of responsibility** – active 6 months.
- **Service project** including proposing, planning, leading and reporting. Must use the current project workbook, which must be approved at proposal and completion.
- **Take part in a** Scoutmaster conference.
The Process

- Complete all current requirements for the rank of Eagle Scout, including the completed and approved service project, before his 18th birthday. This must include participation in a unit leader (Scoutmaster) conference.
- Complete and submit a current Eagle Scout Rank Application, including a listing of persons listed as character references.
- Write a personal statement of ambitions, life purpose and positions held (see req. 7) and attach it to the completed application form.
- Complete an Eagle Scout board of review.

“Judgment Calls”

- Some of the Eagle requirements require an evaluation of his effort and intentions, rather than simply confirming that he performed a specific task. For Eagle rank, these include:
  - Being active in his troop.
  - Serving in positions of responsibility.
  - Demonstrating Scout Spirit.
- These are qualitative judgments made over a period of months.
- It’s necessary to consider individual situations.
- For more guidance, see 4.2.3.0 and beyond.
“Judgment Calls”

- These are generally most difficult to administer and judge:
  - Active Participation (4.2.3.1)
  - Demonstrate Scout Spirit (4.2.3.2)
  - Positions of Responsibility (4.2.3.4)

- Key concepts:
  - Are expectations reasonable? (4.2.3.1–4.2.3.4)
  - Is real *communication* taking place? (4.2.3.4)
  - Are youth allowed to balance their lives with positive activities outside of Scouting? (4.2.3.0)

Troop Participation

- Be Active in His Troop
  - Needs to make an effort to attend as many troop meetings and activities as possible.
  - If he has conflicts, he should discuss them with his Scoutmaster, in advance if possible.

- Positions of Responsibility
  - Must be chosen from the listed positions.
  - Responsibilities must be agreed on with the Scoutmaster at the start of his term.
  - His Scoutmaster and board of review must be satisfied with his service – it’s not just wearing the badge.
Scout Spirit

- This a real requirement – it’s not automatic.
- It’s about how a Scout lives his life, as observed by others.
- As evidence of this, he needs to request references from people who know him well.
- If they agree, he lists their names and contact information on his Eagle rank application:

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<tr>
<th>Name</th>
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<th>Telephone</th>
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Merit Badges

- It’s crucial for Scouts to understand the requirements and know where they stand in getting them completed.
- Plan for completion on schedule – know the time each merit badge will require.
  - Family Life, Personal Fitness and Personal Management have requirements with minimum times for completion.
  - Camping has requirements that must be completed on scheduled Scouting activities.
  - Cooking requires coordination with troop outdoor event planning.
The Eagle Scout Service Project

Eagle 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 Approval Stages

- Approval of the project proposal is a unit committee function, with the participation of a District Eagle Board member. (9.0.2.7 – box)
- Normally approval of the completed project report is the responsibility of the unit leader and project beneficiary. It is then reviewed by the Eagle board of review.
- The project coach can be a very important “go-between” in working out project completion issues.

Tests for Project Approval

1. The project provides sufficient opportunity to meet the requirement.
2. The project appears to be feasible.
3. Safety issues will be addressed.
4. Action steps for further detailed planning are included.
5. The young man is on the right track with a reasonable chance for a positive experience.

“The proposal is an overview, but also the beginnings of planning.” (9.0.2.7)
Eagle Service Project Steps

- Explore project opportunities and choose one.
- Write a project proposal and get approval.
- Develop a detailed plan to get it done.
- If money is not already available, develop a plan to do fundraising, and get it approved.
- Execute the plan – provide leadership and keep records of what was done.
- Write a final report on the project.
- Get the report reviewed and approved – it will then go to the board of review.

Eagle Service Project Checklist

- When reviewing a Scout’s project proposal, be sure to check these items:
  - The project must be performed to benefit a religious institution, school or his community.
  - It must benefit a group outside of Scouting (not for troop, pack, camp, etc.).
  - It must demonstrate his leadership skills.
  - He must personally plan the work, organize the personnel & direct the project.
  - It must not be routine labor, or a job or service normally rendered.
Eagle Service Project Checklist

- It need not have lasting value.
- It may not be performed for a business, be of a commercial nature, or be a fund raiser (except fundraising to buy needed materials).
- No minimum number of hours must be spent – the amount of time should be sufficient to clearly demonstrate his leadership ability.
- He must provide leadership to at least two other people.
- The project must be planned and led by one individual – no shared projects are allowed.

Eagle Service Project Approvals

- The current version of the Eagle Scout Service Project Workbook must be used.
- The completed proposal must be approved with signatures for the project recipient, the Scoutmaster, the troop committee and the district. The project can then proceed.
- If fundraising is needed, a fundraising application must be submitted and approved.
- On completion of the project, the report section must be signed by the recipient and Scoutmaster before being submitted for the board of review.
The Service Project Workbook

Service Project Proposal
Required – 5 signatures

Service Project Plan
Optional, but strongly recommended

Service Project Fundraising Application
Required only if fundraising is needed

Service Project Report
Required – 3 signatures
Meeting Eagle Scout Requirement 5

**Eagle Scout Requirement 5**

While local scout units, plans, and project leadership involves a senior project often takes place in a school, or after school. The Eagle Scout program is designed to help scouts develop specific skills and abilities that are useful in everyday life. This program provides a structured framework for achieving these goals by focusing on the following areas:

- **Project Focus**
  - The project must be focused on a subject that has been identified by the scout as an area of interest.
  - The project must be designed to be completed within a reasonable time frame.

- **Project Leadership**
  - The project must be led by a scout who is actively involved in the planning and execution of the project.

- **Project Evaluation**
  - The project must be evaluated by a member of the project team or by an outside organization.

**Choosing a Project**

Your project will be evaluated by your project advisor, who will be responsible for ensuring that it meets the requirements outlined in this guide. The project must be completed within a reasonable time frame and must be evaluated by a member of the project team or by an outside organization.

**Erstwhile and Other Considerations**

The project must be approved by the project advisor before it is implemented. The project must be evaluated by a member of the project team or by an outside organization.

**Collective Project Data**

The project must be completed within a reasonable time frame and must be evaluated by a member of the project team or by an outside organization. The project must be evaluated by a member of the project team or by an outside organization.

**Message to Scouts and Parents or Guardians**

The Eagle Scout program is designed to help scouts develop specific skills and abilities that are useful in everyday life. This program provides a structured framework for achieving these goals by focusing on the following areas:

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  - The project must be focused on a subject that has been identified by the scout as an area of interest.
  - The project must be designed to be completed within a reasonable time frame.

- **Project Leadership**
  - The project must be led by a scout who is actively involved in the planning and execution of the project.

- **Project Evaluation**
  - The project must be evaluated by a member of the project team or by an outside organization.

**What an Eagle Scout Candidate Should Expect**

The Eagle Scout program is designed to help scouts develop specific skills and abilities that are useful in everyday life. This program provides a structured framework for achieving these goals by focusing on the following areas:

- **Project Focus**
  - The project must be focused on a subject that has been identified by the scout as an area of interest.
  - The project must be designed to be completed within a reasonable time frame.

- **Project Leadership**
  - The project must be led by a scout who is actively involved in the planning and execution of the project.

- **Project Evaluation**
  - The project must be evaluated by a member of the project team or by an outside organization.
Excerpts and Summaries from the Guide to Advancement

**Eagle Scout Service Project Proposal**

**Project Title:** [Proposal Title]

**Project Description:**

[Project Description]

**Project Goals:**

[Project Goals]

**Project Dates:**

[Project Dates]

**Project Budget:**

[Project Budget]

**Project Requirements:**

[Project Requirements]

**Project Impact:**

[Project Impact]

**Project Timeline:**

[Project Timeline]

**Additional Notes:**

[Additional Notes]

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**Eagle Scout Service Project Proposal (contd.)**

[Proposal Continuation]

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**Insurance and Eagle Scout Projects (Extra Curricular Activities)**

[Insurance Section]

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**Project Info**

Page 6

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**Proposal Section**

Page 47

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**Proposal Cover**

Section Title
The troop can provide much of this.
Proposal Section

Digital images can be entered into the document here. This is not required.

Page C

Listing of project benefits.

Who will help with the work?

Materials needed.

Supplies needed.

Tools needed.

Other possible expenses.

Permits and permissions.

Preliminary Cost Estimate.

Early cost estimates.

List of project phases.

Definition: Materials

Definition: Supplies

Tools

Other Needs

Permits and Permissions

Preliminary Cost Estimate

Project Phases

Digital images can be entered into the document here. This is not required.

Page D

Definition: Materials

Definition: Supplies

Tools

Other Needs

Permits and Permissions

Preliminary Cost Estimate

Project Phases

This does not need to be exact. Be sure planning and recruiting are here.
"On my honor as a Scout, I have read this entire workbook." This is real.
Comments from project review.

Project description and changes.

Present condition of project site.

Phases of the project.

Listed of steps in the project.

Needed Permits and Permissions?

List of materials (much more specific).

4/24/18
Listing of supplies:

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<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Source</th>
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Listing of tools:

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Listing of other needed items:

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<th>Total Cost</th>
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Estimated expenses & funding:

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<th>Total Cost</th>
<th>Source</th>
</tr>
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<td>12</td>
<td>$5.50</td>
<td>$66.00</td>
<td>Source 6</td>
</tr>
</tbody>
</table>

Skills needed among workers:

- Carpenter
- Electrician
- Painter
- Plumber

Plans for training and coordinating workers:

- Weekly training sessions for new hires
- Monthly team meetings to discuss progress and challenges

Logistics:

- How will the site be secured?
- How will materials be transported to the site?
- How will the work be scheduled and monitored?
4/24/18

Project Plan Section

Safety planning.

Potential hazards.

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

What personal protective equipment or clothing might be needed this year (clothes, helmets, gloves, etc.)?

More safety planning.

When will you be on a safety training?

Who will run the safety training?

How will emergency situations be handled?

Contingency Plans

Who would handle any expenditures or any relations of the project? What will you do in an emergency?

Comments from your Project Coach about your Project Plan

Project Plan Page E

Fundraising Section

Eagle Scout Service Project Fundraising Application

Below is the application, it is important to read "Precautions and Guidelines for Safe Service Project Fundraising" carefully and in full. This guide is intended to help you plan and carry out a successful fundraising campaign. It is your responsibility to follow the guidelines provided to ensure the safety and success of your project. This application is due once your project is approved.

Eagle Scout Candidate

Name

Street

City

State

Zip

Email address

Phone

Project Information

Name or title of project:

How will this project benefit the community?

What will be sold?

How will you sell?

How will you handle profits?

Proposed date for the service project will begin:

Proposed date for the fundraising efforts:

Comments or suggestions:

Are any permits required?

Contact information:

Approval:

Required to be signed by:

Date

Agreement

Application Page A

Needed only if fundraising will be done.
Fundraising Section

Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used to obtain approval for service project fundraising of events and the solicitation and distribution of monetary, supply, tool, or other assets. 

The compliant items will vary, and the application will vary depending on the filed location. However, the application will be included with the local council fund raising standards.

If the information is not complete, the fundraising effort likely will be approved.

1. Eagle Scout service project may not be funded. In other words, the candidate may not stage an effort that personally collects money or a facility, individual, foundation, or any organization, whether religious, civic, philanthropic, educational, or any other, to support the project under this local council. 

2. It must be clear to all donors or participants that the money is being raised on behalf of the project beneficiary. Those solicited must be full donors to the project, and not individuals who have been asked to solicit funds for the project. 

3. Any person who solicits funds must be a responsible adult, acting as an individual or, with permission on the part of the Eagle Scout, on behalf of the Eagle Scout. The person who signs the contract is responsible for the transfer of funds to the local council.

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. 

5. Any person who solicits funds for the project must be a responsible adult, acting as an individual or, with permission on the part of the Eagle Scout, on behalf of the Eagle Scout. The person who signs the contract is responsible for the transfer of funds to the local council.

6. If a project is to be sold, we want people to buy it because it is a quality product, not just because of an association with scouting. 

7. Any person who solicits funds for the project must be a responsible adult, acting as an individual or, with permission on the part of the Eagle Scout, on behalf of the Eagle Scout. The person who signs the contract is responsible for the transfer of funds to the local council.

8. Local councils may determine what types of fundraising such as bake sales and car washes do not receive a fundraising application. Consensual fundraising may also be allowed in the schools, as well for example. Any effort expected to raise more than $500 does not require an application.

Report Section

Report Section Title

Eagle Scout Service Project Report

This report is to be completed after your service project has been completed. It is not necessary to provide lengthy narratives. The purpose is to record your project and record at your local council.

Project start date: [ ]

Project completion date: [ ]
Report Section

These are important questions. They can open a discussion of problem solving.

description of the completed project and its impact.

Description of the project planning process.

What went well?

What was challenging?

What changes were made and why?

These are important questions. They can open a discussion of problem solving.

Leadership

How was leadership demonstrated?

How was leadership difficult?

How was leadership rewarding?

What was learned about leadership?

Were there shortages or excess?

We must be sure that the Scout understands how to enter the work hours here.

Material, Supply, Tools, Other

Enter totals for five categories of workers:

- Candidate BSA youth
- Other youth BSA adults
- Other adults

Work hour totals.
Report Section

Signatures

4/24/18

Page C

Information for Beneficiaries

4/24/18

Front

Last Two Pages of Workbook

4/24/18

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After” photos, sketches, maps, drawings or other images.

With these 3 signatures, the project is complete.

Description of fundraising efforts, if any.

Were there funding shortages?

Was there any funding surplus?

How were donors thanked?

Paper prints are optional.

Funding Summary

4/24/18

C

C

Report Section

Signatures

“After” photos, sketches, maps, drawings or other images.

With these 3 signatures, the project is complete.

4/24/18

Page C

Information for Beneficiaries

4/24/18

Front

Last Two Pages of Workbook

4/24/18

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4/24/18 65

4/24/18 66

4/24/18

C
Key Points About Fundraising

- Project fundraising guidelines are detailed in Guide to Advancement section 9.0.2.10.
- Fundraising may not be required as part of an Eagle service project, and the candidate need not participate in fundraising efforts.
- Funds gathered must be held by the unit or the recipient, and accounted for at all times.
- All excess funds must be turned over to the project recipient.
- If the recipient cannot keep the excess funds, they can be given to a charity or to the unit.
Project Fundraising Issues

- Fundraising must not be the primary focus of the service project.
- The method for submitting Eagle Scout Service Project Fundraising Applications to the council for approval must be made clear.
- The completed fundraising application is submitted to the council service center at least two weeks in advance of the fundraising effort.
- Large scale fundraising may have tax and legal implications in which minors should not be involved.

Project Fundraising Issues

- Fundraising to cover the cost of materials used and other project expenses must be reported on a fundraising application and approved by the local council, with these exceptions:
  - If it involves contributions only from the beneficiary; or from the candidate, his parents, guardians, or relatives, his unit or its chartered organization; or from parents or members in his unit. (9.0.2.10)
  - If the total project cost is $250 or less (local council option).
Project Fundraising Issues

- **Donations** of materials used in the project must be reported on a fundraising application.
- The fundraising application is not required at the project proposal stage and is not necessary for approval of a project.
- If a donor wants a receipt, it must be given by the project beneficiary.

Local Council Options for Projects

- Councils may set dollar thresholds below which a fundraising application is not necessary. *This has been set to $250 per project in our council.*
- Councils may state that **discounts** on materials do not require a fundraising application. *This is being done in our council. Discounts are different from donations.*
- Councils may state that certain fundraisers (such as bake sales, or car washes) do not require a fundraising application. *Not now.*
The National Council allows “crowdfunding,” (fundraising using Internet-based services) but it is contingent on local council approval. The council may also impose certain restrictions such as:

- use of a certain site,
- a dollar limit on how much may be raised.

This is being studied, but it is not currently encouraged.

Some pitfalls of “crowdfunding”:

- Eagle projects may not comply with the website’s terms of service.
- If a contract is required, it must be signed by someone over 18 years of age.
- The website may take a percentage of the funds raised.
- Funds must be raised in the name of the beneficiary, not BSA.
- The website must allow excess funds to go the project beneficiary or its designee.
The Eagle Scout Service Project Coach

- The Eagle Scout Service Project Coach is an *optional* function available to Scouts.
- It is not a registered position, but a responsibility assigned for an individual Eagle Scout candidate.
- The project coach’s key responsibility is to provide specific, practical advice and guidance to the Eagle candidate in how to plan, organize, lead and report on his project.
- Experience in performing the project activities and working with people is important.
Project Coach Qualifications

- A coach must be:
  - a registered member of the BSA – in any Scouting position.
  - current in Youth Protection Training.
  - approved (designated) by council or district.

- A coach must know and understand:
  - Eagle Scout Service Project Workbook
  - Navigating the Eagle Scout Service Project

- And must be familiar with:
  - Guide to Advancement, Sections 1, 2, 8 & 9
  - Guide to Safe Scouting

Guidelines for Coaches

- Follows the Eagle Scout service project process as described in Guide to Advancement. (9.0.2.9)
- Has no authority to approve, change or withdraw approval of a project.
- Strives to make his or her involvement a positive experience.
- Encourages a Scout to make the kinds of decisions that will lead to successful outcomes.
- May provide written comments to be included in the Project Plan.
Items for Coaches to Discuss

- Suggestions that were received during the project proposal approval.
- The value of using the project plan section of the project workbook to get organized.
- Recruiting workers and working with adults.
- Importance of keeping records of all work.
- Importance of staying in contact with the coach and the beneficiary.
- How to proceed in making changes.
- Continuing to make progress toward completion.

Additional Project Guidance
Building Knowledge and Abilities

- The project will involve concepts new to boys
- Planning – breaking down the overall task
- Thinking in components & steps
  - Separate work sessions, interim goals
- Skilled trades – which tasks are for boys?
- Logistics – how will it all come together?
- Money – it doesn’t fall out of the sky…
- Recruiting and scheduling workers
  - How many, what abilities, when, where?
- Safety and welfare of the workers

Service Project Advice for Scouts

- Select a project that is meaningful to you.
- Make and maintain contact with a project beneficiary representative.
- Consider having a Project Coach help you.
- Use the Service Project Workbook – get the latest PDF version online.
- Write your project proposal using keyboard entry, and plan to edit it as needed.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Source</th>
</tr>
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<tbody>
<tr>
<td>Materials</td>
<td>$50</td>
<td>Provided by Parks &amp; Rec.</td>
</tr>
<tr>
<td>Supplies</td>
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</tr>
<tr>
<td>Tools</td>
<td>$50</td>
<td>Lender/By volunteers</td>
</tr>
<tr>
<td>Other</td>
<td>$20</td>
<td>Food provided by family</td>
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</table>

Total cost: $180
The Eagle Scout Rank Application

Exact Name

Address

References

Advance-ment Dates

Merit Badge List with Dates

Current Form?
Getting References

- To pass requirement 2, the Scout will need references from people he knows to recommend him for the Eagle rank, based on his character.
- He must decide who he wants to provide references (see the categories on the form) and ask if they would be willing to provide a reference letter for him. If so, he needs to get their complete contact information.
- Their full names and contact information must be entered on the Eagle application form.
- If reference providers don’t follow up, it is not the Scout’s responsibility to pursue them.
Getting References

- References may also be provided verbally. A designated member of the board of review may take the reference in person or by telephone, then report to the board from notes.
- Submission of references by email or text message is discouraged, except in an emergency. Confidentiality may be at risk.
- Be certain that a person has been designated by the board chairman to collect the references, unopened, to be delivered to the board of review.
- If any references are not provided, the board of review must proceed without delay.

Getting References

- It’s best to provide reference providers with pre-addressed, stamped envelopes to use in returning their letters to a designated leader in the troop – make it clear who that person is.
The Scout’s Personal Statement

- As a part of requirement 7, he needs to write a two-part personal statement. Here’s the requirement:
- “In preparation for your board of review, prepare and attach to your Eagle Scout Rank 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.”

Required Transfer of Documents

- The transfer of Eagle documents in our council has been simplified. The Service Project Workbook itself no longer needs to be sent to the council.
- At the time the Eagle Application is submitted, also send a copy of the project report pages that include the project work hour totals and approval signatures.
- The application is verified by the council and returned to the unit for the board of review.
- An Eagle board of review can then be held.
The copy submitted must include these two parts of the Project Report section:

### Required Transfer of Documents

- **Eagle Scout Rank Application Form** – completed and signed through the **UNIT APPROVAL** section
- The candidate’s statement of ambitions and life purpose, and listing of positions and honors
- A copy of the signed Eagle Scout **Project Report Section** (last pages only)

**Unit Advancement Coordinator**

- **Council Service Center**

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**Step 1 – Submission by Unit for Verification**

The Eagle Application is checked for completion, including signatures, and all advancement details are verified by checking the council records.
Step 2 – Return to Unit for Board of Review

All of these approved documents are delivered to the board of review chairman and secured until the board is held.

Copies of these and the project workbook may be made for board members.

Step 3 – Submission after Board of Review

The application form is sent to national in electronic form for approval and processing.

The original form is held at the council office pending approval.
Step 4 – Confirmation of Eagle Advancement

The Eagle award presentation kit may be purchased by the unit.

All reference letters are destroyed by the council following approval of the Eagle advancement.

Eagle Board of Review and Beyond
Eagle Board of Review Rules

- An Eagle board of review must be comprised of at least 3 but not more than 6 members.
- All members must be at least 21 years old.
- Parents and guardians of the Scout, Scoutmasters and ASMs may not serve on boards of review in their own unit.
- Members of Eagle boards or review do not need to be registered members of the BSA, but they must understand the significance of the Eagle Rank.
- The board’s decision to approve a Scout’s advancement to Eagle must be unanimous.

Eagle Board of Review Rules

- Parents or guardians of the candidate should not attend the board of review in any capacity, but if they insist, they must be allowed to be present as observers only.
- Scoutmasters may be allowed to be present and answer questions if asked.
- Observers may be allowed, but the number must be kept to a minimum.
- Reference letters must remain confidential at all times. They must not be given to the candidate after the board.
Eagle Board of Review Checklist

**When contacted** by a troop to serve, be sure to check these items *in advance*:

- Has the Scout finished *all* requirements?
- Has the application been approved (signed) by Scoutmaster, committee chair *and council*?
- Will the board be held beyond age 18?
- How many members will sit on the board?
- Do any family, SM or ASMs plan to attend?
- Have all reference letters been received?
- Will all documents be brought to the board?
- Are there any *issues* to be considered?

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Eagle Board of Review Checklist

**When you arrive** for a board of review, be sure to check these items:

- Check the application form for all required signatures and approval by council.
- Are all reference letters and other required documents on hand?
- Is it less than 3 months beyond the Scout’s 18th birthday?
- Who will serve as chair of the board?
- How many members will sit on the board?
- Are any family, SM or ASMs attending?
- Are there any *problems* to be resolved?
Boards of Review – General

- The uniform is preferred, but cannot be required. Attire must be neat and clean.
- The board of review is not a retest or examination. (8.0.1.1.) Scouts should not be required to demonstrate skills from rank requirements for the board.
- Perfection is not the goal – a positive attitude is most important.
- It should be a celebration of accomplishment.
- The Scout should be encouraged to relax and engage the board in a conversation.

Boards of Review – General

- Boards of review must be granted when requirements are met. (8.0.0.2)
- Unit leaders and assistants (SM or ASM) shall not serve on boards of review for a Scout in their own unit. (8.0.0.3)
- Parents, relatives or guardians of the candidate must not participate in any capacity. (8.0.0.3 & 8.0.1.0)
- The candidate and all observers are excused during discussion by the board.
- To approve advancement in rank, the decision of the board must be unanimous. (8.0.1.4)
Eagle Scout Boards of Review

- At least one district or council representative must serve as a member – a unit may request more than one.
- The board may not be held until after the Council has approved the application.
- The board may not be denied or delayed by unresponsive references. (8.0.3.0 #6)
- If the unit leader or committee chair refuses to approve the application, a board of review may be requested, under Disputed Circumstances. (8.0.3.2)

Eagle Scout Boards of Review

- All documents and related materials should be made ready for use by the board. Duplicate copies of the Project Workbook are generally helpful.
- The board should convene 30 minutes in advance to go over the application, service project workbook and references.
- Eagle candidates may have only one board of review. Anything beyond that is considered under the appeals process.
Conducting Eagle Boards

- In our council, the composition of an Eagle board of review is determined by the unit. The candidate and family must not be involved in this selection. (8.0.0.3)

- On arriving to sit on the board:
  - Confirm who will chair the board.
  - Be certain all board members are allowable.
  - Review the basics with board members.

- Be prepared to guide the review process and to correct errors in procedure, if necessary.

- Provide mentoring and build confidence.

An Alternative to Board Rejection

- If it appears that an Eagle board of review is unlikely to vote unanimously for advancement, there are few options.

- In this situation, the board may choose before the vote to adjourn and reconvene at a later date, preferably with the same members present. (8.0.1.5)

- If the Scout agrees, the board must send him a letter indicating what needs to be corrected to be successful.

- If the Scout does not agree, the board must make its decision at that point.
After an Eagle Board of Review

- If approved, the Scout is congratulated and told what will follow. The board date will become his advancement date. His Scoutmaster is informed.
- If not approved, the Scout and his Scoutmaster are informed and a letter must be written to explain the reasons for the board's action. All documents, reference letters, notes and other information must remain confidential. (8.0.1.5)
- If denied, his options for appealing the decision must be explained.
- Eagle Scout insignia may not be obtained, and no court of honor should be scheduled, until approval by national is confirmed.

Boards Beyond the 18th Birthday

- All of the current requirements for Eagle rank must be completed before the Scout’s 18th birthday.
- The unit leader conference (Scoutmaster conference) need not be the last requirement completed. (9.0.1.1)
- Neither the signature dates on the application nor submission of the application are required before the 18th birthday. (9.0.1.4)
- A candidate must be registered through the time he is completing requirements, but need not be registered thereafter. (9.0.1.1)
Boards Beyond the 18th Birthday

- Eagle Boards of review may be held after the Scout reaches age 18: (8.0.3.1)
  - Within three months – no special approval is needed.
  - Within three to six months – approval of the local council is required, and must be requested in writing.
  - Beyond six months – National must be petitioned through the local council.
- To avoid potential problems, units should be encouraged to hold boards of review as soon as possible.

BOR Under Disputed Circumstances

- A Board of Review Under Disputed Circumstances may be requested by a Scout or parent/guardian if:
  - The Eagle application has not been signed by unit leader or committee chair
  - A Scoutmaster conference is denied
  - The Service Project Workbook has not been signed by the unit leader or project beneficiary
  - It is thought the unit will not provide a fair hearing
- It must be held at the district or council level – no one from the Scout’s unit is involved. (8.0.3.2)
BOR Under Disputed Circumstances

- Unlike an appeal, this process is *requested before* a board of review.
- The leader withholding approval should confer with the Scout and parents before a board of review is held to gain understanding of all points of view, and seek ways to resolve the situation. *(8.0.3.2)*
- A letter from the Scout or parents and related records are attached to the application.
- If Eagle advancement is approved, the process continues normally.

Appeal Processes

- If a board of review votes to deny advancement, the decision may be appealed. *(8.0.4.0)*
- Appeals may be initiated only by the Scout, his parent or guardian.
- Eagle rank appeals are submitted to the local council, and if rejected there, they may be appealed to National.
- All evidence provided to appeal boards is strictly confidential.
- If a decision at any level is in the favor of the Scout, it is final. *(8.0.4.1 #12)*
Special Situations

- Holding Eagle board of review after age 18 – after 3 months / after 6 months (8.0.3.1–1 & 2)
- Belated Eagle Scout application – if all requirements were completed before age 18 (8.0.3.1–3)
- Request for Time Extension to earn Eagle Scout rank (9.0.4.0)
- Permanent disability – including registration beyond age 18 (10.1.0.0 & 10.2.2.4)
- Alternative requirements – what’s allowed and how to apply (10.2.2.1 - 10.2.2.3)
Special Situations

- Merit Badge completion concerns (7.0.4.7)
- Eagle board of review under disputed circumstances (8.0.3.2)
- Adjourn and reconvene option in an Eagle BOR (8.0.1.5 & 8.0.3.0–10)
- If Eagle rank is not approved – how to proceed (8.0.1.5)
- The Eagle BOR Appeal Process – correct sequence (8.0.4.0 - 8.0.4.2)
- Posthumous Eagle Award & Spirit of the Eagle Award (5.0.6.0 - 5.0.7.0)

Expedited Delivery of Credentials

- New Eagle Scout credentials are normally delivered to councils in three to four weeks.
- Delivery of new Eagle Scout credentials can be expedited for a $40 fee. These are usually delivered within five business days.
- Replacement credentials are also available, and can also be expedited – contact the National Advancement Team.
### Who to Contact for More Information

- Your district Eagle Board Chair
- Other Eagle Board members you know
- Your District Advancement Chair
- Unit Leaders
- Unit Commissioners
- Your District Director / District Executive
- MIC Council Service Center
  - Eric Thorsbakken – professional staff advisor
  - Randy Rosander – registrar/Eagle processor
  - Nancy Helland – support secretary.

### What’s New in Eagle Advancement
Changes in Eagle Requirement 2

- **2015:** Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life.

- **2016 Update:**
  As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. **Tell how you have done your duty to God,** how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future.

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About the “Duty to God” Requirement

- Scout Spirit and Duty to God: It’s a Monologue, Not a Dialogue

- Scout spirit requirements are **not meant to require a discussion or a two-way conversation about duty to God.** The boy is simply to “tell” how he believes he has done his duty to God as defined by him and his family.

- The **troop leader’s role is to listen.** The intent is for the Scout to have a self-reflection about belief and reverence, for expression by the Scout to his leader.

Source: *Advancement News,* September-October 2015
About the “Duty to God” Requirement

- It is not the role of the unit leader or a board of review to evaluate how a youth goes about fulfilling his duty to God.

- If the youth professes no belief in any higher being during a board of review at any rank, the board should adjourn, provide the BSA’s Declaration of Religious Principle to the Scout and his family, explain how it affects BSA membership and advancement, and allow time for the family or their religious leader to counsel the youth. The board of review can then be reconvened at a later date.

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Stay Up to Date

- Bryan on Scouting, a blog for Scouters, is provided online by Scouting Magazine. It is an official BSA service.

- It often includes news on advancement topics, and related forum discussions.

- It is now usually the first point of announcement of new BSA programs and policy.
Stay Up to Date

- Advancement News, a free online newsletter from the National Advancement Team
- Archived copies are available online.

Advancement Training
Advancement Training

Advancement-related training programs for Scouters are being offered at Philmont and Florida Sea Base, including a CEAA program next January.

January 12, 2015
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What’s Next in Mid-Iowa

- The reorganized districts have had major effects on the MIC Eagle Board.
- Population density is a major part of the challenge.
- More travel is needed to cover larger districts.
- Developing new alliances and operating plans is key.
- Communication is crucial.
- We can make this work.
Thank you for all you do for youth in Mid-Iowa.

Your questions and comments are welcome...