

# 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

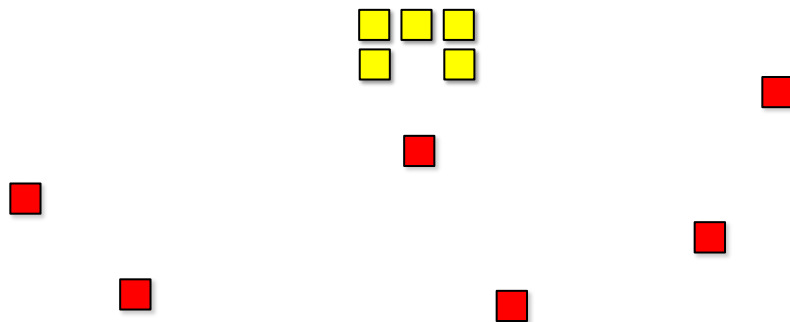


## The Role of the District Eagle Board

### How Eagle Boards Work



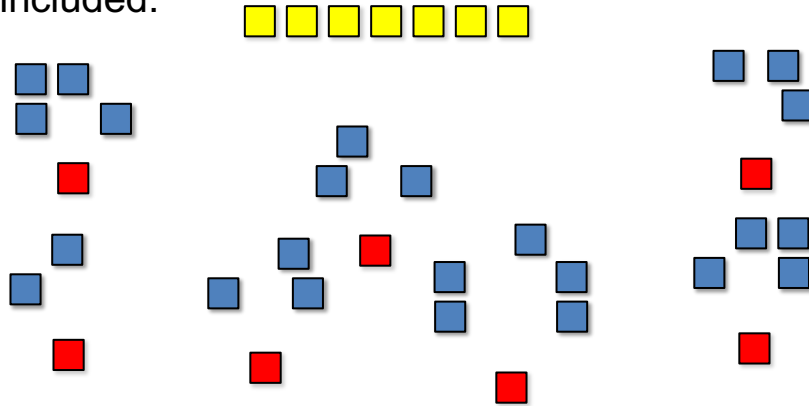
- In many councils, Eagle project approvals and boards of review are held centrally, on a regular schedule, in the district or council.



## 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

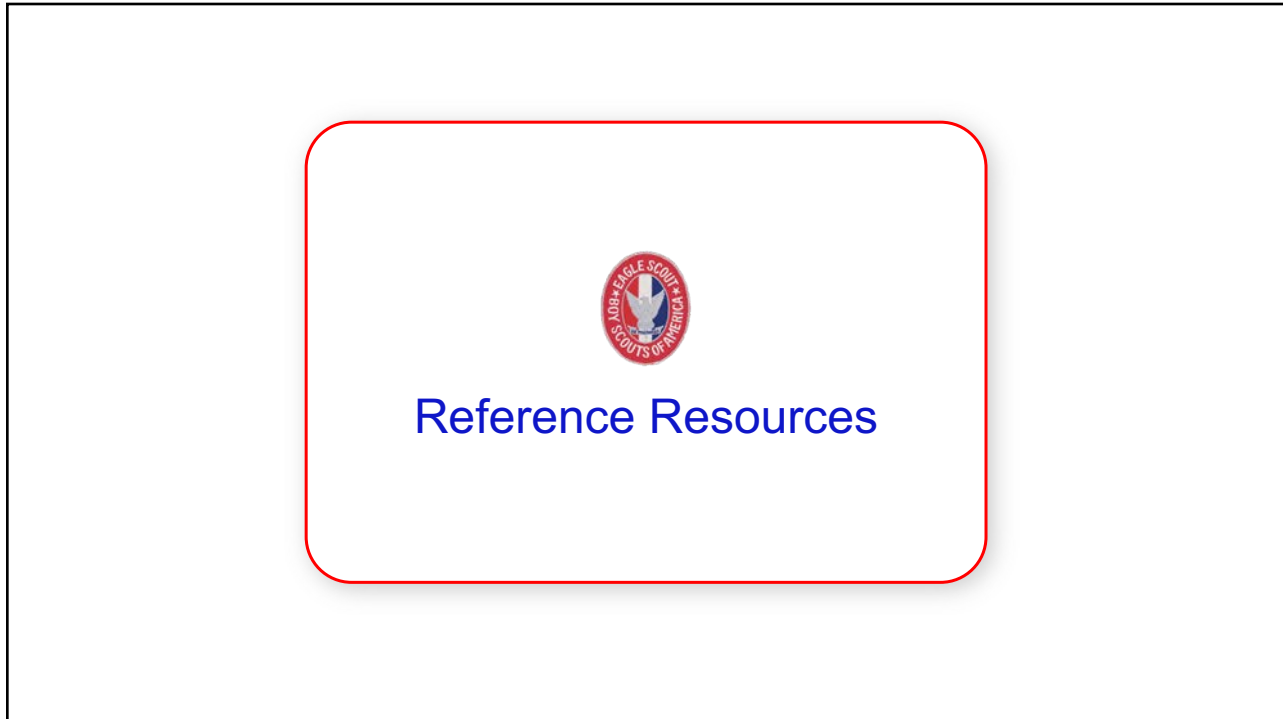


- Provide individual guidance to Eagle candidates and their families, in cooperation with Scoutmasters.
- Deliver group training to Eagle candidates at Eagle advancement seminars and in informal settings, in cooperation with unit leadership.
- Promote the awareness and use of Eagle project coaches, including 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.



## Essential References

1

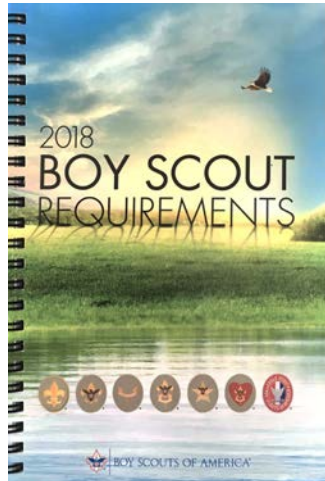
- The Current Eagle Rank Requirements

## 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.

## Essential References



3

### ■ The Current Eagle Rank Requirements

The screenshot shows the Boy Scouts of America website with a navigation menu on the left. The main content area lists three links for requirements: Life Rank Requirements Current | 2015, Eagle Rank Requirements Current | 2015, and Eagle Scout Rank Alternative. A red box highlights the navigation path: Boy Scouts > Advancement and Awards. Below this, another link for Eagle Palms Current | 2016 is visible.

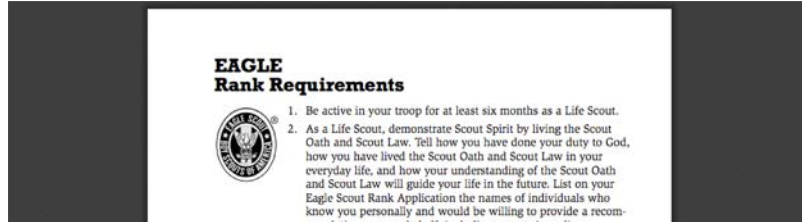
Boy Scouts > Advancement and Awards

## Essential References



3

- The Current Eagle Rank Requirements



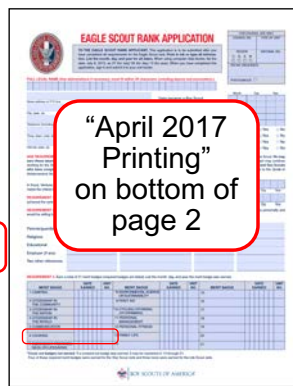
Downloadable PDF  
of current Eagle requirements:  
[http://www.scouting.org/filestore/boyscouts/pdf/Eagle\\_rank\\_2017.pdf](http://www.scouting.org/filestore/boyscouts/pdf/Eagle_rank_2017.pdf)

## The Key Eagle Scout Documents



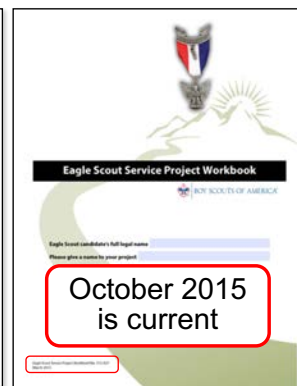
Guide to Advancement 2017

PRINT PDF



Eagle Scout Rank Application (2017)

PDF

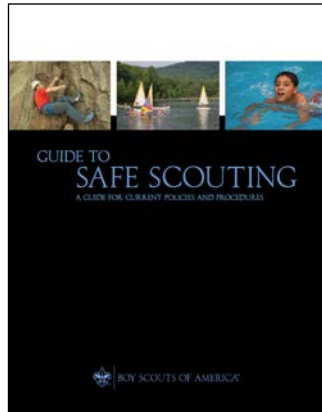


Eagle Scout Service Project Workbook (2015)

PDF



## Another Essential Resource

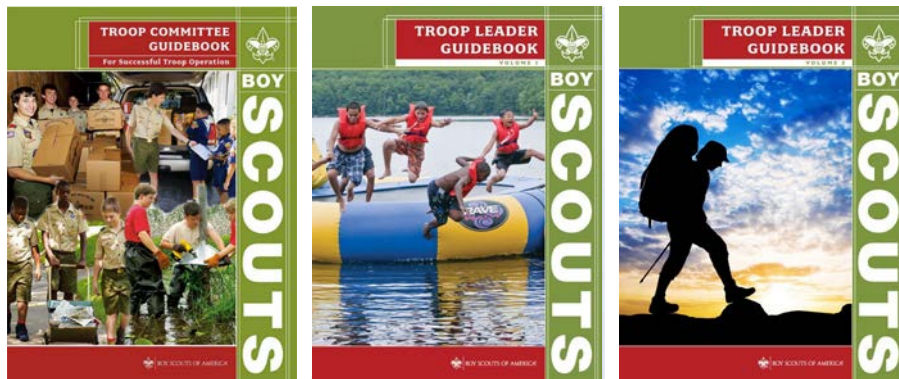


- Project working conditions
- Use of tools
- Transportation
- First aid coverage
- Adult oversight
- and more...

PRINT PDF

### The Guide to Safe Scouting

## Three More to Consult



Troop Committee Guidebook

PRINT

Troop Leader Guidebook, Vol. 1

PRINT

Troop Leader Guidebook, Vol. 2

PRINT

## 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](http://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.

The screenshot shows the Boy Scouts of America website's "Advancement Resources" page. The page title is "Advancement Resources" and it lists several resources. Red boxes and arrows highlight the following resources:

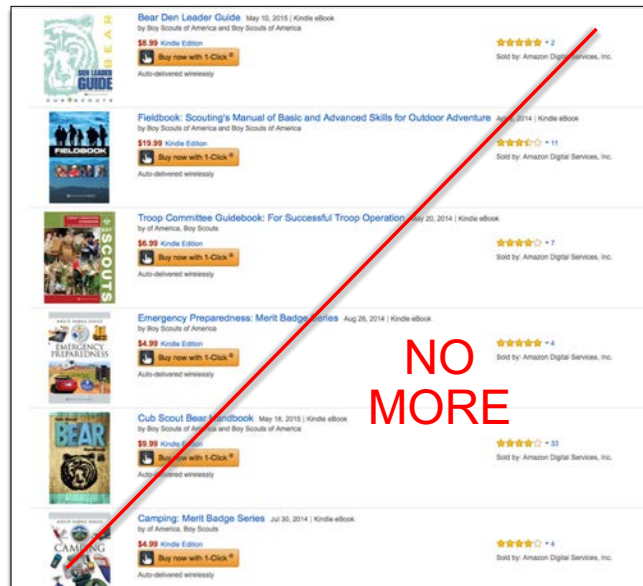
- Guide to Advancement** (highlighted with a red box and arrow)
- Eagle Rank Application** (highlighted with a red box and arrow)
- Eagle Project Workbook** (highlighted with a red box and arrow)

Other resources listed include:

- Advancement Educational Presentations
- Advancement News
- Abilities Digest
- Advancement Report No. 34-03
- Boy Scout Handbook, No. 34554
- Eagle Scout Challenge, No. 542-900
- Friendstorming on Tour, No. 510-003
- Getting the Most From Internet Advancement, - Advancement Educational Presentation
- Lone Scout Friend and Counselor Guidebook, No. 511-420
- On Increasing Advancement, No. 512-047

At the bottom of the page, a large white box contains the URL: [scouting.org/advancement](http://scouting.org/advancement)

## BSA Kindle eBooks via Amazon



## Items Added to the Guide and FAQ



- 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.



## 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:

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

## 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



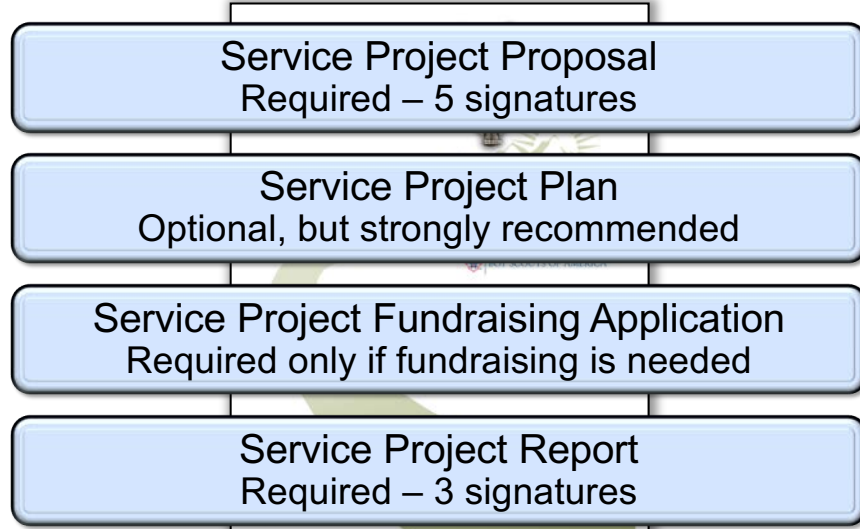
- ❑ It need not have lasting value.
- ❑ It may not be performed for a business, be of a commercial nature, or be a fund raiser (except fundraising to buy needed materials).
- ❑ No minimum number of hours must be spent – the amount of time should be sufficient to clearly demonstrate his leadership ability.
- ❑ 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



**Cover**

Title → Eagle Scout Service Project Workbook

Scout's Name → Eagle Scout candidate's full legal name

Project Name → Please give a name to your project

Begin keyboard entry here

Eagle Scout Service Project Workbook No. 512-927  
October 2015

Current Form? → Eagle Scout Service Project Workbook No. 512-927  
October 2015

4/24/18 42

# Basic Info

## Message From the Chief Scout Executive

Greetings Eagle Scout Candidate!

Congratulations on earning the rank of Life Scout. You are among approximately 37,000 young men who year after year, achieve that important milestone. As you ponder the meaning behind the Life patch, I encourage you to think about the symbol of the heart. Historically in Scouting, it was a fitting symbol of health and fitness, but it also represents the spirit of caring and giving that's behind the Eagle Scout service project.



Service to other people is what Scouting is all about. In many ways, your service project is a reflection of who you are as a youth leader. Your result should be of significant impact in your community to be special, and should represent your very best effort.

Your proposal, the logical first step, should emphasize your intention to give leadership to others through proper planning and development. Communicate with the beneficiary often to ensure the project meets the organization's needs once it's completed.

I encourage you to seek guidance from your unit leader and project coach as you need help. Your Eagle Scout Service Project Workbook, much like a compass, will help navigate your way to a life of service as a proud Eagle Scout.

Wishing you all the best in your journey on the Trail to Eagle!

Michael B. Surbaugh  
Chief Scout Executive

### Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the Guide to Advancement that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when a Scout submits his project proposal he will promise he has read this entire workbook. Doing so will be important to his success.

### Only the Official Workbook May Be Used

Eagle Scout candidates must use the official Eagle Scout Service Project Workbook, No. 512-927, as produced by the BSA and found at [www.scouting.org/advancement](http://www.scouting.org/advancement). Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

### Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. However, in determining if a project meets Eagle Scout requirement 5, 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 results acceptable to the beneficiary.

# Workbook Contents

## Eagle Scout Service Project Workbook

### Contents

Message from the Chief Scout Executive	2
How to Use This Workbook	3
Meeting Eagle Scout Requirement 5	4
Eagle Scout Requirement 5	4
Project Purpose	4
Choosing a Project	4
Restrictions and Other Considerations	4
Collecting Service Project Data	4
Message to Scouts and Parents or Guardians	5
Excerpts and Summaries from the Guide to Advancement	6
<b>Workbook Forms</b>	
Eagle Scout Service Project Proposal	
Instructions for Preparing Your Proposal	
Contact Information	
Eagle Scout Service Project Plan	
Eagle Scout Service Project Fundraising Application	
Procedures and Limitations on Eagle Scout Service Project Fundraising	
Eagle Scout Service Project Report	
Navigating the Eagle Scout Service Project, Information for Project Beneficiaries	

### How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find "Navigating the Eagle Scout Service Project," an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the "Message to Scouts and Parents or Guardians" found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

#### Preparing the Project Proposal

Your proposal must be completed first. It is an overview, but also the beginnings of planning. [Go to Project Proposal](#). Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

#### The Project Plan

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are **strongly encouraged** to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

#### The Fundraising Application

If your fundraising effort involves contributions **only** from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page 8 of the fundraising application.

#### The Project Report

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5. [Go to Project Report](#)

## How the workbook is organized

# The Eagle Project

## Meeting Eagle Scout Requirement 5

Page 4

### Eagle Scout 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

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

### Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the Guide to Advancement, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

### Restrictions and Other Considerations

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered, for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

### Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

## About Eagle Projects

4/24/18

45

# Project Info

## Message to Scouts and Parents or Guardians

Page 5

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the Guide to Advancement, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The Guide may be accessed at [www.scouting.org/advancement](http://www.scouting.org/advancement).

The Guide to Advancement, along with the Boy Scout Requirements book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The Guide to Advancement and Boy Scout Requirements books are available in Scout shops or on [www.scoutstuff.org](http://www.scoutstuff.org). Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

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

Available from your Scout Shop or on [www.scouting.org](http://www.scouting.org) is a yard sign to place at your work site during the project (<http://www.scoutstuff.org/signs/another-gt-project.html#VF8FuM6875>). Also available is an Eagle Project plaque to place at your project location at the completion of the project (<http://www.scoutstuff.org/eagle-scout-service-project-marker.html#K1V971Zq60670>).

### What an Eagle Scout 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. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the Guide to Advancement, topic 9.0.2.1.

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

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

4/24/18

46

Project Info

Excerpts and Summaries From the Guide to Advancement

Page 6

**Eagle Scout Service Project Coaches (See the Guide to Advancement, topic 9.0.2.9)**  
 Many units, districts, and councils use Eagle Scout service project "coaches," because the advice they provide after approval of a proposal can be invaluable as a candidate develops his project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the Guide to Advancement, topic 9.0.2.9. Note that there should be only one coach that is designated for you by your council or district, but your unit may also provide people to coach you.

**What is Meant by "Give Leadership to Others ...?" (See the Guide to Advancement, topic 9.0.2.4)**  
 "Others" means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

**Evaluating the Project After Completion (See the Guide to Advancement, topic 9.0.2.13)**  
 Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, "Be Prepared!" However, in determining if a project meets requirement 5, 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 an otherwise worthy outcome acceptable to the beneficiary.

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, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do 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 unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the Guide to Advancement, topic 8.0.3.2.

**Risk Management and Eagle Scout Service Projects (See the Guide to Advancement, topic 9.0.2.14)**  
 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 with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held responsible for safety concerns. As with any Scouting activity, the Guide to Safe Scouting applies. The "Sweet 16 of BSA Safety" must also be consulted as a planning tool. It can be found at: [www.scouting.org/scoutsource/healthandsafety/sweet16.aspx](http://www.scouting.org/scoutsource/healthandsafety/sweet16.aspx). The Guide to Safe Scouting may be accessed at: [www.scouting.org/scoutsource/Healthandsafety/GSS30.aspx](http://www.scouting.org/scoutsource/Healthandsafety/GSS30.aspx).

**Insurance and Eagle Scout Projects (See the Guide to Advancement, topic 9.0.2.15)**  
 The Boy Scouts of America 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. Every council has the opportunity to participate in the BSA Accident and Sickness Insurance program. It provides some insurance for medical and dental bills arising from Scouting activities; if councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.

Proposal Section

Proposal Cover

**Eagle Scout Service Project Proposal**

Eagle Scout candidate's full legal name \_\_\_\_\_

Eagle Scout Service Project Name \_\_\_\_\_

**Text automatically repeated here**

**Eagle Scout 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.) The 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.

Section Title



# Proposal Section

## Instructions for Preparing Your Proposal

Page A

### Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project 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.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **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 gets hurt.
4. **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 will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark these spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18<sup>th</sup> birthday, it may not be approved in time to finish planning and executing the project.

### Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

### Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

### Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Proposal Page A

49

4/24/18

# Proposal Section

## Contact Information

Page B

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all of the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

**Eagle Scout Candidate**

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_  
 Email address: \_\_\_\_\_ BSA PID number\*: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Preferred telephone(s): \_\_\_\_\_ Life board of review date: \_\_\_\_\_  
\*BSA PID No. found on the BSA membership card

**Current Unit Information**

Check one:  Troop  Team  Crew  Ship Unit Number: \_\_\_\_\_  
 Name of District: \_\_\_\_\_ Name of Council: \_\_\_\_\_

**Unit Leader** Check one:  Scoutmaster  Varsity Coach  Crew Advisor  Skipper

Name: \_\_\_\_\_ Preferred telephone(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Unit Committee Chair**

Name: \_\_\_\_\_ Preferred telephone(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Unit Advancement Coordinator (if your unit has one)**

Name: \_\_\_\_\_ Preferred telephone(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Project Beneficiary (Name of religious institution, school, or community)**

Name: \_\_\_\_\_ Preferred telephone(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Project Beneficiary Representative (Name of contact person for the project beneficiary)**

Name: \_\_\_\_\_ Preferred telephone(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Your Council Service Center**

Contact name: \_\_\_\_\_ Preferred telephone(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Council or District Project Approval Representative (Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)**

Name: \_\_\_\_\_ Preferred telephone(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Project Coach (Your council or district project approval representative may help you learn who this will be.)**

Name: \_\_\_\_\_ Preferred telephone(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_

The troop can provide much of this.

Proposal Page B

50

4/24/18

Proposal Section

Digital images can be entered into the document here.

This is not required.

4/24/18

**Project Description and Benefit**  
Briefly describe your project.

**Brief description of project.**

Attach sketches or "before" photographs if these will help others visualize the project.  
Please click below to add images (JPEG, PNG, BMP, GIF, TIFF, PDL, etc.)

Click above box to add an image. Click here to add an image caption.

**"Before" photos, sketches, maps, drawings or other images.**

Click above box to add an image. Click here to add an image caption.

**Add Additional Image Field**

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

**Listing of project benefits.**

When do you plan to begin carrying out your project?  
When do you think your project will be completed?

**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)? Explain:  
**Who will help with the work?**  
What do you think will be most difficult about leading them?

**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 need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

**Materials needed.**

**Supplies**  
Supplies are things you use up, such as fuel and refreshments, gasoline, mending tape, ties, safety supplies, and garbage bags.  
What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

**Supplies needed.**

Proposal Page C

Page C

Alternative: enter "See attached..." and provide paper prints

← Definition: Materials

← Definition: Supplies

51

Proposal Section

This does not need to be exact.

Be sure **planning** and **recruiting** are here.

4/24/18

**Tools**  
Include tools, and also equipment, that will be borrowed, rented, or purchased.  
What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

**Tools needed.**

**Other Needs**  
Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.  
What other needs do you think you might encounter?

**Other possible expenses.**

**Permits and Permissions**  
Note that property owners should obtain and pay for permits.  
Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

**Permits and permissions.**

**Preliminary Cost Estimate**  
You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.  
Enter estimated expenses below:  
Include sales tax, if applicable. **Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:  
Supplies:  
Tools:  
Other:  
Total costs:

**Early cost estimates.**

**Project Phases**  
Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one-line descriptions are sufficient.

- 
- 
- 
- 
- 
- 
- 
- 

**List of project phases.**

**Add a Phase**

Proposal Page D

Page D

52

Proposal Section

“On my honor as a Scout, I have read this entire workbook.” This is real.

Info flyer → provided?

4/24/18

**Logistics** Check with your council service center to determine if a Tour and Activity Plan is required. How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

**Project logistics.**

**Safety Issues** The Guide to Safe Scouting is an important resource in considering safety issues. Describe the hazards and safety concerns you and your helpers should be aware of.

**Safety Concerns.**

**Project Planning** You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan. List some action steps you will take to prepare your project plan. For example: "Complete a more detailed set of drawings."

**Steps needed to develop a project plan.**

**Candidate's Promise\*** Sign below before you seek the other approvals for your proposal.

**On my honor as a Scout, I have read this entire workbook (including the "Message to Scouts and Parents or Guardians" on page 5, I promise to uphold the Scout Oath and Scout Law, and to my best ability to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.**

**Signatures**

**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.

**Unit Committee Approval\*** This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

**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 fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors if requested.

**Council or District Approval** I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

**Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."**

Yes  No

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

Proposal Page E

Page E

53

Project Plan Section

Project Plan Cover

**Eagle Scout Service Project Plan**

**Eagle Scout candidate's name** \_\_\_\_\_

**Eagle Scout Service Project Name** \_\_\_\_\_

**Planned start date** \_\_\_\_\_ **Planned completion date** \_\_\_\_\_

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then before he begins carrying out his project, he will ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

Section Title

Previously Titled "Final Plan"

4/24/18

54





Project Plan Section

**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?

**Safety planning.**

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only!"

Potential Hazard	What will you do to prevent problems?

**Potential hazards.**

Add Hazard Row

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

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

**More safety planning.**

When will you hold a safety briefing? Who will conduct it?  
Who will be your first-aid specialist?  
How many emergency vehicles access the site?

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

**Contingency Plans.**

**Comments From Your Project Coach About Your Project Plan**  
A project coach's comments can be extremely helpful in ensuring your project is successful.

**Project Coach's Comments.**

Project Plan Page E

Fundraising Section

**Eagle Scout Service Project Fundraising Application**

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

**Eagle Scout Candidate**

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:  
Check one  Troop  Team  Crew  SHIP Unit No.  
Name of district: Name of council:

**Project Beneficiary** (Name of the religious institution, school, or community)  
Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

**Project Beneficiary Representative** (Name of contact person for the project beneficiary)  
Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

Describe how funds will be raised:

Proposed date the service project will begin:  
Proposed dates for the fundraising efforts:  
How much money do you expect to raise?  
If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?\*

\*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? If so, by whom?  
Contract details:

**Approvals**  
The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	

\*Councils may delegate approval to districts or other committees according to local practices.

**Needed only if fundraising will be done.**

Fundraising Application Page A

# Fundraising Section

## Procedures and Limitations on Eagle Scout Service Project Fundraising

Page B

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs. Send the completed form with any attachments 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 by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

*\*This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members in his unit, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

**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, etc., 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 to the beneficiary or to the candidate's unit for deposit 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 bend the local council, the 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.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."

On back of application.

Fundraising Application Page B

61

4/24/18

# Report Section

Report Cover

## Eagle Scout Service Project Report

← Section Title

Eagle Scout candidate's name

Eagle Scout Service Project Name

Project start date  Project completion date

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

62

4/24/18

Report Section

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

4/24/18

**Project Execution:**  
Once planning was completed, when did the work begin? \_\_\_\_\_ When was it finished? \_\_\_\_\_

**Project Description**  
Please provide a brief description of your project and the impact it will have.

**Description of the completed project and its impact.**

Describe what you did after your proposal was approved to complete the planning of your project.

**Description of the project planning process.**

**Observations**  
What went well?

**What went well?**

What was challenging?

**What was challenging?**

**Changes**  
Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

**What changes were made and why?**

Project Report Page A

Page A

63

Report Section

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

4/24/18

**Leadership**  
In what ways did you demonstrate leadership?

**How was leadership demonstrated?**

What was most difficult about being the leader?

**How was leadership difficult?**

What was most rewarding about being the leader?

**How was leadership rewarding?**

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

**What was learned about leadership?**

**Materials, Supplies, Tools, Other**  
Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

**Were there shortages or excess?**

**Entering Service Project Data**  
The BSA collects information on the hours worked on Eagle Scout service projects\* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked. **Be sure to include yourself, and the time spent on planning.**

	Number of Workers	Total Hours Worked
The Eagle Scout candidate		1
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
<b>Grand Total of Hours</b> (Enter here and on your Eagle Scout Rank Application.)		1

**Work hour totals.**

\* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project. If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Project Report Page B

Page B

64

Enter totals for five categories of workers:  
Candidate  
BSA youth  
Other youth  
BSA adults  
Other adults



Report Section

Paper prints are optional.

4/24/18

**Funding Summary**  
Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

**Description of fundraising efforts, if any.**

How much was collected? How much was spent?  
If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

**Were there funding shortages?**

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

**Was there any funding surplus?**

How were the donors thanked?  
**How were donors thanked?**

**Photos and Other Documentation**  
If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

**"After" photos, sketches, maps, drawings or other images.**

Click above box to add an image. Click here to add an image caption. Click above box to add an image. Click here to add an image caption.

Add Additional Image Fields

**Candidate's Promise** Sign below before you seek the other approvals.  
On my honor as a Scout, I was the leader of my Eagle Scout service project and executed it as reported here.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_

Project Report Page C

Signatures

Page C

With these 3 signatures, the project is complete.

65

Information for Beneficiaries

Front

4/24/18

**Navigating the Eagle Scout Service Project**  
Information for Project Beneficiaries

**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 comprehensive project 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 project 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 18<sup>th</sup> birthday.

66

Last Two Pages of Workbook

Information for Beneficiaries

Back

4/24/18

**Approving Project 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 "Project 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 Execution and Approval**  
After the project has been carried out, 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.

Navigating the Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>

Last Two Pages of Workbook

Also available as a separate sheet

67

## 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.**

## Local Council Options for Projects



- 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.**

## Local Council Options for Projects



- 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 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



**Age Guidelines for Tool Use and Work at Elevations or Excavations**

**Training and Supervision**  
The use of tools, by any youth or adult, requires training in the proper use of those tools before a project starts and continuous, qualified adult supervision and discipline during the project. Manufacturer's literature and age and skill restrictions shall supersede the recommendations on the chart below. If there is a conflict, leaders shall follow the most restrictive guidelines. The table below is not comprehensive; if in doubt, adults should be needed for all tool use or job functions that might be dangerous.

**Note on Personal Protective Equipment**  
Appropriate personal protective equipment (PPE) must be used at all times when using hand or power tools. Types of personal protective equipment include the following:

- Work gloves
- Safety glasses
- Safety helmets
- Earplugs or muffs
- Steel-toed shoes
- Protective aprons
- Safety face shields
- Other personal safety equipment as defined by OSHA standards

**Hand Tools**

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 18 Years and Older
Leaf			
Blow			
Shovel			
Hand			
Screw			
Nail			
Hand			
Truss			
How			
Wood			
Wood			
Picks			
Picks			
Mats			
Push			
Wheel			
Paint			

**AGE-APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES**

Age and rank-appropriate guidelines have been developed based on the mental, physical, emotional, and social maturity of Boy Scouts of America youth members. These guidelines apply to Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews.

TOOLS	TIGER CUBS (WITH ADULT PARTNER)	WOLF-BEAR CUB SCOUTS	WEBELOS SCOUTS	BOY SCOUTS	OLDER BOY SCOUTS, VARSITY SCOUTS, AND VENTURERS
Axes					
Bow Saws					
Hand Ax					
Hand Tools					
Pocketknife					



## 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.

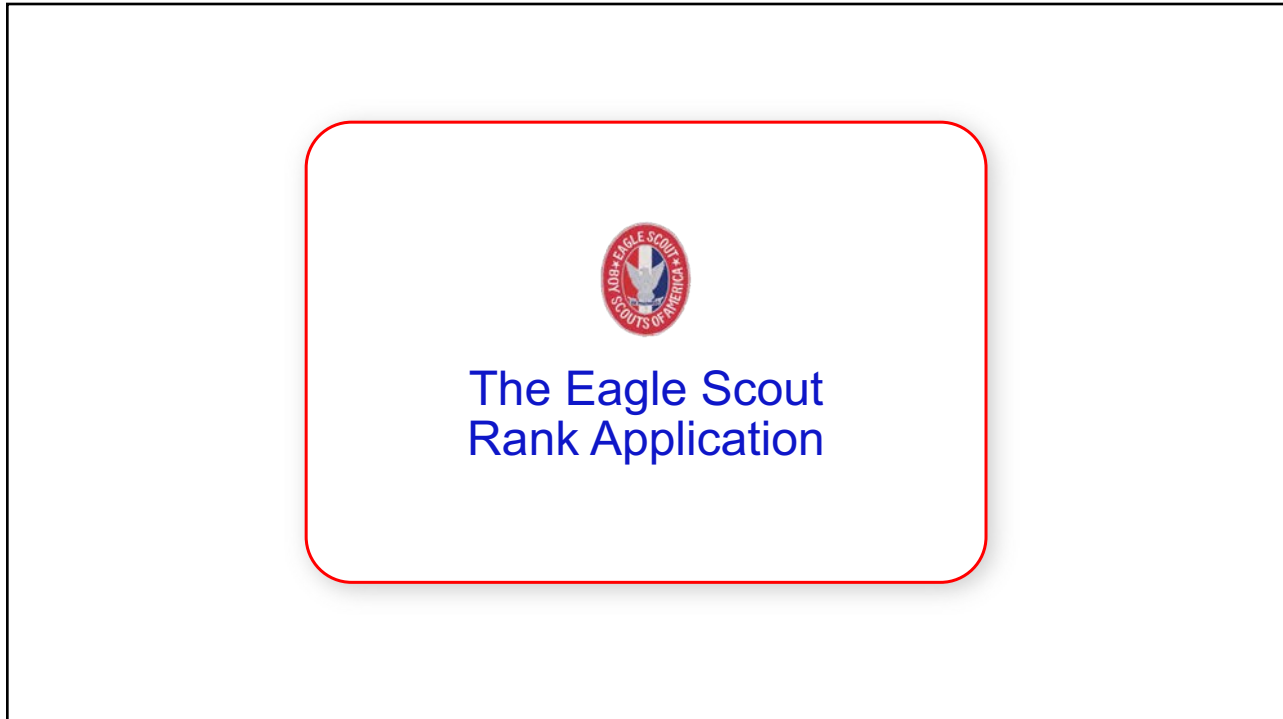


(Enter your estimated expenses.)

Items	Cost	Fundraising Explain where you will get the
Materials	\$425	None – provided by Parks & Rec.
Supplies	\$45	None – provided by Parks & Rec.
Tools	\$0	None – loaned by volunteers.
Other*	\$30	Food provided by my family.
<b>Total costs:</b>	<b>\$500</b>	

\*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax.





Exact Name →

Address →

References →

Current Form? →

### EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT: This application is to be submitted when 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 boxes, list the date: July 8, 2010, as 07 (for July) 08 (for day) 10 (for year).) When you have completed the application, sign it and submit it to your unit leader.

**FOR DONOR USE ONLY**

COUNCIL NO. \_\_\_\_\_ UNIT NO. \_\_\_\_\_

REGIONS:  WEST  CENTRAL  EAST

STATUS:  NEW  RENEWAL

POSTHONOROUS:

DATE OF BIRTH: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

**FULL LEGAL NAME** (For addresses if necessary, must fit within 30 characters, including spaces and punctuation) \_\_\_\_\_

**Address**

Home address or P.O. Box \_\_\_\_\_  
 City, state, zip \_\_\_\_\_  
 Telephone (including area code) \_\_\_\_\_ Email \_\_\_\_\_  
 High school name (list all Life Scout units) \_\_\_\_\_  
 Mailing address \_\_\_\_\_

**Advancement Dates**

Date became a Boy Scout \_\_\_\_\_  
 Date became a Varsity Scout \_\_\_\_\_  
 Date became a Venturer \_\_\_\_\_  
 Date became a 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 Varsity Scout?  Yes  No  
 Did you earn the Arrow of Light Award?  Yes  No  
 Had you completed 10th grade upon joining?  Yes  No

**References**

**Requirement 2:** Checkmarks that you've 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			

**Merit Badge List with Dates**

**Requirement 3:** Earn a total of 21 merit badges (including badges you fulfill). List the month, day, and year the merit badge was earned and the unit number it was earned in.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1. CARPENTRY			16. CIVILIAN SERVICE			17. FIRST AID		
2. COUNTLIGHT			18. FIREWORKS			18. FIRST AID		
3. COUNTLIGHT			19. FIRST AID			19. FIRST AID		
4. COUNTLIGHT			20. FIRST AID			20. FIRST AID		
5. COUNTLIGHT			21. FIRST AID			21. FIRST AID		
6. COUNTLIGHT			22. FIRST AID			22. FIRST AID		
7. COUNTLIGHT			23. FIRST AID			23. FIRST AID		
8. COUNTLIGHT			24. FIRST AID			24. FIRST AID		
9. COUNTLIGHT			25. FIRST AID			25. FIRST AID		
10. COUNTLIGHT			26. FIRST AID			26. FIRST AID		
11. COUNTLIGHT			27. FIRST AID			27. FIRST AID		
12. COUNTLIGHT			28. FIRST AID			28. FIRST AID		
13. COUNTLIGHT			29. FIRST AID			29. FIRST AID		
14. COUNTLIGHT			30. FIRST AID			30. FIRST AID		
15. COUNTLIGHT			31. FIRST AID			31. FIRST AID		

\*Dates and badges not earned in a council unit badge as 47, 48, and 49 are earned, it may be combined on 18 through 21.  
 You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle Scout merit badges.

Advancement Dates

Merit Badge List with Dates

4/24/18

86

**Position of Responsibility** →

**Unit Leader Conf.** →

**Council Record Verification** →

**Council Approval** →

**Name Repeats** →

**Project Data** →

**Applicant & Unit Signatures** →

**Board of Review Signatures** →

**Current Form?** →

2017 Eagle Scout Rank Application

512-755 April 2017 Printing

4/24/18

## 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

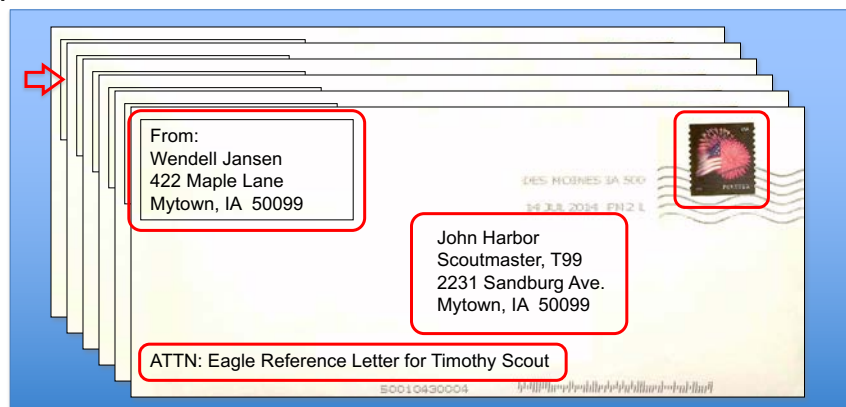


- References may also be provided verbally. A designated member of the board of review may take the reference in person or by telephone, then report to the board from notes.
- Submission of references by email or text message is discouraged, except in an emergency. Confidentiality may be at risk.
- Be *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.

## Required Transfer of Documents



- The copy submitted must include these two parts of the Project Report section:

**Entering Service Project Data**

The Boy Scouts of America collects information on the hours worked\* on Eagle Scout service projects because it points to achievement on our citizenship aim. So that you can assist with the data collection, please keep a list of the people who help on your project, and a log of the number of hours they work. Then, please provide the information requested below. Be sure to include yourself, and the time spent on planning.

	No.	Hours
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)		
<b>Totals</b>	<b>1</b>	

\* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project. If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

**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: \_\_\_\_\_

## Step 1 – Submission by Unit for Verification



Unit Advancement Coordinator

The Eagle Application is checked for completion, including signatures, and all advancement details are verified by checking the council records.

Council Service Center

## Step 2 – Return to Unit for Board of Review



Unit Advancement Coordinator

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.

Council Service Center

## Step 3 – Submission after Board of Review



Unit Advancement Coordinator

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.

Council Service Center

## Step 4 – Confirmation of Eagle Advancement



Unit Leader (SM)

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.

Council Service Center



### 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?

## 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

## 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

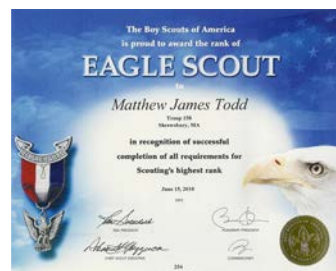


- Merit Badge completion concerns (7.0.4.7)
- Eagle board of review under disputed circumstances (8.0.3.2)
- Adjourn and reconvene option in an Eagle BOR (8.0.1.5 & 8.0.3.0–10)
- If Eagle rank is not approved – how to proceed (8.0.1.5)
- The Eagle BOR Appeal Process – correct sequence (8.0.4.0 - 8.0.4.2)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

## 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**.

- B
- O
- S
- It
- re
- It
- n

**BRYAN ON SCOUTING**  
A Blog for the BSA's Adult Leaders

HOME SCOUTING MAGAZINE FORUMS ASK THE EXPERT CONTACT MERIT BADGE CALENDAR EAGLE BEFORE & AFTER

LATEST POSTS > FEMA uses Florida Sea Base facility as search-and-rescue staging area after Hurricane Irma

**The way Scouts earn Eagle Palms has changed in a big way**

© July 10, 2017 & Bryan Wendell Awards, Boy Scouting, Eagle Scout 577

**Bryan Wendell**, an Eagle Scout, is senior editor of *Boys' Life*, *Scouting* and *Eagles' Call* magazines.

**BRYAN ON SCOUTING NEWSLETTER**

Join 11,615 people who get Bryan on Scouting in their inbox. We'll send one email per weekday, and you can unsubscribe any time.

Email Address:

Your email address

First Name:

Your first name

Last Name:

Your last name

**Update, Aug. 31, 2017** | Some commenters have asked whether these changes appear on an "official" BSA site. While this blog is an official blog of the Boy Scouts of America, I did want to share [this link from scouting.org](#). Click on "Eagle Palms: Current."

- led
- A
- and
- of



# Stay Up to Date



- Advancement News, a free online newsletter from the National Advancement Team



- Archived copies are available online.

# Advancement Training



## Advancement Training



FLORIDA SEA BASE  
BOY SCOUTS OF AMERICA

WEATHER at Sea Base  
 Full  
 Temp: 83°F  
 Wind: N (150°) at 11 MPH  
 Visibility: 10 mi  
 Barometer: 29.92 in.

About Resources Adventures Scout Connections Conference Center Ship Store Search Videos 2017 ACCOUNT

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

January 12, 2015  
74°

## 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...

