

# Eagle Scout Procedures Guide

October

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National Capital Area Council  
Boy Scouts of America



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# NATIONAL CAPITAL AREA COUNCIL BOY SCOUTS OF AMERICA

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## FOREWORD

This Eagle Scout Procedures Guide is for Life Scouts who are working towards the Eagle rank in the National Capital Area Council (NCAC) and their parents/guardians and adult leaders. This Guide reflects changes from the May 2017 Guide to Advancement (GTA) as well as the most recent Eagle Scout Service Project Workbook, Eagle Scout Rank Application and The Guide to Safe Scouting.

Before a backpacking trek, you look at a map and check out a guidebook so you have some sense of the terrain you will traverse. We suggest you treat this Guide to the Eagle trail in a similar fashion. We recommend quickly skimming the entire Guide, paying special attention to the checklist at the front and the tips at the beginning of each section but avoid trying to devour the whole document in one reading.

Each night you spend time closely reading about the next day's trail and carefully going over the map for that portion of the trek. You stop periodically during the day to compare the map and guidebook with the trail signs and landmarks you are observing. Do the same thing with this Guide. The document is divided into small usable sections. As you get to a new stage in the Eagle Trail, read that section carefully.

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

We strongly recommend that all Scouters involved in the Life-to-Eagle process become well versed in this information and encourage every Eagle Scout candidate to use this publication.

We work hard to keep this document useful for all Scouts and Scouters. We look forward to working with you as advancement policies and procedures evolve. Please contact your District ARC Chairperson or us with questions and/or comments.



Alan Deter, Chairman  
Advancement and Recognition  
Committee



Don Durbin  
Program Director



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## PURPOSE

The purpose of this document is to provide guidance to Life Scouts, parents/guardians, and Scouters in the National Capital Area Council (NCAC) on the policies and procedures relating to the Eagle rank and to address commonly asked questions and issues. This information supplements the BSA publications listed in the [Reference Resources](#) section. It is not intended to answer all questions. National BSA policies and procedures, as stated in national publications, have precedence over this NCAC document. In the event of conflicting information between revisions of national documents, the most current publication will prevail, unless specifically stated herein.

The guide is primarily addressed to the Scout. As a result, when we say “you” or “yours,” we are speaking to the Scout. Throughout this document, use of the title ‘Scout’ also refers to a member of a Venturing Crew or Sea Scout Ship. Likewise, ‘Unit Leader’ implies Troop Scoutmaster, Venturing Crew Advisor, or Sea Scout Skipper. There will be other areas of the document where we speak in the third person. In those instances, we largely are addressing adults.

This document addresses those areas in which the BSA policies allow Council discretion and presents procedures for carrying out BSA policy within the NCAC. A downloadable version of this document is posted on the NCAC website at <https://www.ncacbsa.org/advancement/eagle-scout-information/>.

If you — an Eagle Scout candidate, parent, guardian or Unit Leader — are unsure of a particular step or requirement, you should contact your District Advancement and Recognition Committee (ARC) Chairperson. A few minutes in phone calls at the right time can save days or weeks of confusion for the Eagle Scout candidate, his parents/guardians, or his leaders.

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

If you have any suggestions on how to improve this Guide, please contact your District ARC Chairperson who will in turn pass your suggestions to the NCAC ARC. The Committee meets on a regular basis, usually once every two months. It will review this Guide periodically, make revisions as necessary, and publish it.



## SIGNIFICANT CHANGES FROM PREVIOUS VERSION

The following is a list of significant changes between this version of the NCAC Eagle Scout Procedures Guide and the now replaced October 2014 edition. Many small adjustments were also made to this Guide to address comments we received after publication of the previous version so please review the document thoroughly.

1. Addition of a “Trail to Eagle” checklist for Life Scouts
2. Addition of quick tip tables at the beginning of each section for Scouts, parents/guardians, unit leaders, and District Eagle Representatives (DERs)
3. Addition of a new section covering Scouts with Special Needs
4. An enhanced and clearer guide to Eagle Advisors and Eagle Project Coaches (Attachment A)
5. Addition of information about the William T. Hornaday awards and Glen A. and Melinda Adams award
6. Expanded discussion on safety, in general, and Eagle Service Project safety
7. Discussion of appeals of Eagle Boards of Review
8. Clarification that the District Eagle Representative, when conducting the Pre-Verification Review, looks only at the Eagle Scout Rank Application (ESRA) and Internet Advancement Member Summary Report to ensure the ESRA is correct - review of other items like the Scout’s Statement of Ambitions and Life Purpose or Eagle Scout Service Project Workbook take place prior to and during the Eagle Scout Board of Review
9. Added explanation of Requests for Extension of the Time to Earn Eagle (Attachment E)



## TRAIL TO EAGLE CHECKLIST

You may find the following checklist useful as you proceed along your trail to Eagle. Please note that while the general flow of this checklist is intended to be sequential, not all of the items listed must be completed before the next one in the list.)

	Task	Date Complete
<input type="checkbox"/>	Complete your Life Board of Review.	
<input type="checkbox"/>	Make sure you are registered in each unit (Boy Scout Troop, Venture Crew, Sea Scout Ship) that you participate in.	
<input type="checkbox"/>	<b>Requirement 1.</b> - Be active in your unit for at least six months as a Life Scout. See GTA 4.2.3.1	
<input type="checkbox"/>	<b>Requirement 2.</b> - Demonstrate Scout spirit by living the Scout Oath and Law.	
<input type="checkbox"/>	<b>Requirement 3.</b> – Complete 21 merit badges (13 required and 8 elective).	
<input type="checkbox"/>	<b>Requirement 4.</b> - Serve actively in your troop for six months in one or more of the approved positions of responsibility (see <a href="#">ESRA</a> ) and fulfill your unit’s reasonable expectations.	
<input type="checkbox"/>	<b>Requirement 5.</b> - 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.	
<input type="checkbox"/>	Start talking with others about a possible Eagle service project. When discussing with adults, practice “two-deep” youth protection. Have a third person present when talking to others and copy a third person on all messages or texts.	
<input type="checkbox"/>	Download the most recent edition of fillable/savable Eagle Scout Service Project Workbook.	
<input type="checkbox"/>	Read the entire workbook. Make sure you understand it. If you have questions, now is the time to talk with your unit’s adult leaders.	
<input type="checkbox"/>	Fill in all the information on the “Contacts Page.”	



	Task	Date Complete
<input type="checkbox"/>	If you are interested in conservation AND have sufficient time left before you age out (18 for Scouts and 21 for Venturers or Sea Scouts), consider talking with a Hornaday Award advisor about doing a project that meets both the requirements of the Hornaday Award program and the Eagle Scout Service Project.	
<input type="checkbox"/>	Begin keeping a log of the time that YOU and others invest in the project, starting with time spent exploring different project ideas.	
<input type="checkbox"/>	Provide potential beneficiaries with a copy of the two pages entitled, "Navigating the Eagle Scout Service Project – Information for Project Beneficiaries" (in 2017, pages 25 and 26 – the last two pages – of the Eagle Scout Project Workbook.).	
<input type="checkbox"/>	Discuss the beneficiary representative's expectations with them. Do your best to understand clearly their expectations before starting work on your project proposal.	
<input type="checkbox"/>	Talk with your unit leaders about your idea. Incorporate their feedback into your thinking.	
<input type="checkbox"/>	Fill in the Project Proposal portion of the workbook.	
<input type="checkbox"/>	Show the draft Project Proposal to your beneficiary's representative.	
<input type="checkbox"/>	Once you and the beneficiary's representative agree on the Project Proposal, ask the beneficiary's representative to sign it.	
<input type="checkbox"/>	Discuss your project proposal with your unit leader and get their signature on the Project Proposal.	
<input type="checkbox"/>	Talk with your unit's Committee Chair and, when they understand and agree with your Project Proposal, get their signature.	
<input type="checkbox"/>	Contact one of your District's Eagle Representatives (DERs) to meet and go over your Project Proposal. After explaining your project, discussing your approach to safety and fund raising, and making any edits suggested by the DER, obtain the DER's signature. <b><u>The DER's signature must be the last signature you obtain.</u></b>	
<input type="checkbox"/>	<b>DO NOT START ACTUAL PROJECT WORK UNTIL YOU HAVE ALL FOUR SIGNATURES ON YOUR PROJECT PROPOSAL.</b>	



	Task	Date Complete
<input type="checkbox"/>	<b>Complete the Project Plan</b> portion of the Eagle Service Project workbook or engage in similar planning efforts that you document.	
<input type="checkbox"/>	<b>Permits and Permissions</b> – This is a beneficiary responsibility but, as it could involve the safety of you and your volunteers, double-check with the beneficiary and Eagle Scout Service Project Coach/Advisor to make sure they have any needed permits and permissions.	
<input type="checkbox"/>	<b>Recruiting</b> - Recruit people to help you.	
<input type="checkbox"/>	<b>Giving leadership</b> – Make sure the work processes are organized in a way that you can demonstrate your ability to give leadership on the project.	
<input type="checkbox"/>	<b>Fund Raising</b> – If you need to raise money to do your project, see the <a href="#">“Fund Raising Application”</a> section.	
<input type="checkbox"/>	<b>Conduct the Project</b> – This is where your plan comes together – actually doing the work.	
<input type="checkbox"/>	<b>Complete the Project Report</b> – Fill out the project report as soon as you can while the experience is fresh in your mind.	
<input type="checkbox"/>	<b>Beneficiary Representative Signature</b> – Get the beneficiary’s representative to sign your project report, signifying they accept your completion of the project.	
<input type="checkbox"/>	<b>Unit Leader Signature</b> – Get your unit leader to sign your project report, signifying they accept your completion of the project.	
<input type="checkbox"/>	Download the current copy of the Eagle Scout Rank Application (ESRA) from the National Capital Area Council (NCAC) website. Use the current version.	
<input type="checkbox"/>	Start filling out the application on your computer.	
<input type="checkbox"/>	Make sure you list elective merit badges in chronological order (oldest date first).	
<input type="checkbox"/>	<b>If Possible, Complete your ESRA before your Unit Leader Conference.</b> – This does not have to be done before your 18 <sup>th</sup> birthday, but you should try to have it done so it can be discussed with your Unit Leader.	



	Task	Date Complete
<input type="checkbox"/>	<b>If Possible, Write a Statement of Ambitions and Life Purpose</b> and a listing of honors and awards.	
<input type="checkbox"/>	<b>Requirement 6.</b> Unit Leader Conference – Participate in a conference with your unit leader.	
<b>YOUR 18<sup>TH</sup> BIRTHDAY – Everything to this point HAS to be done by your 18<sup>th</sup> birthday. From this point on, the work can be done after you turn 18.</b>		
<input type="checkbox"/>	<b>Complete Your ESRA.</b>	
<input type="checkbox"/>	<b>References</b> – Provide contact information for your references to your unit. Make sure you have asked the individuals to be your references, and they are comfortable with giving you a reference.	
<input type="checkbox"/>	<b>Sign Your ESRA</b> – Once all your requirements have been met, sign and date your ESRA.	
<input type="checkbox"/>	<b>Complete a Statement of Ambitions and Life’s Purpose</b> including honors and awards.	
<input type="checkbox"/>	<b>Unit Leader Signature</b> – Present the ESRA and Statement of Ambitions and Life Purpose to your unit leader and ask your unit leader to sign the ESRA.	
<input type="checkbox"/>	<b>Unit Committee Signature</b> – Ask your unit committee chair to sign your ESRA.	
<input type="checkbox"/>	<b>Pre-Verification Initiation</b> – You and your unit leadership will work together to provide the DER with your ESRA and Member Summary Report for their approval.	
<input type="checkbox"/>	<b>Transmittal to Council</b> – After the DER has reviewed the ESRA and obtained any corrections from the unit, the DER will date and initial it. The DER and unit will work together to provide your ESRA to Council for verification. <b>You should NOT send the ESRA to Council.</b>	
<input type="checkbox"/>	<b>Council Verification</b> – Council will verify your ESRA and provide the unit authorization to schedule your Board of Review via e-mail.	
<input type="checkbox"/>	<b>Board of Review</b> - Attend your Board of Review.	



	Task	Date Complete
<input type="checkbox"/>	<p><b>Board Decision</b> - If the Board of Review results in a recommendation for Eagle Scout, you become an Eagle Scout when the BSA National office approves your application. Your date of rank is the date of your Board of Review. You can begin Court of Honor planning. If the Board's decision is negative, the Board has to give you a written explanation of its decision. Consider filing an appeal (GTA 8.0.4.0).</p>	



## THE JOURNEY FROM LIFE TO EAGLE

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Start working on your Eagle requirements early – you'll be 18 sooner than you think!</li> <li>- Participate actively and demonstrate Scout spirit.</li> <li>- Attend a Life to Eagle seminar.</li> <li>- Complete Eagle-required merit badges – recognize some require tracking activity over time.</li> <li>- Understand and fulfill position of responsibility requirements. Ask your unit leader for feedback.</li> <li>- Start thinking about a Service Project. Talk to your Eagle Advisor, Unit Leader and parents/guardians about it.</li> </ul>	<ul style="list-style-type: none"> <li>- Keep your eye on the clock; youth sense of time is untrained.</li> <li>- Give the Scout space to grow and lead. Encourage participation.</li> <li>- Ask whether feedback would be welcome and provide it if it is.</li> </ul>	<ul style="list-style-type: none"> <li>- Attend Life to Eagle seminars and encourage attendance by others in the unit.</li> <li>- Encourage Scout to grow and explore new interests.</li> <li>- Recommend range of merit badges and instructors in addition to the required Merit Badges. Only recommend registered, District-approved counselors with current Youth Protection Training. Check with District Merit Badge Dean if any doubts.</li> <li>- Offer to identify an Eagle Advisor and/or Project Coach for the Scout.</li> <li>- Explain clearly and in advance the requirements for position of responsibility and provide regular feedback.</li> <li>- Monitor Scout's progress. Determine whether he intends to earn Eagle Rank.</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct and participate in Life to Eagle seminars.</li> <li>- Be available to answer questions from Scouts, parents/guardians, and unit leaders.</li> </ul>

To advance to the rank of Eagle while a Life Scout, a candidate must complete all requirements before his 18<sup>th</sup> birthday:

1. Active Participation
2. Scout Spirit
3. Merit Badges
4. Position of Responsibility
5. Eagle Scout Service Project
6. Unit Leader Conference.



(Guide To Advancement (GTA) 4.2.3.1 through 4.2.3.5  
<http://www.scouting.org/filestore/pdf/33088.pdf>)

**Requirement 1 - Active Participation.** Be active in your troop for at least six months as a Life Scout (that is, at least six months after the Life Board of Review date). A Scout will be considered “active” in his Unit if he:

- Is registered
- Is in good standing
- Meets the Unit’s reasonable expectations; or, if not, a lesser level of activity is explained.

Troops, Crews, or Ships may not create their own definition of active beyond what is delineated in the Guide to Advancement; this is a National standard. Units are free to establish expectations on uniforming, supplies for outings, payment of dues, parental involvement, etc., but these and any other standards outside a level of activity shall not be considered in evaluating this requirement. (GTA 4.2.3.1)

**Requirement 2 - Demonstrate Scout Spirit.** 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. Scout spirit applies to how a Scout lives and conducts his daily life. He shows Scout spirit by being a role model to his peers, living by the Scout Oath and Law. The concept of Scout Spirit is not based on how many Scouting events or outings a Scout attends, but rather by how he helps bring out the best in others as a reflection of his own character and attitude in his daily life. (GTA 4.2.3.2)

**Requirement 3 - Merit Badges.** Earn a total of 21 merit badges (10 more than required for the Life rank), including these 13 merit badges: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communication, (f) Cooking, (g) Personal Fitness, (h) Emergency Preparedness OR Lifesaving, (i) Environmental Science OR Sustainability, (j) Personal Management, (k) Swimming OR Hiking OR Cycling, (l) Camping, and (m) Family Life.

**Requirement 4 - Position(s) of Responsibility.** While a Life Scout, serve actively in your troop for six months in one or more of the following positions of responsibility:

**Boy Scout troop.** Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of the Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, Outdoor Ethics Guide.



**Venturing crew.** President, Vice President, Secretary, Historian, Den Chief, Treasurer, Guide, Quartermaster, Chaplain Aide, Outdoor Ethics Guide

**Sea Scout ship.** Boatswain, Boatswain's Mate, Purser, Yeoman, Storekeeper, Crew Leader, Media Specialist, Specialist, Den Chief, Chaplain Aide.

**Lone Scout.** Leadership responsibility in your school, religious organization, club, or elsewhere in your community.

Note: *Assistant patrol leader and bugler are not approved positions of responsibility for the Eagle Scout rank. Also, a unit leader-approved leadership project can be used in lieu of serving in a position of responsibility only for Star and Life ranks, not for Eagle (GTA 4.2.3.4.1).*

The key to fulfilling the requirement is **active service**. See GTA 4.2.3.4.1 through 4.2.3.4.6 for a detailed discussion of this requirement.

The highlights of this discussion include:

- Using only positions listed in the position of responsibility requirement shown in the most current version of Boy Scout Requirements.
- Meeting the time requirement may involve multiple positions, but holding simultaneous positions does not shorten the required number of months.
- Establishing unit expectations for positions of responsibility. Ultimately, a board of review shall decide what is reasonable and what is not, using common sense and taking into account balance in a youth's life.
- When situations occur where expectations for responsibilities are not met; communication is the key and credit for time served is the norm.

**Requirement 5 - Service Project.** 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 the Boy Scouts of America.) 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*, BSA publication No. 512-927, (<http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>) in meeting this requirement. (To learn more about the Eagle Scout service project, see GTA 9.0.2.0 through 9.0.2.16.)

**Requirement 6 - Unit Leader Conference.** While a Life Scout, participate in a unit leader conference.



## TIME REQUIREMENTS

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Participate actively.</li> <li>- Develop a plan for getting everything done. Allow for family, religious, school, sports and other activities.</li> <li>- Track your progress and adjust if needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Discuss time management.</li> <li>- Give Scout space. Intervene only if risk of failure is rising.</li> <li>- Ask whether feedback is welcome and provide when it is.</li> </ul>	<ul style="list-style-type: none"> <li>- Dialogue with the Scout regularly. Ask how he is doing against his plan.</li> <li>- Ask whether feedback is welcome and provide when it is. Remind Scout you are available for help.</li> <li>- Focus on Scouts who are running out of time at Star, Life and especially Eagle rank.</li> </ul>	<ul style="list-style-type: none"> <li>- Guide unit leaders to NCAC Advancement and Recognition Committee (ARC) for advice if a request for extension is needed.</li> </ul>

All requirements for the Eagle Scout rank (except the board of review) must be completed prior to your 18<sup>th</sup> birthday. This includes the Eagle service project, 6 months in a position of responsibility, 21 merit badges, and a unit leader conference. The formal deadline is midnight the night prior to your 18<sup>th</sup> birthday.

If you wait until the deadline, you leave yourself no room for error. A delay in your project, unfinished or partial merit badges, or mistakes in your rank requirements would be unfortunate because once you turn 18, by BSA rules, you cannot earn any further Scout requirements or be credited for finishing an incomplete project.

For these reasons, the NCAC ARC strongly counsels all Scouts who are attempting to earn Eagle Scout rank to be very mindful of their remaining months of eligibility. They should plan and work accordingly.

A Scout who faces exceptional circumstances beyond his control may apply for an extension of the time to earn Eagle ([See attachment E](#)). All requests must be reviewed by Council and forwarded to BSA's National Service Center. Requests take a significant amount of time to research, document, and process. National BSA only approves compelling cases.



## RECORD KEEPING

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Keep your Boy Scout Handbook up to date.</li> <li>- Get Blue Cards signed and keep them safe – make a copy as soon as signed.</li> <li>- Give your Handbook and Blue Cards to unit advancement coordinator to update unit records.</li> <li>- Obtain a copy of your Internet Advancement Member Summary Report. Identify and resolve any issues.</li> </ul>	<ul style="list-style-type: none"> <li>- Recommend to the Scout that he ask the unit advancement coordinator for his Internet Advancement Member Summary report. Check it and ask for updates/corrections, if needed.</li> <li>- Provide guidance to the Scout on how to maintain his advancement records.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure unit advancement coordinator regularly updates unit records.</li> <li>- Regularly recognize Scout accomplishments, not just at a Court Of Honor.</li> <li>- Remind Scouts to file their Blue Cards and other advancement awards as soon as they get them.</li> </ul>

Record keeping is a critical element in the advancement program. Units must ensure Internet Advancement records are accurate for completing an advancement records review of an Eagle Scout Candidate. Districts and the NCAC will only use the following, in order of preference (most authoritative to least authoritative), to resolve discrepancies leading to Eagle Scout Rank Application (ESRA) verification. All discrepancies must be reconciled prior to submission of the ESRA. If reconciliation is not possible, a detailed explanation must be sent with the application to NCAC.

For rank advancement (Caution: Items 3 and 4 are subject to transcription errors):

1. Rank Advancement date in the Scout’s Boy Scout Handbook, that was initialed and dated by Board of Review members;
2. An Internet Advancement Member Summary Report showing the date of the Board of Review;
3. Paper copy of a Board of Review summary sheet, as generated by Internet Advancement or a third-party software, that was signed by the Board of Review members; or transfer record from another Council;
4. Rank Advancement award card.

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

1. Troop’s portion of the Application for Merit Badge, signed by the Unit Leader and merit badge counselor;



2. Applicant's portion of the Application for Merit Badge, signed by the Unit Leader and merit badge counselor;
3. Advancement Report or Internet Advancement Member Summary Report showing the date the merit badge counselor signed off on the merit badge application card;
4. Troop's Advancement Records from any third-party software or a transfer record;
5. Merit badge completion signed off by the Merit Badge Counselor or Unit Advancement Chair in the Scout's Boy Scout Handbook.

A merit badge is earned on the date provided by the Merit Badge Counselor when the merit badge card is signed. Scouting ranks are earned on the date of the successful Board of Review, not the date of the Court of Honor.



## SCOUTS WITH SPECIAL NEEDS

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT ADVANCEMENT CHAIR AND/OR DISTRICT SPECIAL NEEDS COORDINATOR
<p>- There are two advancement areas that are available to assist you as a Special Needs Scout at the Life Rank:</p> <p><b>Alternate Merit Badges</b></p> <p>- If you cannot complete an Eagle-required Merit Badge, because of a permanent or long-term disability, you may substitute an alternate Merit Badge. Do as many Eagle-Required merit badges as possible and discuss alternate badges with your Scoutmaster.</p> <p><b>Registration Beyond the Age of Eligibility</b></p> <p>- If you cannot complete all the Eagle Rank requirements by age 18, you can request to continue being registered as a youth.</p>	<p>-- Look carefully at the advancement requirements through First Class rank and for the requirements for Eagle-required merit badges.</p> <p>- Continue working closely with the Scout and unit leaders on the Scout's Individual Scout Achievement Plan. Update, if needed.</p> <p>- Talk with unit leaders about whether alternative merit badges might be appropriate. Work with unit leaders to complete the Application for Alternative Eagle Scout Rank Merit Badges.</p> <p>- Discuss with Scout's physician and other medical professionals whether registration beyond the age of eligibility would benefit the Scout. Help the Scout complete the process if he asks for it.</p>	<p>- Continue providing the Scout and parents/ guardians with guidance and support.</p> <p>- Work with the Scout and parents/ guardians regarding progress on the Individual Scout Achievement Plan.</p> <p>- Help the Scout and parents/guardians apply, if needed, for alternative merit badges or registration beyond the age of eligibility.</p>	<p>- Be a resource for the Scout, parents/ guardians and unit leaders.</p> <p>- Help the Scout, parents/guardians and unit leaders understand the application for alternative merit badges and registration beyond the age of eligibility.</p> <p>- Work with the Council Advancement Committee to process any applications for either alternate advancement requirements or alternative merit badges.</p>

The basic premise of Scouting for youth with disabilities is that every boy wants to participate fully and be treated and respected like every other member of the troop. Many Scouts with disabilities can accomplish the basic skills of Scouting but may require extra time to learn them. Working with these youth will require patience and understanding on the part of troop leaders and other Scouts. A clear and open understanding should exist between the troop leadership and the parents or guardians



of the Scout with a disability. Both will be required to give extra effort, but the effort will be well worth it.

**Eagle Scout Requirements** - Members must meet current advancement requirements as written for merit badges, and the Eagle rank— no more and no less—and they are to do exactly what is stated. If it says, “Show or demonstrate,” that is what they must do; just “telling” isn’t enough. The same holds for words and phrases such as “make,” “list,” “in the field,” “collect,” “identify,” and “label.” Alternatives are not available for the Star, Life, and Eagle rank requirements. Scouts may request approval for alternative merit badges, but the other requirements for those three ranks must be fulfilled as written.

It is important to remember that the advancement program is meant to challenge our members; however, not all of them can achieve everything they might want to—with or without a disability. It is for this reason all Scouts are required to meet the requirements as they are written, with no exceptions. (Guide To Advancement (GTA) 10.2.2.0)

**Alternative Merit Badges** - By qualifying for alternative merit badges, a Boy Scout, qualified Venturer, or Sea Scout who has a physical or mental disability may achieve Eagle Scout rank. (In order for a Venturer or Sea Scout to be an Eagle Scout candidate, he must have achieved First Class rank as a Boy Scout.) This does not apply to individual requirements for merit badges. Merit badges are awarded only when all requirements are met as stated.

- A Scout is expected to do his best in developing himself to the limit of his resources.
- The physical or cognitive disability must be permanent or long-term (2 or more years beyond the age of 18), rather than of a temporary nature. (GTA 10.2.2.3)
- A clear and concise medical statement concerning the Scout’s disabilities must be made by a licensed health-care provider or an evaluation statement must be certified by an educational administrator.
- A Scout who has earned at least First Class may apply for an alternative merit badge without waiting until all other Eagle-required merit badges are complete.
- The Application for Alternative Eagle Scout Rank Merit Badges must be completed prior to qualifying for alternative merit badges. This application, No. 512-730, is available on the BSA website at [www.scouting.org](http://www.scouting.org). (<http://www.scouting.org/filestore/pdf/512-730.pdf>)
- The District will propose alternative merit badges to Council which will approve the alternatives. The alternative merit badges proposed must demand as much effort as the required merit badges.
- When alternatives chosen involve physical activity, the activities must be approved by the Scout’s licensed health-care provider.



- The application must be approved by the council committee responsible for advancement, utilizing the expertise of professional persons involved in Scouting for people with disabilities.
- If a Scout is approved for alternative merit badges, the Scout must attach the approved Application for Alternative Eagle Scout Rank Merit Badges to the ESRA when providing to the DER and/or unit for submission to Council for verification.

**Registration Beyond the Age of Eligibility** - Scouts with permanent disabilities may register beyond the age of eligibility, which for youth pursuing the Eagle rank, would be 18. A Scout may apply for registration beyond the age of eligibility at any time, even after reaching age 18. (GTA 10.1.0.0)

Note that Registration Beyond the Age of Eligibility is not referred to as an “extension.” Extensions, which are not related to Special Needs, are covered in the GTA, Chapter 9.

The application for registration beyond the age of eligibility can be found at GTA 11.4.0.0.



## THE EAGLE SCOUT SERVICE PROJECT WORKBOOK

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Download the most current version of the workbook.</li> <li>- Read the entire workbook with special focus on page five of the Workbook – “Message to Scouts and Parents or Guardians.”</li> <li>- Read and understand the “Five Tests of an Acceptable Eagle Scout Service Project” on Proposal Page A.</li> <li>- Ask your Eagle Adviser and Unit Leader questions to clarify any concerns.</li> <li>- Be neat and organized. Show that the project is important to you. Organization saves you time.</li> <li>- Keep a back-up copy on something separate from your device (CD or flash drive) just in case.</li> <li>- Protect your Project Proposal signature page. Make a copy and place it in a safe location.</li> </ul>	<ul style="list-style-type: none"> <li>- Read page five in the Workbook on “Message to Scouts and Parents or Guardians.” And ask questions to clarify any concerns.</li> <li>- Be available to help if your Scout asks for it. Assist him in being neat and organized.</li> <li>- Remind the Scout about making a back-up copy. Be prepared. Accidents happen.</li> </ul>	<ul style="list-style-type: none"> <li>- Help Scouts find the current workbook file.</li> <li>- Help the Scout with ideas on how to organize his materials.</li> <li>- Encourage Scouts to enter information using a computer.</li> <li>- Remind the Scout to protect his Project Proposal signature page as it demonstrates the time he can start work on his project.</li> <li>- Encourage Scouts to print and discuss workbook sections in draft form.</li> </ul>

- Obtain a copy of the Eagle Scout Service Project Workbook.**  
 You can find the most recent version of the Eagle Scout Service Project Workbook on the NCAC Advancement Eagle Scout Information page.  
[\(https://www.ncacbsa.org/advancement/eagle-scout-information/\)](https://www.ncacbsa.org/advancement/eagle-scout-information/)
- You and your parents or guardians should review the entire Workbook and focus on pages 2 thru 6. Four important points:**
  - Keep the entire project in mind by understanding how the Workbook is organized – You make a project proposal, develop a plan, accomplish the project, and write a report on the project (page 3).



- “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” (page 4).
- “The Eagle Scout service project belongs to you (page 5).
- More information is available for you, your parents or guardian, and Scouters in the BSA Guide to Advancement (GTA) (page 6).



**Understand the importance of utilizing the entire Workbook, especially the Project Plan section.**

When you begin your project (Eagle Scout requirement 5) you must use the most current Eagle Scout Service Project Workbook to meet this requirement. It is best to use the fillable/savable version of the Workbook that can be edited as the project proceeds. Once you have started, if a new version of the workbook is released, it is your choice whether to switch to the new version or continues with the previous version, regardless of where you are in the proposal, planning, or development process (*GTA 9.0.2.0 through 9.0.2.15*).

You can choose from a PC or Mac version depending on your computing platform. Make sure you have an up-to-date version of Adobe Reader because the workbook has several useful features like expandable text boxes, file/picture uploads, and automatic pagination as you add material.

**Note:** Many Scouts have learned the hard way that it’s always best to save the file to your hard drive – rather than opening it in your browser – and then opening it with Adobe. Most browsers inhibit much of the file’s intended functionality.

The workbook is essential to the successful completion of your project and should be thoroughly reviewed - front to back - before you begin. We recommend that you put the printed pages of your Eagle Scout Service Project Workbook in a three-ring binder. You may consider making a working copy of the Workbook that can be used to take notes and show to all those involved with the initial planning stages and a second copy of the Workbook after you have completed your Project Report that you can bring to the Eagle Board of Review.



The workbook lists the four parts of the Eagle Scout Service Project:

1. Proposal
2. Project Plan
3. Fundraising Application
4. Project Report

The Workbook is supplemented with additional information to include drawings and plans, additional photographs, endorsement letters, and other information related to the accomplishment of the project. These help your workers, and those reviewing the project, understand the what and how of your project.

Before beginning, you should review and understand the Workbook, starting with page 3 – “How to Use This Workbook.” You are encouraged to bring a paper copy of the workbook to meetings so you can make notes on feedback you receive.

The execution phase of the project – is supported by the project plan – and assessed in the project report. The members of the Eagle Board of Review are responsible for final evaluation of your project and whether you have demonstrated sufficient planning, development, leadership, and positive impact for the beneficiary. (GTA 9.0.2.1(4) and 9.0.2.13). Project success is much more likely if you fully complete the Workbook Project Plan section.



## CONTACT INFORMATION

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
- Get complete contact information for the key people that will help you.  - Be neat. Use the fillable/savable version whenever possible.	- Help the Scout if he asks for it.	- Give Scouts a "cheat sheet" with contact information on unit Scouters.  - Help the Scout find resources, especially if he is doing a project that requires special skill like carpentry, plumbing, etc.  - Encourage the Scout to fill in the workbook using a computer, if possible.	- Provide your complete contact information to the unit or Scout, as appropriate.

- Complete the Contact Information in the Workbook (Proposal Page B).**
- The unit leader should identify your Eagle Advisor within the Unit.**
- The Eagle Advisor should offer to assist you in finding an Eagle Project Coach (if you need or desire one) – a subject matter expert appointed by the District who can assist you with planning and executing your project.**
- The unit leader or your Eagle Advisor connects you with the District Eagle Representative(s) for your project proposal review.**

The Contact Information page should be a one-stop shop for the contact information of all the adults involved in his project. You will be well served if you take the time to contact each person on this page and fill in the information before working on your project. The following are a few notes concerning some of the fields in this section.

1. BSA PID No. This is your Personal Identification Number (PID) assigned to you by the Boy Scouts of America. You find it on your membership card, on the My Scouting website, or on the Unit Roster.



2. Council Service Center Information:

- a. Council Name: NCAC
- b. Phone No: 301-530-9360
- c. Address: 9190 Rockville Pike
- d. City: Bethesda
- e. State: Maryland
- f. Zip: 20814

3. Project Beneficiary, Project Beneficiary Representative, and Project Coach Information. You might not be able to fill in this information until you have selected your project.

For an Eagle Scout Service Project coach to be listed on the contact page, the Coach must meet the requirements of, and apply for, the position and be approved by the District Committee as a Project Coach (See [Attachment A, Supporting Life Scouts Working on Eagle Projects](#)). Units wishing to nominate someone as an Eagle Scout Service Project coach should complete the application (<http://www.scouting.org/filestore/pdf/512-069.pdf>) and submit it to the chair of the District Advancement and Recognition Committee (ARC).

You should receive guidance, even before project inception, from an experienced person in the Unit or District who is qualified to advise the candidate and has knowledge of the work to be performed. This person is known as the Eagle Advisor. (See [Attachment A, Supporting Life Scouts Working on Eagle Projects](#))

You should obtain the remaining contact information for the Unit leader, Committee Chairperson, and District Eagle Representative (DER). Note that in some Districts, each Unit has a pre-assigned District representative and a backup. The DER will have final approval authority for the service project proposal and may be a member of your Eagle Board of Review. (See [Attachment B, Guidance for the District Eagle Representative](#))



## TRACKING SERVICE PROJECT HOURS

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Start tracking your hours from the moment when you first begin thinking about project ideas.</li> <li>- Include time invested by potential beneficiaries, your parents/guardians, Scout leaders and other adults you worked with to select and accomplish a project.</li> <li>- Give a list of service hours earned to your unit advancement coordinator so that the Scouts helping you can get credit for service hours.</li> </ul>	<ul style="list-style-type: none"> <li>- Remind the Scout occasionally about tracking the hours he and others invest on the project.</li> <li>- Offer to take the Scout to appointments if he does not drive.</li> </ul>	<ul style="list-style-type: none"> <li>- Encourage the Scout to keep a careful count of the hours he and others invest in the project starting with their initial planning steps.</li> <li>- Make sure the hours, when project is complete, get entered into the unit's Service Hour record on the BSA Journey to Excellence Service Hour Reporting website so participating Scouts are recognized for their service.</li> </ul>	<ul style="list-style-type: none"> <li>- Talk with the Scout, when reviewing the project proposal, about counting his hours.</li> </ul>

- Develop worksheet to record service hours or use the Excel spreadsheet available on the NCAC Eagle Scout Information website.**  
(<https://www.ncacbsa.org/advancement/eagle-scout-information/>)
- Enter hours after each activity onto the worksheet and provide a report to the unit advancement coordinator so participating Scouts receive service credit for rank advancement.**
- At project completion, report the service hours on the BSA Journey to Excellence Service Hour Reporting website.**
- Report the total hours (whole numbers only, not fractions or decimals) spent by you and all participants on your Eagle Scout Rank Application.**

There has been a steady increase in questions and problems regarding the tracking and reporting of the hours devoted to Eagle Scout Service Projects. This section is provided to clarify recommended procedures for Scouts, parents/guardians, and Scouters.



From the time you begin looking for a project to the completion of the project, you should be keeping track of your time. A small pocket notebook, a spreadsheet on a laptop, a notepad on your smartphone, or a loose-leaf page in your project workbook are all acceptable ways to accomplish this task. Each entry should include the name of the person, the date, the hours or fractions of hours, and the purpose of the activity. You will add the accumulated information in your Project Report, in the section titled Entering Service Project Data. The total number of service hours also is reported on your Eagle Scout Rank Application. If the project has a long duration, you should provide periodic reports to the unit Advancement Coordinator so participating Scouts can receive service hour credit. After completion of the project, the unit should include your project's service hours in their Journey to Excellence Service Hour Report.

Your service time includes research, making phone calls, participating in meetings, entering information into the Eagle Scout Service Project Workbook, completing the report, plus numerous other activities.

You should record not only the time you spend on the project but also the time others invest in helping you on the project. This could be:

- Time spent meeting with one or more beneficiaries as you are selecting your project,
- Discussions with adults as you develop the project,
- Time a parent/guardian spends driving you to and from different locations,
- Time friends, Scouts, Scouters, or other volunteers spend actually working on the project,
- Time invested by your Eagle Adviser, Eagle Project Coach, Unit Leader, Committee Chair, and District Eagle Representative as they assist with the development of your project.

Below are two examples of a way to keep track of service hours and a screenshot of the Journey To Excellence (JTE) Service Hour Report. The first example is a manual method to collect the information. The second is an Excel spreadsheet available on the NCAC website. The advantage of the Excel spreadsheet is that it automatically accumulates the information required for the report section of the Eagle Scout Workbook. Adults can use the results for completing the JTE Service Hour Report.



### Sample Tracking Log

Date	Activity Description	Eagle Candidate	Scouts	Other Youth	Registered Adults	Other Adults	Total



## Excel Spreadsheet Tracking Log

Eagle Scout Service Project								
Project Name:								
Project Date:					Life Scout Project Leader:			
Total Hours	0							
Total Participants	0							
<b>Subtotal</b>	0	0	0	0	0	0	0	0
<b>Scout</b>	<b>Hours</b>	<b>Scouter</b>	<b>Hours</b>	<b>Youth (not Scouts)</b>	<b>Hours</b>	<b>Adults (not Scouters)</b>	<b>Hours</b>	<b>Hours</b>

## BSA JTE Service Hour Report

Eagle Scout Service Project		
Date of Service Project	0-Jan-00	Project Type
Number of youth members participating in the project	0	Project Type Area
Number of youth who are not members participating in the project	0	Answer the special question for the selected item
Number of adult leaders participating in the project	0	Messengers of Peace
Number of other adults participating in the project	0	Personal Dimension
Total hours - including member and non-members	0	Community Dimension
<i>&lt;these numbers go in your Eagle Scout Workbook - Project Report Page B&gt;</i>		Environmental Dimension
Project Type	Messengers_of_Peace	Blood Drive
Project Type Area	Litter Cleanup / Beautification	Fun Run
What organization did you partner with on the project	none	Walk
Name of local organization you worked with		Hike
		Cycle
		Healthy Living
		Bike Safety Event
		Child Fingerprinting
		Health Fair / Fitness Expo
		CPR Training
		Tree Planting
		Litter Cleanup / Beautification
		BSAdopt-a-School
		Other
		Bike Safety Event
		Child Fingerprinting
		Home Building
		Shelter
		Home Repair / Maintenance
		Personal Care Collection
		Blanket Collection
		School Supply Collection Drive
		Book / Magazine Drive
		US Military
		Blue Star Families
		Families
		Other



## SELECTING A PROJECT

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Participate in other Eagle Scout Projects to learn what they do.</li> <li>- Talk to other Scouts, leaders, family, and friends about project ideas.</li> <li>- Look on the internet. National Eagle Scout Association (NESA) has notable Eagle projects and Adams Service Project winners for multiple years.</li> <li>- Check with your unit's Chartered Organization. What help do they need?</li> <li>- Attend a District Life to Eagle seminar.</li> <li>- Your religious organization, school, local parks authority, municipality or local charities are a good source of project ideas.</li> <li>- Read your local community newspaper or newsletter. News articles are great sources for project ideas.</li> <li>- After you find a beneficiary, talk with your unit leader to ensure you are on the right track.</li> </ul>	<ul style="list-style-type: none"> <li>- If the Scout asks, suggest project ideas.</li> <li>- Help the Scout contact people if he asks for your assistance.</li> </ul>	<ul style="list-style-type: none"> <li>- Discuss the Scout's interests and initial ideas. Suggest possible projects and sponsors.</li> <li>- Maintain a list of possible project locations with contact information.</li> <li>- Counsel the Scout about scope (not too big and not too small) and choosing a project that he'll feel passionate about.</li> <li>- Review the "Five Test" on Proposal, page A, for an acceptable Eagle Project.</li> <li>- Help the Scout research project ideas.</li> <li>- Help the Scout "right-size" his project. Help him develop a game plan.</li> </ul>	<ul style="list-style-type: none"> <li>- DER should have a clear understanding of an acceptable Eagle Scout Service Project.</li> </ul>



**Select a service project and discuss it with the right people.**

**Ideas for an Eagle Project.** The idea can be original or something that has been done in the past. There are hundreds of organizations that need assistance. Some examples are:

- City parks, county parks, state parks, United States Forest Service, Potomac Appalachian Trail Club, Bureau of Land Management, religious organizations, and local schools.
- Be sure to consider your Unit's chartering organization.
- You can find ideas online (search "Eagle Scout Service Project Ideas") or your Unit leader may have some ideas for you.

For a successful project, you should identify a project that is:

- (1) interesting,
- (2) challenging,
- (3) provides service to the community, and
- (4) provides an opportunity for planning, development, and leadership. (Refer to Eagle Scout Service Project Workbook (page 4) for limitations and what the project is not.)

**William T. Hornaday Awards.** The Scout may want to consider combining his Eagle Scout project with a William T. Hornaday Conservation project. Information on how this is possible can be obtained from the NCAC Advancement website

<https://www.ncacbsa.org/advancement/awards-and-recognition/hornaday/>

The Hornaday award is one of the few instances in Scouts when a single project can be used to qualify for two ranks/awards. The Hornaday program involves significant project design work, so if you are interested, be sure to talk with a Hornaday advisor BEFORE beginning your Project Proposal. Just remember, that while a First Class Scout you can begin the process for a Hornaday project, **but** you can only start work on an Eagle Scout Service Project after you become a Life Scout.

**Glenn and Melinda Adams Award.** Each year, the National Eagle Scout Association recognizes outstanding Eagle Scout Projects at the Council, Region and National level – and awards scholarships to the winners.



More information on the Glenn A. and Melinda W. Adams National Eagle Scout Service Project of the Year Award is on the NCAC Eagle Scout Information website.

<https://www.ncacbsa.org/advancement/eagle-scout-information/>

- **Contact Benefiting Organization.** Once you have a project idea, you should contact the benefiting organization to gain their acceptance and approval of the project. You will need a main contact person, known as the Project Beneficiary Representative, to work through the planning and leadership phase of the project. This person should be someone who is authorized by the benefiting organization to approve the project and will work with you to make sure it meets the organization’s needs. Their information will go on Proposal Page B of the Eagle Scout Service Project Workbook.

You should bring along a copy of the 2-page sheet on “Navigating the Eagle Scout Service Project: Information for Project Beneficiaries” to discuss with the beneficiary representative. You should read and understand this paper BEFORE presenting it to the beneficiary. It is the last two pages of the Eagle Scout Service Project Workbook. The project beneficiary will acknowledge receipt when they approve the proposal and sign Proposal Page E.

- **Review Idea with Unit Leader.** Once you have an idea and have talked to the benefiting organization, you should review your idea with your Eagle Advisor (and/or Unit Leader). Up to now, you do not have anything in writing except maybe a rough drawing or some pictures. If your Eagle Advisor and/or Unit Leader agrees with the project concept, you should move on to developing your proposal – if not, consider the constructive suggestions you have received and start again. Your Eagle Advisor or Unit Leader may also help you find a Project Coach who is a subject matter expert relevant for your project who can assist you. For example, if the project is to build a stairway at a church, a local carpenter may be a good choice to serve as your Project Coach.



# PROJECT SAFETY

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Read the “Sweet 16 of BSA Safety and the “Guide to Safe Scouting” on-line.</li> <li>- Use “two deep” youth protection at all times – have a third person with you when meeting with adults and copy a third person on all messages and texts.</li> <li>- Download and read the “Service Project Planning Guidelines” and “Age Guidelines for Tool Use and Working at Elevations or Excavations. Use them to shape your project to reduce risk.</li> <li>- Think about what could go wrong in all aspects of your project – use your imagination.</li> <li>- Discuss risks (what could go wrong and safety hazards) with your beneficiary, unit leaders Eagle Advisor or Project Coach and the DER. Listen carefully to the advice and change your plan if needed.</li> <li>- Ensure the beneficiary has called “Miss Utility” if the project requires digging and make sure this was done before you break ground.</li> <li>- Develop a contingency plan for adverse weather.</li> </ul>	<ul style="list-style-type: none"> <li>- Ask “what could go wrong?” Advise the Scout to think broadly about risk.</li> <li>- Visit the site with the Scout – look around for things the Scout might not notice.</li> <li>- Ensure the Scout talks with beneficiary, unit leaders and District Eagle Representative (DER) about safety.</li> </ul>	<ul style="list-style-type: none"> <li>- Encourage use of Guide to Safe Scouting. Look for risks when talking with the Scout about project ideas.</li> <li>- Guide Scout to manage risk.</li> <li>- Ensure the Scout talked with the beneficiary about risks and safety.</li> <li>- Talk with parents/guardians if the Scout is not making changes needed to ensure safety. Escalate to other leaders if the parents/guardians and/or Scout resist.</li> <li>- Remind Scouts that anybody can stop their Eagle Project if they observe an unsafe situation.</li> <li>- The candidate should plan for safe execution, but it must be understood that minors cannot, and must not, be held responsible for safety concerns.</li> <li>- Be familiar with Service Project Planning Guidelines and its companion, Age Guidelines for Tool Use and Work at Elevations or Excavations (4.2.3.3).</li> <li>- Ensure the Scout develops a safety plan that reflects risks specific to his project.</li> </ul>	<ul style="list-style-type: none"> <li>- Discuss with Scout the ways to build safety into his plan. Encourage using the Guide to Safe Scouting. Give Scout feedback to improve safety aspects of his project proposal.</li> <li>- Ensure the Scout has discussed safety aspects of the project plan with the beneficiary and unit.</li> <li>- Help unit leaders if the Scout and/or parents/guardians resist making changes to reduce risk.</li> </ul>



An Eagle Scout service project is a unit activity and the unit leaders have the same responsibility to assure safety during the project as they would with any other unit activity. The Guide to Safe Scouting, (<http://www.scouting.org/filestore/pdf/34416.pdf>), the “Sweet 16 of BSA Safety,” (<http://www.scouting.org/scoutsource/HealthandSafety/Sweet16.aspx>), youth protection guidelines, and two-deep leadership all apply.

The National Health and Safety Committee has issued two documents that work together to assist youth and adult leaders in planning and safely conducting service projects:

- a. Service Project Planning Guidelines, No. 680-027, (<http://www.scouting.org/filestore/healthsafety/pdf/680-027.pdf>) and,
- b. Age Guidelines for Tool Use and Work at Elevations or Excavations, No. 680-028 (<http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf>).

Unit leadership must be familiar with both documents (4.2.3.3).

You have a responsibility to plan, develop and accomplish a safely run project. You document this in both the “Proposal” and “Project Plan” sections of your workbook. The Beneficiary Representative, unit and District Scouters review both the proposal and the plan. They should question you about your understanding of the project’s hazards as well as the health and safety of everyone involved during the project’s execution. You should plan for safe execution, but it must be understood that minors cannot, and must not, be held responsible for safety concerns. You should designate a Scouter or parent as the safety person who also will make the decision if it is necessary to call “911”.

The unit leaders, the Eagle Advisor, and the unit committee should work with the Scout on selecting inherently safe projects, rejecting those that are not, and making sure, they keep abreast of safety issues during project planning through periodic communication with the Scout.



## PROJECT PROPOSAL

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Go through each section; make sure you understand what is needed and how you will apply it to your project.</li> <li>- Neatly write up your project proposal. If possible, use a computer to fill in the workbook. Keep a copy.</li> <li>- Practice talking about your proposal with family or friends so you can do it confidently with the beneficiary and leaders.</li> <li>- Use complete sentences. If a section doesn't apply, put "N/A" so that leaders, advisors, and the Board of Review know it wasn't filled in on purpose.</li> </ul>	<ul style="list-style-type: none"> <li>- Be a sounding board if the Scout asks.</li> <li>- Continue providing positive encouragement.</li> </ul>	<ul style="list-style-type: none"> <li>- Review the Proposal sections with the Scout and provide guidance on things to do and things to avoid.</li> <li>- Be a resource for the Scout as he works through the details of the proposal.</li> <li>- Encourage the Scout to use a computer to fill in the information.</li> <li>- Make sure the Scout has access to the technical help he needs.</li> <li>- Review the document "Navigating the Eagle Scout Service Project" with the Scout and emphasize its importance when the Scout meets with his project beneficiary.</li> <li>- The candidate should plan for safe execution, but it must be understood that minors cannot, and must not, be held responsible for safety concerns.</li> </ul>

### Eagle Scout Service Project Proposal.

Once you have chosen a project idea and have had initial discussions with your Eagle Advisor, your unit leader, and representatives of an interested beneficiary, it's time to start work on the "Project Proposal" section of the workbook. The proposal is an overview and the beginning of the project planning process. You need to describe, in general terms, what will be done.

As you prepare to enter information in the workbook, you should consider whether your project will meet the "Five Tests" of acceptability:

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. (GTA 9.0.2.7)

The Project Proposal should be readable, grammatically correct, and express complete thoughts. If possible, you should use a computer to fill in the workbook. Your first draft may need some revision, and it's much easier to edit a computerized document.

The workbook has expandable text and picture fields so you are not limited by the initial space provided. However, project details that might be too extensive for the Proposal section may be entered in the Project Plan section before the Proposal is complete.

**Project Description and Benefit.** This first section should provide an adequate description of your project. You should identify the beneficiary and mention the conditions that will be changed or affected by the project. If possible, you should upload photos and possibly maps or sketches of existing conditions. Then in a few sentences, you should describe how your project would be useful for the beneficiary. Possible benefits include helping members of the local community, improving safety, functionality, or appearance of a facility, or helping disadvantaged people. Then you should answer two questions regarding your project schedule: When will it start, and when will it be complete?

**Giving Leadership.** One of the key components of Eagle Scout Requirement 5 is to “**give leadership to others**”. You should record the approximate number of helpers you will need to accomplish your project and indicate how you plan to recruit them. These volunteers can come from your unit, school, religious organization, friends, or anywhere else you can find them. Your volunteers may be adults, but they must understand you are the leader. Volunteers can offer you (and only you) suggestions but, in the end, the project is yours and they must be willing to follow your directions.

Then you should record what you think will be difficult in terms of leading your project. For example, you may need to find volunteers with special skills (e.g., mason, carpenter, etc.). You may need to organize and manage separate work teams or you may be concerned about your ability to recruit productive workers who will follow instructions.

**Materials/Supplies/Tools/Other Needs.** These four sections are for you to list the items needed to complete the project. Each section mirrors a more detailed table in the Project Plan, so you are encouraged to work on



both at the same time. If materials, supplies, or tools are not required for the project, you may enter “Not Applicable”.

- Materials are what you use to make a finished item for your project such as lumber, nails, river rock, concrete, paint, etc.
- Supplies are consumable items that are not part of the finished product, but are used to complete it. This includes items such as food, drinks, poster board, gas, trash bags, pens, sandpaper, etc.
- Tools are the items used to accomplish the work. This includes hammers, saws, shovels, tables, water jugs, rental equipment, etc.
- The Other Needs block is for anything not covered by the above categories like parking, postage, printing, etc.



**Permits and Permissions.** Not every project will require formal permits or approved documents, but some will. This section should be completed if the project is subject to local laws, zoning standards, homeowner association covenants, etc.

Ask your Eagle Advisor, parents/guardians or Scout leaders if you need help in determining whether permits or permissions are needed. If you are building something, think about a building permit. If the project will generate trash, think about dumping fees and waste disposal regulations. If the project will use hazardous materials (paints, solvents, fertilizer, etc.), you should review warning labels and hazardous waste regulations. If digging is required, you will want to ensure the beneficiary called “Miss Utility” to check the area prior to digging to mark any underground utility lines such as electrical and natural gas lines. It would be helpful to mark your site with white paint so “Miss Utility” can ensure they look at your worksite. For more information on Miss Utility and why you should use white paint, go to:

<http://va811.com/homeowners/what-do-the-markings-mean/>

Coordinate with the project beneficiary to ensure that you can get access to the worksite on the days you intend to conduct your project.

Advance preparation is the key to success and you should perform adequate due-diligence to avoid unpleasant surprises when you try to conduct your project. When permits are required, you should ask the benefiting organization to obtain them and confirm they were obtained.



- **Preliminary Cost Estimate.** Once you've determined the materials, supplies, and tools that will be needed, you should estimate their costs and find a way to pay for them. You can go to a store, look online or speak with your project coach or other adults to help complete your cost estimate.

You should record preliminary cost estimates for all materials and supplies, even if these materials or supplies will be donated by the benefiting organization, your family, or others. They have real value, even if the cost to you is zero.

Tools to be used should be listed, but they may have zero cost if they will be loaned. If, however, a tool must be purchased or rented, the cost should be estimated. This applies to both the Proposal and Project Plan sections of the Workbook.

Projects may not be fundraisers, but you may conduct a fundraiser to finance your project. An explanation of how you plan to raise funds must be provided here. It is appropriate to include a description of the fundraiser, proposed dates, amount of money to be raised, and whether contracts will need to be signed. In the Project Plan, you will show how expenses and revenue will be balanced.

Read the [Eagle Scout Fundraising Application](#) section of this document for more information.

- **Project Phases.** You should think about the phases of your project like chapters in a book or legs of a journey. You should describe the major steps you will take to prepare for and accomplish your project. Some examples of typical project phases include:

- Complete the Project Plan
- Obtain funds and donations
- Purchase materials and supplies
- Recruit volunteer workers
- Select and train crew leaders with specific assignments
- Assemble components and stage materials
- Conduct the project
- Complete the project report



**Logistics.** The movement of materials, supplies, tools, and people to and from a project will almost always be necessary. In this section, you identify how you plan to do this. The details should be recorded in the Project Plan section of the Workbook.

**Safety Issues.** Safety is the highest concern for all BSA activities and Eagle Projects" are no exception. Important information on "Risk Management and Eagle Scout Service Projects" is provided in GTA 9.0.2.14. Eagle Advisors should help Scouts understand applicable policies in the GTA (<http://www.scouting.org/filestore/pdf/33088.pdf>), to help you plan a safe project. In this proposal section, you should list all of the hazards and safety concerns that should to be addressed in your Project Plan. You should pay special attention to BSA policies on fuels, vehicle operation, and adult leadership. In addition, you should review your tool list for safety hazards, and working at height, and identify them in this section. Do not overlook common health and safety issues like sunburn, poison ivy, ticks, heat stroke, heat exhaustion, hyper / hypothermia, and dehydration. Make sure to advise your workers to bring their own personal protective equipment such as gloves and eye protection. For more information, see the [Project Safety](#) section in this guide.

**Project Planning.** In this section, you should record the steps you intend to take to prepare a more detailed and complete Project Plan. For example, you may indicate that you need to make additional phone calls, complete drawings, research material costs, or prepare a management plan, or detailed plan for fundraising. These are additional planning tasks to accomplish to ensure that your project is successful. In all cases, you should share your Project Plan with your project beneficiary to confirm that it meets their needs and expectations.



## APPROVAL OF THE PROJECT PROPOSAL

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Describe the project to your beneficiary and Scout leaders.</li> <li>- Bring paper and pen to each discussion to record feedback.</li> <li>- Make changes to your proposal based on the feedback from each reviewer.</li> <li>- Collect all the signatures with the District Eagle Representative (DER) being last. Keep a copy.</li> </ul>	<ul style="list-style-type: none"> <li>- Remind the Scout to pay attention to any feedback and bring paper and pen to write it down.</li> <li>- Coach him that feedback is a normal part of a proposal review process. It is designed to help improve his project, not criticize him.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide an honest but diplomatic review of the Scout's Proposal. Give him feedback on the project scope, the probability for success and a positive experience.</li> <li>- Pay special attention to the safety aspects of the project.</li> <li>- Remind the Scout that it is his project and that he needs to demonstrate leadership.</li> <li>- Verify that the Scout gave the beneficiary a copy of "Navigating the Eagle Scout Service Project".</li> </ul>	<ul style="list-style-type: none"> <li>- Review the project and pay critical attention to the scope, probability for success, and a positive experience. Talk with the Scout about showing leadership and remind him to record his hours.</li> <li>- Pay special attention to the safety aspects of the project. Ask the Scout to explain how he will organize and carry out the project.</li> <li>- Remind the Scout that he needs to discuss any changes with the beneficiary before implementing the project.</li> <li>- Offer to be a resource for the Scout if questions/issues arise.</li> </ul>

- Obtain approvals of the Project Proposal.** You must have the dated signatures of all four approving officials in the workbook before starting the actual work on your project. If any of the approvers does not sign the project proposal, you must review, resubmit, and/or restart the project proposal. To avoid this unfortunate situation, you should discuss your project idea with your unit leader at an early stage and then work closely with an experienced Eagle Advisor to identify and avoid potential problems. Your signature should be the first one. Then the only required sequence for obtaining approval is that the District approval must follow all the others.
  
- Candidate's Promise.** Remember that you are stating "on your honor as a Scout" that you have "read the entire workbook". Youth tend to skim through the introductory section of the workbook, but it contains valuable guidance that can help you plan, develop, and lead a successful project.



- Unit Leader Approval.** You should present your proposal to your Unit Leader (i.e., Scoutmaster, Coach, Advisor, or Skipper) and obtain their signature. In signing, they certify that they have reviewed this proposal and discussed it with you. They agree it provides impact worthy of an Eagle Scout service project and will involve planning, development, and leadership. They are comfortable you understand what to do, and how to lead the effort. They also agree to monitor the project so adults or others present will not overshadow you.
- Unit Committee Approval.** You should present your proposal to a designated member of your Unit Committee and obtain their signature. In signing, they agree you have achieved the rank of Life Scout and are registered in the unit. They certify that they have reviewed the proposal, are comfortable that the project is feasible, and will do everything they can to see that the unit measures up to the level of support they have agreed to provide (if any). They also certify that they have been authorized by the unit committee to approve the proposal.
- Beneficiary Approval.** You should present your proposal to the Beneficiary Representative and obtain their signature. To avoid a conflict of interest, you should avoid using an immediate relative as a beneficiary representative. If an immediate relative might normally represent the beneficiary, look for an alternative such as the relative's supervisor. For situations such as a Lone Scout where use of an immediate relative as the beneficiary's representative is unavoidable, seek approval of the District Advancement and Recognition Committee (ARC) Chair before proceeding with the project. In signing, they agree the service project will provide significant benefit, and they will do all they can to see it through. They have informed you of the financial support (if any) that they have agreed to provide. They also understand any fundraising you conduct will be in their name and that funds left over will go to the benefiting organization. They agree to provide receipts to donors as required. Note that the beneficiary must indicate whether they have, or have not, received a copy of the document "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries". If the "Yes" box is not checked, the approval process should pause until this document is received by the beneficiary and they understand its content.
- Council or District Approval.** NCAC has identified one or more District Eagle Representatives in each district who are authorized to review and approve Eagle Project Proposals. Approval by the District Eagle Representative indicates they have read GTA 9.0.2.0 through 9.0.2.15,



regarding the Eagle Scout Service Project. They agree on their honor to apply the procedures as written, and in compliance with the policy on “Unauthorized Changes to Advancement.” Additionally, they will encourage you to complete a Project Plan and further encourage you to share it with your Eagle Advisor. Note that the “Navigating the Eagle Scout Service Project” document requires that you share your Project Plan with the project beneficiary before conducting the project.

Keep your approved project proposal in a safe place because it, and other sections in the Eagle Scout Service Project Workbook, must be submitted along with your Eagle Scout Application to your Eagle Board of Review.

As you develop your Project Plan, it is normal for there to be minor changes from what was recorded in the Proposal document. These changes should be noted in the Project Report after the project has been done. However, if you want to make more significant changes from what was approved, a formal review by the Proposal approvers may be needed. What constitutes a "significant" change in the scope or leadership opportunities of a project must be evaluated on a case-by-case basis. For example, the denial of a required permit, or a request by the benefiting organization to increase, decrease or change the scope of the project in a major way should raise a “red flag.”

If you want to make substantive changes from what you originally proposed, you should discuss the situation with you Eagle Advisor or Unit Leader for advice. Additionally, you may need to share these changes with the Project Beneficiary representative and others who approved your Project Proposal. You should discuss why the changes are needed and seek advice. Only under extreme circumstances should approval of your Project Proposal be withdrawn. Additional guidance is provided by GTA 9.0.2.7.



# PROJECT PLAN

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Complete applicable sections. Work carefully through each section. Use complete sentences. If something doesn't apply, use "N/A."</li> <li>- Ask for help if you need it. A more complete plan ensures a better executed project.</li> <li>- Keep beneficiary's representative informed of your progress.</li> <li>- Do a detailed project budget. Don't short change this part. Identify funding sources and expected contributions.</li> <li>- Manage beneficiary expectations.</li> <li>- Record comments after Project Plan review by the beneficiary and Project Coach or Eagle Advisor.</li> </ul>	<ul style="list-style-type: none"> <li>- Be a resource if the Scout has questions.</li> <li>- If the Scout seems to be struggling, ask him who could help him or what his Eagle Advisor or Project Coach recommended.</li> <li>- Offer to review the revenue and expenses.</li> </ul>	<ul style="list-style-type: none"> <li>- Review the Scout's <u>draft</u> Plan and offer suggestions for strengthening the document to help the Scout avoid common problems and ensure success.</li> <li>- Be a resource if the Scout has questions. Recommend resources if needed.</li> <li>- Keep in touch with Scout to make sure planning meets scheduled dates.</li> <li>- Mentor the Scout as necessary.</li> <li>- Review revenue, expenses, and the fundraising plan for potential problems.</li> </ul>

**Complete the Project Plan.**

“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. Your entire Eagle Scout Service Project Workbook will be reviewed by the members of your Eagle Board of Review, so if this is not completed, you will need to find an alternate means of proving to the Board that you planned the project. Note that you are not required to provide more details than are necessary to accomplish your project.

A Scout who is prepared will complete the Project Plan, and then before he begins carrying out his project, he will ask his Eagle Advisor or a Project Coach to review it with him. The 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 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 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. – Eagle Scout Service Project Workbook

**Make every effort to present a readable and complete representation of the Project Plan. The workbook has expandable text and table fields so you are not limited by the initially provided space.**

- Comments from Your Proposal Review.** Complete this section with comments from the review by your District Eagle Representative. Comments made by the three previous approvers should already be incorporated into your proposal.
- Project Description and Benefit – Changes from the Proposal.** As you accomplish detailed planning after completion of the Proposal, changes will likely be necessary. Use the two areas in this section to document those changes and explain why they may be more or less helpful to the Benefiting Organization.
- Present Condition or Situation.** Use this section to describe the current condition or situation you want to change. Use words, photographs, or drawings to explain the current condition or situation so others can understand why your project is important. Make sure pictures and drawings have captions and/or labels. Remember, others may never have the opportunity to visit the religious organization, school, park, or facility where your project will be taking place.
- Project Phases.** Return to your Project Proposal and review the project phases you outlined there. Now look at this section as a top-level schedule that provides a guide for how you intend to be successful. This is different from the step-by-step instructions you need on the day of your project.

A good schedule shows a sequence for getting tasks done. Because this is may be your first time planning a big project, you need to give your best estimate of how long tasks will take and in what order they will be done. These project phases could be a list of tasks, depicted on a calendar, or flow chart.



Don't forget to track and record the time you spend planning, coordinating, and obtaining approval from different organizations and people.

- Work Processes.** This is a step-by-step, well thought-out plan describing how you will conduct the project. It is the recipe for making your project. The steps should include all the preparation - work that needs to be done by you and your team of volunteers, the workday plan from the time you get up until you return home, and any follow-up actions.

- Attachments.** Almost every Eagle project will have one or more items for this section.

For example, if you are building something, you may need tables, charts, lists, diagrams, drawings, or figures to help you assemble and/or construct the item(s). Drawing should show the layout, dimensions, and colors (if painted) of each item. Be sure to label each figure with a number and descriptive title. And remember to refer to these figures in your step-by-step instructions or other sections of the workbook.

If you are planning an event or activity, this would be a great place to include a program outline, lesson plan, or script.

If you are unable to attach items or they don't attach satisfactorily, then include them as separate documents with your workbook.

- Permits and Permissions.** This is an expansion of the permits and permissions section of your proposal. There you listed what you thought you might need. Now you need to dig into the details, confirm you need it, how you are going to get it, and how long it will take. If the project beneficiary needs to obtain a permit, your Plan should indicate whether the permit has been obtained. If the permit has not been obtained, you should record the date when the beneficiary expects it will be obtained.

- Materials, Supplies, Tools, and Other Needs.** These four tables give you the opportunity to list everything you will need for your project. A substantial amount of time can be saved on the day of your project by properly filling in these tables and making sure you haven't forgotten anything.

When Quantity and Unit Cost are filled for an item, the Total Cost will automatically be calculated and added to the total at the bottom of each table. The total costs forward to the Expenses section to aid you in calculating the total cost of your project.



Remember that all materials and supplies have value, so record the estimated cost, even if the item will be supplied/donated by the benefiting organization, your family, or others.

- Expenses and Revenue.** This mini-spreadsheet will help you determine how much your project is going to cost and how much fundraising you need to do. Include a description of how you and your helpers will get the money for your project. If you can't find all the funding for your project, then look at reducing your costs or scope of your project. Make sure your revenue equals your expenses!

Go to the [Eagle Scout Fundraising Application](#) section for more information.

You should discuss how to handle monetary donations from receipt, safekeeping, to payout. Make sure your Project Beneficiary, parents/guardians, and Unit leaders are in agreement with your plan. Remember to turn over excess funds raised from outside sources to the beneficiary at the conclusion of the project as the funds were raised on their behalf.

- Giving Leadership.** Using your previously developed Work Processes as a guide, complete the chart so it shows what specific jobs need to be done for each process, the necessary skills for that job, whether an adult and/or youth can do the job, and how many people are needed to do the job. Recruit at least one person that is not an immediate relative to work on your project. That will give you an objective resource if questions arise later.

The bottom two sections are reserved for your communications plan. There are many ways you can select for communicating information to your helpers. You should decide what works best for your leadership style. In many cases, it is helpful to divide the work into subtasks assigned to separate crews, each with a crew leader. The crew leaders can manage the detailed work, and you can focus on the big picture. This is also a good section to discuss how you are going to advertise your project.

- Logistics.** A good logistics plan is a key component of a smoothly run project. You are not only concerned about the safe movement of people to and from your project, but also materials, supplies and tools that may



be delivered beforehand by a supplier or brought to the project by your helpers. This includes how you will dispose of trash, etc. resulting from the conduct of the project.

It's a good idea to attach one or more maps that provide details.

Don't forget to discuss essential things like feeding and hydrating your crew and providing restroom facilities. Think too about the possible need and availability of electric power at your work site(s).

- **Safety (GTA 9.0.2.14).** You must address safety considerations in your Eagle Scout project. Answering the questions and completing the table in this section will help ensure you conduct the service project in a safe manner. Make sure you have a suitable first aid kit that is available, properly stocked, and organized for immediate use.

You should include time in your project schedule for a safety briefing before work begins and include a copy of the briefing script in this section.

For hazardous chemicals or power tools, make sure there will be enough qualified volunteers to safely use them. Refer to the BSA "[Age Guidelines for Tool Use and Work at Elevations or Excavations](#)" in the Guide to Safe Scouting and the "Sweet Sixteen of BSA Safety."  
(<http://www.scouting.org/scoutsource/HealthandSafety/Sweet16.aspx>.)

If digging will be part of your Eagle Scout Service Project, Miss Utility is your partner for safe digging! There may be variety of lines or pipes running underground in the area of the project. Miss Utility is a one-call notification center that will inform facility and utility owners of your proposed excavation. The facility and utility owners will locate and mark underground lines at the dig site or verify the site is clear.

Additionally, you should know the location and phone numbers for the local emergency facilities (e.g., hospital, fire station, etc.). It's also a very good idea to have someone present who is experienced in first aid.

Since an Eagle Scout Service Project is a unit activity, units have the same responsibility to ensure there is adequate adult leadership to safely conduct the project as any other unit activity. The Scout should plan for safe execution, however, it must be understood that minors cannot and must not be held responsible for safety concerns.

See [Project Safety](#) in this guide for additional information.



- Contingency Plans.** Discuss what could cause postponement or cancellation of your project and how you will deal with it. For example, if your project will be conducted outdoors, don't forget to identify a plan for adverse weather.
- Comments from your Eagle Advisor About Your Project Plan.** You are strongly encouraged to take advantage of the suggestions and guidance that an Eagle Advisor and/or Project Coach can provide. This is your first Eagle Project, but your Advisor and/or Coach likely has worked with other Scouts, and may be able to help you avoid mistakes that could make your project more difficult to complete with success. Ask them for constructive comments and confirm that you have not missed anything important. Then record their comments and suggestions and revise your Project Plan as appropriate.
- Review by the Benefiting Organization.** As indicated in the "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries", you should share your Project Plan with the benefiting organization so they can confirm that it is acceptable. They may also let you know if they have suggestions or concerns that the project might not produce the results they want. If problems are identified, the benefiting organization may require improvements before work begins.



## EAGLE SCOUT FUNDRAISING APPLICATION

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Share your plan with beneficiary and obtain its approval.</li> <li>- Complete the fundraising application if you will need more than \$500 from sources NCAC must approve.</li> <li>- If less than \$500 from other than approved sources, the Unit approves.</li> </ul>	<ul style="list-style-type: none"> <li>- Periodically ask Scout how he is doing and how you can help.</li> <li>- Give Scout feedback on budgeting for fund raising and probability he will receive hoped for contributions.</li> <li>- Understand any fund raising contractual requirements and sign contracts on Scout's behalf.</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm with the Scout that his project requires a major fundraising component. Encourage the Scout to develop a fundable scope.</li> <li>- Guide the Scout to sources of funds that are known and low risk. Discuss the details of providing receipts and protecting donations.</li> <li>- Ensure Scout shares his fund-raising plan with beneficiary.</li> <li>- Ensure that the fundraising application is transmitted to NCAC and the Scout receives approval.</li> </ul>

**Complete the fundraising application (if required).**

The top half of the form completes automatically when you use a computer to complete the Contact Information sheet in your Workbook Proposal. The application is only one page as a PDF fillable document included in the Eagle Scout Service Project Workbook. If you need to submit one, fill it in, print it out, get it signed, scan it and e-mail it, or fax it, to the National Capital Area Council (NCAC).

In keeping with National Capital Area Council's Unit Money Earning Application procedures, the Council is the approving authority on the Eagle Scout Service Project Fundraising Application. The completed forms can be sent to this email address for approval: [ncaceaglefunds@scouting.org](mailto:ncaceaglefunds@scouting.org) or faxed to: 301-564-9513.

It is important to remember that Eagle Scout service projects may not be fundraisers. In other words, you may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project.



Funds raised from individuals associated with your project can be done without the need for securing Council approval. Those individuals are:

- The beneficiary
- The candidate
- The candidate's parents/guardians or relatives
- The candidate's unit
- The unit's chartered organization
- Parents/guardians or members of the candidate's unit.

If you intend to raise a total of \$500 or more from fundraising sources that **do not** fit into those listed above, NCAC requires the submission of an Eagle Scout Service Project Fundraising Application for Council approval. Fund raising for amounts less than \$500 are approved by the Unit.

Regardless of the goal amount, all fundraising efforts must be described in appropriate detail in the [Eagle Scout Service Project Workbook Proposal](#) (in the Proposal Fundraising block under Preliminary Cost Estimate) and in the Project Plan (in the Revenue block).

Using fundraising websites such as GoFundMe is acceptable. Parents/Guardians are responsible for all contractual obligations. Some things to keep in mind if considering the use of a 'crowdfunding' source include:

- A Fundraising Application is required if the amount raised will exceed \$500.00.
- Eagle projects might not comply with the website's terms of service.
- If a contract is required, it must be signed by an adult.
- The website might take a 'cut' of the raised funds; plan accordingly.
- Funds must be raised in the name of the beneficiary, not BSA.
- Website must allow excess funds to go to the project beneficiary or the project beneficiary's designee.

Use the standards listed below from the Eagle Scout Service Project Workbook when planning and developing your fundraising efforts, and then discussing them with your unit leader, unit committee, beneficiary, and others. Following these standards also increases the likelihood of approval.

- It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or 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.

- Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the National Capital Area Council, Boy Scouts of America, or the unit's chartered organization.
- If something is to be sold, people should 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.
- 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.
- 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.
- Youth are not normally permitted to solicit funds on behalf of other organizations. However, the National Capital Area Council may allow an exception for Eagle Scout service projects when fundraising is approved by the unit (below \$500) or by Council (over \$500).



## CONDUCT THE PROJECT

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Have fun, stay calm.</li> <li>- Expect the unexpected. Don't be surprised if something you haven't thought of turns up or if you need to make adjustments on the fly. That's part of leadership too.</li> <li>- Make sure you delegate and communicate.</li> <li>- Write down your notes about conducting the project as soon as possible, preferably before going to bed. That way you'll be better prepared to do your report.</li> <li>- Take photos. Pictures are worth 1,000 words.</li> <li>- Designate a safety person.</li> </ul>	<ul style="list-style-type: none"> <li>- Be there to support if you can.</li> <li>- Give the Scout space so he can lead his project.</li> </ul>	<ul style="list-style-type: none"> <li>- Be there to support if you can.</li> <li>- Discuss contingency plans and project go/no-go situations.</li> <li>- Discuss the Scout's "management plan" and "management team".</li> <li>- Remind Scouts to record their notes immediately, and then start their workbook write-up.</li> <li>- Remind adults to refrain from taking charge as it is the Scout's responsibility to lead the effort.</li> <li>- Remind Scouts to have their parents/guardians or someone else take photos to help document their project.</li> </ul>

### Conduct the project.

Once the benefiting organization (and Project Coach, if applicable) are satisfied with your Project Plan, it is time to carry out your project.

This is your opportunity to shine by demonstrating how you have planned and developed the project and your readiness to demonstrate your leadership skills. Your unit leaders and potential board of review members will most certainly be watching.

Note that some adults may try to be too helpful. If you see that someone is giving directions, but they are not part of your designated management team, you may need to gently ask them to direct their comments to you, so you can consider the best way to communicate the information to your work crew(s) or teams.



Start by implementing the schedule you should have developed during the project planning phase. Obtain and prepare the materials, including the necessary tools, for the project.

If it is an outdoor project, pay attention to the weather as your project day approaches. Have a 'bad-weather' plan (Be Prepared!), and make sure volunteers are kept informed.

Make sure you follow-up on preparation items delegated to others! Use your Unit's youth and adult leadership. They can help you fulfill transportation, photography, and food requirements. Instruct and organize your participants. Lead the project, observe the work, make corrections if necessary, troubleshoot problems, and ensure everyone's safety! Have your first aid kit on-hand and designate a safety person who will call "911" if necessary.

You should take notes of anything that changed from your original plan. You should continue to track the number of hours you and each volunteer spends on the project. You should maintain a list of all materials, supplies, and tools used and donations received so they can be included in the Project Report.

**Work on the project is complete when:**

1. The work is finished,
2. Any excess materials, supplies and tools have been cleared from the site, as applicable, and
3. You and beneficiary agree it is complete.

Enter this date on the Eagle Scout Rank Application (ESRA) at Requirement 5 and on the first page of the Project Report section of your workbook.



# PROJECT REPORT

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Using your notes from the day of the project, write up your report as quickly as possible. If you do it when conducting the project is fresh in your mind, it will be easier.</li> <li>- Use complete sentences. If something doesn't apply, use "N/A."</li> <li>- Be as complete as you can. The Board of Review needs this info. If you skimp and write only short sentences, the Board will need to ask about it. Good reports lead to easier Boards.</li> <li>- Use your imagination. How could you have done the project differently? What could you have planned for but didn't? What did you learn?</li> <li>- Make sure you type the report neatly. Make it look like you care. Pick out some good photos for the report.</li> </ul>	<ul style="list-style-type: none"> <li>- If the Scout asks, provide him feedback.</li> <li>- If the Scout seems to be struggling with writing the report, ask him open-ended questions about what he was expecting, what he experienced and how he felt when planning and then doing the project.</li> </ul>	<ul style="list-style-type: none"> <li>- Be a resource if the Scout needs help writing the report.</li> <li>- Encourage Scouts to use a computer to record their Project Report.</li> </ul>

**Complete the Eagle Scout Service Project Report.**

After you complete the project work, you will need to complete the Eagle Scout Service Project Report. As you complete each section, be sure to focus your information on how you led the group through the project, what worked and what didn't work, what you learned from the project, what you would have done differently if you had to do it all over again, plus changes that were made and how you adjusted for them. Include as many pictures as possible – during and after shots.

Unit leaders and coaches must remember this section is for the Scout to report on his project and not for an adult to report observations on the Scout's project.



Likewise, Scouts must remember the Project Report should reflect their best effort as an Eagle Scout candidate.

**The workbook has expandable text boxes so you are not limited by the initially provided space. You should make every effort to present a readable and complete representation of your project.**

- Project Execution.** Record when work began on your project and when it was finished using the definition from the previous section.
- Project Description.** Now that you have completed the work on your project, take a moment to describe what you have done and the impact it will have. Did it turn out the way you expected it to? Is the impact consistent with what you described in your proposal? In your Proposal, you listed some action steps to complete your project plan. For the second part of this section, describe what really happened after approval of your Project Proposal.
- Observations.** Recount what went well and what was challenging during your project. Talk to friends, your parents/guardians, and Unit Leaders for their observations. In preparation for completing this section, you should have recorded notes describing how things went. It's fair to expect this will be a topic of conversation at your Eagle Board of Review.
- Changes.** List any changes made during the conduct of the project. You should use your Project Proposal and Project Plan as guides. You should explain why those changes were made, and the effect they had on the conduct and success of your project.
- Leadership.** This is a great opportunity to describe how you satisfied the "...giving leadership to others..." portion of Requirement 5. This section should include both difficult and rewarding aspects of being leader of your project. As you complete this section, consider how your Unit Leader, Eagle Advisor/Project Coach, District Eagle Representative and others have helped you develop and demonstrate your leadership skills.
- Material, Supplies, Tools, Other.** This section will help your Unit Leader and the members of your Eagle Board of Review understand the extent and success of your planning efforts. You should review your notes from the day of the project and the tables in your Project Plan in order to correctly respond to the questions.
- Entering Service Project Data.** Make sure the hours you and others spent on the project are recorded and totaled correctly. Review the



section on [Tracking Service Project Hours](#) for more information. Make sure you provide your unit with the detailed information so they can give service hour credit to those who helped you and enter information into the unit's Journey to Excellence (JTE). You may attach the original sign-in sheets or rosters as part of your report. These do not need to be typed or re-typed.

- Funding.** The summary in this section will reveal how well you estimated your project's expenses and revenues in your Project Plan. If you encountered problems in this area be sure to describe them and how they were resolved. If you haven't done it already, make sure any money or left-over materials from your project are turned over to the Project Beneficiary.

Thank-you letters/notes are recommended and will be appreciated by anyone who donated materials or the use of equipment for the project. Don't confuse this with donor receipts for funds or materials which should come from the Project Beneficiary. Copies of these thank-you letters/notes or receipts may be included as attachments to the report. Alternatively, you may list those who received recognition in the "How were the donors thanked?" block.

- Photos or Other Documentation.** Whenever possible, be sure to upload and include pictures of your project. They will help the members of your Eagle Board of Review to understand your project. Photographs of your completed project (along with "before" photographs included in the Project Proposal section) helps provide a clear and understandable presentation of your efforts and their results.

Consider designating a project photographer or multiple photographers to capture your project. You are not limited to the number of photographs, so consider including pictures of volunteers working, completed work, and even a group picture. Clearly label photographs with descriptive captions. You are not restricted to putting photographs in the specific area provided in the Workbook. You may provide photographs separately, for example, as an attachment to the workbook, mounted or printed on paper, or inserted into a binder's pocket.



## APPROVAL OF THE PROJECT

KEY FOCUS ITEMS	
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR
<p>- Take your project report to the beneficiary. Talk about how the project went. Get their feedback. Then ask them to sign the project report.</p> <p>- After the beneficiary signs, contact your unit leader to get their signature.</p>	<p>- Talk with the Scout about how he views the project and what he learned. Ask how the beneficiary feels about the project.</p> <p>- Sign and date the report.</p>

- Obtain completion approvals for the Project.** Once the Project Report is complete, you must sign the workbook and obtain the dated signatures of the Unit Leader and Project Beneficiary Representative.
- Candidate's Promise.** Read and sign the promise before presenting your completed Eagle Scout Service Project Workbook to the approvers.
- Beneficiary Approval.** Discuss your Project Workbook with the Beneficiary Representative and obtain their signature. In signing, they agree that your Eagle Scout Service Project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.
- Unit Leader Approval.** Discuss your Project Workbook with your Unit Leader (i.e., Scoutmaster, Advisor, or Skipper) and obtain their signature. In signing, they also agree that your Eagle Scout Service Project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.



## EAGLE SCOUT CANDIDATE REFERENCES

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT COMMITTEE/BoR CHAIR
<ul style="list-style-type: none"> <li>- Talk with your parents/guardians about who might be good references.</li> <li>- Look for references that can discuss different parts of your life. Avoid having all relatives or all Scout leaders. The Board will benefit from hearing about you from multiple perspectives.</li> <li>- Talk to the references and make sure they have the time and desire to write a letter of recommendation for you.</li> <li>- Put their complete contact details on the ESRA. (Requirement 2; Name, Address, phone number, e-mail)</li> </ul>	<ul style="list-style-type: none"> <li>- Provide the Scout with feedback about potential references.</li> <li>- Encourage him to get a variety of references. The Board benefits from multiple perspectives.</li> <li>- Encourage the Scout to talk with potential references to make sure they are able to help him.</li> </ul>	<ul style="list-style-type: none"> <li>- Send out the requests for letters of recommendation once you get contact details from the Scout.</li> <li>- Follow up if you do not get a timely response. Enlist DER for help if needed.</li> <li>- Make sure that neither the Scout, the parents/guardians, unit leaders or anyone else who is not on the Eagle Board of Review have access to or involvement with the confidential reference letters.</li> </ul>

**Request and receive recommendations on the Eagle Scout Candidate.**

In the NCAC, each District Advancement and Recognition Committee (ARC) will determine the method for Eagle reference checks. However, reference request forms may not suggest answers, or provide a pre-determined list of topics. Although not required, a standard reference letter request format has been developed (See [Attachment D - NCAC Sample Request for a Letter of Recommendation](#)). This 'form' may be sent to the references listed on the Eagle Scout Rank Application (ESRA) by the Unit Committee representative responsible for obtaining the reference letters.

On the ESRA, six references are required (five if the Scout does not have an employer). The requirement is for the Scout to provide complete and accurate contact information on his ESRA. The unit should assign an adult Unit Committee member or the Board of Review Chair to send the reference letter requests and to receive and hold the unopened reference letters so they are available for review by members of the Scout's Eagle Scout Board of Review.



**NOTE: UNDER NO CIRCUMSTANCES should a Scout or his parent/guardian(s) be tasked with receiving or holding the responses!**

Here some notes on the specific types of references:

- a) **Religious:** A religious reference is required. A religious reference could be, for example, the pastor, Sunday school teacher, youth group advisor, or confirmation instructor. If the Scout does not have a formal religious affiliation, then information for the applicant's parent or guardian is required to attest to the candidate's adherence to Duty to God. In this instance, an additional reference letter is not required.
- b) **Educational:** An educational reference is required to be filled in. The Scout may use a teacher from their current grade or any previous grade. A teacher can give the school address/phone if they don't want to give their home information. If the Scout is home schooled, then use the appropriate parent's/guardian's information. In this instance, an additional reference letter is not required.
- c) **Employer:** If the Scout has never been employed, enter "None" or "N/A" to indicate "not applicable." If the Scout is not currently employed, but was previously employed, he may use his former employer as a reference. If the Scout is currently employed, please use that employer as the reference.

When contacting the person for permission to be a reference, the Scout should obtain complete contact information (i.e., full name, mailing address, phone number, e-mail) for his ESRA.

The response to the Letter of Recommendation should deal with the candidate's qualifications, character and fitness to be an Eagle Scout and must be returned to the assigned Unit Committee member. This person should keep the unit leader, unit Committee Chairperson, and unit Eagle Advisor, apprised of the status of the responses.

As many responses as can be reasonably obtained should be available for review at the Eagle Scout Board of Review. If a reference is non-responsive, then the Unit Committee representative should contact the reference to ensure they received the request. They should inquire whether a response has been, or will be, sent. Every effort should be made to obtain a response. If responses are not received in a timely manner, the Unit Committee member may attempt to contact the reference persons by e-mail, letter, or phone call. If responses are not received in a timely manner the Scout's Eagle Board of Review cannot be delayed or denied.



**The NCAC, under any circumstances, does not want the reference letters to be included as part of the final Eagle Scout Package submitted to Council.**

Remember, reference letters are confidential and their contents are not to be disclosed to any person who was not a member of the Eagle Board of Review. See GTA 9.0.1.7 for additional points on confidentiality.

Responses from references should be destroyed by either the Board of Review Chairperson or the District Eagle Representative at the completion of a **successful** Board of Review and notification that the Scout's credentials have been received by NCAC. (GTA 9.0.1.7)



## EAGLE SCOUT RANK APPLICATION

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Download the form and save it to your hard drive.</li> <li>- Carefully fill in all the information. Use the right date for when you joined Scouts – it usually is right after your first meeting, not when you earned Scout.</li> <li>- Make sure your position of responsibility is listed on the ESRA and that you were registered in the unit (particularly important for Venture or Sea Scout members) during your service.</li> <li>- Write down a project name that includes the beneficiary and project scope.</li> <li>- Make sure you put down the TOTAL number of hours for the project and that the number of hours recorded on the ESRA is the same as the total number of hours in the Eagle Scout Service Project Workbook. Use whole numbers.</li> <li>- When you are confident everything is okay, submit to your unit leader.</li> </ul>	<ul style="list-style-type: none"> <li>- Encourage the Scout to fill in the ESRA, using a computer, if possible.</li> <li>- Help the Scout figure out the date he joined Scouts. The date you signed the application to join BSA is the one you want. If he was a Cub, it usually is right after he bridged. If he was not a Cub, it was usually at his first or second meeting.</li> </ul>	<ul style="list-style-type: none"> <li>- Be a resource – answer questions if the Scout has them.</li> <li>- Help the Scout obtain unit advancement reports to ensure they are consistent with the information recorded on the ESRA.</li> <li>- Confirm that the Scout successfully completed his assigned duties for his position(s) of responsibility.</li> <li>- Review the Scout's completed form and back-up documents to ensure the information recorded is complete and accurate.</li> </ul>

**Fill-in the Eagle Scout Rank Application (ESRA).**

When all requirements for the rank of Eagle (except the Board of Review) have been completed, you must complete the Eagle Scout Rank Application, sign and date it, and submit it to your Unit Leader. You can find the most current ESRA on the Eagle Information section of the NCAC Advancement page at:

<https://www.ncacbsa.org/advancement/eagle-scout-information/>

The electronic, fillable form should be completed and saved using a computer whenever possible. This will save considerable time when changes or edits must be made. However, when it is time to record signatures, print out the form.



The paper version of the application must contain original (not photocopied) signatures. Electronic (digital) signatures are only supported for the Scout Executive.

**All information on the Eagle Scout Rank Application must agree with the data recorded on Internet Advancement and found on the Member Summary Report.** It is also helpful if the Unit uses a third-party software for record-keeping, but what is reported on Internet Advancement takes priority. The unit should have the Advancement Chairperson print an Internet Advancement Member Summary, or comparable report from a third-party software program, to assist in the review of dates. See section on [Record Keeping](#) for additional information.

Here are a few hints on filling out this form.

1. **Name:** Use your full legal name (i.e., first, middle, and last name) using upper and lower-case letters on the top line of the application. Use an initial for your middle name only if the full name is too long to fit on the ESRA. Do NOT use all capital letters.
2. **Only use abbreviations** on the application for mailing address locations recognized by the United States Postal Service, such as St., Dr., or Pl. for Street, Drive, or Place, respectively. The standard state/district abbreviations may be used, such as DC for the District of Columbia, MD for Maryland, and VA for Virginia. Additionally, standard name suffixes (e.g., Jr., III, etc) should be used.
3. **Membership Date:** The ESRA requires a date for your joining the BSA (after Cub Scouts). Use the date from your Boy Scout Application or Crossover Ceremony, **not** the date you completed the requirements for the Scout badge.
4. **Dates:** List all dates as M M D D Y Y, e.g., 0 7 0 4 0 9. On the Adobe Acrobat© form the date fields are individual cells, so use the Tab key to move between them. Dates should be filled in to fit the space provided and should not be written across the lines. MAC users may experience “bunching of the dates,” instead of one number per block. That is acceptable. All date blocks must be filled in, including leading zeros.
5. **References:** Either five or six lines must be completed. See the section on [References and GTA 9.0.1.3](#) for more information.
6. **Merit Badge Dates:** Use the date completed as recorded by the Merit Badge Counselor on the signed Application for Merit Badge card, commonly referred to as the “blue card.” Please list elective merit badges in **chronological order (oldest first)**. Verify all dates are after the “Date became a Boy Scout”. See the section on [Record Keeping](#) for additional guidance.
7. **Eagle Required Merit Badge Options:** Whether earned or not, cross out merit badges not being applied to the ‘Eagle-required’ items in 7 (Emergency



Preparedness or Lifesaving), 8 (Environmental Science or Sustainability) and 10 (Cycling, Hiking, or Swimming). If earned, these crossed-out merit badges should be treated like elective merit badges.

8. **Board of Review dates for rank advancement:** Must be consistent in all record sources. See the section on [Record Keeping](#) for additional guidance.
9. **Positions of Responsibility:** List only approved position(s) from the current Boy Scout Requirements book or the ESRA. Dates may not begin before the day of your Life Board of Review and may not end on or after your 18<sup>th</sup> birthday (even if it is a Crew position you still hold). “Present” and “To Now” are not acceptable dates! Do not use future dates! Include all positions held after the date of Life Scout. If need to record more than two positions, squeeze the extra positions between the lines.
10. **Project Name, Date, and Hours:** Include the name of the benefiting organization in the project name (e.g., St. Mary’s Church Prayer Garden). The Date Project Finished is the date that all project work was complete, **not** the date of approval signatures in the Workbook. The Grand Total of Hours must agree with the Project Report section of the Eagle Scout Service Project Workbook. This must be a whole number without any fractions or decimal points.



**Write a Statement of Ambitions and Life Purpose and Listing of Honors and Awards.**

On the ESRA’s second page as part of the “Certification By Applicant, you will see that you need to prepare a Statement of Ambitions and Life Purpose and a Listing of Honors and Awards. You are told that “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.”

Statement of ambitions and life purpose. This statement should be something that reflects your unique personality, demonstrates significant thought, and focuses on the future. It should communicate to the Board of Review that you are thinking about your future and what it means to be an Eagle Scout.

You should have ambitions in many areas of life, not just a job. Your life can gain meaning and satisfaction from a range of pursuits including family, religious organization, friends, social organizations, community service, Scouting, hobbies and other pastimes. Writing about your life purpose might touch on a professional occupation but should include the additional areas as well.



Listing of honors and awards. List positions of responsibility you have held in your religious institution, Boy Scouts, school, camp, your community, social organizations or clubs, sports teams, band or orchestra, or other opportunities you had to demonstrate leadership skills. This listing should document the accomplishments you have earned in your life to date. It complements the forward-looking statement of ambitions and life's purpose to give the Board of Review a more complete understanding of where you have been and where you are going.

If possible, you should complete these statements before you meet with your Unit Leader (Requirement 6). These documents contain important information that your Unit Leader will want to read and discuss with you.

**Sign and obtain signatures for the Eagle Scout Rank Application (ESRA).**

After you have filled in the ESRA, you should meet with your Unit Leader and/or Advancement Chairperson to review it for accuracy of dates and completeness.

When the Eagle Scout Package (ESRA, Statement of Ambitions and Life's Purpose, Eagle Service Project workbook) has been finalized, you, the Unit Leader, and the Unit Committee Chairperson should sign the ESRA. Your signature signifies that, on your honor as a Scout, Venturer, or Sea Scout, all statements on the application are true and correct and all requirements were completed prior to your 18<sup>th</sup> birthday. The signatures of the Unit adult leaders verify the accuracy of all information on the application in relation to the Unit's records and approval to hold the Board of Review. The dates accompanying these signatures may be after your 18<sup>th</sup> birthday. If your Unit Leader and/or Unit Committee Chairperson refuse to sign the application, you should be directed to contact the District ARC Chairperson for guidance on requesting a Board of Review under Disputed Circumstances.

Once the unit committee chair has signed the application, the application and the Internet Advancement Member Summary are provided to the District Eagle Representative for review. The District Eagle Representative is required to initial and date the application and verify that the advancement guidelines of the Boy Scouts of America are met, or request an explanation if there is any discrepancy. See [Pre-Verification Review](#) and [Attachment C – NCAC Eagle Scout Verification Checklist](#) for more information. The unit may need to make additional revisions to resolve issues not caught earlier.



## THE EAGLE SCOUT PACKAGE

KEY FOCUS ITEMS	
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Gather your most recent completed and signed ESRA, Internet Advancement Member Summary, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, and your Eagle Scout Service Project Workbook.</li> <li>- Check to ensure your unit leaders will bring your ESRA together with the NCAC verification to the Board of Review or will provide it to you for inclusion in the package.</li> <li>- Leave other things such as rank advancement cards, blue cards, etc. in a safe place at home.</li> </ul>	<ul style="list-style-type: none"> <li>- Review the Eagle Candidate’s completed/ signed ESRA, Internet Advancement Member Summary, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, Eagle Scout Service Project Workbook and back-up documents to ensure the information recorded is complete.</li> <li>- Provide the Scout feedback. Identify any corrections needed on the ESRA.</li> <li>- If the unit needs more than one copy of any documents in the package, make sure you obtain the package from the Scout and make the copies.</li> <li>- Communicate to the Scout who will be responsible for bringing the Scout’s ESRA together with the NCAC verification page to the Board of Review.</li> </ul>

**Assemble the Eagle Scout Package in preparation for the Board of Review.**

In preparation for your Board of Review and approval for advancement to the rank of Eagle Scout by the BSA, you **should** assemble the following information:

1. A completed and signed original ESRA (GTA 9.0.1.3) - The most current version of the application must be used and found at the Eagle Information section of the NCAC Advancement Resources page at:  
<https://www.ncacbsa.org/advancement/eagle-scout-information/>
2. Verified Eagle Scout Rank Application. The verified back page of the application from the NCAC program office must be included in the Eagle Scout Package for the Board of Review. Note that it must also be submitted to NCAC following the Board of Review (see [Pre-Verification Review](#)). It should be placed immediately behind the original ESRA.
3. Life Purpose and Listing of Honors and Awards. See [Statement of Ambitions and Life Purpose](#) for more information on contents of this statement.
4. Eagle Scout Service Project Workbook with all required signatures.



## EAGLE SCOUT CANDIDATE - UNIT LEADER CONFERENCE

KEY FOCUS ITEMS	
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> <li>- Talk openly and honestly with your unit leader.</li> <li>- Ask questions and ask for advice as needed.</li> <li>- Discuss any concerns you have about your Trail to Eagle, so far, or the future.</li> </ul>	<ul style="list-style-type: none"> <li>- Ask the Scout questions about his experience and plans for the future.</li> <li>- Focus on open-ended questions that give the Scout opportunities to talk.</li> <li>- Keep the discussion positive.</li> <li>- Remember that this is not a test. A Scout cannot “fail” a unit leader conference. He completes the requirement solely by participating in the discussion.</li> </ul>

**Complete Eagle Scout Requirement 6 (Unit Leader Conference).**

You may ask for a Unit Leader Conference at any time after becoming a Life Scout; it does not need to be the last requirement completed. Keep in mind, however, that most unit leaders will want to have a conference with you immediately before your Board of Review.

Make sure the date of the Unit Leader Conference (e.g., Scoutmaster, Advisor, Skipper Conference) is recorded in your Scout handbook and also on the ESRA. This conference is a rank requirement and must be completed prior to your 18<sup>th</sup> birthday.



## PRE-VERIFICATION REVIEW

KEY FOCUS ITEMS		
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Talk with your unit leader and identify who will send your ESRA to the District Eagle Representative.</li> <li>- If you are to provide the ESRA and Internet Advancement Member Summary Report to the District Eagle Representative, contact the DER and arrange to get them to him/her.</li> <li>- Promptly make any corrections the DER requests.</li> <li>- Do NOT send it to NCAC yourself.</li> </ul>	<ul style="list-style-type: none"> <li>- Carefully review the completed/ signed ESRA and Internet Advancement Member Summary.</li> <li>- Provide the Scout feedback. Identify any corrections needed on the ESRA and help Scout with fixing them.</li> <li>- If the unit is responsible for providing the DER with the ESRA and Internet Advancement Member Summary Report, e-mail them to the DER.</li> <li>- Work with other Scouters to make any corrections identified by the DER.</li> <li>- Send the ESRA, initialed and dated, by the DER to NCAC if, in your District, the DER doesn't do this.</li> </ul>	<ul style="list-style-type: none"> <li>- Carefully review the completed/ signed ESRA and Internet Advancement Member Summary.</li> <li>- Provide the Scout or Unit feedback. Identify any corrections needed on the ESRA.</li> <li>- When the ESRA is correct, initial and date the second page.</li> <li>- Send, or have the Unit send, the ESRA to Council.</li> </ul>

**Complete the NCAC Verification of the Eagle Scout Rank Application.**

When all requirements for the rank of Eagle (except the Board of Review) have been completed, an Eagle Scout Rank Application (ESRA) must be completed by the Scout and reviewed by the District Eagle Representative (DER). Unit involvement in the preparation of the ESRA prior to this review is required.

- Use of the NCAC Eagle Scout Verification Checklist at [Attachment C](#) is recommended.
- A unit must reconcile the unit's management records, ESRA, and Internet Advancement Member Summary to the source documents (blue cards, Scout's handbook) to ensure all dates are in agreement. If necessary, the unit should take corrective action.
- All information on the ESRA must agree with the data reported on the Internet Advancement Member Summary

The signatures of the Scout, unit leader, and committee chair **MUST** be on the ESRA or an explanation must be attached as to why they are missing. (GTA 9.0.1.4)



- Those signatures are verification that each leader has verified the accuracy of the ESRA.
- If either unit leader or committee chair refuses to sign the ESRA, the unit must assist the Scout in contacting the District Advancement Committee.

Either a unit representative or the Scout will provide the DER with the completed and signed ESRA and the Internet Advancement Member Summary report.

- The Member Summary Report provides the evidence that merit badges and rank advancements have been earned and properly entered into Internet Advancement.
- If there are discrepancies, the ESRA is returned to the unit for resolution.
- All discrepancies found during the review must be corrected before submitting the ESRA to NCAC for verification.
- When satisfactory, the DER will initial and date next to the BSA Local Council Verification block on the reverse of the ESRA.



District Eagle Representative Initials and Date

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

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date  /  /

Month Day Year

Next, the Unit (or DER) sends a legible copy of the front and back of the Scout's completed ESRA to the NCAC Program Office for BSA local Council verification.

- A return e-mail address or fax number must be provided to allow NCAC to send the results.
- Council will review will check the Scout's Internet Advancement record and verify the information and dates listed on the ESRA match the information in Internet Advancement.

The ESRA may be submitted in three ways (in order of preference).

- Scan the front and back of the completed ESRA and email a clear copy to: [NCAC\\_EagleCert@scouting.org](mailto:NCAC_EagleCert@scouting.org). Place "Scout's name" and "Eagle Verification" in the subject line.
- Fax the front and back of the completed ESRA to 301-564-9513. Provide a return email address either on the fax cover sheet or at the bottom of page two of the ESRA.
- Leave a copy of the completed ESRA at the NCAC Marriott Scout Service Center for review. Note: A return email address or fax number must be provided to allow NCAC to send the unit the Council verification results.



If the ESRA is submitted without the DER's initials it will be returned to the unit and District Advancement Chair for review.

If the review is satisfactory, the back page of the ESRA will be signed, dated by the NCAC program office and sent, via email or fax, to the unit leader, committee chair, or DER (depending on who sent the form to Council) verifying the applicant is a registered member of his unit and the administrative and technical content on ESRA is approved as accurate. When it is not possible for Council to scan the signed page two, an e-mail will be sent attesting to the verification of the records. This e-mail must be attached to the original ESRA in lieu of the scanned and signed page two.

- If the BSA local Council verification finds deficiencies or discrepancies between the ESRA and Internet Advancement they will be identified in the verification response.
- **Minor deficiencies** must be corrected by the unit before the Eagle Board of Review (EBOR). Resubmission is not required if the verification block is signed by NCAC.
- ESRAs with **major deficiencies** will not be verified and will require correction and resubmission for verification. NCAC will also notify the District Advancement Chair or District Eagle Representative.

When meeting or communicating with the District Eagle Representative or their designee to schedule an Eagle BOR, the unit must provide a copy of the NCAC e-mail or verified ESRA page when requested by the DER.

At the completion of a successful Eagle Board of Review the approved verification notice (signed page two of ESRA returned after records verification or the verification e-mail) is submitted with the rest of the [Eagle Scout Package](#) to NCAC for processing.



## EAGLE SCOUT BOARD OF REVIEW PREPARATIONS

KEY FOCUS ITEMS		
LIFE SCOUT	DESIGNATED EAGLE BOARD CHAIR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Make sure you provide the unit or Board with your completed/signed ESRA, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, and your Eagle Scout Service Project Workbook.</li> <li>- Review all the materials so you can talk about them confidently.</li> <li>- It is preferred that you be in a full field uniform for the board of review. Wear as much of it as you own. If wearing the uniform is impractical for whatever reason, you should be clean and neat in appearance and dressed appropriately, according to your means, for the milestone marked by the occasion.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate with Scout, Scout-specific DER, Unit Leader and others to schedule the Eagle Board of Review (BoR); date, time, location, etc.</li> <li>- Bring Council verification to Board of Review</li> <li>- Similarly, bring all the letters of character reference (unopened) to the Board of Review.</li> <li>- Make sure that all members of the Board review the Eagle Candidate's ESRA, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, the Eagle Scout Service Project Workbook and letters of reference.</li> <li>- Ensure that new Board members that haven't done an Eagle BoR before understand the process and their responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>- Make sure that Council has signed and dated ESRA before the Board of Review is allowed to commence.</li> <li>- Ensure the Eagle Package contains the Scout's ESRA, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, and his Eagle Scout Service Project Workbook.</li> <li>- Ensure the unit allowed sufficient time for character references to reply. Ask what efforts were made to follow up with non-responsive references.</li> <li>- If this Eagle BoR is actually a Board Under Disputed Circumstances, be sure to inform the NCAC ARC Chair</li> <li>- Be available to answer any Board member questions.</li> </ul>

**Complete preparations for the Eagle Scout Board of Review.**

It is the preference of the NCAC ARC that Eagle Scout Boards of Review be conducted at the unit-level by the Scout's Troop, Ship, or Crew. Per the GTA (GTA 8.0.3.0), a representative from either the District or Council is required. In the NCAC, this representation is always from approved District personnel.

**Scheduling:** The Scout's unit is responsible for scheduling the Board of Review location, date, and time in coordination with the unit leader, Eagle Scout candidate, and District Eagle representative. In securing District representation, the Eagle Board Chair should contact the DER who first approved the Scout's Eagle Scout Service Project Proposal; and likely conducted the ESRA pre-verification. If they are unavailable, they will find a stand-in, or the District ARC Chairperson can designate someone.



The Board of Review members should convene at least 30 minutes before the candidate appears in order to review the application, reference letters, and service project workbook.

**Eagle BoRs After the 18<sup>th</sup> Birthday:** Scouts, Venturers and Sea Scouts who have completed all requirements other than the Board, prior to their 18<sup>th</sup> birthday may have their Eagle Board within three months after their 18<sup>th</sup> birthday without special approval.

Eagle Boards of Review to be conducted between three and six months after the candidate's 18<sup>th</sup> birthday must be **pre-approved** by the NCAC. A statement by the Scout, parent/guardian, Unit Leader, or Unit Committee Chairperson explaining the extenuating circumstances that resulted in the delay must be submitted in a timely manner to the NCAC Program Office. If approved, a copy of the statement and NCAC approval must be attached to the ESRA when it is submitted to the NCAC Program Office.

A Board of Review that needs to be conducted more than six months after the Scout's 18<sup>th</sup> birthday requires approval by the National Advancement Team. Send an e-mail with the request to the NCAC Program Office so they can contact BSA's National office for consideration of the request.

**Board of Review Composition (GTA 8.0.0.3, 8.0.1.0):** The Board of Review is composed of a representative of the District ARC and two (2) to five (5) other members, totaling a maximum of six members all of whom are age 21 years or older. These members do not have to be registered in Scouting, but they must have an understanding of the significance of the Eagle Rank, and thus the importance of the Eagle Scout Board of Review.

Neither the Scout nor his parents or guardians shall have input into the selection of the Board of Review members.

The Chairperson of the Scout's Eagle Board of Review is typically a member of the candidate's Unit Committee, and is designated as the Chairperson of the Board of Review by the Scout's Unit Committee Chairperson (or Unit's Advancement Chairperson). That person may also be the Unit's Committee Chair or a designated member of the District ARC, but 'spreading the workload' is a good way to get others involved.

At least one District or Council Advancement Committee Representative must be a member of the Eagle Board of Review when conducted at the unit level (GTA 8.0.3.0). A Council or District may designate more than one person to serve as a member of an Eagle Board of Review when requested by the unit.



The Unit Leader (e.g., Scoutmaster, Advisor, etc.), assistant unit leaders (e.g., Assistant Scoutmasters), relatives, or guardians may not serve as members of a Scout's Board of Review. After introducing the Eagle Candidate, (provided they aren't the parent or guardian of the candidate), the Unit Leader normally leaves the room. Unit Leaders who are invited to remain as an observer may not participate in any way. Other persons who are related to the candidate must not attend a Scout's Eagle Board of Review in any capacity. See GTA 8.0.1.0 for further guidance.

If the candidate is a Special Needs Scout with alternative advancement requirements, alternative Eagle-required merit badges, or is registered beyond the age of eligibility, then it is recommended that a member of the District's Special Needs Subcommittee participate on the Eagle Board.

In the event of a Board Under Disputed Circumstances, see GTA 8.0.3.2 for more information.



## CONDUCTING THE EAGLE SCOUT BOARD OF REVIEW

KEY FOCUS ITEMS			
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR	EAGLE BOARD CHAIRPERSON	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Answer all questions completely.</li> <li>- If you don't understand a question, ask for clarification.</li> <li>- Do your best to describe key points like how you showed leadership on your project, showed Scout spirit, and live the Oath and Law.</li> </ul>	<ul style="list-style-type: none"> <li>- Unit Leaders should introduce the Scout at the appointed time, and then leave the room; remaining available for questions, or the post-Eagle BoR 'photo op'.</li> <li>-- If a Board of Review asks a Unit Leader to remain as an observer, the Unit Leader must remain silent and may not participate in any way.</li> </ul>	<ul style="list-style-type: none"> <li>- Present the Council- approved verification notice to the DER, assuring him/her that the Board of Review can be held.</li> <li>- Explain the overall process, and any 'special' elements of the proceedings that may be unit/Scout-unique.</li> <li>- Provide the Character Reference Letters to the other Board members.</li> <li>- Suspend the Board if challenging issues arise to give the Board time to get additional information and obtain guidance from NCAC or District ARC, if needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor the discussion and ensure that it remains positive, focused and avoids "retesting" the Scout.</li> <li>- Keep detailed notes if there is any indication that the decision may be something other than unanimous, in favor of the Scout.</li> </ul>

### Conducting the Eagle Scout Board of Review.

There is no required or standard set of questions that an Eagle candidate should be asked. However, the Board members should assure themselves of the candidate's participation in the program. This is the highest award that a Scout may achieve and a thorough discussion of his successes and experiences in Scouting should occur. An example question may point to a life lesson learned, but should be focused and in short presentation, allowing the Scout to provide a thoughtful answer. Be careful of questions downloaded from online sources.

**The Board's Two-Fold Focus:** Like other boards, the Eagle Board Review confirms that a Scout deserves advancement, and it reviews how the unit is delivering the BSA program. The discussion should include reflections on accomplishments and look towards the future.

**Requirements Review:** Since the objective requirements for Eagle have already been validated, the 'requirements review' during the Board should



explore more subjective requirements; such as the extent to which the Scout is living the principles of the Oath and Law, and the extent to which he planned and provided leadership in the execution of his project.

**Requirement #2 (Character):** The Letters of Character Reference provide insights into how others outside the Scouting program see the Scout and how he demonstrates Scout-like character. Similarly, the Scout's Statement of Ambitions and Life Purpose and his list of accomplishments provide additional insights into the Scout's character and life outside of Scouting. The 'life purpose' portion of the Scout's Statement – coupled with the elective merit badges he chose to pursue – help reveal his interests.

**Requirement #5 (Project):** The Board should confirm that the Scout executed his project in accordance with Eagle Scout Requirement 5. The GTA provides broad guidance (9.0.2.7, 9.0.2.8, 9.0.2.13) for an Eagle Scout Board of Review as they consider whether an Eagle Scout Service Project meets this requirement. Board members must maintain appropriate flexibility in evaluating this requirement as it is somewhat subjective. Projects can vary widely based in terms of their type and size, and the capabilities of each individual Scout.

In the rare case where a Scout had not completed the Project Plan portion of his Eagle Scout Service Project Workbook, the NCAC ARC offers the following 'measures and characteristics', to assess whether the 'plan' portion of requirement 5 actually was met.

1. At his Board of Review, the Scout should be able to explain how he planned, developed, and organized his project work and his workforce.
2. At his Board of Review, the Scout should be able to explain how he demonstrated leadership.

The Board should have documentation in the Scout's Workbook that shows how he implemented his plan and demonstrated leadership. This may include descriptions of how he recruited workers, communicated with others during the planning and execution phases of the project, delegated tasks, responded to emergencies, and managed contingencies. His self-evaluation should be recorded in the Project Report Page B and should be further discussed during the Eagle Board of Review.

3. Safety issues were addressed.

At his Board of Review, the Scout should be able to explain how he made a concerted effort to identify safety issues associated with his project and the



measures he used to prevent injuries, or how he would respond if they occurred. He should discuss knowledge of the requirements and guidance contained in the Guide to Safe Scouting.

4. Materials, tools, supplies, and other needs were identified.

At his Board of Review, the Scout should be able to explain how he determined the appropriate materials, tools and supplies, and their quantities in enough detail to successfully accomplish his project. Any significant shortages or overages should be identified in his Project Report. They should not be “edited” into his Project Plan after completion of the project.

5. Plans, drawings, diagrams, maps, and pictures were included, as appropriate, in the plan, and used during the accomplishment of the project.

At his Board of Review, the Scout should be able to explain how he provided sufficient information for his workers, his project beneficiary, and the Eagle Board to understand what will be done, where it will be done, and how it will be done.

6. Expenses and Revenue were understood.

At his Board of Review, the Scout should be able to explain what expenses he expected would be incurred and how those expenses would be covered by his fundraising efforts.

7. Logistics elements were identified and addressed.

At his Board of Review, the Scout should be able to explain his plans for moving personnel and materials to and from his project.

8. The Scout complied with BSA and unit policies during the accomplishment of the project.

At his Board of Review, the Scout should be able to explain how he complied with applicable BSA and unit policies.

**Program Review:** It’s common and desirable for Eagle Boards to ask questions what aspects of the unit’s ‘program delivery’ activities (e.g., camping, advancement, youth-led (vs adult involvement, etc.) were considered to be particularly successful and liked by the Scout and which ones could be improved, according to the Scout. To promote an open discussion of these issues, it is recommended that Unit Leaders not attend Eagle Boards of Review.



## SUSPENDING OR CONCLUDING THE EAGLE SCOUT BOARD OF REVIEW

KEY FOCUS ITEMS		
LIFE SCOUT	EAGLE BOARD CHAIRPERSON	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- Listen carefully to the Board's decision.</li> <li>- Ask questions if there is anything you don't understand.</li> </ul>	<ul style="list-style-type: none"> <li>- Explain the decision to the Scout, clearly and completely. If favorable, invite him to have his parents/guardians come into the room to share in the celebration.</li> <li>- Make sure the ESRA and Handbook, if Scout brought it, are signed in the right places.</li> <li>- Prepare the Eagle package, confirm procedure for transporting approved documents to Council and identify who will deliver it to NCAC.</li> <li>- If the decision is negative, give the Scout a written explanation promptly. Counsel about ability to appeal.</li> <li>- Confirm the procedure for handling reference letters.</li> <li>- For a favorable decision, collect all the letters of reference, and retain them until National verifies approval of the decision; then shred.</li> </ul>	<ul style="list-style-type: none"> <li>- Announce and congratulate the Scout if there is a favorable decision.</li> <li>- If there is a sense of the possibility of an unfavorable decision, suggest that notes be taken (or discussions even recorded) to provide a record of what occurred during the Eagle BoR.</li> <li>- Ensure that if the Board's decision is unfavorable, the Board members – led by the Board Chair – understand that there is only one Board of Review, and that if there is adequate time before the Scout turns 18, 'remedying the shortfall' is an option. If not, a denial of rank advancement is the only option.</li> <li>- If the decision is unfavorable, collect of all the letters of reference, as well as any notes/discussion transcriptions, and retain them for use in the event the Scout files an appeal.</li> </ul>

### Suspending and Reconvening the Eagle Scout Board of Review

If an issue arises during a Board of Review that the Chair or DER foresee could present a challenge or if there is a need for more research, the Chair may suspend the Board. In complex situations, the Board Chair and/or DER should consult with the Council Advancement and Recognition Committee (ARC) and also conduct additional research or discussion. Once there is improved clarity, the Board can reconvene with the same membership, finish the discussion with the Scout and reach a conclusion.



**Notify the Scout of the Board's decision and complete the paperwork.**

After the Board of Review session with the Scout, the candidate (and his Unit Leader, if present) should leave the room while the Board members discuss the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, a decision in favor of awarding the Eagle rank must be unanimous.

If the candidate meets the requirements, he is asked to return and is informed that he has received the Board's recommendation for advancement to the rank of Eagle Scout. The **original** Eagle Scout Rank Application in the Eagle Scout Package should be signed by the Eagle Board Chair and the DER. **Do not** sign the verification copy of the ESRA from NCAC.

The Unit Advancement Report (Form 34403) no longer is required by NCAC, but completion and retention by units is a local option.

**Concluding an Unsuccessful Eagle Scout Board of Review.**

For an unsuccessful Board of Review, there are two options.

1. If the Scout's 18<sup>th</sup> birthday is not imminent and the Board of Review feels the Scout can improve in certain areas within a defined time frame, the Board of Review may adjourn and then, after the Scout has completed the recommended improvements, reconvene at a later date, continue discussion and reach a conclusion. A reasonable attempt should be made to reassemble the members of the first Board when the Board of Review is reconvened.

2. If the Scout's 18<sup>th</sup> birthday is imminent or the Scout refuses to undertake the recommended improvements, then refer to the section in this guide on [Appeals](#) and GTA 8.0.4.0 for additional information.

**Arrange delivery of the Eagle Scout Package to NCAC.**

The Unit is responsible for arranging delivery of the Eagle Scout Package to the NCAC in Bethesda, Maryland, and it is the Eagle Board Chairperson's responsibility to confirm how this will be done and inform the Scout at the conclusion of the Board. The NCAC signed verification page must be included with this package. The Eagle Scout Package will not be accepted nor processed without this page. Similarly, copies of the Scout's 'Statement' and his Eagle Project Workbook must be included in the package going to Bethesda.

As insurance, Units are encouraged to make a copy of the entire Eagle Scout Package before submission to the Council.



**Remember, under any circumstances, NCAC does not want the reference letters as part of the final Eagle Scout Package!** The reference letters are confidential and their contents must not be disclosed to any person who was not a member of the Board of Review. The reference letters should be destroyed by either the Board of Review Chairperson or the District Eagle Representative (DER) upon completion of a successful Board of Review **AND** notification that NCAC has received the Scout's credentials.

**NCAC Submission.** The NCAC will process the material and electronically forward the ESRA to the National office. Remember, the candidate is not an Eagle Scout until the National BSA office has stamped their approval on the Scout's application. This normally will take 2-3 weeks.

**BSA National Team Actions:** Upon receiving the electronically submitted Eagle Scout application, the BSA will screen the application to verify the correctness of the information. Any item not meeting National standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the NCAC. The date on the certificate will be the date of the Board of Review. The Eagle Award must not be presented by a unit until after the certificate is received by the NCAC. The Eagle Scout Court of Honor should not be scheduled until the unit receives the Eagle Scout rank credentials.

**Notification by the NCAC.** The person designated by the Scout's unit will receive notification (e.g., a card in the mail) indicating that the Eagle Scout Package was approved, and the Eagle Scout certificate, plus other related items are ready for pickup at the Council office. In addition to retrieving the Eagle Scout package, the unit designated individual will receive the Eagle Scout Award certificate and a presentation box with the Eagle Scout Medal, Eagle Scout Patch, the Eagle Scout Mom's Pin, Eagle Scout Dad's Pin, a Mentor's Pin, and information about the National Eagle Scout Association. The unit is responsible for notifying the candidate that his advancement to the Eagle rank has been approved. The Eagle Scout Court of Honor should not be scheduled until Council has received the Scout's Eagle credentials.



## EAGLE SCOUT BOARD OF REVIEW – APPEALS

KEY FOCUS ITEMS				
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP	NCAC ARC (APPEALS COORDINATOR OR DESIGNEE)
<ul style="list-style-type: none"> <li>- If the Board decision was negative, make sure they gave you a written explanation.</li> <li>- Read the explanation carefully. Decide whether you want to appeal.</li> <li>- If you do want to appeal, send a written request, explaining why you feel the Board’s decision was wrong, to the NCAC ARC Chair or NCAC ARC Appeals coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide the Scout with guidance, advice and support.</li> <li>- Be available for questions, and supportive of data/ information needs conveyed by the NCAC ARC Representative.</li> </ul>	<ul style="list-style-type: none"> <li>- Help manage the appeal process.</li> <li>- Answer questions and consult with the District Eagle Representative and the NCAC ARC.</li> </ul>	<ul style="list-style-type: none"> <li>- Serve as a resource for the Scout. Answer questions or obtain guidance from the NCAC ARC.</li> </ul>	<ul style="list-style-type: none"> <li>- Form an Appeals Board comprised of Council ARC members (only), totaling 3 or 5 people.</li> <li>- Train/inform the Appeals Board members on how the Appeals process works, and the importance of finding the right balance between getting enough information, and bringing closure to the case.</li> <li>- Lead the gathering of information/data, conducting interviews, etc. that help form a complete picture.</li> <li>- Keep the Scout/Family and the Council ARC Chair (or Coordinator) abreast of progress on resolving the case.</li> </ul>

If the candidate does not meet the requirements for advancement to Eagle Scout, and a positive, unanimous decision is not reached, then two possibilities exist.

1. If the Scout is not near his 18<sup>th</sup> birthday, but refuses to undertake the Board’s recommendations for improvement over the defined timeframe resulting from an unsuccessful board of review, he may decide to appeal the Board’s decision, or;
2. If the Scout is near or past his 18<sup>th</sup> birthday, and the vote was not unanimous, the Board must inform the Scout of his options for appealing the decision and the proper procedures.

If the Board’s decision is going to be unfavorable, then the Board must select either option 1 or option 2 (above). After doing so, the Eagle candidate should be asked to



return to the room where he will be informed why his advancement to the rank of Eagle was not approved.

For option 1, if the Scout disagrees with the decision of the Board and chooses to appeal, the request should be submitted to the District ARC Chairperson by the Scout, or his parent(s)/guardian(s). The Board will provide the Scout with the necessary contact information. The Board also promptly will provide the Scout a written statement documenting why his advancement to the rank of Eagle was not approved. If the Scout agrees to the recommendations of the Eagle Board, a follow-up letter will be sent to the Scout confirming the agreement and the action(s) necessary for his advancement.

In the case where option 2 applies, the Board promptly will provide the Scout with a statement documenting why his advancement to the rank of Eagle was not approved and provide him the contact information necessary to request an appeal.

If the Scout chooses to appeal the decision of the Eagle Board and if a District-level appeal does not resolve the issues, then an appeal may be submitted to the NCAC ARC through the NCAC Program Office for further action. Similarly, if a Council-level Appeals Board confirms the lower Board's (unfavorable) decision, the Scout/Family may appeal to National. This should be coordinated with the NCAC ARC Chairperson.



## RESPONSIBILITIES

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

### Unit Responsibilities

- **Mandatory: Report advancement accomplishments** using Internet Advancement to comply with NCAC verification and Journey to Excellence responsibilities.
- **Maintain adequate advancement records** (i.e., merit badge blue cards, advancement reports, etc.) and provide requested documentation to the NCAC if information provided on the Eagle Scout Rank Application (ESRA) is incomplete or is in question.
- **For Scouts with disabilities (Special Needs)**
  - For a Scout that wishes to apply for Registration Beyond the Age of Eligibility, assist the family in gathering the material needed for an application. (A Special Needs Information Sheet <http://www.scouting.org/filestore/pdf/SpecialNeedsInformationSheet.pdf> is available to assist with the petition.)
  - Submit requests for alternate Eagle Scout Merit Badges (using the [Application for Alternative Eagle Scout Rank Merit Badges](#), No. 512-730) to the NCAC Advancement and Recognition Committee. The approved application is subsequently attached to the ESRA.
- **Train an adult Unit Eagle Advisor** who can provide guidance to the Scout to complete the ESRA and Eagle Scout Service Project Workbook.
- **Assist the Scout in obtaining an Eagle Advisor** and help Scouts understand why it is in their best interests to obtain an Eagle Advisor.
- **Obtain the list of references from the ESRA**, contact the individuals for a letter of reference concerning the Scout, and assign an adult Unit member to receive and hold the unopened responses for the Eagle Scout Board of Review. This person also makes follow-up contact with references who have not returned letters in a timely manner.
- **Ensure the Scout has met all requirements** for the ESRA and conduct the Unit Leader Conference.
- **Ensure the Eagle Project is reported** in the unit's Journey to Excellence Service project website.



- **Verification** - Per [Pre-Verification Review](#), ensure the Scout's completed, signed ESRA (front and back) is forwarded to the NCAC Program office for NCAC verification **prior to the Eagle Scout Board of Review**.
- **Board of Review** - Conduct unit-level Eagle Scout Board of Review with District representation, after receiving local Council verification approval.
- **Submission to NCAC** - Following a successful Board of Review, submit to NCAC the ESRA, along with the candidate's Ambitions and Life Purpose Statement, List of Honors and Awards, and Eagle Scout Service Project Workbook.
- **Provide the opportunity for a Court of Honor.**
- **Obtain letters of recognition.**

### **District Responsibilities**

- **Provide advice** and guidance to Scouts and Scouters concerning the Life-to-Eagle processes.
- **Plan and conduct Life-to-Eagle Seminars** for Scouts and Scouters, or inform Scouts and Scouters of Life-to-Eagle Seminars in neighboring Districts.
- **Approve Eagle Coaches** that assist Life Scouts working on Eagle Service projects.
- **Training** - Upon request, train Unit Eagle Advisors and unit advancement coordinators or chairs
- **Communication** - Keep Units informed of significant changes in Life-to-Eagle processes.
- **Special Needs** - Forward the Unit's request for an alternative Eagle Scout Merit Badge to the Special Needs Subcommittee of the NCAC ARC.
- **Review and approve the project proposal** portion of the Eagle Scout Service Project Workbook and confirm the required signatures are present, prior to the Scout conducting the project.
- **Eagle Package** - Review the accuracy and completeness of the ESRA prior to submission of the ESRA for the local Council verification process.
- **Board of Review** - Participate in all Unit-level Eagle Boards of Review. The NCAC ARC has delegated the responsibilities for conducting the Eagle Scout Board of Review to the Unit-level. **An approved representative of the District ARC must be included as a member of the Board of Review and sign the appropriate block of the ESRA following a successful review.**
- **Appeals** - Consider and act upon appeals from Eagle Scout candidates, parents/guardians, or units concerning the ESRA and/or Eagle Scout Board of Review. A District Appeals Panel is convened to consider appeals. (For further guidance on this, see the appropriate section of the GTA.)



- **Board of Review Under Disputed Circumstances** - Convene a Board of Review Under Disputed Circumstances as determined by circumstances outlined in the GTA.

### **NCAC Responsibilities**

- **Guide Development** - Develop, maintain, and distribute the NCAC Eagle Scout Procedures Guide for use by Scouts and Scouters.
- **ESRA Review** - Review the ESRA for accuracy and completeness via the Council verification process.
- **ESRA Processing** - Process ESRAs through the National Service Center following a successful Board of Review. This includes follow-up to ensure timely return from the BSA.
- **Log** - Maintain a log of all ESRAs being processed through the office.
- **Appeals** - Consider and act upon appeals from Eagle Scout candidates, parents/guardians, or units concerning the ESRA and/or Eagle Scout Board of Review. A Council Appeals Panel is convened to consider appeals from the District. (For further guidance on this, see GTA 8.0.4.2.)
- **Time Extensions** - Act on requests for a time extension to earn the Eagle Scout Rank. (For further guidance on this, see GTA 9.0.4.0.)
- **Registration Beyond the Age of Eligibility** - Review and, if warranted, approve Scouts for registration beyond the age of eligibility based on permanent disabilities or situations beyond the control of the Scout. (For further guidance on this, see GTA 10.0.0.0.)
- **Posthumous Boards** - Conduct posthumous Eagle Scout Boards of Review upon request from the Unit, District, or National office depending on the circumstances. (For further guidance on this, see GTA 5.0.7.0.)
- **Alternative Advancement** - Review and, if warranted, approve requests for alternative advancement requirements (through First Class) and for alternative merit badges for Scouts with special needs. (For further guidance on this, see GTA 10.2.2.1.)
- **Appeals** - When required, forward appeals and requests for extensions to the National Advancement Team.



## REFERENCE RESOURCES

BSA publications are updated frequently and the most current versions of these documents should be used for reference. This NCAC document will be revised when newer versions of these references include significant changes. While every effort will be made to rapidly disseminate new Eagle policies and procedures through notifications, training, publications, the Internet, appropriate committees, and Roundtables, individual Scouts and Scouters are responsible for finding and following the policies in the most current BSA publications.

1. NCAC Website, <http://www.ncacbsa.org>
2. Boy Scouts of America, Boy Scout Requirements, No. 33216
3. Boy Scouts of America, Boy Scout Handbook, 13<sup>th</sup> Edition, No. 34554
4. Boy Scouts of America, Application for Merit Badge, No. 34124A (a.k.a. merit badge blue card)
5. Boy Scouts of America, Eagle Scout Service Project Workbook, No. 512-927, [www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx](http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx)
6. Boy Scouts of America, Navigating the Eagle Scout Service Project: Information for Project Beneficiaries, No. 510-025, [www.scouting.org/filestore/pdf/510-025.pdf](http://www.scouting.org/filestore/pdf/510-025.pdf)
7. Boy Scouts of America, Eagle Scout Rank Application - 2017, No. 512-728, [www.scouting.org/filestore/pdf/512-728\\_WB\\_Fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_Fillable.pdf)
8. Boy Scouts of America, Guide to Safe Scouting, No. 34416, [www.scouting.org/scoutsource/healthandsafety/gss.aspx](http://www.scouting.org/scoutsource/healthandsafety/gss.aspx)
9. Boy Scouts of America, Service Project Planning Guidelines, No. 680-027, [www.scouting.org/filestore/healthandsafety/pdf/680-027.pdf](http://www.scouting.org/filestore/healthandsafety/pdf/680-027.pdf)
10. Boy Scouts of America, Age Guidelines for Tool Use and Work at Elevations or Excavations, No. 680-028, [www.scouting.org/filestore/healthandsafety/pdf/680-028.pdf](http://www.scouting.org/filestore/healthandsafety/pdf/680-028.pdf)
11. Boy Scouts of America, Guide to Advancement - 2017, No. 33088, [www.scouting.org/filestore/pdf/33088.pdf](http://www.scouting.org/filestore/pdf/33088.pdf)
12. Boy Scouts of America, Troop Leader Guidebook Vol 1, No. 33009
13. Boy Scouts of America, Troop Leader Guidebook Vol 2
14. Boy Scouts of America, Internet Advancement
15. Boy Scouts of America, A Handbook for District Operations, No. 34739
16. Boy Scouts of America, Scouting for Youth with Disabilities Manual, No. 34059, [www.scouting.org/filestore/pdf/34059.pdf](http://www.scouting.org/filestore/pdf/34059.pdf)
17. Boy Scouts of America, Application for Alternative Eagle Scout Rank Merit Badges, No. 512-730, [www.scouting.org/filestore/pdf/512-730.pdf](http://www.scouting.org/filestore/pdf/512-730.pdf)



18. Boy Scouts of America, Request for Registration Beyond the Age of Eligibility, [www.scouting.org/filestore/pdf/512-935.pdf](http://www.scouting.org/filestore/pdf/512-935.pdf)
19. Boy Scouts of America, Request for Extension of Time to Earn Eagle Scout Rank, No. 512-077, [www.scouting.org/filestore/pdf/512-077.pdf](http://www.scouting.org/filestore/pdf/512-077.pdf)
20. Boy Scouts of America, Guide to Working with Scouts with Special Needs and Disabilities, No. 510-071, [www.scouting.org/filestore/pdf/510-071.pdf](http://www.scouting.org/filestore/pdf/510-071.pdf)
21. Boy Scouts of America, Individual Scout Advancement Plan (ISAP), [www.scouting.org/filestore/pdf/512-936.pdf](http://www.scouting.org/filestore/pdf/512-936.pdf)
22. Boy Scouts of America, Eagle Scout Service Project Coach Application, No. 512-069, [www.scouting.org/filestore/pdf/512-069.pdf](http://www.scouting.org/filestore/pdf/512-069.pdf)



## ATTACHMENT A – SUPPORTING LIFE SCOUTS WORKING EAGLE PROJECTS

To assist Scouts along their Eagle Trail, BSA recognizes two adult leadership positions: The Eagle Advisor and the Eagle Scout Service Project Coach. As defined by the BSA, the Advisor and Project Coach are two separate positions with distinct roles, responsibilities and qualifications. It is possible and allowable for a single adult to fulfill both roles simultaneously for the same Scout, depending on the nature of the Eagle Scout Service Project. Most scouts will benefit from the collaborative support an Eagle Advisor and/or Project Coach can provide. It is the Scout’s decision to work with an Eagle Advisor, a Project Coach, both or neither. It is the individual unit’s responsibility to ensure that all Eagle Advisors and Project Coaches are properly trained and registered for their respective position. A comparison of responsibilities and expectations of both positions is in the following table. (BSA Form 512-069)

	<b>Unit Life to Eagle Advisor</b>	<b>Eagle Scout Service Project Coach</b>
<b>Term (Time Period)</b>	Entire Life-to-Eagle process	From proposal approval through project report
<b>Focus</b>	Successful achievement of the Eagle Scout rank	Successful fulfillment of Eagle Scout rank requirement 5
<b>Appointment</b>	By the unit or District	Approval delegated by NCAC to the District
<b>Relationship</b>	Longer-term	Shorter-term
<b>Approach</b>	Mentoring in general	Coaching and consulting on the project

1. The role of the Eagle Scout Advisor is to assist the Scout with navigating the entire Life to Eagle process. In this regard, units should take care in selecting and appointing leaders who possess a broad knowledge of the Eagle Scout Advancement Requirements including District and Council specific administrative procedures.
2. The role of the Eagle Scout Service Project Coach is to assist the Scout with planning and executing his service project. The planning can include assistance in proposal preparation. In addition, the project coach may be a subject matter expert in a particular area (e.g., landscape architect, carpenter, electrician, graphic artist, plumber, mason, environmental scientist, etc.) whose specific skills, experience or training is needed by the Scout to plan and execute his project. Units should take care in selecting and nominating Project Coaches who possess the unique skill set required by the Scout.



Both the Eagle Scout Advisor and Eagle Scout Service Project Coach are required to be registered with the Boy Scouts of America in any adult position and be current in BSA Youth Protection training. Eagle Scout Service Project Coaches are nominated by the unit, and approved by the District. This requires submission and approval of the Eagle Scouts Service Project Coach Application (BSA Form 512-069) (<http://www.scouting.org/filestore/pdf/512-069.pdf>). A Scout may not list an adult as their Project Coach on the Eagle Scout Service Project Proposal until the Project Coach application has been approved by District.

3. Before meeting with a Scout, the Eagle Advisor should complete the following:
  - a. Read the current version of the NCAC Eagle Scout Procedures Guide.
  - b. Read GTA 8.0.3.0 through 8.0.3.2, 9.0.0.0 through 9.0.4.1; and 10.2.2.0 through 10.2.2.4.
4. Normally, the first meeting between a Scout and the Eagle Advisor occurs shortly after he makes Life Scout or when he starts thinking about project ideas.
5. Eagle Advisors should work with their Life Scouts and meet periodically to discuss the Scout's progress towards meeting all Eagle Scout Advancement requirements. Areas for discussion should include the following:
  - a. Merit badges the Scout has completed, those he is working on and any that must be started. Remind the Scout that he may continue to work on merit badges while working on his Eagle project.
  - b. Make sure that the Scout has enough time before he turns 18 to complete all remaining merit badges and his position of responsibility within the Troop.
  - c. Remind him that the Eagle Rank requires that he serve in an approved position of responsibility for a period of 6 months while a Life Scout.
  - d. Ask the Scout if he has any ideas about a possible Eagle Scout Service Project. Ensure that he understands the requirements of the Eagle Scout Service Project and the required use of the current version of the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this requirement. If the Scout does not have a project idea, the Advisor may suggest areas to explore (e.g., community bulletin board, religious institution, school guidance office, local newspaper). However, Eagle Advisors may not secure a project for a Scout.



- e. Advise the Scout about the importance of keeping a personal time log that shows time spent discussing, planning, developing and executing his project in accordance with the [Tracking Hours](#) of this guide and that it is reported on the ESRA and the Journey To Excellence Service Project Website.
- f. Advise the Scout that the project must be his own work. It may not be the work of another Scout or Adult.
- g. Advise the Scout that it may take several weeks or even months to identify a project and develop the Project Proposal. Proposal development is an iterative process. Make sure the Scout understands this concept.
- h. Advise the Scout that it is OK to make initial contact with the benefiting organization to discuss project possibilities, but the Scout should not make any promises regarding project scope until he speaks with his Eagle Advisor and Unit Leader.
- i. Review the Eagle Scout Service Project Workbook with the Scout. Ensure the Scout understands that his proposal must pass the five tests of an acceptable Eagle Scout Service Project listed on Page A of the Proposal workbook.
- j. Advise the Scout that, before beginning to enter information in his Workbook, he and his parents or guardian must read the entire Workbook, paying special attention to the “Message to Scouts and Parents or Guardians”.
- k. Advise the Scout that he should allow plenty of time for proper planning, scheduling, and organizing his project.
- l. Explain the proposal review and approval process.
- m. When the Scout has selected a project, the Eagle Scout Advisor or Unit Leader shall work with the Scout to determine if a Project Coach is recommended or desired. If so, the Eagle Advisor or Unit Leader will identify a qualified adult to assist the Scout.
- n. The Eagle Advisor will aid the Scout in identifying the points of contact and associated information required to complete the Contact Information section on page B of the Eagle Scout Service Project proposal including: Unit Leader, Unit Committee Chair, Unit Advancement Coordinator, Council Service Center, Council or District Project Approval Representative, Project Coach.
- o. The Eagle Advisor should support the Scout as he develops the project proposal and works to receive each of the four required signatures.



- p. Because the Project Plan is neither approved nor signed, the Eagle Advisor or Project Coach should meet with the Scout to review the recommendations the Scout received from the District Eagle Representative and provide suggestions. The Eagle Advisor or Project Coach should also encourage the Scout to share the final project plan with them.
  - q. This is very likely the first major project the Scout has ever attempted and an experienced Eagle Advisor or Project Coach often can help a Scout identify gaps and problems that might otherwise go undetected until it's too late to take effective corrective action. Be proactive and ask the Scout to show you a draft of his Project Plan.
6. As indicated in the BSA guide: "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries", Scouts must share their Project Plan with the benefiting organization so they can confirm it meets their expectations. The Project Proposal the benefiting organization approved was "merely an overview," and there may be details in the Project Plan that they consider to be critical for the success of the project. If their review identifies significant problems, the benefiting organization may require improvements before work begins.



## ATTACHMENT B – GUIDANCE FOR THE DISTRICT EAGLE REPRESENTATIVE

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER	DISTRICT EAGLE REP
<ul style="list-style-type: none"> <li>- After Unit Leader, Committee member and Project Beneficiary has signed the Eagle Scout Service Project proposal, contact the DER to request approval of your proposal.</li> <li>- Contact may be made by any means according to Youth Protection procedures.</li> <li>- Take notes during meeting with DER.</li> <li>- After getting unit leader signatures on your ESRA, submit it along with your Internet Advancement Member Summary Report to the DER for approval.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide the Scout with guidance, advice and support.</li> </ul>	<ul style="list-style-type: none"> <li>- Serve as a resource for the Scout. Answer questions or obtain guidance from the District ARC or DER.</li> <li>- Review ESRA for accuracy and completeness. Return to Scout or submit it with the Internet Advancement Member Summary Report to DER for pre-verification review.</li> </ul>	<ul style="list-style-type: none"> <li>- Serve as a resource for the Scout and Unit leaders. Answer questions or obtain guidance from the NCAC ARC.</li> <li>- Review and approve Eagle Scout Service Project proposal.</li> <li>- Complete ESRA Pre-Verification Review.</li> <li>- Any contact with the Scout must be conducted according to Youth Protection procedures.</li> </ul>

This guidance is to assist District Eagle Representative(s) in guiding Life Scouts through the Eagle Scout Service Project process.

The District Eagle Representative (DER) is a member of the District Advancement and Recognition Committee (ARC). The Committee implements processes that help achieve BSA advancement program. Major tasks that the DERs perform are.

- A. Advise unit leaders about the Life to Eagle process, methods for conducting boards of review and conducting courts of honor.
- B. Review and approve Eagle Scout Service Project proposals submitted by Scouts.
- C. Provide District review of Eagle Scout Rank Applications.
- D. Participate in unit boards of review (BOR) or conduct District level Eagle Scout Boards of review.



- E. Participate in the review of an Eagle Scout candidate appeal if a unit denies the candidate's application for advancement at the board of review.

### **Eagle Scout Service Project Proposal**

1. A Scout may make contact through email or telephone to request project approval. Be supportive and friendly. Determine if the Scout completed his project proposal using the current version (when planning began) of the Eagle Scout Service Project Workbook. Determine if the Scout has approval signatures from the project beneficiary, unit leader, and unit committee? If so, then an in-person meeting may be scheduled. You must require that a parent, guardian or another adult attend the meeting with the Scout to abide by Youth Protection Guidelines.
2. The meeting is between you and the Scout and if necessary, remind others in attendance to be good listeners. The project belongs to the Scout and it is his responsibility.
3. Check the Project Proposal pages, confirm the Scout and approval signatures, and look at any other information the Scout may have provided (i.e., pictures, maps, drawings, etc.). If the project proposal meets the five tests of an acceptable Eagle Scout Service Project after your review and discussion with the Scout, sign and date the District approval (9.0.2.7 and Eagle Scout Service Project Workbook).
4. The workbook should not become a basis for rejecting Scouts based on technicalities that have nothing to do with the intent of the requirement (9.0.2.8).
5. Discuss with the Scout his completing of the Project Plan and Project Report. Remind the Scout that it is highly recommended and strongly encouraged that he completes the Project Plan. Should he need advice and guidance direct him to his Eagle Advisor or request a Project Coach prior to carrying out his Eagle Scout Service Project.
6. Describe to the Scout the procedures once he has completed the Project Report and Eagle Scout Rank Application.

### **ESRA Pre-Verification Review**

1. The Scout completes, signs, and submits the ESRA along with supporting documentation to his unit leader. The unit reviews the ESRA and supporting documentation for accuracy and completeness. The Scout or the unit submits the ESRA along with the Internet Advancement Member Summary Report to the DER.
2. The DER completes the Pre-Verification Review. If there are issues with an ESRA, the DER returns it to the unit for resolution and resubmission to the DER.



3. DER initials and dates ESRA and electronically sends, or requests the unit to send, it, to the NCAC Program Office for verification.
4. NCAC Program Office completes verification and emails approval and signature page to the DER and/or unit as applicable. Following verification, cooperate with the unit to schedule the Eagle Scout Board of Review.

### **Eagle Scout Board of Review and Eagle Scout Courts of Honor**

1. Participate in Eagle Scout Boards of Review as a representative of the District. Sign ESRA upon successful completion of the BOR.
2. Coach unit leaders in the methods for conducting boards of review and courts of honor.



## ATTACHMENT C – NCAC EAGLE SCOUT VERIFICATION CHECKLIST

Life Scout \_\_\_\_\_ Troop / Crew / Ship \_\_\_\_\_

(Numbers in parenthesis at the end of a step refer to the Notes on the next page)

Check	Verification Item
	<b>Current Version:</b> Check to ensure the ESRA version is current or prior year. (See bottom right corner on page 2 for date. i.e., “April 2017 printing.”)
	<b>Internet Advancement Member Summary Report:</b> A unit must reconcile the unit’s management records, Internet Advancement Member Summary Report or equivalent from a third-party software program to the source documents (e.g., blue cards, Scout’s handbook) to ensure all dates are in agreement. If necessary, the unit should take corrective action.  All information on the ESRA must agree with the data reported on Internet Advancement.
	All information on ESRA legible (preferably <b>filled out using the fillable/savable version of the ESRA</b> )
	Applicant's full, legal name spelled correctly and legible (use upper and lower case letters) - use middle initial only if space is limited
	Applicant's address - <b>ONLY</b> use abbreviations recognized by USPS
	Unit type, local number, location has NO ABBREVIATIONS (except state)
	Dates of entry into Scouting and Venturing (as applicable), and for First Class, Star, and Life Scout Boards of Review <b>(1)</b>
	Cub Scout, Webelos, Arrow of Light, Completed 5 <sup>th</sup> grade questions answered
	At least four months between First Class and Star Scout Board of Review dates
	At least six months between Star Scout and Life Scout Board of Review dates
	At least six months between Life Scout and Eagle Scout Board of Review dates
	Date of birth
	Verify age <b>(2)</b>
	Six (6) references are provided (five (5) if not employed) with <b>complete</b> contact information
	Verify all merit badge dates are <u>after</u> the “Date became a Boy Scout”.
	Verify 21 merit badges have been earned. Month, day, and year listed for each merit badge and all ranks must agree with appropriate documentation <b>(1)</b>



Check	Verification Item
	Cross out Eagle-required merit badges not earned on items 7, 8, and 10.
	Elective merit badges should be listed in chronological order
	Unit numbers are filled in for all merit badges
	Any four required merit badges and a total of six merit badges earned prior to Star Scout Board of Review date <b>(1) (3)</b>
	Any seven required merit badges and a total of eleven merit badges earned prior to Life Scout Board of Review date <b>(1) (3)</b>
	Position name(s) matches ESRA list. If registered in more than one program at any time, ensure position name is preceded by the program name (Troop, Crew, Ship) in which position was held (e.g., Troop Webmaster, Crew Historian, etc.)
	Position(s) of responsibility served for a minimum of six months after Life Scout Board of Review date
	Unit Leader Conference date prior to the Scout's 18 <sup>th</sup> birthday
	Applicant's signature and date
	Unit Leader's signature and date
	Unit Committee Chair's signature and date

### Notes:

(1) Confirm that all dates agree with appropriate records. Ensure that, for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out; that Environmental Science or Sustainability is crossed out; and that Cycling, Swimming, or Hiking has 2 of the 3 crossed out.

(2) If the Eagle Scout Board of Review does not take place prior to the candidate's 18th birthday, all requirements must have been completed prior to his 18th birthday, (including the Unit Leader Conference and project completion).

If the Eagle Board of Review is scheduled within 3 months following the Scout's 18th birthday, a waiver or additional paperwork is not required. (GTA 8.0.3.1(1))

If the Eagle Scout Board of Review is scheduled between 3 months and 6 months after the applicant's 18<sup>th</sup> birthday it must be pre-approved by the NCAC. For pre-approval, a statement by the candidate, his parent or guardian, the unit leader, or unit committee member, explaining the delay, must be submitted to the NCAC ARC. Both the statement and approval are submitted with the ESRA. (GTA 8.0.3.1(1))

If the Eagle Scout Board of Review is to be conducted more than 180 days after the applicant's 18th birthday, immediately contact the NCAC ARC. The candidate, his parent or guardian, the unit leader, or a unit committee member



must petition the National Advancement Team for authority to conduct the Board of Review. The request must explain the reason for the delay. This must be processed through the NCAC. The NCAC ARC will review the petition and provide a position statement from the scout executive, designee, or advancement committee chair. This statement will be sent along with the candidate's petition and ESRA to the National Advancement Team. (GTA 8.0.3.1(2))

- (3) For the rank of Eagle, a candidate must choose between required merit badges Emergency Preparedness and Lifesaving, Environmental Science and Sustainability, and Cycling, Swimming and Hiking when filling out the ESRA. This does not apply for Star and Life ranks; for example, Swimming and Hiking can cover two required merit badges when applied towards Star and Life. On the ESRA, those merit badges not chosen for "Eagle-required" would be listed in positions 14 - 21.

In sum, the total number (11) of merit badges needed for the Star (6) and Life (5) ranks can be satisfied completely with Eagle required merit badges (elective merit badges are not necessary).

- (4) For Special Needs Scouts that have been identified through appropriate District and Council Special Needs procedures, Districts should contact the NCAC Program Office (301-530-9360) for verification guidance.



## ATTACHMENT D – NCAC SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION

September XX, 2017

Dear Mr. Smith,

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

You may use the attached form or a personal letter to write the recommendation. If you need more space than is provided, you may attach additional pages. Please return your recommendation to the Troop via postal mail by XX September 2017. The letter must not be given to the Scout. Please note that the contents of the letter will not be shown to or discussed with the candidate, nor with anyone not a member of the Eagle Scout Board of Review.

Thank you for taking the time to write this letter.

Sincerely,

Troop 1 Advancement Chair





## The Scout Oath

On my Honor, I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.



## The Scout Law

### **A Scout is:**

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

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

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

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

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

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

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

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

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

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

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

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





## ATTACHMENT E – TIME EXTENSIONS

This section of the Eagle Scout Procedures Guide (ESPG) is intended to provide insight into the purpose, process and mechanics associated with the provision offered by National to Scouts who are running out of time to earn Eagle, but feel strongly that the reason for such is something beyond their control and 'not their fault'. Guide To Advancement (GTA) 9.0.4.0 addresses "Time Extensions", and the "Requests for Extension of Time to Earn Eagle" Form.

Per GTA 9.0.4.0, there is a provision for additional time to earn Eagle for Scouts who have 'suffered' a set-back of some sort that precludes their ability to complete all of the Eagle Requirements before their 18<sup>th</sup> birthday. The GTA does a nice job of explaining the rarity of such a decision and the 5 'tests' that each recommendation will be subjected to, so there's no need to repeat that here. What's offered below is a high-level description of the process as executed within NCAC.

### Process Overview:

1. Scout or family sends email to appropriate Council Advancement and Recognition Committee (ARC) Chair. (In the event they are not known to the Scout/family, send the email to the District Advancement Chair, District Executive and Unit Leader. One or more will know how to reach the right person at Council and ensure key District folks are 'in-the-know'.)
2. NCAC staff member forwards email to Council ARC Chair and Council Appeals Coordinator.
3. Council Appeals Coordinator calls Scout/Family to explain the process, answer questions, gather contact info, and emphasize importance of the Scout not waiting for an answer, but rather pressing forward to complete the remaining Eagle Requirements as soon as possible.
4. Council Appeals Coordinator forms a team of NCAC ARC members to research the specifics of the 'case' and prepare a recommendation for subsequent submission to National.
5. Case team conducts interviews, gathers 'evidence' pertinent to the case and prepares 'draft' recommendation, forwarding same to the NCAC Appeals Coordinator.
6. Case team explains their recommendation to the Scout/Family, allowing them one last chance to provide stronger rationale/evidence supporting the request,



and/or to rescind the request if they wish. Case team makes it clear that BSA National makes the final decision, and there is no guarantee that National will 'side' with NCAC's recommendation – in either 'direction'.

7. NCAC Appeals Coordinator reviews recommendation and artifacts 'with fresh eyes' and a better sense of what the NCAC ARC Chair expects in a letter that will be co-signed by our Council Executive, and forwards an updated draft to the NCAC ARC Chair for processing.
8. Council ARC Chair, reviews recommendation and collected artifacts, resolves questions they have (if any), modifies formal recommendation (if necessary) and presents same to the Council Executive for signature and submission to National.
9. National reviews recommendation and artifacts, renders a decision, and communicates same to Council ARC/Council Executive.
10. Council communicates official decision to Scout/Family, and if approved for an extension, provides Scout/Family proof of approval to be kept with the Scout's materials, needed when scheduling the Eagle Board of Review (and when submitting final rank advancement information to National, if applicable).

#### **Things to keep in mind:**

- Scout absolutely must 'press-on' with his pursuit of Eagle rank advancement, even if he turns 18 while the case is still being researched. Any hint of a relaxation of interest could provide a reason to deny the extension.
- Well-meaning interested parties should refrain from inquiring about the status of the case. Leave that to the Scout/family, and anyone they have designated to be serve in that role. Some of these cases involve sensitive personal matters and the Case Teams strive to honor Scout/family privacy as much as possible.
- While time is of the essence, there are reasons why cases could take some time to be resolved. Several factors can contribute to unfortunate 'processing' delays, some of which are offered below:
  - a. The limited pool of people who can serve on these case teams; per the GTA, all parties must be members of the Council ARC, all of whom are volunteers, and some may already be working on another case
  - b. The reality that most members of the ARC have several other positions within Scouting, all of which are 'equally important', certainly to their constituents.



- c. The availability of people who are considered to have insights/information that will help with the recommendation.
- d. Difficulties in getting official information from Internet Advancement; especially for Scouts who are in units that are less diligent in keeping Internet Advancement up-to-date.
- e. Vacations, work conflicts, business trips, and ... life.
- f. Be patient. There is no 'appeal' process for this, so Case teams and others involved in the process DO want to get it right the first time.



