

LIFE TO EAGLE GUIDE: THE TRAIL TO EAGLE



For Boy Scouts, Sea Scouts, Venturers, and Scouters
Including Quartermaster Rank and Summit Award



Blue Ridge Mountains Council Advancement Committee
August 2016-Fifth Edition



BOY SCOUTS OF AMERICA®
BLUE RIDGE MOUNTAINS COUNCIL
ADVANCEMENT COMMITTEE

Executive Summary

- Background** Established in 1911, the rank of Eagle is the highest in the Boy Scouts of America. Eagle Scouts number more than two million, but only about 50,000 Scouts attain this rank each year. Eagle Scouts are said to have more leadership, outdoor, and first aid skills than others. The rank is generally recognized as a superior demonstration of character and effort.
- Who** Scouts interested in earning the Eagle rank must be Life Scouts registered in the Boy Scouts, Varsity Scouts, or Venturing at least six months before their eighteenth birthday. Only boys may earn this rank.
- Award** The Eagle rank dictates that the Scout must be active in his Unit in a position of leadership for six months, demonstrate Scout spirit, earn at least twenty-one Merit Badges, lead an Eagle Service Project, and participate in a Unit Leader Conference and Eagle Board of Review.
- Project** Eagle projects must be completed using the Eagle Scout Service Project Workbook. Though all projects have different numbers of hours and participation, the project must benefit a community organization and must demonstrate leadership on the part of the Eagle Candidate. Many Eagle Scout Service Projects require between 100 and 400 total hours for completion. The District Eagle Board, whose members are trained in how projects should be completed, will evaluate the project. Scouts who choose projects in the field of conservation may wish to integrate a William T. Hornaday Badge into their Eagle project.
- Starting** Once the Scout completes the Star rank he should meet with his Unit Leader to find an Eagle Scout Service Project Coach who can assist throughout the entire Life to Eagle process. The Scout should follow the step-by-step processes laid out in this Guide for working through the requirements for the highest rank in Boy Scouting.
- Time** The Eagle rank Unit Leader Conference must be conducted before the Scout's eighteenth birthday and the Eagle Board of Review no later than three months following the Scout's eighteenth birthday. The Eagle project may only be completed after the Life rank is earned and the Eagle Proposal has been approved. We recommend setting aside at least six months for project completion.

Introduction

This Guide was created by the Blue Ridge Mountains Council (BRMC) Advancement Committee to help Boy Scouts, Venturers, Units, and Scouters understand the methods and effort involved in earning the Eagle rank. The document is intended to serve as a step-by-step resource for individuals working on Eagle projects, District Eagle Boards, Unit Leaders, parents, and other Scouters so that all can fully understand the goals and challenges associated with earning Eagle. It also contains Sections Two, Three, Five, and Seven, which have broad application to Scouts pursuing the Sea Scout Quartermaster Rank or Venturing Summit Award.

The Council Eagle Scout website (<http://bit.ly/PHKSph>) provides additional information about upcoming Eagle related presentations, Eagle Scout Coach resources, and a letter listing Council Advancement Committee members.

The Advancement Committee is charged with the responsibility to advise the Council on matters pertaining to advancement at all levels of Scouting including Cub, Boy, Varsity, Venture, Sea, and Exploring Scouts. Much of the Committee's work is with Council-wide policies and procedures designed to help District volunteers with advancement related questions or problems. Merit Badge and Eagle Board programs are part of this overall goal.

To accomplish this mission, the Advancement Committee has become one of the largest committees in the Council mostly made up of District level committee chairmen from the District Advancement and Eagle Board Committees and Religious Emblems, District Dinner, and Merit Badge groups. Several members advise the Committee from the Council-wide perspective.

This document contains seven sections:

- Section One gives an overview of the Eagle rank requirements and provides details and clarification regarding each.
- Section Two discusses the components and procedures associated with completing an Eagle project, not including the write-up and application.
- Section Three addresses writing-up the project.
- Section Four addresses the Rank Application.
- Section Five describes the procedures of an Eagle Board of Review.
- Section Six outlines what happens after an Eagle Board of Review.
- Section Seven, the Appendix, contains specific Council interpretation of *Guide to Advancement* procedures as well as checklists.

Acknowledgements

I am happy to provide the fifth edition of this Guide, which includes Council practices regarding Sea Scout Quartermaster Rank and Venturing Summit Award projects. I encourage all Scouts and Scouters to browse the Eagle Coach training materials available on the Council Eagle Scout Website (<http://bit.ly/PHKSph>).

This Guide remains the most read and utilized document in the Council and provides up-to-date information on the ever-changing Eagle forms and practices.

I encourage you to distribute this Guide throughout your Districts, the Council, and the country in the hopes that it proves useful. Please contact me directly with any Life to Eagle questions.

Yours in Scouting,



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Revisions

First Edition (8-29-12): First integration of all District Eagle documentation.

Second Edition (8-5-13): Eagle Coach Descriptions, Court of Honor Resources.

Third Edition (8-1-14): Eagle Coach Training Procedures, Eagle Scholarship List.

Fourth Edition (8-1-15): Expanded Summit Award and Quartermaster Rank Policies.

Fifth Edition (8-1-16): Updated for new Eagle Workbook release.

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Section One: Eagle Scout Rank Requirements

(Intended for Eagle Candidates and Scouters)

Coverage of this Guide

This is a Guide written for Life Scouts working on the Eagle rank and for Star Scouts looking ahead to their Eagle project. That said, the Sea Scout Quartermaster Rank and the Venturing Summit Award both require a service project of Eagle caliber and a District level Board (Bridge) of Review. Sea Scouts and Venturers should use this Guide in working on their projects, and the District Eagle Board will be involved in reviewing and approving their Quartermaster and Summit applications. See the Appendix for a review of the modifications of this document for Sea Scouts and Venturers.

Applicable Documents

The Scout and parent should obtain the following before starting the Eagle rank process. The latest versions of the Workbook and Application can be found on <http://scouting.org/advancement>.

- ***Blue Ridge Mountains Council Life to Eagle Guide (this document)***: provides the overall processes and steps from the Life rank to the Eagle rank. It includes discussion about the following documents.
- ***Boy Scout Handbook (33105)***: contains personal advancement records that must be verified before completing the Eagle rank.
- **Advancement Records**: such as TroopMaster printouts, BSA Online Advancement, or Blue Card stubs.
- **Eagle Scout Service Project Workbook (512-927)**: is the required document for the Eagle project and should be typed on a computer. This Guide uses the October 2015 version.
- **Eagle Scout Rank Application (512-728)**: is completed after the Eagle project is finished and encompasses all the rank requirements. This document uses the 2015 version.
- ***Guide to Safe Scouting (34416)***: provides procedures for activities deemed potentially unsafe or dangerous (also Age Guidelines for Tool Use, 680-028).
- ***Guide to Advancement (33088)***: gives technical definitions for all advancement procedures. This document uses the latest 2015 version.

Age Requirement

All of the below described requirements for the Eagle rank must be completed before the Scout's eighteenth birthday. Only registered Boy Scouts or Venturers who are still registered in a Boy Scout Troop (includes Varsity Scouts) or Venture Crew (includes Sea Scouts) may complete these requirements. The age requirement dictates that the Unit Leader Conference must be completed before midnight on the Scout's date of birth. Eagle Boards of Review may be conducted up to three months following the Scout's eighteenth birthday with no appeals needed. As long as the requirements are all completed before the Scout's eighteenth birthday, signatures on the Rank Application may occur after the Scout's eighteenth birthday.

Should the Scout be placed in a situation where meeting the age deadline is unlikely or impossible, he should submit a petition in writing to the Council Advancement Committee using Request for Extension of Time to Earn Eagle Scout Rank (512-077, 11.2.0.0, 2015). The Committee will then issue a ruling as to whether a time extension may be granted. Such extensions are only granted in case of disability or extreme personal hardship and will not be granted just because of poor planning on the part of the Scout. If the Scout has a disability, he should consider submitting Request for Registration Beyond the Age of Eligibility (512-935, 2015) and an Individual Scout Advancement Plan (512-936, 2015).

That being said, the Merit Badge aspect of the Eagle rank may be completed at any time during the Scout's career. However, the project may not be started before the Scout earns the Life rank. We do encourage the Scout to earn the Life rank before his sixteenth birthday, if at all possible, so that he has plenty of time to complete the Eagle requirements if he so chooses. Requirements for the Eagle rank are typically completed in twelve to eighteen months.

Requirement 1: "Active" Definition

The first requirement for the Eagle rank is for the Scout to be active in the Unit for a period of six months. This is often a requirement of significant debate because the definition of "active" has, until recently, been unclear. To be active, the Scout must meet an established standard of participation set in the Unit. This policy may **not** be dictated retroactively, but should include a percentage of meetings or outings the Scout must attend. If the Unit has no such policy, the Scout must only be registered in the Unit to be counted as "active." Should his registration or completion of Unit activity requirements lapse, he will be granted all the time when he was "active" and, if the Scout becomes "active" again, he may add to the time already accumulated.

Basically, it is up to the Unit to define “active” and to make sure that all Scouts are aware of this requirement. With that, the six-month requirement should be trivial.

Requirement 2: Scout Spirit

Since we have established participation requirements in the definition of “active,” the Scout Spirit requirement need not encompass meeting or outing participation. Rather, this requirement is signed at the discretion of the Unit Leader for Scouts who demonstrate the Scout Oath and Law in their everyday life. We suggest having a conversation with the Scout and asking him to describe how the Oath and Law affect his leadership, decision-making, and judgment. Satisfactory answers to these questions are all that is needed to complete this requirement.

Requirement 3: Merit Badges

For Eagle, the Scout should add ten Merit Badges to total twenty-one required for the rank. These include the badges required for Eagle (First Aid, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Personal Fitness, Emergency Preparedness or Lifesaving, Environmental Science or Sustainability, Personal Management, Swimming or Hiking or Cycling, Camping, Family Life, and Cooking). The additional eight Merit Badges may be any others from the list of badges including optional Eagle required ones. Merit Badges, once earned, may not be invalidated by anyone under any circumstances. If there are concerns that the Scout knowingly did not complete the requirements appropriately or there are concerns with the Merit Badge Counselor qualifications and registration, report concerns to the Council Advancement Committee using Reporting Merit Badge Counseling Concerns (512-800, 11.1.0.0, 2015).

Requirement 4: Position of Responsibility

While a Life Scout, the Eagle Candidate must serve for six months in one or more positions of responsibility. The current list of positions is found in the BSA Handbook and it includes Boy Scout, Venturing, Varsity, and Sea Scout positions. However, some positions, notably Assistant Patrol Leader and Crew Guide, are exempted from leadership credit, so consult the Handbook carefully. In serving in this position of responsibility, the Scout must make a conscious effort to complete the position requirements set forth by the Unit. To restate, the Unit should have written expectations for the role and responsibilities associated with each leadership position in order to measure the Eagle Candidate against these expectations for the awarding

of leadership credit. Like the time requirement, in the absence of such a policy, the Scout must only make an effort to do his job correctly to complete this requirement.

If the Scout is not succeeding in his position, the Unit Leader should discuss the job and the Scout's role in it before removing him from that position. Expectations for job performance should be made clear from the beginning of tenure as to make it easy for the Scout to determine if he will be awarded leadership credit. Units should not remove already awarded leadership credit for retrospective poor performance.

Lone Scouts should consult their Friends to obtain position of responsibility credit for leadership in his school, religious organization, club, or the community.

Requirement 5: Eagle Scout Service Project

Since the service project is such a large component of earning the Eagle rank, we will devote Sections Two and Three of this Guide to fulfilling the project requirements.

Requirement 6: Unit Leader Conference

The Unit Leader Conference (previously called the Scoutmaster Conference) for the Eagle rank is held much like the Conferences for all other ranks. The inclusion of all Unit Leaders allows for Venturing Crew Advisors, Varsity Team Coaches, and Sea Scout Skippers to hold such conferences with Eagle Candidates. Such Conferences should discuss achievements during the Life to Eagle process and discuss the Scout's ambitions and goals for the future. Further advice on content and format of Conferences is found in the *Scoutmaster Handbook* (33009). Many may be unaware that the Unit Leader Conference need not be held directly before the Board of Review nor need it be completed after all other requirements are finished. The Scout must only participate in the Unit Leader Conference for the requirement to be completed. He does not need the Unit Leader's blessing to continue and earn the Eagle rank. However, the Scout must make an effort to communicate within the Conference and answer questions appropriately. Though the Unit Leader may review some or all other requirements for the Eagle rank, his signature on the Unit Leader Conference may not be withheld, no matter the status of the Eagle rank approval.

Requirement 7: Board of Review

The Board of Review process will be described in detail in Section Five.

Section Two: Eagle Scout Service Project

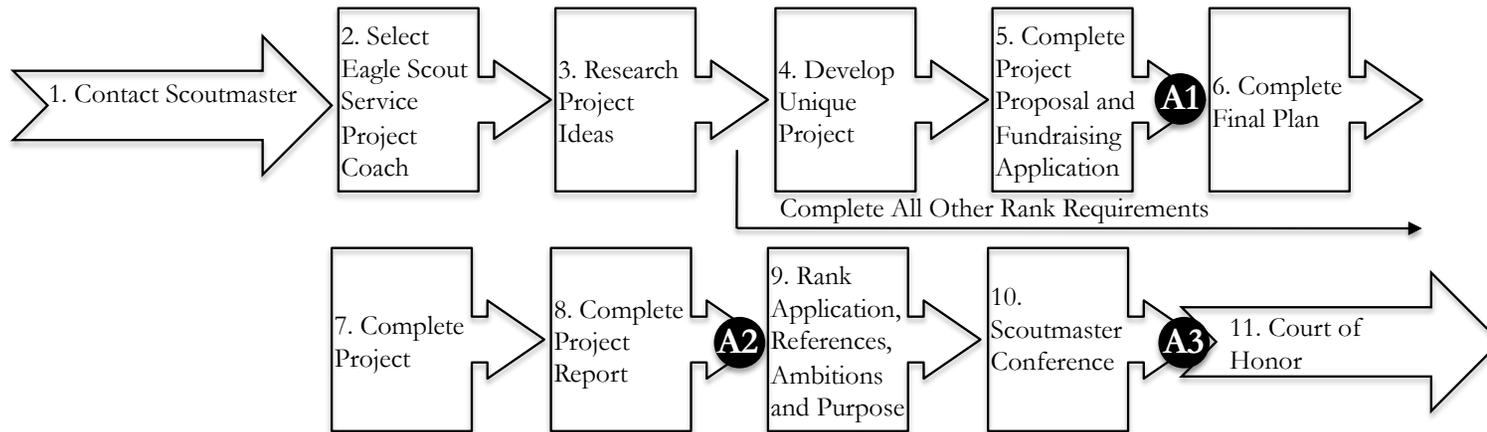
(Intended for Eagle Candidates, Sea Scouts, Venturers, and Scouters)

How to Start

The first step in beginning the service project is having an initial planning session and speaking with your Unit Leader about obtaining an Eagle Scout Service Project Coach. We recommend having this meeting while you are a Star Scout, so that you can establish a good relationship with your Eagle Scout Service Project Coach before you begin working in earnest once you earn Life. We recommend viewing the Life to Eagle Process video hosted on the Advancement Committee website early on for an overview of the entire process. Ultimately, the goal for the first week or two that you are working on this project is for you to develop an understanding regarding the scope of an Eagle project and the amount of time commitment involved as well as to get general criteria for what you would enjoy in an Eagle project. The following flowchart may provide some insight into the entire Eagle process.

As a Scout and Eagle Candidate, you should review this document in its entirety, have spent some time considering progress he has already made to the Eagle rank, and have downloaded a working copy of the Eagle Scout Service Project Workbook before meeting with his Eagle Scout Service Project Coach.

Process for Boy Scouts Earning the Eagle Scout Rank



<p>3. Research Project Ideas Habitat Improvement Trail Construction Conservation Physical Construction Promotional Plan Disabilities Awareness Wildlife Introduction</p>	<p>4. Develop Unique Project Conservancies, Community Agencies, Land Trusts, Religious Organizations, Schools, Service Groups, Local Government, USDA, State Parks, NOAA, VDGIF, VADOE, Service Organizations</p>	<p>5. Plan Project Organization Design Materials and Budget Leadership and Workers Schedule Benefit Safety Plan</p>
<p>7. Project Write-up Service Hours by All Involved Maps Pictures Communication Notes Publicity Letters of Appreciation Benefiting Group Continuation</p>	<p>9. Rank Application Six months involvement Scout spirit 21 Merit Badges Position of Responsibility Service Project Scoutmaster Conference Board of Review Personal Statement, References</p>	<p>10. Review: Approvals A1: Unit Leader, Unit Committee, Project Beneficiary, District Eagle Board A2: Project Beneficiary, Unit Leader A3: District Eagle Board of Review (unanimous decision)</p>

Eagle Project Advisory Group

Candidate	Develops project ideas
	Plans and researches projects
	Documents project
	Obtains labor and materials
	Records budget information
	Completes Eagle Workbook
	Obtains approval for Proposal
	Obtains approval for Project Report
	Finds publicity outlets
	Ensures project shows leadership
	Integrates Hornaday project (if desired)
	Completes fundraising plan
	Identifies project phases
Eagle Scout Service Project Coach	Selected by Candidate
	Answers Eagle process questions
	Discusses project ideas
	Helps select appropriate project
	Aids Scout in Life to Eagle process
District Eagle Board Chairman	Reviews and approves Proposal
	Conducts Eagle Board of Review
Unit Leader	Identifies Project Coaches
	Aids Scout in Life to Eagle process
	Approves Proposal and Project Report
Unit Committee Representative	Approves Proposal
	Can provide Scouters to help
Benefiting Organization	Gives location to complete project
	Provides materials or funding for project (if requested)
Council William T. Hornaday Awards Coordinator (optional)	If needed, ensures project meets Hornaday project requirements

The seven individuals listed above are the major people involved in an Eagle project. Consult this chart to determine who should be responsible for the major tasks of a project.

Eagle Scout Service Project Coach

The most important advisor that the Scout selects in the Eagle process is the Eagle Scout Coach. The Unit Leader should help the Scout find an Eagle Scout Coach early in the process, once he earns Star rank is ideal, so that the Eagle Scout Coach and the Scout can get to know each other and prepare to work together on the Eagle project. An Eagle Scout Coach can be any registered adult leader who assists the Eagle candidate on the entire Life to Eagle process. The Eagle Scout Coach must be knowledgeable about all Eagle requirements and be capable of helping the Scout complete the Project Workbook. The Eagle Scout Coach should have a working knowledge of the official BSA Project Workbook and the *BRMC Life to Eagle Guide* along with the Eagle Rank Application form. All may be downloaded at <http://bsa-brmc.org>. One can think of the Eagle Scout Coach as a Troop Guide for Life Scouts. He leads the Scout through the Eagle process and can provide insight or clarification if needed, but also lets the Scout develop his project and complete his requirements with only supervisory assistance. The Eagle Scout Coach need not know the technical details of a particular Scout's project, but he should know individuals with whom the Scout can connect. It is recommended that each Unit have at least one Eagle Scout Coach and each Scout should work with his Eagle Scout Coach until his Court of Honor. If the Unit needs someone to serve in this position, they may contact the Council Office for a list of District and Council-wide Eagle Scout Coaches.

Roles:

Advisory: Eagle Scout Coaches should be able to answer all Eagle related questions, including ones about the Workbook, and be able to steer the candidate to select an appropriate project, submit well thought out written work, and manage his time appropriately. Along the way, the candidate may be confused, seem lost, or lose interest. The Eagle Scout Coach should take the initiative to assist the Scout in overcoming these barriers. This is when personal experience becomes extremely helpful, especially if it comes from an Eagle Scout Coach who is also an *Eagle Scout*.

Technical: The Eagle Scout Coach should have good project planning skills so that he can assist the candidate in setting project goals. It would be helpful to have some experience in estimating materials and costs and have some general knowledge about construction, fundraising, and environmental aspects of potential projects.

Resource: Eagle Scout Coaches should have contacts and connections that can be called upon to help with the project process. These individuals include persons familiar with the Eagle process such as Unit Committee members, Chartered

Organization Representatives, municipal leaders (city planners), business owners and their general managers, civic group leaders, school board members, park officials, to name a few.

Responsibilities:

- To encourage the Scout to complete the remaining merit badge requirements for Eagle eligibility.
- To encourage the Scout in the fulfillment of the requirements for active Unit participation and troop leadership with respect to Eagle eligibility.
- To encourage the Scout to provide his Unit Leader with names and addresses for him to request letters of recommendation that speak to his Scout Spirit.
- To work with the Scout on the identification of an appropriate Eagle Scout Service Project and to guide him in the timely completion of the project, as outlined in the BSA approved Workbook.
- To serve as an advocate for the Scout in informing the District Eagle Review Board and others, if appropriate, of any special circumstances pertinent to the Scout's status as an Eagle Candidate.
- *To have fun!*

Training: Every Scouter wishing to be an Eagle Scout Coach should undergo Council Advancement Committee approved training in order to learn about this role. Only current Eagle Scout Coaches and those Scouters approved by the District Eagle Board Chairman, Council Advancement Committee Chairman, or Council Life to Eagle Specialist may conduct Eagle Scout Coach training.

Units are encouraged to hold Eagle Scout Coach training where approved Eagle Scout Coaches review this document, the Life to Eagle Process Video Presentation, and the PowerPoint presentation found at <http://bit.ly/PHKSph>. A session reviewing these materials should generally take an hour or two.

Additional training is held at District level events and at the University of Scouting and on <http://scouting.org/advancement>.

Approval: It is important to note that there is no BSA Position Code for an Eagle Scout Coach. This means that being an Eagle Scout Coach is a role and not a position in and of itself. Because of this unique status, the Council Advancement Committee does not attempt to approve those registered Scouters who state that they are Eagle Scout Coaches. The Council Advancement Committee designates that the District Eagle Board maintain contact information of several Scouters willing to serve as Eagle Scout Coaches for areas within that District to any Scouts who find their Units do not

have any or enough Eagle Scout Coaches. The Council Advancement Committee maintains similar contact information for Council-wide Eagle Scout Coaches.

Unit Leaders are authorized to approve Eagle Scout Coaches based on the following criteria: All Scouters seeking to become an Eagle Scout Coach shall complete Unit, District, or Council level training as stated above. The Eagle Scout Coach may then serve in that capacity in his Unit. Eagle Scout Coaches shall be retrained at least every two years.

The Council Advancement Committee does reserve the right to remove Scouters from their role as Eagle Scout Coach with due process.

District Eagle Board

The District Eagle Board is made up of Scouting volunteers who review and approve the Project Plan and Fundraising Application via either an in person interview or written communication (each District Eagle Board will choose a method). They also review entire Eagle Rank Application including the Project Report at the Eagle Board of Review. The interview is further discussed in Section Three.

The District Eagle Board is also the final step in your Eagle process as they conduct your Eagle Board of Review. It is a good idea to keep the Board informed of any large changes to the project and tell them when the Project Report is finished even though they do not approve this document. The Board of Review is further discussed in Section Four.

Training and Approval: The Council Advancement Committee authorizes the District Eagle Board Chairman to select, train, and supervise members of the District Eagle Board as he sees fit. We strongly recommend using this document for such training. The Council Advancement Committee does reserve the right to remove Scouters from District Eagle Boards with due process.

Unit Leader

Your Unit Leader has a very limited official role in the Eagle process. That being said, he or she may be very involved in your Eagle process, possibly even as your Eagle Scout Coach. The Unit Leader is the first step in your Eagle process. You should plan on speaking with him after earning the Star rank to begin planning for your Trail to Eagle, including generally discussing your Eagle project and confirming what other requirements you may have left once you earn Life rank. Your Unit Leader should, at

this point, help you select your Eagle Scout Coach, so that you may meet him and then begin working with him frequently once you earn your Life rank. As a signatory, the Unit Leader signs the Project Proposal, Fundraising Application, and Project Report. He does promise to support you in your project as much as possible by signing the Project Proposal. He will often give advice to increase the success of the potential project. However, his signature is more of a confirmation that what you have written is actually planned or has been completed, not a signature indicating you deserve the Eagle rank. He will also contact your six references (five if no employer, using the Council approved Reference Request form in the Appendix) after you provide names and addresses. These letters will be forwarded to the District Eagle Board via the Council Office with your total Eagle package submission.

Unit Committee Chairman

The Unit Committee Chairman provides Project Proposal approval stating that the Committee will support the Eagle Candidate in his project and that the project has been presented to and accepted by the Unit Committee.

Benefiting Organization

The Benefiting Organization is the owner of the space where the project takes place. This organization can be virtually any group. Often, Scouts find that it is simple to do their project at their chartered organization, but the beneficiary may be any community group. Examples of Benefiting Organizations include your chartered organization, Habitat for Humanity, local schools, Virginia Department of Game and Inland Fisheries, Virginia Department of Forestry, local parks and recreation, religious organizations, service organizations, United States Department of Agriculture, National Parks and Forests, river authorities, caving associations, and many others. The beneficiary need not be a not-for-profit and may even be one individual if their need alone will affect an entire community. As Scouting is a worldwide brotherhood, projects that benefit a broader community are also acceptable. The Eagle project may not benefit the Boy Scouts of America at any level.

Candidates should choose a Benefiting Organization that does work of interest to them. Many organizations where the Scout works or volunteers will benefit from an Eagle project. If this is not an option, try working with a group that has some relation to Scouting in the Candidate's Unit. An established connection with the group will make it easier for the organization to allow Scouts to work on their projects.

Sometimes, the Scout can find a collaborative opportunity with an organization that lets the Scout work on a portion of current research or implementation. The organization is able to save money and resources by using Scout supplied labor, while also getting meticulously planned and executed work.

Many Benefiting Organizations will not have worked with Eagle Candidates. The Council giving the BSA National publication Navigating the Eagle Scout Service Project: Information for Project Beneficiaries (510-025) to any organization with limited or no experience working with Eagle Candidates. This document is appended to the Eagle Scout Service Project Workbook (512-927, October 2015).

Council William T. Hornaday Awards Coordinator

Hornaday awards recognize distinguished service to conservation and require at least one project equivalent to a very large Eagle project. The Council William T. Hornaday Awards Coordinator will be happy to assist you in integrating your Eagle and Hornaday projects. Refer to the latest edition of the *Blue Ridge Mountains Council William T. Hornaday Awards Guide* (<http://bsa-brmc.org/Hornaday>) for more information.

Choosing a Project

Interests: Candidates must choose a project of interest in order to put the most effort possible into the workings of their projects. This is probably the biggest factor in determining a good project. Those not of interest will be poorly executed.

Planning: The chosen project needs to lend itself to demonstrating that the Candidate planned and prepared for the project. That usually means the Candidate should have to develop drawings or documentation, set schedules, and spoken with experts before the project can be started.

Development: The project then needs to be executed. The Final Plan is strongly encouraged because it provides a great aid in the final preparations and in the completion of the project. Projects that require no end product are not acceptable. However, the project need not produce a physical or lasting result.

Giving Leadership: Probably the largest part of a project is the requirement that the Scout demonstrate leadership. Leadership is not defined by hours, fundraising, or perceived project value. The project must involve at least two additional people (the definition of a “group”). Leadership is a quality evaluated holistically and on a case-

by-case basis. For a Scout who has not demonstrated leadership in the past, the leadership component of the service project may be considered a more important element. When selecting a project, choose one that has the opportunity for leadership. Projects that involve education, construction, new documentation, or collaboration broadly fit the leadership idea.

To further understand what makes an Eagle project different from a service project or some other activity, the below comparison may be helpful.

Meet Eagle Criteria:

- Designing and landscaping an outside lunch area for a town hall.
- Installing trail markers at regular intervals with information about the trail on them.
- Organizing and putting on an annual musical concert with documentation on how to continue the event provided.
- Building a rainwater collection system to divert water from gutters.
- Establishing an energy conservation program for government owned housing and teaching it to homeowners.
- Build an outfield fence at a local middle school.

Inadequate:

- Writing a pamphlet encouraging energy conservation (too little leadership).
- Conducting a fundraiser to support school music (cannot only raise money).
- Volunteering at a food bank (cannot be a routine activity).
- Cleaning up a roadside (no planning or development).
- Plant twenty trees (too simplistic).
- Work with Woodmen of the World to distribute American flags to various organizations (already established program, too little planning, too simplistic).

Resources for the Project

We recommend relying heavily on projects that have already been completed in the District. These projects reflect the caliber and style the District Eagle Board expects. Talking to new Eagle Scouts as well as your Unit Leader and Eagle Scout Coach should provide more than enough ideas and potential Benefiting Organizations for your project.

Section Three: Eagle Scout Service Project Workbook

(Intended for Eagle Candidates, Sea Scouts, Venturers, and Scouters)

Why and How to Use

The Eagle Scout Service Project Workbook (512-927, October 2015) **must** be used in completing your project. We strongly recommend reading the entire Workbook through and paying special attention to pages 4, 6, and Proposal Page A.

Workbook Compatibility Issues

Obtain a working copy of the Eagle Scout Service Project Workbook (512-927, October 2015) as soon as possible. This document is only available online and the BSA National link is only to the Adobe Reader fillable PDF version (<http://bit.ly/10IRmIC>). The most current version was released October 2015. Opening this document requires the use of Adobe Reader software downloaded free from adobe.com. There are instructions on how to successfully download the PDF on the BSA National website, and these differ for Mac and PC users. The Council Office is not authorized to print hardcopies of the Workbook for Scouts. Versions before the 2012 printing and non-fillable versions of the Workbook may not be used. Versions after 2012, but not the October 2015 version may be used, but such use is discouraged because the pages were all renumbered in 2014. Please contact the Council Life to Eagle Specialist if you have compatibility issues that you cannot resolve.

Contact Information

The Contact Information (Proposal Page B) should be completed before starting any additional planning. Make sure to identify your Eagle Scout Coach.

Eagle Scout Service Project Proposal

The Project Proposal (Proposal Pages C to E) is the only approved document required before starting your project. It is important to give as much detail as possible in this document while leaving specifics to the highly recommended Project Plan. The Fundraising Application (Fundraising Application Page A) is required to be approved by the District Eagle Board before you begin fundraising. While we highly

recommend you submit both the Project Proposal and Fundraising Application together, this is not required.

You must not begin work on the project until the District Eagle Board approves the Project Proposal or begin fundraising until the District Eagle Board approves the Fundraising Application.

Project Description and Benefit: The brief description is just that; only a few sentences of explanation are required. Answer the who, what, when, where, why, and how questions and explain the benefit; nothing else is needed. Here is a sample description and benefit:

This project involves creating and implementing an energy conservation program for families receiving homes in the Habitat for Humanity Hungary organization. The program will consist of two thirty minute lessons with lesson plans to be taught to the families along with tracking documents so that they can show how much energy they use in a given month. Such a program will teach the importance of conservation to a group who has never had to pay for energy use. After the program is developed by July, project managers will continue to teach it to other families. I will be working with Mr. Gyorgy Sumeghy and the staff at Habitat for Humanity Hungary as well as the local government to translate documents and help with the lessons.

This description gives a general opportunity for leadership, is relatively complex, is safe, has project deliverables or milestones, and has a good chance for success. The District Eagle Board must use these and only these criteria when approving Project Proposals.

Giving Leadership: In this section, we recommend detailing your overall leadership structure. For example, will you have two work weekends with multiple crews? How will you be able to lead these people? Describe a leadership style: servant, example, or command that you will use to effectively complete the project.

Materials, Supplies, Tools: In addition to simply listing “lumber” as a material, we strongly recommend using technical drawings or plans to generate expected (not exact) quantities. Since you must provide a cost estimate, the best way to easily complete this later requirement is to have expected quantities of materials and price each material at a hardware store. Also, any supplies or tools that must be purchased should be priced or donors should be located.

Permits and Permissions: Though the Benefiting Organization may obtain the permits, you should check to determine if any permits are needed. Generally, all construction projects of significant size require a building permit. Sometimes, an executive board runs the organization and their approval is required before beginning the project. In this section do not obtain the permits, just describe how they would be acquired.

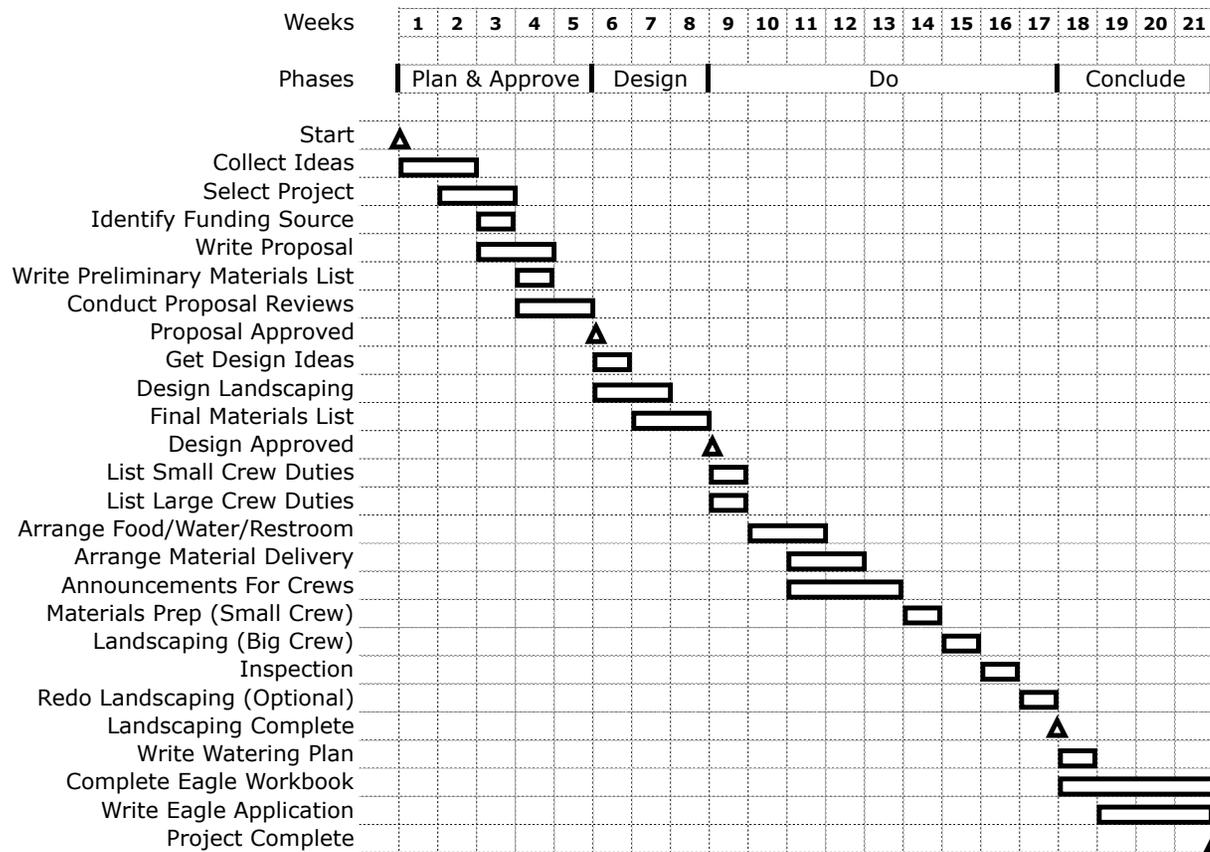
Preliminary Cost Estimate: Your work in estimating quantities and unit prices will come in handy here. Enter your expected costs. Plan on overestimating all quantities; order twelve pieces of lumber instead of the required ten. This will allow for enough projected supplies if the plan or drawings change. Also, in the “other” column, we recommend inserting a ten percent contingency where the project cost is overestimated by ten percent. This, again, insures that fundraising efforts will be adequate. In the right section on fundraising account for all the money you plan to spend. You **need not raise any money** to complete the project successfully if the Benefiting Organization donates the materials and you show leadership in other ways. Fundraising is, however, a way to show leadership in projects that lack major opportunities for leading. Scouts are encouraged to include estimated costs associated with donated materials in the Project Proposal.

Fundraising Application: This application is found on Fundraising Application Pages A and B of the Workbook. You must complete this application and turn it in with your Project Proposal or before you begin fundraising to the District Eagle Board for approval if you will receive **any** money from any sources outside the Benefiting Organization, relatives, or the chartered organization. To reiterate, the BRMC requires the Fundraising Application for any effort expected to raise any amount of money. Both the Benefiting Organization and Unit Leader must sign the application before forwarding to the District Eagle Board. It is important to submit a list of prospective donors if you plan on soliciting donations. Events that offer a product for sale do not require donor lists. Remember to plan to turn all additional money over to the Benefiting Organization at the conclusion of the project. It is easiest for the District Eagle Board to receive the Project Proposal and Fundraising Application at the same time to truly evaluate the scope of the entire project.

Project Phases: In this section we provide an extremely strong recommendation to include completing the Project Plan. We also recommend estimating the amount of time required to complete each phase so that you will be able to complete the project before age requirements make you ineligible.

Caution: Major changes to the scope of the project after approval of the Project Proposal may require follow-up review and approval from the District Eagle Board.

Eagle Timeline



This is an example of a project phase chart (Gantt chart). You do not need to make the list into a chart, but it provides an excellent visual. The “Plan and Approve” phase correlates to the Project Plan, the “Design” phase to the Final Plan, the “Do” phase to completing the work, and the “Conclude” phase to the Project Report. As is shown, expect to take at least six months to complete the project.

Logistics: The main potential issue with this section is submitting a Tour Plan (in the *Guide to Safe Scouting*). Tour Plans are required when Scouts are being transported in a group on a Scout outing. Thus, if the plan is to meet and then drive to the project site, a Tour Plan is required. If Scouts transport themselves to the project site and back, no Tour Plan is required. The Tour Plan is now submitted online via My Scouting at least three weeks before the event.

Safety Issues: For an Eagle project, several aspects of the *Guide to Safe Scouting* likely apply. There must be two-deep adult leadership on all Scout sanctioned activities, whether a Tour Plan is filed or not. Trained adults may be the only ones to use chainsaws, mechanical log splitters, and most power tools. Scouts may never ride in the back of pickup trucks. Refer to the *Guide to Safe Scouting* for more information.

Final Planning: We very strongly urge you to complete the Project Plan document after the Project Proposal is approved. Take some of the project phases and describe the work that you will complete prior to beginning the actual project, the “Do” phase.

Approvals: The first three approvals may be completed in any order. We suggest meeting with the Benefiting Organization with a draft version of this Project Plan and Fundraising Application to make sure that the work proposed is what the organization would like to be completed. Then have the final Project Plan signed by your Unit Leader, Unit Committee Chairman, and the Benefiting Organization. Make sure your Eagle Scout Coach looks over the document as well. Also, have your Fundraising Application signed by your Unit Leader and the Benefiting Organization.

The Blue Ridge Mountains Council requires that every Project Proposal then be sent to the District Eagle Board in your respective District. The Unit Leader will either submit the Project Proposal to the Council Office who will send it to the District Eagle Board or he will submit the Project Proposal directly to the District Eagle Board Chair.

The Fundraising Application, if applicable, should be submitted with the Project Proposal if at all possible. If fundraising is not planned when the Project Proposal is submitted, the Scout may submit the Fundraising Application to his Unit Leader after the Project Proposal has been approved. The Unit Leader will either submit the

Fundraising Application to the Council Office who will send it to the District Eagle Board or he will submit the Fundraising Application directly to the District Eagle Board Chair.

The District Eagle Board meets one or two times per month to review and approve Project Proposals. Since the District may choose either to have an in person interview or correspond via written communication, there are two possible paths for the Project Proposal.

Under the in person interview process, a Board member will schedule a review with the Candidate and invite his Unit Leader to come and observe. Dress professionally (Class A uniform highly recommended) and bring copies of the Project Proposal, Fundraising Application, your Scout book, and any other documentation or pictures you may have. At the meeting, the Board members will ask specific questions about the Project Proposal and Fundraising Application. The Board may seek clarification on the purpose of the project or the technical details of its completion. More likely, however, the Board will make comments regarding the size and scope of the project as well as the amount of leadership the Scout will show in its completion. This is an opportunity for the Scout to better explain the project and its leadership potential. The Board will then issue one of the below decisions and follow-up with a letter. Under extreme circumstances, such an interview may occur via teleconference.

Under the written communication method, the Board will evaluate the Project Proposal and send the Proposal back with a letter stating one of the below decisions. In this method, it is suggested that the Project Proposal be as complete as possible because the Scout has no ability to directly discuss the Proposal with the Eagle Board.

The Board will accept, request additional information, or reject the Project Proposal and evaluate the Fundraising Application with the same three options. Frequently, a request for additional information means that the Scout needs to re-write sections of the Project Proposal. The Eagle Board will issue a note that identifies which areas are of concern. The Scout will then address these concerns and re-submit his Project Proposal to the Eagle Board for a second review. Rejected projects are ones that violate Boy Scouts of America *Guide to Safe Scouting* rules or are far too big or small to be achievable. The Board will likely issue suggestions for other similar projects that could be completed that would comply with Eagle requirements and Scouting regulations. Since the Project Proposal is much more vague than in the past, the Scout should be sure that he takes note of all Eagle Board suggestions and revisions in order to ensure easy passage in the Eagle Board of Review. This may mean re-writing and re-submitting the Project Proposal multiple times or switching projects, but having an experienced Eagle Scout Coach reduces this likelihood.

Eagle Scout Service Project Plan

Required Versus Suggested: The Project Plan is not required nor is it approved by anyone, including the District Eagle Board and Eagle Scout Coach. However, in the Eagle Board of Review, the Candidate must demonstrate that the project was extremely well designed and planned and that leadership was definitely shown. It is our opinion that showing these things is almost impossible without further planning in the form of the Project Plan. Thus, although it is suggested, it is extremely helpful. We recommend sharing major changes with the District Eagle Board and working through the entire document with your Eagle Scout Coach.

Comparisons: The Project Plan re-states everything addressed in the Project Proposal in a more detailed and complete basis. Many of the sections have already been completed in a preliminary phase, and we have strongly recommended some of the more detailed planning already take place. For example, the project phases will already have time allotments, the work processes will be covered by the project phase chart, the materials list will have already been prepared, and work breakdowns already completed. That being said, we recommend re-visiting all these sections and, as the document suggests, solidifying or expanding the description of each. Items like the materials list should not be estimates anymore. The work processes section should tie the entire Project Plan together by describing how the project will be completed in step-by-step detail with the inclusion of pictures and visual aids that show significant planning and preparation took place.

Project Description and Benefit Changes: Identify the changes that were a result of the District Eagle Board review or those generated from your Eagle Scout Coach. Attach any documentation that has changed significantly since the Project Proposal was approved.

Giving Leadership: This section essentially needs to be completed two times, once for the Final Plan and once for the Report. Begin keeping track of the number of hours you and any other individuals spend on the project starting with initial project planning. This will help you complete this section.

Comments from the Eagle Scout Coach: Your Eagle Scout Coach should play a large advisory role in your project. He should help you complete the Project Plan and can advise you as to whether you should meet with the District Eagle Board or Benefiting Organization to discuss changes or more refined planning.

Eagle Scout Service Project Report

You now must complete your project. You may not complete your project before the District Eagle Board approves your Project Proposal. You may not complete any fundraising before the District Eagle Board approves your Fundraising Application.

Try to document as much of the project as you can via journals, receipts, and photographs. Make sure that you can paint a complete picture of your project in the Report.

Comparison Between Project Plan and Project Report: Your Project Plan was only for you to organize your thoughts and complete a well-run project. The Project Report is your way to describe the project to the District Eagle Board. You need to clearly show how you planned, completed, and showed leadership in your project. This is the **only** document that the District Eagle Board will read regarding your project. Be prepared to discuss the entire Report at your Eagle Board of Review.

Some of the following points are valuable to remember when completing the document. You may attach extra paper, if needed. If you write very short answers, you will be questioned further in the Eagle Board of Review. The leadership portion is probably the most important as this is one of the primary goals of the Eagle project. Remember that you must complete the scope of the project as identified in the Project Proposal, nothing more or less. The photograph section is also extremely valuable. We strongly advise that you attach “before” and “after” pictures, pictures during the project, blueprints, drawings, and anything to visually describe your project. Remember that the District Eagle Board will make its first impressions of your project just from the Project Report and not your discussion of it, so make the Project Report interesting and valuable.

Completion Approvals: Only the project beneficiary and the Unit Leader approve the Project Report. The District Eagle Board has no role in this approval process. Obtain not only the signature of the Benefiting Organization, but keep thank you letters or related press or commendations that will strengthen your case before the District Eagle Board.

Next Steps: You must now complete the Eagle Scout Rank Application (see the next section), identifying how you have completed the other requirements for the Eagle rank. After the application is complete, you will collect all Application and Project components and send them to the Council Office (often via your Unit Leader) who will contact the District Eagle Board to schedule your Eagle Board of Review.

Section Four: Eagle Scout Rank Application

(Intended for Eagle Candidates and Scouters)

References

On your application, you must list six individuals who can provide references when contacted by your Unit Leader; he has been granted this authority by the District Eagle Boards. The employer field may be left blank if the Scout has no job. The Scout's parents may fill the religious leader field if he does not attend religious services. The Unit Leader will contact the references using a form standardized across the Council (found in the Appendix). These unopened letters will be submitted with the Rank Application and will be sent to the Council Office and then forwarded to the District Eagle Board for use only in the Board of Review. Reference letters are confidential and will be destroyed following the completion of the Eagle Board of Review.

Statement of Ambitions and Life Purpose

As an official part of the requirements for the Eagle rank, all Scouts must complete a Statement of Ambitions and Life Purpose. In this statement you should list all leadership positions you have held in the community as well as honors or awards received in these leadership positions. It is also appropriate to list and describe your future plans in terms of schooling, jobs, further involvement in Scouting, and community service. A short statement of your overall life purpose should also be included. The District Eagle Board will read this statement.

Supplemental Eagle Scout Information Form

The third page of the Rank Application provides a link to an online survey that collects personal information about the Eagle Candidate. This information includes name, address, date of birth, Unit information, phone number, and parent contact information. It requires that all fields of information be entered in order to complete the form. It also asks about achievements during Scouting and future plans. The National Eagle Scout Association uses this data. We remind Scouts and Scouters that completion of this survey is highly optional and the BRMC takes no position on whether Scouts should or should not complete the survey.

Time Extensions

Extensions to allow a Scout to continue to work on the Eagle rank past his eighteenth birthday are very rarely granted. The extension may only be granted if the Scout will be unable to complete the requirements **by no fault of his own**. Cases should be brought before the Council Advancement Committee for formal review. Disabilities, sudden extreme illness, or dramatic life tragedies are the most likely situations to receive consideration. Lack of time, planning, or interest are not acceptable reasons to request a time extension. Recall that an extension is not necessary if the Scout is already working with a disabled age adjustment or if only the Board of Review needs to occur after the eighteenth birthday.

Total Package Submission

We highly recommend placing the entire rank effort: Rank Application, references, Project Proposal, Project Plan, Project Report, supporting documentation (photographs, drawings), Fundraising Application, and Statement of Ambitions and Life Purpose in a binder and making sure that everything is neat and legibly word processed. Make a copy of all pages in this package. Once all parts of the application are signed give the completed package to your Unit Leader. The Unit Leader will use the Council standard Reference Request form to solicit for your references and include them in your total package. He will then deliver the package to the Council Office. The Registrar will review the Application for inconsistencies. The Council Office will then submit it to the District Eagle Board. At that time, the District Eagle Board will review the application and contact the Scout to set an Eagle Board of Review date.

Section Five: Eagle Board of Review

(Intended for Eagle Candidates, Sea Scouts, Venturers, and Eagle Board Members)

District Eagle Board

The District Eagle Board will send your Unit Leader a date for you to appear for your Board of Review. A selected group of individuals from the entire Board will be selected to run your particular Board of Review. There will be no fewer than three members and no more than six. The Board may not consist of the Scout's Unit Leaders, the Scout's parents, or individuals under twenty-one years of age. The Board Chair must provide training to the Board members to insure that they understand the significance and process of the Board of Review. This training may consist of written potential questions or verbal discussion. We strongly suggest using this document in the training. Your Unit Leader (provided he is not your parent) may be present to answer technical questions and to provide moral support. Parents are very rarely allowed in the Board of Review.

Items to Bring

You should bring a copy of all the total package material you submitted to your Unit Leader along with your Scout Handbook. We strongly recommend appearing in full Class A uniform in order to present the best appearance possible. You should have considered potential Board questions regarding your project, your adherence to the Scout Oath and Law, your Scouting challenges, your community leadership, and your future plans. There is no set question list, so you do not need to spend time memorizing answers to questions.

Conducting the Review

The Board should meet half an hour to one hour before the Candidate is to arrive. The Board Chair should distribute training materials at that time and all members of the Board should read the Candidate's application, Project Report, Statement of Ambitions and Life Purpose, References, and Project Plan (if provided). A general discussion about the Candidate's project and his overall "Eagle worthiness" should ensue. Before the Candidate is invited to enter, the Board Chair should outline procedures to follow for the Board. The Scout is then allowed to enter the room with his Unit Leader. We recommend allowing each Board member to ask questions in a round robin manner.

Scouts cannot be forced to answer questions or recite anything (including the Oath and Law) by memory. You should politely refuse to answer any questions that are uncomfortable to you and state that you do not know the answer to questions about which you have no knowledge. Should the Board ask a question about which you have not thought about, though, you should spend time in the Review thinking and developing a good answer. The Board must respect the Scout and should establish a comfortable level of questioning that gets the Scout to talk in an open manner. The Unit Leader may intervene and suggest that the Board is making the Scout uncomfortable in the event that questioning has this effect.

The Board of Review should not be lengthy, but must examine all aspects of the Scout's application and, in effect, his Scouting career. Reviews exceeding one hour are excessive and unnecessary. The Board should be able to learn a great deal about the Scout from his application. When the Review has finished, the Board Chair will excuse the Scout and his Unit Leader and the Board will debate granting credentials.

Board Approval Decision

The Board must reach a unanimous decision in order to approve the application. The Scout may be called back for clarification. If any member dissents and his dissent cannot be rectified, the Candidate cannot be approved. Regardless, the Candidate and Unit Leader are called in and informed of the decision.

If the Candidate is approved, the date of the Board of Review is the date that the rank is earned. The Board Chair signs the Eagle Rank Application and he turns it in to the Council Office. Your Workbook is then returned to you. Reference letters are destroyed.

If the Candidate is denied, he has the right to appeal the decision. He also must be made aware of what he may do to correct his application. Forcing the Candidate to do a new Eagle project is unacceptable since the Project Proposal was approved. However, additional leadership or some project additions may be necessary. Either way, the Candidate must be notified of these conditions in a written letter. The District Eagle Board keeps all materials including reference letters until the Candidate is approved. The Candidate who decides to comply with the Board recommendations need only to re-submit the requested materials; there is no second Board of Review that may occur.

Your Rights

As an Eagle Candidate, you have rights during and after your Board of Review. One is to appeal the decision (see below). The Board may never ask questions intentionally designed to cause an adverse reaction or make the Candidate upset. They may not question the Scout's judgment or take his statements at anything other than face value. If there is interaction between the Board and the Candidate not in the Board room, the Candidate should not be left alone with any one Board member. Harassment is a violation of Youth Protection and will not be tolerated.

During the Review, if you feel generally uncomfortable about the questioning, you may ask to pause the Review to take a break. Your Unit Leader should supervise this break. Alternatively, the Unit Leader may request a break if he sees the Scout in distress. Any inappropriate conduct should be reported immediately to the Council Advancement Committee Chairman who will take prompt action.

Appealing a Decision

If a decision is made to deny the Eagle rank, the Scout may choose to appeal the decision. While this is rare, the Council Advancement Committee Chairman coordinates the appeal. The Scout and his parents must submit a written request for appeal stating the reasons that a new decision is needed. The Council Advancement Committee will create an Appeal Board of an odd number of members who will discuss the issue and vote on whether the Scout should be granted the Eagle rank. A majority vote becomes the decision of the Appeal Board. Should the Board rule against the Scout, he may appeal to the National Advancement Team. Any decision at this level is final. Decisions in favor of the Scout are also final and may not be appealed by the Council. The Appeal Board will interview the Eagle Board and collect information regarding the case, keeping notes on all Appeal Board proceedings. An appeal may take months to conclude. It is also possible to initiate the Board of Review when the Unit Leader refuses to sign the Rank Application or Report. Contact the Council Advancement Committee if this situation arises.

Section Six: What is Next?

(Intended for new Eagle Scouts)

Council Certification and National Processing

The District Eagle Board sends your Rank Application along with an Advancement Report (34403) to the Council Office. After approval from the Scout Executive, the Council sends the Application and Report to the National Advancement Team. Though you are officially an Eagle Scout on the day the Board of Review is conducted and approved, you must wait for National to process the application and approve it before having a Court of Honor. National only looks for proper form completion and signatures. The Council will then be notified of your approval. You may purchase an Eagle rank medal and badge and hold a Court of Honor only after this notification.

Eagle Court of Honor/Congratulatory Letters

This Guide does not extensively cover an Eagle Court of Honor because it is the Scout's own choice as to if or what type of Court of Honor he would like. A Court of Honor is not required. However, such a ceremony is a great way to recognize the accomplishments you have made as a new Eagle Scout and inspire younger Scouts to earn the Eagle rank. Your Unit Leader will be able to obtain the Eagle certificate, medal, and rank patch from the Council office whether you choose to hold a Court of Honor or not. Many Court of Honor resources are available on the Internet, some of the best are listed here:

MacScouter's Handbook: <http://www.macscouter.com/Eagle/EagleBook.asp>

US Scouting Service Project Ceremonies: <http://usscouts.org/eagle/ecoh.asp>

The Eagle Court of Honor Book by Mark Ray: <http://www.eaglebook.com>

NESA Ceremonies: <http://www.nesa.org/PDF/EagleCeremonyBooklet3.pdf>

Frequently, part of an Eagle Court of Honor will be a presentation of Eagle Congratulatory Letters. These letters come from notable individuals in society or in the Scout's life. Generally the Scout's parents or guardians will contact those individuals from whom they wish to obtain letters and keep those letters until the Court of Honor.

US Scouting Service Project: <http://usscouts.org/eagle/eaglecongrats.asp>

Scouting Magazine: <http://blog.scoutingmagazine.org/2013/03/08/eagle-letters>

Often the Eagle Scout Challenge (542-900) is read to the new Eagle Scout.

National Eagle Scout Association

As an Eagle Scout, you have the opportunity to join the National Eagle Scout Association, a brotherhood of Eagle Scouts, for a fee. See the NESA website (<http://nesa.org>) for more information.

Eagle Palms

If you earn the Eagle rank more than three months before turning eighteen, you may be eligible for one or more Eagle Palms. Each Palm represents three months of leadership service and five additional Merit Badges. The Palm order is bronze, gold, silver (after military tradition) and there is no limit to the number of Palms earned as long as the three month service period is observed and the Scout has not turned eighteen. The three-month period between each Palm must be observed. The Eagle Palm Board of Review will be conducted at the Unit level and form 58-709 (2008) will be submitted to the Council Office.

Scholarships

One of the largest benefits of having earned such a universally recognized leadership and community service award is that colleges and universities look favorably on Eagle Scouts for admission and some institutions grant automatic scholarships for Eagle Scouts while others place emphasis on the Eagle rank when deciding larger academic scholarships. To help Eagle Scouts identify colleges that look more favorably on Eagle Scouts than others, the Council Advancement Committee has contacted every four-year institution in the state of Virginia and asked them about scholarships for Eagle Scouts. Below are our findings and, indeed, many colleges are very excited about having applicants who are Eagle Scouts. We strongly encourage you to consider applying to college as a way to become a more well-rounded individual, to inspire intellectual curiosity, and to help hone job skills. Our list is meant to help those looking for merit based financial aid identify good colleges in the state that offer such assistance for Eagle Scouts. Of course, we encourage you to contact and discuss college and these scholarships with your personal admission counselor at the respective institution.

Further, we have included national scholarships from the National Eagle Scout Association and other Eagle Scout specific scholarships. Locally, we have reviewed scholarship opportunities for every high school in the twenty-one counties and seven cities that make up the Council and listed those that place emphasis on qualities developed during Scouting without considering financial need.

Virginia Institutions of Higher Learning:

Colleges Offering Automatic Eagle Scout Scholarships:

- Emory and Henry College, Eagle Scout Scholarship \$1000-\$2000/year
- Hampden-Sydney College, Eagle Scout Scholarship \$5000/year

College Offering Potential Leadership Course Credit:

- Jefferson College of Health Sciences, Possible Leadership Course Credit

Colleges Strongly Considering Eagle in a Holistic Scholarship Selection Process:

- Ferrum College, Leadership Scholarship \$1000/year
- Lynchburg College, Leadership Scholarship \$5000/year
- Radford University, Large Consideration in Academic Scholarships

Colleges Considering Eagle in a Holistic Scholarship Selection Process:

- College of William and Mary
- Christopher Newport University
- Roanoke College
- University of Virginia
- Washington and Lee University

Federal Uniformed Services of the United States:

U.S. Army, Navy, Marine Corps, Coast Guard:

- Automatic promotion to pay grade E2 upon enlistment

Eagle Scout Specific Scholarships:

National Eagle Scout Association:

- NESAs Scholarship, Various numbers at \$3000 based on need
- Mabel and Lawrence S. Cooke Scholarship, Various selected regionally at \$2500, four at \$25000 based on need
- STEM Scholarship, One at \$50000 based on STEM career
- United Health Foundation Scholarship, One at \$25000 based on health career
- Hall/McElwain Merit Scholarship, Various numbers selected regionally at \$1000 based on merit

National Catholic Committee on Scouting:

- Emmett J. Doerr Memorial Scholarship, Five at \$2000

National Jewish Committee on Scouting:

- Chester M. Vernon Memorial Scholarship, One at \$4000 based on need
- Rick Arkans Scholarship, One at \$1000 based on need
- Frank L. Weil Scholarship, Two at \$500, one at \$1000

Eastern Orthodox Committee on Scouting:

- Eastern Orthodox Scholarship, Three at \$500-\$1000

American Legion:

- Eagle Scout of the Year, Three at \$2500, one at \$10000 based on relation to American Legion

Veterans of Foreign Wars:

- Eagle Scout of the Year, One at \$5000, \$3000, and \$1000 based on citizenship

National Society of the Sons of the American Revolution:

- Arthur M. & Berdena King Eagle Scout Scholarship, One at \$8000, \$4000, and \$2000 based on patriotic essay

Local Scholarships Given Based Largely on Values in Scouting:

Foundation for the Roanoke Valley:

- Cave Spring Lions Club Scholarship, \$1000 based on community leadership, lives in Roanoke Valley
- CITY School Foundation Scholarship, Two at \$300 based on community service, attends Roanoke City Public Schools
- Samuel “Bo” Terry Scholarship, \$500-\$1000 based on high moral values, attends Roanoke City Public Schools

Better Business Bureau of Western Virginia:

- Student of Integrity Scholarship, \$500-\$1000 based on leadership and service, lives in Roanoke Valley

The Community Foundation:

- Mary Davidson Bryan Scholarship, \$4000 based on leadership, lives in Bedford County
- June Liang Wang Scholarship, \$1000 based on leadership and service, attends Blacksburg High School

Riverview Rotary Club:

- Misty Adkins Scholarship, One at \$1000 based on community service, attends Dan River High School

Section Seven: Appendices

(Intended mostly for Eagle Boards; also Eagle Candidates, Sea Scouts, and Venturers)

Blue Ridge Mountains Council Rulings

The Blue Ridge Mountains Council Advancement Committee has been granted authority by the *Guide to Advancement* (2015) to develop or interpret several Life to Eagle procedures. The below items will be listed by category number as they can be found in the *Guide to Advancement*.

4.2.3.1 Active Participation: The Unit is strongly advised to establish written meeting and outing attendance and overall participation requirements in their definition of “active.” These rules make the determination of activity extremely easy to judge. The use of an “alternative to the third test” should be reserved for very limited use.

4.2.3.2 Demonstrate Scout Spirit: The Unit Leader may withhold his signature on the Scout Spirit portion of any rank if he truly believes that the Scout does not abide by the Scout Oath and Law. The BRMC does not tolerate withholding this signature based on discrimination against the Scout.

4.2.3.3 Service Projects: The definition of an “approved” service project is one that is either done with the Unit (strongly preferred) or an individual project (benefiting the community) proposed and accepted by the Unit Leader or his designee in advance.

4.2.3.4.1 Positions Among Those Listed: The BRMC Advancement Committee strongly discourages the use of “leadership projects that help the Unit” to fulfill position of responsibility requirements for Star or Life. If the Unit Leader decides to assign such a project, he is strongly advised to consult with the District Advancement Committee to determine how best to structure this experience.

4.2.3.4.3 Meeting Unit Expectations: The Unit is strongly advised to establish written expectations for all of the positions of responsibility. The BRMC Advancement Committee recommends the use of position descriptions published by the BSA. Unit expectations should be used to determine if leadership credit will be awarded by comparing actual work to the expected work for the position of responsibility.

4.2.3.5 Unit Leader Conference: Though the Scout must only take part in a Unit Leader Conference, the Unit Leader has the discretion to judge the demonstration of Scout Spirit in accordance to 4.2.3.2. Thus, the Unit Leader must sign the Unit Leader

Conference requirement for simply attending and participating in the Conference, but, if the Scout should not advance for lack of Scout Spirit, he may withhold a signature on that particular requirement. Such an action should be taken only when there is a serious moral and values conflict between the Scout and the BSA.

4.3.1.3 Multiple Credit for Venturers: Eagle Scout Service Projects and Venturing Summit Award Projects may not be the same. Hornaday Projects may count for Eagle Scout Service Projects or Venturing Summit Award Projects or Sea Scout Quartermaster Rank Projects, Venturing Ranger Award Projects, and several other awards.

4.3.1.4 Boy Scout Advancement in Venturing and Sea Scouts: Sea Scout Eagle Boards (Bridges) of Review will be conducted by the District Eagle Board for the District in which the Unit resides under the same procedures used for Boy Scouts. The District Eagle Board is advised to consult the Council Advancement Committee for more information on Sea Scouting if the District Eagle Board is unfamiliar with this program.

4.3.2.1 Service Project Focus Areas: Summit Award projects are reviewed from within the Crew. The signature on the Venturing Summit Award Service Project Proposal for the Designated Venturer Representative may only be fulfilled by: a current holder of the Summit Award or Silver Award; a member of the council, area; or region Venturing Officers' Association or equivalent; a Venturer who currently holds an elected office in a Crew; an Eagle Scout, Quartermaster, or Girl Scout Gold award recipient who is an active Venturer. Should none of these people be available, the Crew President may appoint another Venturer from the Summit Award Candidate's Crew. The Summit Award Applicant shall use the Venturing Summit Award Project Workbook (512-938, 2014).

4.3.2.2 Restrictions and Other Considerations: It is important to note that leadership of others **is not required** for the Summit Award. Additionally, should fundraising be required, the Summit Award Fundraising Application must be forwarded to the District Eagle Board, preferably in the Venturer's District. Fundraising may not take place until the District Eagle Board approves the Summit Award Fundraising Application. All policies and procedures established for Eagle Project Fundraising still apply.

4.3.2.3 Evaluating the Summit Award Service Project After Completion: Neither the District nor the Council have any role in Venturing Summit Award Service Project except in approving the Fundraising Application.

4.3.3.0 Time Extensions for Earning the Summit Award: Time extensions beyond the age of twenty-one are granted only by the National Advancement Team. Contact the Council Advancement Committee for questions on how to submit a time extension for the Summit Award. The procedures for time extensions for the Summit Award are the same as for the Eagle rank.

4.3.4.0 Submitting the Summit Award Application: The Venturing Summit Award Application (512-941, March 2015) shall be submitted to the Council Office for processing once the Summit Award project is complete and the applicant, advisor, Crew Committee Chair, Summit Award Board of Review Chair, and Crew President have signed the application. The Council Office will verify Council records, the Scout Executive will sign the application, and it will be forwarded to the National Council.

4.4.1.4 Quartermaster Rank: All Quartermaster rank procedures are the same as Eagle rank procedures. Quartermaster Candidates shall use the following documents: Sea Scout Personal Advancement Record (SPAR), Quartermaster Leadership Service Project Workbook (420-011), and Quartermaster Application (420-015). The Quartermaster Leadership Service Project Workbook is based on an older version of the Eagle Scout Service Project Workbook. Sea Scouts shall use this Workbook to complete their service project for Quartermaster requirement 3a.

4.4.1.4.1 Time Extensions for Quartermaster Rank: Time extensions beyond the age of twenty-one are granted only by the National Sea Scout Director (not the Council or the National Advancement Team). Contact the Council Advancement Committee for questions on how to submit a time extension for the Quartermaster rank. The procedures for time extensions for the Quartermaster rank are the same as for the Eagle rank.

4.4.1.4.2 Submitting the Quartermaster Application: The application will be approved during the Bridge of Review by the chair of said Bridge who is a representative of the District and authorized by the Council Advancement Committee.

4.4.1.5 Skipper Conference: The Skipper Conference shall be held as a Unit Leader Conference.

4.4.2.5 Particulars for the Quartermaster Rank: Quartermaster Bridges of Review will be conducted in the same manner as Eagle Boards of Review. In the event that a District Eagle Board feels unqualified to conduct a Quartermaster Bridge of Review, the Council Advancement Committee shall advise the Bridge adequately on Sea Scouting such that the Bridge may be held. The Council Advancement Committee

recommends at least knows Quartermaster rank requirements and has a working knowledge of Sea Scout Ships (see <http://seascout.org> and 420-012).

4.4.2.6 Quartermaster Bridge of Review Beyond 21st Birthday: Follow Eagle rank procedures. Sea Scouts, regardless of their status as an “adult leader” from age eighteen to twenty-one, may continue to earn the Quartermaster Rank until they turn twenty-one.

4.4.2.7 Bridge of Review Under Disputed Circumstances: Follow Eagle rank procedures.

4.4.2.8 Appealing a Quartermaster Bridge of Review Decision: Follow Eagle rank procedures.

5.0.3.3 Eagle Scout Applications for Lone Scouts: Lone Scouts and their Friends will contact the Council Advancement Committee with their Project Proposal in order to obtain a District Eagle Board with whom to work. Lone Scout Friends act as the Lone Scout’s “Unit Leader” for the purposes of the Eagle project. See the *Lone Scout Friend and Counselor Guidebook* (511-420, 2015) for more information about Lone Scouting.

5.0.4.0 Youth From Other Countries: The Council Advancement Committee will receive applications from non-BSA Scouts to determine their current rank. The Council Advancement Committee will also award Merit Badges for progress.

5.0.6.0 Bestowing Posthumous Awards: The Council Advancement Committee should receive the Eagle Rank Application as well as the Project Report for processing.

5.0.7.0 Spirit of the Eagle Award: Applications for this award should be sent to the Council Advancement Committee. Use form 512-108 (2013).

7.0.4.6 Once it is Earned, it’s Earned: The Council Advancement Committee will make decisions as to whether Merit Badges approved by a unqualified Counselor will count for the Eagle rank, but generally they will. Submit reports of unqualified Counselors using form 512-077 (11.2.0.0, 2015).

7.0.4.7 Limited Recourse for Unearned Merit Badges: Reports of unearned Merit Badges should be done in consultation with the Council Advancement Committee. Should this review process interfere with the time limitations for completing the Eagle rank, the Council Advancement Committee shall strive to accommodate this merit

Badge review while still allowing the Scout the time to complete the Eagle requirements.

8.0.1.5 After the Review: Eagle rank rejection letters should be kept by the District Eagle Board Chairman in case they are needed by the Council Advancement Committee.

8.0.1.6 Boards of Review Through Videoconferencing: Requests for a videoconference Board of Review for the Eagle Scout rank must be reviewed by the Council Advancement Committee. The Council Advancement Committee requests that Districts consult them when preparing for a videoconference Board of Review for other ranks.

8.0.3.0 Particulars for the Eagle Scout Rank: 1. The District Eagle Board conducts all Eagle Boards of Review and also approves all Eagle Project Proposals within the District. District Eagle Board Chairman are selected by the District Advancement Chairman with the consent of the Council Advancement Committee. 2. Eagle Boards of Review will not be conducted on the Unit level. 4. The District Eagle Board has the authority to verify Eagle Rank Applications on behalf of the Council.

8.0.3.1 Eagle Scout Board of Review Beyond the 18th Birthday: 1. The District Eagle Board has authority to approve time extension applications for three to six months after the 18th birthday on behalf of the Council. 2. Later applications must be approved by the Council Advancement Committee before being sent to the National Advancement Team. 3. Belated Eagle Scout Applications (512-076) will be directed to the Council Advancement Committee before being sent to the National Advancement Team.

8.0.3.2 Initiating an Eagle Scout Board of Review Under Disputed Circumstances: Applications for and processing of requests for an Eagle Board of Review under disputed circumstances will go through the District Eagle Board. That District Eagle Board should conduct an investigation to determine why the circumstances are disputed and signatures withheld. Persons familiar with the issue should not be Eagle Board of Review members.

8.0.4.1 Filing and Processing an Appeal: 1. The appeal request letter is directed to the Council Advancement Committee. 3. The Council Advancement Committee Chairman will coordinate the appeals process and receive appeal request letters. 4. Since there are no Unit Eagle Boards of Review, District Eagle Board of Review appeals will be heard by the Council Advancement Committee. 5. Appeals will not be

heard at the District level. 6. The Council Advancement Committee Chairman will form an Eagle Appeal Board.

8.0.4.2 Appeal Board Must Research the Case: Appeal Board research and reports will be routed through the Council Advancement Committee Chairman before being sent to the Scout Executive.

8.0.7.0 Particulars for the Summit Award: 1. The Chair of the Summit Award Board of Review shall be the District Eagle Board Chairman. District Eagle Board Chairman shall be “Venturing-certified,” meaning that District Eagle Board Chairman should review the Venturing Board of Review Guide, complete Venturing Awards and Requirements Training, and have a basic knowledge of Venturing. If the District Eagle Board Chairman is uncomfortable serving in this capacity, the Council shall provide a Council Venturing Adult Advisor to serve as the Chair of the Summit Award Board of Review.

8.0.7.1 Initiating Summit Award Boards of Review Under Disputed Circumstances: Follow the same procedures as for the Eagle rank.

8.0.7.2 Summit Award Boards of Review Beyond the 21st Birthday: Note that Council Advancement Committee approval is not required for a Summit Award Board of Review to occur within six months of a Venturer’s 21st birthday. After six months, Council Advancement Committee approval is required and is rarely given.

9.0.1.5 Submit to the Council Service Center: Rank Applications and Workbooks (Project Proposals, Final Plan, Fundraising Application, Ambitions and Life Purpose, References, and Report) are sent or hand delivered to the Council Service Center who delivers the application documents to the District Eagle Board.

9.0.1.7 References Contacted: The Unit Leader contacts references only using the Reference Request Form (in this Appendix) on behalf of the District Eagle Board and gives the references to the District Eagle Board once collected.

9.0.2.1 What an Eagle Candidate Should Expect: All claims of mistreatment in proposal rejection should be sent to the Council Advancement Committee for a ruling.

9.0.2.9 Eagle Scout Service Project Coach: Each Unit should have at least one Eagle Scout Coach. The Council or District does not approve Coaches, but requires that they complete training outlined in this document. Contact the Council Advancement

Committee for a list of Council-wide Eagle Scout Coaches. Eagle Scout Coaches must be registered with the BSA and be current in BSA Youth Protection training.

9.0.2.10 Fundraising Issues: Completed Fundraising Applications are routed with the Project Proposal to the District Eagle Board when the Project Proposal is first turned in for approval. Once approved, they stay with the project documentation.

9.0.3.0 About Eagle Palms: Palm Applicants must complete form 58-709 (2008) and the Unit Leader or Unit Committee Chair shall submit the form to the Council Office.

9.0.4.1 Process for Submitting and Evaluating a Time Extension Request: 1. The Council Advancement Committee Chairman will receive all Time Extension Requests.

10.2.2.2 How to Apply for Alternative Requirements: Requests for alternative requirements should be reviewed and approved by the District Advancement Committee.

10.2.2.3 Alternative Merit Badges for Eagle Scout Rank: Complete form 512-730 (2014) and send to the District Advancement Committee. After review by the District Advancement Committee and District Executive, the Council Advancement Committee Chairman will review the application.

Insignia

There are National issued rules for the wearing or distribution of Eagle Scout insignia. Only Scouts under the age of eighteen may wear the rank patch or Eagle medal. Palms may be placed on the Eagle medal or the rank patch. Adult Scouters may wear the Eagle knot with their Palms placed on this knot. They may also wear the Eagle medal for special occasions like an Eagle Court of Honor. Scouters must not sell Eagle paraphernalia to non-Eagle Scouts and may only purchase Eagle Scout insignia if they earned the rank of Eagle.

Checklists

Eagle Scout Service Project Proposal

- Name is entered.
- Project description is brief, specific, and accurate.
- Estimated time is reasonable.
- Leadership questions have detailed answers.
- Materials, Supplies, and Tools sections have thorough lists.
- Potential building permits have been researched.
- All costs are accounted for in the fundraising section.
- A fundraising application, if needed, is signed and included.
 - The list of donors is attached.
 - Any contracts are detailed.
 - A detailed method of fundraising is outlined.
 - Unit Leader and Benefiting Organization signatures are present and dated.
- The need for a Tour Plan has been addressed.
- The further planning section contains drawings, maps, plans, pictures, and a description of the present condition.
- Everything except the District approval box has been signed and dated.

Eagle Scout Service Project Report

- Name and start/end dates are entered.
- Summary provides a broad overview of the entire project.
- All changes are included with descriptions and reasons for each.
- Leadership section is well thought out.
- Hours have been tallied from the very start to the conclusion of the planning and execution of the project.
- Fundraising efforts are documented and remaining money accounted for.
- Any and all potential supporting documentation is included.
- All approvals are signed and dated.

Eagle Scout Rank Application

- Full name and address are correct.
- Unit type (Troop, Crew, Team, Ship), number, and Unit location are entered.
- Dates are present for the following, if applicable: joining a Troop, Team, Crew (or Ship); First Class Board of Review; and Star Scout Board of Review.
- Boxes are checked for Cub Scout related questions.
- Age criterion is met.
- Life Scout Board of Review date is entered and time requirement is met.
- At least five references with addresses and phone numbers are listed.
- Twenty-one Merit Badges are listed with dates and Unit numbers for each.
- Required badges that do not apply are lined out.
- Merit Badges earned for Star and Life were properly documented.
- Position of responsibility is complete.
- Project completion date is same as in Project Workbook.
- Unit Leader Conference occurs before eighteenth birthday.
- All signatures are complete.
- Statement of Ambitions and Life Purpose are complete and attached.



Eagle Scout Candidate Character Reference Request

Date: _____

Regarding Eagle Scout Candidate: _____

Requested Reference

Return To Unit Leader

Name: _____

Name: _____

Address: _____

Address: _____

To Whom It May Concern:

This Scout has completed the requirements for the rank of Eagle Scout, the highest in the Boy Scouts of America, and is required to appear before a District Board of Review. This Eagle Scout Candidate has requested that you provide a character reference on his behalf to help the Board be thoroughly convinced that the applicant lives up to the Scout Oath and Scout Law in his daily life.

You may use the back of this letter to begin your statement, attaching other pages if necessary. We ask that you please discuss and cite examples in order to answer the following statements:

- How many years have you known this Eagle Scout Candidate?
- What is your relationship to this Eagle Scout Candidate?
- How does this Eagle Scout Candidate try to live up to the Scout Oath, Law, Motto, and Slogan?
- Describe a recent time this Eagle Scout Candidate demonstrated leadership.
- Do you recommend this Eagle Scout Candidate for Scouting's highest rank? Why?

Feel free to comment on other aspects of the Eagle Scout Candidate that you believe the Board of Review may find valuable. Your comments should be founded on personal knowledge.

The information you provide will be treated confidentially and used exclusively by the Eagle Scout Board of Review. Please return this form and your legibly written or typed comments sealed in the enclosed envelope within the **fourteen days** (by ___ / ___ / ___).

Thank you for your support of this Eagle Scout Candidate and the Boy Scouts of America.

Scouting's Ideals:

Oath	Law	Motto	Slogan
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.	A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, Reverent.	Be Prepared	Do a Good Turn Daily



BOY SCOUTS OF AMERICA®
BLUE RIDGE MOUNTAINS COUNCIL
ADVANCEMENT COMMITTEE

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