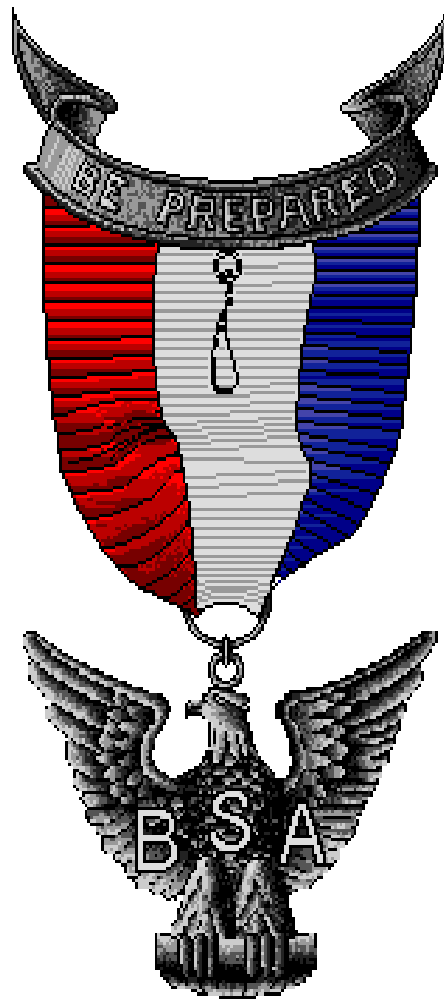


*Baltimore Area Council*

***GUIDE TO THE  
LIFE-TO-EAGLE TRAIL***



DEDICATED  
To the Eagle Scouts of Baltimore Area Council  
and to their adult leaders who invest their time and energy  
in the growth and development of our youth.





# Eagle

the measure of  
a young man's  
imagination,  
leadership  
& tenacity







## Document Revisions

Revision	Date	Details
A	24 Feb 09	National and Council review copy
B	2 Mar 09	Updated links, formatting changes and text clarifications
C	25 Mar 09	Removed imbedded links to non BSA sites
D	30 Apr 09	Incorporate April 2009 National changes and district approval process







## INTRODUCTION

All adults at the unit, district or council level deserve a clear understanding of their role in helping our scouts along the Life-to-Eagle Trail. When a volunteer fails in his/her responsibilities, it may be devastating to a young man's success. The Baltimore Area Council Advancement Committee provides this guide to help units and volunteers understand the National requirements and how to apply them. The Boy Scouts of America publishes the Advancement Committee Policies and Procedures', number 33088, available for [purchase](#) at the Scout shop. It lists, among other things, the requirements and procedures for earning the Eagle rank. The National office maintains control over fundamental elements that apply to all scouts. The Baltimore Area Council policy is to adhere to all National standards and policy. Nothing in this document shall change any standard or requirement established by the Boy Scouts of America.

There are some areas of the Life to Eagle process where National delegates judgments to Council, District and Unit so they may deal fairly with each candidate as local circumstances require. Some parts are clear and precise; others permit more than one interpretation. This guide is issued to clarify the more prevalent items of judgment arising in the Life-to-Eagle process. In incidences where issues arise that are not covered, they are to be referred to the Council Staff Executive who will work with the Council Advancement Committee and the National office of the Boy Scouts of America to reach a conclusion.

The Council's Advancement Committee provides this guide electronically at [www.baltimorebsa.org](http://www.baltimorebsa.org) under advancement. Please feel free to copy and share this material with your unit Scouters.

Finally, we intend to encourage the information in this guide to be added to each District's Life to Eagle seminars, as well as Troop Committee and Scoutmaster Fundamentals training.

Thank you for taking the time to read this document, helping to "Deliver the Promise", and thank you for all you do on behalf of the youth that you serve!

Document Navigation: Please note that this document contains hyperlinks to help you navigate the information and referenced resources. They are accessed by holding the Ctrl key while clicking on a table of contents entry, web address such as [www.scouting.org](http://www.scouting.org), web/page link shown as ⚡ and document links such as [icon].the graphic automatically links to the referenced item by holding down the CTRL key while clicking the hyperlink.

BSA web policy indicates that, councils should be cautious about linking to other Web sites. A scout may follow a link from the council's site to another, which links to another, and another with the chain of links leading to a site that contains unacceptable content. Web references to non BSA sites are limited to sites which are dedicated to Eagle scouts. Non BSA sites are referenced as footnotes.







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## *EAGLE PROCESS FOR ALL DISTRICTS IN THE BALTIMORE AREA COUNCIL*



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## Life to Eagle Process Flowchart

The following flow diagram depicts the typical sequence of steps required to complete the Life to Eagle trail and earn the rank of Eagle Scout. At first glance you may be a bit intimidated by the number of tasks you need to complete. You should not be discouraged as the rank of Eagle is attainable if you make a time schedule and work to complete it in a timely manner. The process is broken into several phases; Pre-approval, Implementation, Application, Approval, Board of Review.

Scouts and Units can use the diagrams as a trail map to mark progress toward the rank of Eagle. Note that there are several paths which should be worked in at the same time. Formal review steps may require documentation to be revised and resubmitted, those paths are marked in red.

You will note that the process is made of six phases;

1. Pre-approval phase
2. Implementation phase
3. Application phase
4. Approval phase
5. Board of Review phase
6. Award phase

### Definition of Terms:

Also as you review this document there are a few terms that you should be aware of.

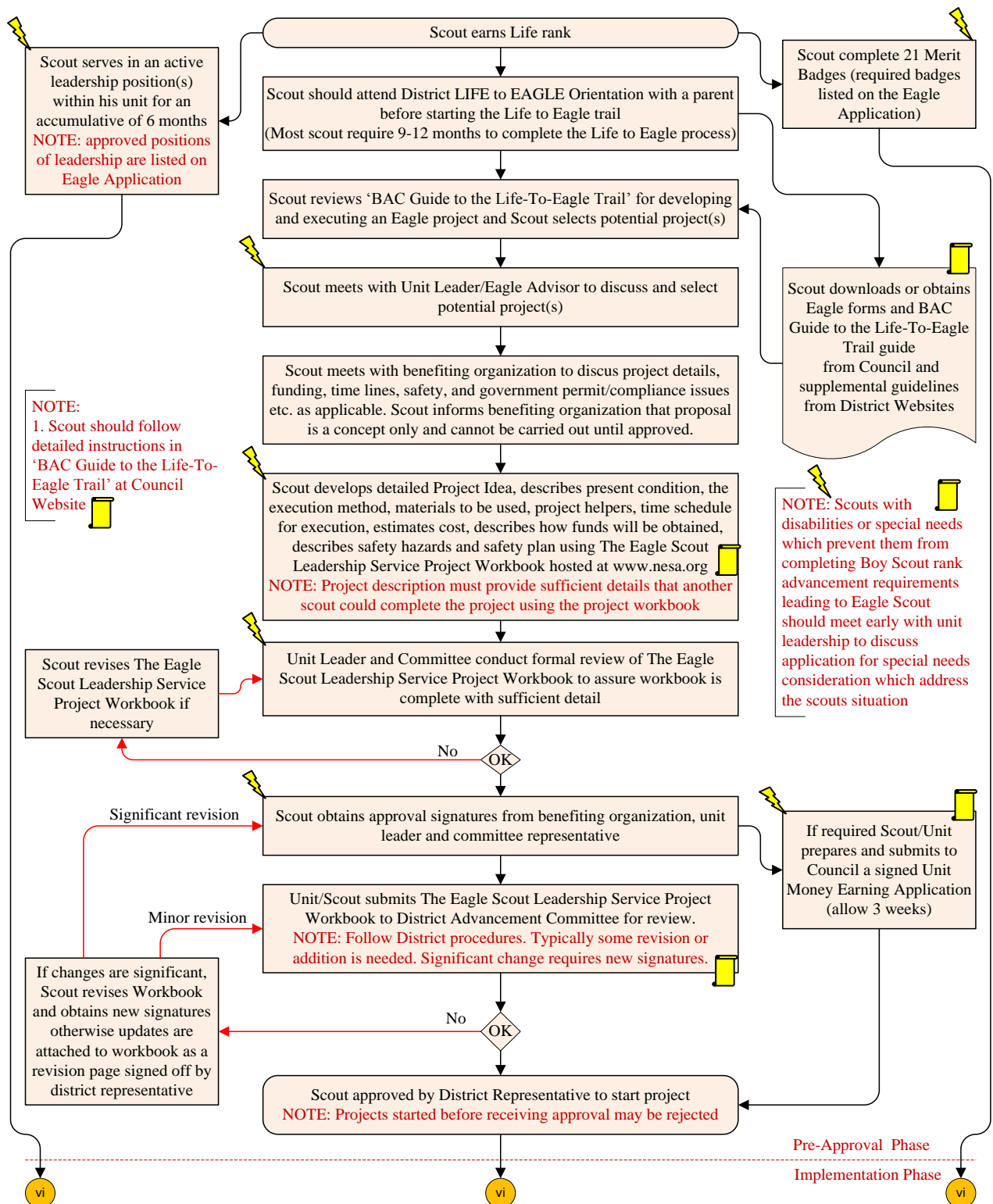
**Benefiting Organization:** The church, the school, or the community organization that will directly benefit from your Eagle project. Remember, private organizations such as BSA or businesses are not acceptable.

**Benefiting Organization's person of authority:** The Pastor, Principal, Manager or volunteer that has the authority to approve your project for the benefiting organization. They should also have authority to sign permits and to represent the organization for any government compliance issues.



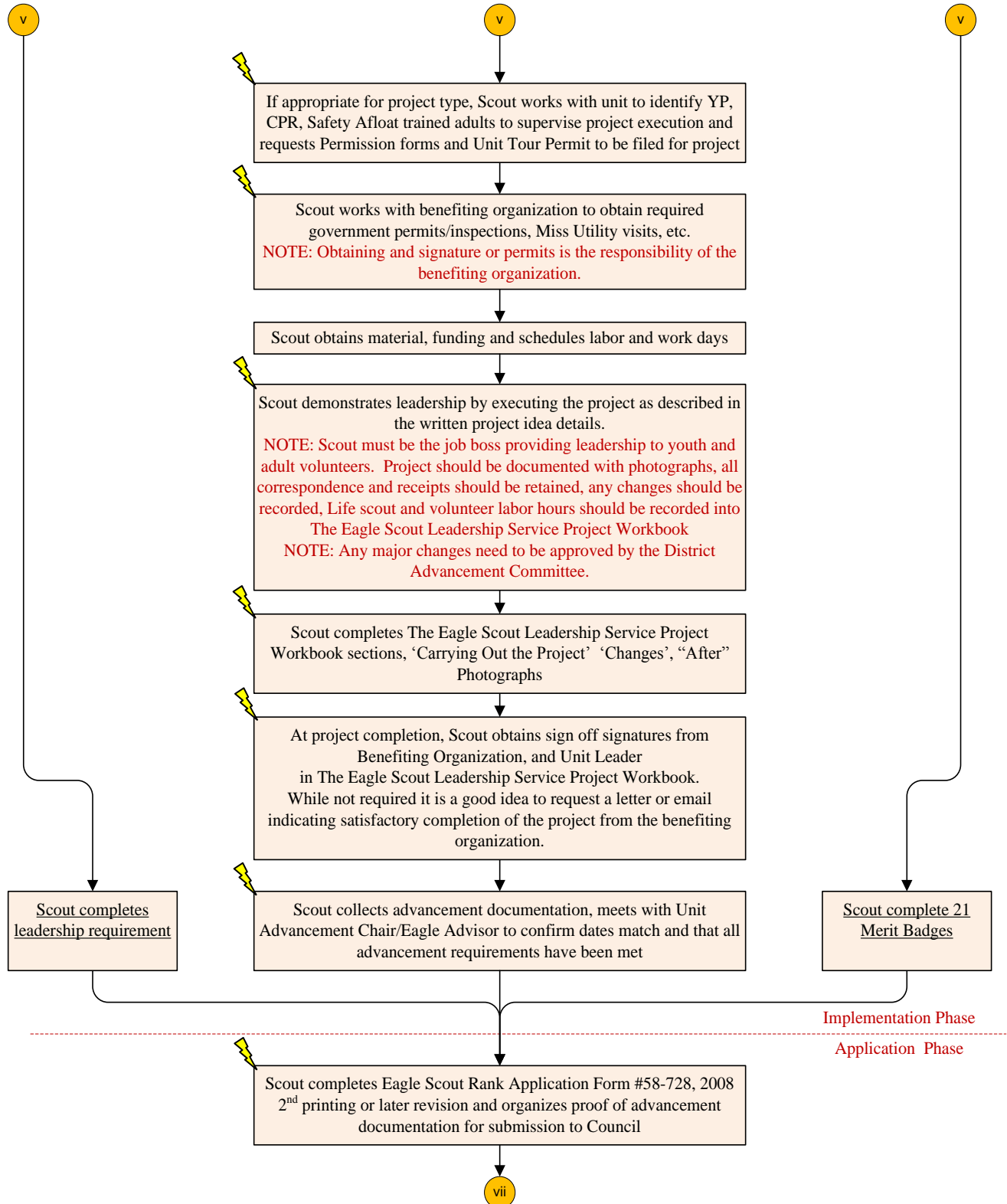


# EAGLE PROCESS FOR ALL DISTRICTS IN THE BALTIMORE AREA COUNCIL



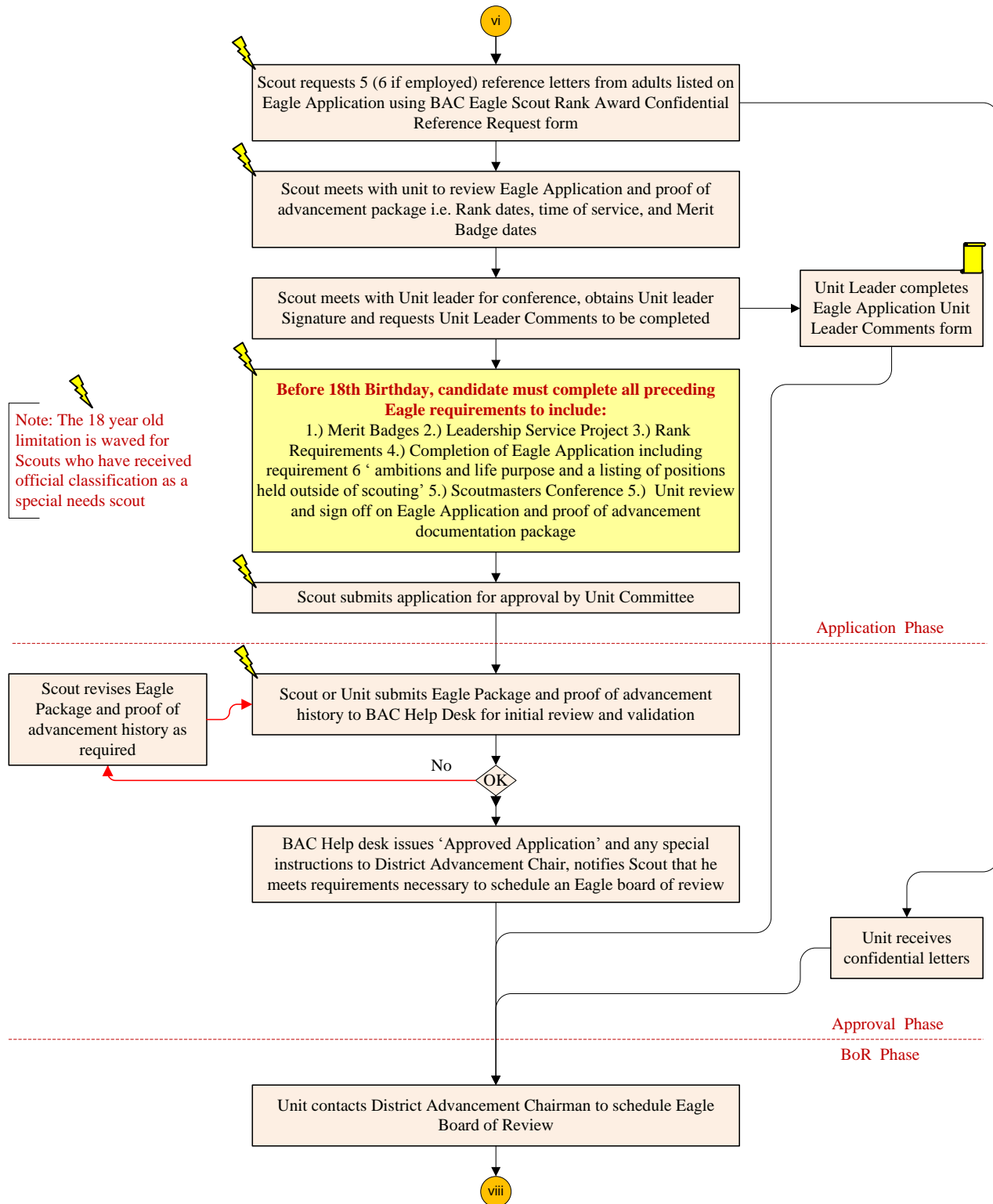


# EAGLE PROCESS FOR ALL DISTRICTS IN THE BALTIMORE AREA COUNCIL



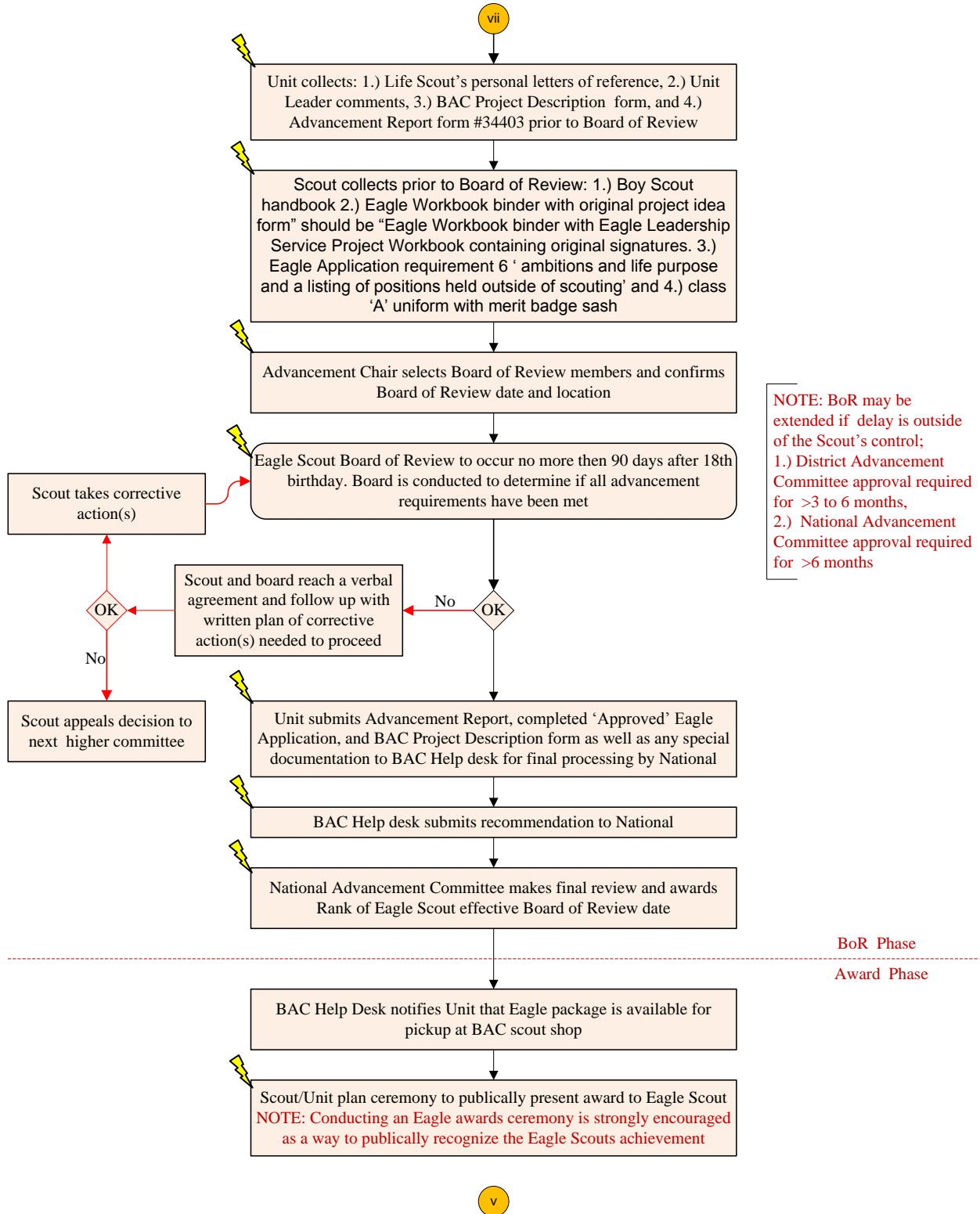


# EAGLE PROCESS FOR ALL DISTRICTS IN THE BALTIMORE AREA COUNCIL





# EAGLE PROCESS FOR ALL DISTRICTS IN THE BALTIMORE AREA COUNCIL







## 1 So You Want To Be an Eagle Scout!!

Congratulations on achieving the rank of Life Scout! You're only one step away from the highest rank Scouting has to offer, Eagle Scout. The requirements for Eagle Scout are easy enough to understand; they are the same kinds of requirements you met for all of your other ranks, but at a more challenging level.

The Baltimore Area Council has developed this guidebook to help explain the process of advancing from Life to Eagle. The main purpose of this document is to standardize the process Council-wide and provide a single reference to the resources you will need to complete the trail to Eagle. You will also find Baltimore Area Council policies for those parts of the process that national policies leave to local councils for implementation. Checklists are provided so you can be sure that all your paperwork is done correctly and delivered to the right place. If you follow this guide carefully, you will find that the process is not difficult. If you do not follow this guide carefully, you are likely to waste time, cause headaches, and frustration for yourself, your parents, and your adult leaders.

Please take the time necessary to read through this booklet. We know it is long, but there is a lot of information you need to understand. If you are unsure about anything you read, please check with your adult leaders or a member of the [district advancement committee](#). It is especially important that you understand the procedures for developing your Eagle project before you start. We would also suggest you take a look at Randal Smith's [Eagle Scout Leadership Service Project Planning Guide](#)<sup>1</sup> it also has many helpful hints and suggestions.

**Achieving the Eagle rank is solely your responsibility!** Many people will help you along the way, including your adult advisor, your parents, and your fellow Scouts. You will also get assistance from adults on your district advancement committee, many of whom you have probably not worked with before. **None of these people can earn the rank for you!** It is up to you to make sure that you understand the requirements, complete them in a timely manner, and submit the proper paperwork, so that **your** Eagle rank advancement can be completed.

Good luck!

*The Baltimore Area Council Advancement Committee*

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<sup>1</sup> <http://home.flash.net/~smithrc/eagleprj.htm>







## **1.1 What You Will Need**

Besides your Scouting skills, spirit, and leadership ability, you will need the following:

**The Boy Scout Handbook:** Your handbook contains requirements for all ranks including Eagle, and it should have a signed record of your advancements from Boy Scout badge through Life rank. Your own advancement pages, properly signed off in your Boy Scout Handbook, are your best record of your advancement. It is your responsibility to make sure these records are complete and up to date.

**Your advancement records:** In addition to your Boy Scout Handbook, you should have kept other personal records, such as signed merit badge cards. Your unit leaders may also have records of your advancements.

**The Baltimore Area Council Life to Eagle Guidebook (this document):** This will serve as your overall guide, explaining the process and directing you to information sources you will need to use.

**The Eagle Scout Leadership Service Project Workbook (512-927):** The 2009 printing is available at the Council Volunteer Service Center and contains useful information, which is referenced in this document. There is also an electronic Word version, which many Scouts use to submit their projects. A PDF version of the workbook, and the electronic Word version that you can use with a word processor, are available on the National website, <http://www.scouting.org>.

**The Eagle Scout Rank Application (512-728):** The 2009 printing is available at the Council Volunteer Service Center. It is also available in PDF format on the BSA National website, [www.scouting.org](http://www.scouting.org) on the .

**The Guide to Safe Scouting (34416):** This document represents the official BSA policy about what kinds of activities are allowed and not allowed in Scouting, as well as safety procedures that must be followed. Your project must be conducted in accordance with the Guide to Safe Scouting, also located on the National website, [www.scouting.org](http://www.scouting.org).

### **1.1.1 For Adult Leaders:**

**BSA Advancement Committee Policies and Procedures (33088):** For use by district and council advancement committees, this document contains the official BSA advancement policies. Adults needing further information on BSA advancement policies should consult this book. It is an optional resource for unit adult leaders. The Life-to-Eagle process, in most cases, can be completed without using this reference at the unit level.

**Boy Scout Requirements (33215):** Published annually, this is a reference containing all current requirements for advancement, including all ranks and all merit badges.







**Local Tour Permit (34426):** BSA document which identifies responsible adult leaders who hold the requisite safety training to assure that an event is conducted properly. The document also activates BSA insurance for the unit and individuals involved with the activity.

**Unit Money Earning Application (34427B):** BSA document which defines the money earning guidelines for units and scouts who receive cash donations.

**Benefiting Organization Representatives, Parents, and Scout Leaders Guide<sup>2</sup>:** Randal Smith's Eagle advancement web provides a useful guide aimed at parents, Scout leaders and the non-Scouting adults from the community organizations benefiting from the project who have been asked to work with an Eagle candidate.

## **1.2 Eagle Scout Rank Requirements**

In order to advance to the rank of Eagle, before reaching the age of 18, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Unit Leader conference.

The requirements for the Eagle rank are similar in many ways to the requirements for the previous ranks you earned in Scouting. You should have little trouble understanding most of the requirements as they are listed in the Boy Scout Handbook and on the Eagle Scout Rank Application.

The one requirement that gives many Eagle candidates some difficulty is the Eagle Scout leadership service project. In most of your previous rank advancements, you were required to participate in some type of service to the community. However, to achieve the Eagle rank you must do more than participate, you must plan and lead a project yourself. We would like to make clear that the emphasis is not on you doing the work yourself; rather it is for you to plan, develop and give leadership to others. You must plan the work, organize the personnel needed and **direct** the project to completion.

This will be one of the most challenging and time-consuming parts of your advancement to Eagle. The Eagle Scout leadership service project is discussed in more detail later in this document.

## **1.3 Age Requirements**

**It is imperative that all requirements for the Eagle Scout rank, except the board of review, be completed prior to the candidate's 18th birthday.** When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed and sent to the council service center promptly.

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<sup>2</sup> <http://home.flash.net/~smithrc/Adult%20Leader%20and%20Benefiting%20Organization%20Guide.html>







Youth members with disabilities should meet with their unit leader regarding time extensions. A Scout with a permanent physical or mental disability may select an alternate merit badge in lieu of a required merit badge if his disabling condition prohibits the Scout from completing the necessary requirements of a particular required merit badge. This substitute should provide a “similar learning experience.” Full guidelines and explanations are available through the local council and on the [Application for Alternate Eagle Scout Rank Merit Badges](#), No. 58-730.

**The following requirements must all be completed before your 18th birthday:**

All six requirements listed on the Eagle Scout Rank Application, which includes all work on your Eagle Scout leadership service project. **Signatures must be secured from the benefiting organization and Unit Leader that signify “the project was planned, developed and carried out by the candidate”, on pg.13 of the Eagle Project Workbook before age 18.**

**The following requirements may happen after your 18th birthday:**

- Receipt of letters of recommendation, which are required at the Eagle Scout board of review.
- Delivery of the Eagle Application to the Council Service Center (see page 16).
- Council Verification of the Eagle Scout Rank Application.
- Eagle Scout board of review (must take place within 90 days of 18th birthday.)

Just because you have until your 18th birthday does not mean you should wait until the last minute before finishing your requirements for Eagle. Earning your Eagle rank will take longer than you think. This is especially true of your project. Most scouts find that it takes 4 to 9 months to complete their project. If you have turned 17, have not started your project, or have a significant number of merit badges left to earn, you are pushing it. **You already know when your 18th birthday will be, so you should not be surprised when it arrives.** The requirements will not be relaxed just because you’re close to your 18th birthday.

Earning your Eagle rank before you are 18 means that you will get to wear the Eagle rank badge on your Scout uniform. You will also have an opportunity to earn bronze, gold and silver [Eagle Palm](#)<sup>3</sup> awards. Once you’ve turned 18, you are no longer permitted to wear youth rank badges on your uniform pocket. If it happens that any problems with your requirements are discovered during Council Verification and the board of review, you will still have time to correct the problems if you haven’t yet turned 18. Another good reason to start early on your Eagle requirements is that it will mean a lot less nagging from your parents and adult leaders.

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<sup>3</sup> [http://meritbadge.org/wiki/index.php/Eagle\\_Palms](http://meritbadge.org/wiki/index.php/Eagle_Palms)







## **2 The Eagle Scout Leadership 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 Boy Scouting.) **The project idea must be approved by both the organization benefiting, your unit AND your district committee before you start.** You must use the [Eagle Scout Leadership Service Project Workbook](#), in meeting this requirement. We encourage you to review Mr. Smith's [Eagle Scout Leadership Service Project Planning Guide](#)<sup>4</sup> which contains many helpful hints and suggestions:

### **2.1 The Purpose of the Project**

The Eagle Scout leadership service project differs from the service requirements of other ranks in an important way: You must plan, develop, and lead the entire project. In order to achieve the rank of Eagle Scout, you must demonstrate leadership, and your Eagle project is one of the important ways you do that. The project will also provide an opportunity for you to use many of the skills you have learned while earning merit badges, such as Communication, Citizenship in the Community and Personal Management.

### **2.2 The Steps of an Eagle Scout Project**

1. Select a project idea.
2. Discuss the project idea with your unit leader.
3. Discuss the project with the representative of the benefiting organization.
4. Develop a detailed plan for your project, using the Eagle Scout Leadership Service Project Workbook.
5. Have your plan approved by the representative of the benefiting organization, your unit leader and a unit committee representative, and secure their signatures on page 9 of the Eagle Scout Leadership Service Project Workbook. It is important that the benefiting organization understand that this proposal is a concept only and cannot be carried out until it has been approved by the District Advancement Committee.
6. Submit your plan to the district advancement committee. You may have to revise your plan and resubmit it if the advancement committee does not approve your project plan as submitted.
7. **Only after the district advancement committee approves the project plan, and signs, may you begin any constructive work on your project.**
8. Carry out the project.
9. Complete the Eagle Scout Leadership Service Project Workbook section entitled "Carrying Out the Project." Obtain signatures for approval of project completion, as listed in the workbook.

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<sup>4</sup> <http://home.flash.net/~smithrc/eagleprj.htm>







10. It is your responsibility to submit your completed project workbook to your Eagle Board of Review.

### **2.3 Selecting a Project**

There are many organizations that would be happy for you to do an Eagle project for their benefit. Your church, or any school that you have attended, is a good place to start. Project opportunities can be found at public parks and community organizations. There are restrictions, however, on the type of organization for which you may do your project, so it is important that you make sure the organization that benefits from your project meets the BSA guidelines:

Work involving BSA council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be solely a fund-raiser. Routine labor, a job or service normally rendered, should not be considered.

## **3 Project Approval by the District Advancement Committee**



**You may not begin any constructive work on your project until page 9 of your Eagle Scout Leadership Service Project Workbook is signed by a member of your district advancement committee.**

Before you submit your project plan to the district advancement committee for approval, **page 9 of your Eagle Scout Leadership Service Project Workbook** must also be signed by a representative of the benefiting organization, your unit leader, and a member of your unit committee. Your unit leaders should make sure that your project meets the guidelines for approval by the district advancement committee before they sign it; otherwise, the district advancement committee may return the project to you for revision.

It is important that you and your adult advisors understand the BSA requirements, which the district advancement committee will be looking for in considering your project plan for approval. A checklist to help you with this is provided in **Appendix 2**. Keep in mind that your project plan is the only information that the district advancement committee has about your project. Therefore, your plan must be as complete as possible, so that district advancement committee members will be able to understand exactly what you plan to do, and how you plan to do it. Approval of your project plan is entirely up to your district advancement committee.

The best way to determine whether you have included enough information in your proposal is the following: *your proposal should be complete enough that another Scout would be able to use it to do your project from beginning to end, exactly as you would do it, without you being present.*





If district advancement committee review determines that 'significant' modifications relating to scope, safety, implementation technique, materials, design changes are needed then the project workbook will need to be revised to include the agreed to changes and the benefiting organization and troop representative will need to sign the revised workbook. The revised workbook will become the final 'contract' copy.

For 'minor' project changes the scout will need to document the agreed to changes and attach a revision page to the signed workbook listing the changes. The original workbook plus revision page would become the final 'contract' version.

If the workbook is approved by the district without change then the original workbook would become the final 'contract' version.

The district representative's signature on the appropriate 'contract' revision signifies approval to start the project.

### **3.1 Resources You Can Use**

There are many resources you can use to help you create a successful Eagle Project proposal. Often, it is helpful to look at projects that have been done by other Scouts in the past. Your adult leaders may be able to provide examples for you. There are also several good websites that have very helpful information about how to choose your project and write your proposal. Examples are [eaglescout.org](http://eaglescout.org)<sup>5</sup> and [meritbadge.org/wiki](http://meritbadge.org/wiki)<sup>6</sup>.

### **3.2 Tracking Your Hours**

As you come up with a project idea and begin to develop your Eagle project, you should keep good notes of everything that happens and record the time you spend on any activity related to your project. When you have completed your project, and you complete your project workbook, you will need to include the hours you spent during the planning stage, along with the hours your workers spent in carrying out your project.

### **3.3 Changing Your Eagle Project**

You are expected to carry out the project that was approved by the district advancement committee. You may need to make some changes when you carry out the project, due to unexpected circumstances. However, if you need to change the nature of the project (e.g., what you are doing, who you are doing it for) you must submit your new project proposal to the district advancement committee for approval. Completing a project that differs substantially from what you proposed puts you at risk of not passing your board of review. When in doubt, contact your district advancement chairman to determine whether you need to resubmit your changed project for approval.

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<sup>5</sup> <http://eaglescout.org/project/select.html>

<sup>6</sup> [http://meritbadge.org/wiki/images/5/56/Sample\\_Eagle\\_Project\\_Ideas.pdf](http://meritbadge.org/wiki/images/5/56/Sample_Eagle_Project_Ideas.pdf)





## 4 The Eagle Scout Leadership Service Project Workbook

The [Eagle Scout Leadership Service Project Workbook](#) is essential to completing your Eagle project. You must use the official workbook, 512-728 2009 printing or greater. The official electronic form, which can be used with word processing software, is available on the NESA website, [www.nesa.org](http://www.nesa.org). If you use the electronic version, make sure that you include all of the required information. If you delete information from the workbook, it could delay approval of your project.

The workbook is divided into two major sections. The first section is for writing your project plan, which must be approved by your district advancement committee before you begin work on your project. The second section, "Carrying Out Your Project," is for reporting on the completed project.

The completed workbook will be presented at your Eagle Scout Board of Review. It is an important document – without it you cannot earn your Eagle rank.

The Eagle Scout Board of Review will make sure that you did the project that was approved by your District, as well as determining if you did indeed plan the work, organize the personnel needed and **directed** the project to completion.

**If you did not do the project as approved or did not show leadership in completion of the project – the board can decide that you did not meet the requirement, fail you at the board and, if under 18, request that you do another project.**

The information that follows will help you understand how to complete the first part of the workbook so that you can increase the likelihood that your project plan will be approved. **Make sure you read this section very carefully, and that you include all the information necessary to completely describe your proposed project.**


### 4.1 Project Description

This is the easy part of the workbook. The information is straightforward. **You are not limited to the space in the workbook. There is nothing wrong with writing in the workbook "see attached sheet". That way you can type your write-ups, taking advantage of a word processor. Most scouts prefer to use the "DOC" version of the workbook.**

The first item, "Describe the project you plan to do," deserves some explanation. Here, you should give a simple description of your project. It should only take a couple of sentences to describe your project. Be specific about what you are doing. Be sure to give quantities of whatever product your project will produce, for example, the number of benches, the number of trees, or the length of a trail section. In order to approve your project, your district advancement committee needs to know exactly what you plan to do. This is not the place to tell how you are going to build something, how long it is going to take, what materials you are going to use, or any details of that nature. Those things will come later in the workbook.







This section includes a number of blanks that must be filled in. Provide accurate information identifying the group that will benefit from the project, including the name, address and phone number of the group, explain how the group will benefit from your project, when you discussed the project with your unit leader, what representative of the benefiting organization you met with, and when you met with that person. This section only requires names of individuals, not signatures. Those come later.

## **4.2 Project Details**

The instructions for this section of the Eagle Scout Leadership Service Project Workbook are very broad: “Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project. If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.”

These instructions are deceptively brief. The “Project Details” section should include complete details on how your project will be done. Here are some suggestions on how to write this section:

### **4.2.1 Present Condition**

Describe what the existing situation is in the area where you will be doing your project. If your project involves building something, explain what the current condition of the building site is. If it does not involve building something, describe the current situation within the benefiting organization that your project will change. This section should help the advancement committee understand why the project is needed and what the circumstances are prior to beginning your project. If appropriate, “before” photographs can be very helpful in describing the present condition of the project site.

### **4.2.2 Method**

Several things should be included in order to completely describe the method you will use to complete your project:

- 1. Plans and/or Drawings:** If your project involves building something, you should have complete plans for what you are going to build. This includes drawings of the area where the construction will take place (floor plan or map of the site), as well as plans for the items being built. These plans should include complete, accurate dimensions of what you will be building. Floor plans and maps should indicate exactly how the elements of the project will be situated, with as precise measurements as possible.
- 2. Instructions:** Divide your project into logical tasks, and include complete, specific instructions on how to accomplish each task. These should be the instructions you would give your workers, and they must be written in such a way that your workers will know exactly what they are to do. (You probably won't





actually give your workers written instructions, but by writing them in your proposal, you demonstrate that you have planned the project thoroughly and that you clearly understand how the work is to be done.) The instructions should be complete enough that someone could use them to do your project exactly as you will do it, with no additional direction from you.

3. **Organization and Leadership:** How will you organize your workers to do the work of the project? Will they be organized into teams? Will you assign jobs to individuals? Remember, you are the leader of the project, and it is up to you to decide how the workers will be directed to accomplish the work. It is OK to demonstrate what you need your workers to do, but the bulk of the work should be done by them, under your direction.
4. **Funding:** Most projects require funding. Describe how you will obtain the funds for the project. You should have a definite plan for obtaining funding, and you should know who will be providing the funds. Often, the benefiting organization will provide some or all of the funds. You can seek donations from individuals or organizations that are interested in your project. **Donors to Eagle Scout projects must be made aware of what entity or organization is benefiting from the project, and that it clearly is not the Boy Scouts of America. Any funds remaining from the project MUST be returned to the donors.** It is strongly recommended that all donations and expenses should be handled by the benefiting organization. Having your family provide funding is discouraged. Organizing the funding is one important aspect of leadership. You should work with your unit and request that a [Unit Money-Earning Permit Application](#) No.34427 be filed with Council if you will be seeking cash donations which do not go directly to the benefiting organization.

#### 4.2.3 Materials

“Materials” is actually a broad category including materials that will become part of your project, supplies that will be used up or discarded, but are necessary to do the work, and tools. You should list all materials, supplies and tools in a chart or table, including where you are going to obtain them, and how much each will cost. Your list should be complete, including everything that will be needed to complete the project.

#### 4.2.4 Project Helpers

You do not have to list individuals by name, but you should have an idea of how many helpers you will need for the project and where you will recruit them. The most common source of helpers is your own troop, crew or team. You may also be able to recruit school friends, or people you know from other organizations to which you belong. Most of your helpers will be Scouts and other young people.

Adults are required to be present, but their work should be minimal. Family members are permitted to help, but their involvement should be relatively small, in







relation to that of other peers. **An Eagle project, done solely by your family is discouraged.**

It is helpful to list in a chart or table the number of workers you will need, keeping youth and adults separate, for each part of your project. The chart should be broken down by task, and should show the number of workers and the amount of time each task should take. These times should be multiplied and totaled, to show your estimate of the number of man-hours your project will take. This estimate should help you develop a realistic schedule for completing the project. There is no specific requirement for the number of hours that must be in your project, but this estimate is necessary to help you understand how many workers you will need, and for how long you will need them.

Your discussion of workers should also address the presence of adults. The Guide to Safe Scouting discusses BSA policies for two-deep leadership and other youth protection issues. Your project proposal should demonstrate that you understand the requirements for adult participation. You should discuss what adults will be present and what their roles in the project will be. Adults should not be a major part of your work force. Their role is to advise, when needed, and there are some things that Scouts are not permitted to do (such as the use of chain saws – see [Guide to Safe Scouting](#)). If much of the work is done by adults, you are not fulfilling your leadership role.

You should meet with your Unit leader and Committee Chair to discuss the need to file a [tour permit](#) to cover your project execution and activate BSA insurance. It is important to document through the tour permit that your project has the proper advisors which hold the necessary training. For example, if your project were to require you to transport building supplies to an island in a river then you would need two adults, one BSA trained in youth protection, CPR, Safe Swim Defense, Safety Afloat and your unit would need to file a float plan with Council. The tour permit activates BSA accident liability insurance for you and your unit.

#### **4.2.5 Time Schedule**

Your time schedule should indicate how many workdays you expect your project to require, as well as how the time will be spent on each of those days. It should also show, tentatively, when the workdays will take place. In planning dates, you should allow time for your project to be approved by your district advancement committee. Review practices vary among districts with typical approval cycles taking 3 to 6 weeks. You may need to change the dates if the advancement committee requests changes to your plan before they will approve it. The benefiting organization will be interested to know when the project will be finished, and you should commit to a deadline, while explaining the process and that things may change. Again, a table or chart is the most effective way of showing all of your schedule information. The schedule estimates that you give should be consistent with the time estimates discussed in the “Project helpers” section above. Most projects consist of multiple workdays. Projects that are completed in just a few hours are generally not adequate to demonstrate the degree of leadership







expected of an Eagle Scout. This estimate will also help the district advancement committee determine the scope of your project, which is an indication of the leadership opportunity it will provide.

#### **4.2.6 Safety Hazards**

Almost every Eagle project has some potential safety hazards. Anticipating the hazards your workers will face, and developing ways to make sure your workers are safe, are important aspects of leadership. The [Guide to Safe Scouting](#) represents BSA policy on what kinds of activities Scouts are permitted to participate in, as well as safety requirements for activities. You should consult the Guide to Safe Scouting to make sure that your project plan conforms. Consult with your unit leaders, they are familiar with the guidelines since they are the same rules they follow when planning an outing. One common misconception is the belief that Scouts are not permitted to use power tools. The Guide to Safe Scouting specifies that older Scouts are permitted to use most power tools (chain saws and log splitters are specific exceptions). Make sure that Scouts, rather than adults, do all of the work they are permitted to do, but make sure that you have taken steps to assure safety, and that they have adequate instruction and supervision.

Safety considerations should also include your workers' health. Dehydration, hypothermia, and heat-induced illnesses are hazards you should take into account. You should tell what precautions you will take against them, and what provisions you will make for first aid and emergency medical treatment should they be needed. Many projects involve some sort of construction. If applicable, your safety plan should consider potential, health & safety issues for the workers such as proper handling of toxic/poisonous/hazardous materials and should consider unsafe or hazards conditions at the work site.

#### **4.2.7 Government Compliance**

It is the responsibility of the benefiting organization to assure that your proposed project complies with federal, state and local building, zoning, hazardous waste, environmental and America Disability Act compliance guidelines. As project lead you should research and inform the benefiting organization of applicable compliance issues. The benefiting organization should submit the necessary applications and you should be careful to comply with the requirements as you execute your project. For example, failing to schedule a site survey by Miss Utility and then damaging a utility could result in a \$1,000 fine for the first offense, plus up to 10 times the actual cost of repairs.

### **4.3 About Leadership**

Your Eagle project is called an Eagle Scout leadership service project, and one of the major goals of your project is to demonstrate the leadership skills you have learned in Scouting. There is not a specific section in the workbook on leadership, but







your proposal should show that you understand leadership. Here are some of the factors that show your understanding of leadership:

#### **4.3.1 Thorough planning**

- Show initiative and demonstrate effective communications with the benefiting organization, your unit and district leaders. Adults should not be speaking or writing for you.
- Understanding how the Scouts or volunteers will be organized and instructed – by you – to complete the work of the project.
- Leading the work yourself - (your primary responsibility is as a supervisor providing leadership to others). Assigning tasks to Scouts and other peers, rather than relying on adults to provide leadership or to do tasks that can be performed by youth.
- Inspecting the work to assure that it was done properly.
- Dealing with change and unexpected obstacles.
- Developing a financial plan and securing funding for the project, rather than asking your family to pay for it. For other ideas on what leadership means, review the leadership principles you learned in [youth leader training](#) you received as a Scout (Junior Leader Training, Greenbar, National Youth Leadership Training, etc.). Incorporate these principles into your project plan.

#### **4.4 Helpful Hints for Developing Your Project Proposal**

- Make it easy for your advancement committee to approve your project. Give them all the information they need. The more detail the better, as long as the detail is relevant. Remember that your project proposal is the only information the advancement committee has about your project. If there are details you don't include, the committee will not know them. A good rule of thumb is that your project proposal should be complete enough that someone else would be able to complete the project without you, using only the information and instructions in your project workbook.
- Write clearly and format your project neatly, so that it is easy to read. Write the project proposal so that it reflects the standard of excellence expected of an Eagle Scout.
- Number the pages.
- Confirm that your proposal addresses each requirement outlined in Appendix 2.







#### **4.5 Tips for Adult Leaders Who Sign Eagle Projects**

Hold the Eagle candidate to a high standard. Your signature indicates that you have reviewed the project and that it conforms to the instructions in this document. You should encourage the scout to do his best in developing his project proposal.

Make sure that the project proposal is complete, and that it includes all of the information discussed above and summarized in Appendix 2. Make sure that materials lists and instructions are complete and accurate. If you don't identify important information that the scout left out, the district advancement committee will, and your lack of thoroughness may cost the scout time.

Don't accept sloppy work, including poor grammar and spelling. The Eagle Scout Leadership Service Project Workbook is an important document, and the care taken in developing it is an indication of the scout's leadership ability and scout spirit.

If you find any problem with the project, **don't sign it until the problem is corrected**. Never let a scout submit a project that you know will not be approved. Don't put the district advancement committee in a position of **disapproving a project proposal that you should not have passed along in the first place**.

It is helpful to sign using blue ink, rather than black, to make it easier to distinguish originals from copies.

#### **4.6 Submitting Your Project Proposal for District Approval**

After the original copy of your project plan is completed and signed, you should make two copies, one for yourself and one for the district. The Baltimore Area Council has one process for the submission and approval of Eagle Scout project proposals, but this process is administered through the District. Check with your district advancement committee for instructions on where to submit your project.

#### **4.7 Carrying Out Your Project**

As you carry out your Eagle project, you should keep good notes of everything that happens and record the time spent by every individual who works on your project. The section entitled "Carrying Out Your Project" is where you should report on what actually happened during the project. In this section, the more detail you include about how your project was done, the better. The Eagle Scout board of review must approve your completed project. If you do a good job of reporting on the project in your workbook, it will be easier for board members to understand what happened during your project, and you'll have to spend less time during your board of review answering questions about information you may have left out.

There are specific pieces of information required in this section of the workbook. You must complete the Materials Required to Complete the Project table to reflect the actual materials used. You must list your own hours separately from others. List the hours you spent planning the project, the hours you spent carrying out the project, and







the total hours you spent on the project. List every person who worked on your project, and the number of hours they worked. In this listing, you should keep adults and family members separate from Scouts and other youth. Most of the hours spent on the project should be done by Scouts and other youth, under your leadership. In this section of the workbook you should discuss any changes from your original plan and include “after” photographs, if appropriate.

#### **4.8 The Completed Workbook**

After you have completed the final section of the workbook (refer to Appendix 3), you should sign the workbook and get approval signatures from your unit leader and the representative of the benefiting organization who originally authorized the project. You should ask your unit leaders to review your workbook using the Appendix 3 check list. Again, it is your responsibility to get the Eagle Scout Leadership Service Project Workbook, properly filled out, and submitted to your Eagle Board of Review.

### **5 The Eagle Scout Rank Application**

The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the Baltimore Area Council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may request a District Eagle board of review. The failure of a unit leader or unit committee to sign an application may be considered by the District Eagle board of review in determining the qualification of the Eagle candidate.

The current [Eagle Scout Rank Application](#) 512-827, 2009 printing or later version can be obtained from the Baltimore Area Council Program Office or downloaded from the BSA national site at <http://www.scouting.org/Media/forms.aspx>. The paper form is a one-page, two-sided document.

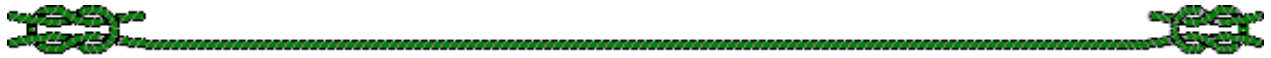
Read through the application carefully so you know what information is required. No changes can be made to the application, so it's a good idea to make a draft copy and use it as a worksheet. Check your draft by reviewing the checklist in Appendix 4. On the original application, print legibly and in black ink, or use the fill-in PDF version.

#### **5.1 References / Verification of the Application by the Council**

When the completed application is received at the council service center, its contents will be verified. The council advancement committee has designated the responsibility of contacting the references down through the District to the Eagle Scout Candidate's unit. It is suggested that the unit use the [Eagle Scout Rank Award Confidential Reference Request form](#). It is expected that the unit will make contact with each of the persons listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The candidate should have contacted those individuals listed as references before including their names on the application. The







candidates should not be involved personally in transmitting any correspondence between persons listed as references.

In the Baltimore Area Council, your listed references are requested to send letters on behalf of the candidate. The letters should be sent to the Chairman of the Eagle Board of Review, in care of your troop committee chairman or their designee. Following the board of review, the letters are kept by the unit advancement chair, to be destroyed after the national Eagle Scout Service awards the Eagle rank to the scout. The letters are never shown or given to the candidate.

You must provide the names of your references on the Eagle Scout Rank Application, but the letters are not required when you submit your application to the council. Input from your references should be received prior to your board of review. It will make the Eagle Board of Review go much smoother if you try to make sure that you get agreement from each of your references that they will write a letter on your behalf and mail it in a timely fashion. The board of review would like to see a letter from each person whose name is listed on your application. Be sure to include each person's complete address. The space on the application is small, which causes some Scouts to forget the city, state and ZIP code.

## **5.2 Who Should be Used as References**

Five references are required: (1) your parents/guardians, (2) a religious reference, (3) an educational reference, and (4-5) two other references. If the candidate has a current or former employer, the employer is the sixth reference. An employer is always a sixth reference, not a substitute for one of the two "other references." The requirement is to "Demonstrate that you live by the principles of the Scout Oath and Law in your daily life." Therefore, you should choose references other than people who only know you through your Scouting unit. While five references are required, you may submit more if you desire.

Since your references may not have an understanding of the ideals of Scouting, it may be helpful to provide them with some background on the Scout Oath and Law, so that they can write their letter in that context. A document that can be given to references for this purpose can be found in the advancement section of the Baltimore Area Council website [www.Baltimorebsa.org](http://www.Baltimorebsa.org). BSA National provides another useful document, [Eagle Scout Fact Sheet](#).

## **5.3 For Adult Leaders: Signing the Eagle Scout Rank Application**

The Eagle Candidates' [statement of ambition and life purpose](#), your leadership positions, honors and awards, as stated in Requirement 6 of the Eagle Scout Rank Application, **must be turned-in and reviewed before the final unit signature on the application**. We would suggest that the unit leader review, date and sign the original. It is the responsibility of the Eagle Candidate to make sure that this document makes it to his Eagle Board of Review, along with his Eagle Project Workbook.







*Your signature on the Eagle Scout Rank Application signifies that you approve the Scout's completion of all the requirements, and that you recommend him for advancement to the rank of Eagle. If you have reason to withhold your approval of his advancement, you should not sign the application. **The board of review considers your signature to be your endorsement of the Scout's advancement.***

## **6 What to Submit to the Council Service Center**

The Eagle Application package that is submitted to the council service center must include the following:

- Original Eagle Scout Rank Application completed and signed. (Make sure you get the most recent printing. The application is modified periodically. You can get the latest version from the Baltimore Area Council Volunteer Service Center or download it from the NESA website, [www.nesa.org](http://www.nesa.org) .)
- Copies of your signed and dated merit badge "Blue Card" for the 21 merit badges listed on your application. Copies of your First Class, Star, and Life advancement requirement pages from your Boy Scout Handbook, or copies of the Troop's signed and dated Advancement Reports. In rare cases, when original documents are lost or destroyed, a signed copy of your Unit Advancement Report are acceptable proof of advancement.
- If you hold special needs classification or are working to an approved alternate merit badge plan it is important to include a copy of your [Application for Alternate Eagle Scout Rank Merit Badges](#) form 58-730 or other written agreements.

If there are problems with your application, it will be returned to you for correction. Depending upon the nature of the problem, you may have to resubmit the Application before it can be verified.

The council will retain your Application and will send a copy to the district advancement committee, pending arrangement of your board of review. Your Unit cannot schedule your board of review until the district advancement committee has received your verified Eagle Application from the Baltimore Area Council service center.

## **7 The Eagle Scout Board of Review**

The Eagle Scout board of review is the final requirement before you are eligible for recommendation for receipt of the rank of Eagle. The board of review is scheduled through your district advancement committee. Practices vary among districts, so it is important that your adult leaders coordinate the board of review with your district. You will receive a postcard stating that the application has been verified and that the application has been sent on to your District Advancement Chair.

After the contents of an application have been verified and appropriately signed, the application will be returned from the council service center to the District Advancement Chair so that your Eagle Board of Review may be scheduled. Under no







circumstances should a board of review be scheduled until the application is returned to the District Advancement Chair.

### **7.1 Selecting Members of the Board of Review**

The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they **must** have an understanding of the importance of the Eagle board of review.

In the Baltimore Area Council, Eagle boards of review are organized and conducted by the district advancement committee through the unit. Board of review members must be 21 years of age or older (includes Venturers earning the rank of Eagle within a Crew). They are not required to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle board of review.

### **7.2 What to Bring and What to Wear**

In preparation for your board of review, **make sure that you bring your Original complete Eagle Scout Leadership Service Project Workbook. Additionally, the original signed statement of ambition and life purpose, your leadership positions, honors and awards, as stated in Requirement 6 of the Eagle Scout Rank Application.** Also make sure you bring a filled out and completed [Baltimore Area Council Project Description](#) form, available under Advancement, Eagle Procedures page, at [www.baltimorebsa.org/](http://www.baltimorebsa.org/).

You might also want to bring your Boy Scout Handbook, so it can be signed by the board of review members.

You should be dressed in your complete, proper uniform. All appropriate badges should be sewn on properly. You should wear your merit badge sash properly. The OA sash should not be worn at a board of review. An Eagle candidate who has turned 18, and is no longer a registered youth member of Scouting, may optionally wear dress clothes (i.e., a coat and tie).

### **7.3 Reminder for Adults**

Make sure that you bring all of the scout's letters of recommendation, unit leader comments and a blank [Advancement Report](#) (34403) to the board of review.







## **7.4 Preparing for Your Board of Review**

Before coming to your Eagle Scout board of review, remember the Scout Motto – “Be Prepared.” You should prepare for your board of review by thinking back over your Scouting career. No two boards of review are exactly alike, so it is impossible to anticipate the exact questions you’ll be asked. If you spend some time thinking about your Scouting experiences, including your advancements, outdoor activities, ways you demonstrated leadership, patrol and troop positions you held and what you accomplished, service to the community, religious activities, and anything else you have learned, you should be able to handle any question that you will be asked. The board wants to hear about you and your Scouting career; they are not there to ask you questions that will put you on the spot or trick you.

You should also review your completed project workbook carefully. The board of review is when your completed project gets its final approval. You should be familiar with every aspect of your project and be prepared to answer questions about it.

The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. A set of suggested questions for any scout board of review can be found at the Baltimore Area Council web site under Advancement. After the review, the candidate and his unit leader 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, the decision must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If a positive, unanimous decision is not reached, then two possibilities exist:

1. If the Scout's 18th birthday is not imminent and the board of review feels the Scout needs to improve in certain areas within a defined time frame, a discussion should be held with the scout indicating how he may meet the requirements within a given period. The board of review may adjourn and then reconvene at a later date and continue the review of the Scout. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement.
2. If the vote was final, the boy must be informed verbally and by a follow-up letter describing his options for appealing the decision and the proper process for an appeal, as outlined on page 33 of the Advancement Committee Policies and







procedures manual. The board should provide the name and address of the person he is to contact at the next higher level.

## **7.5 For Adults: Conducting the Board of Review**

The purpose of the board of review is to verify that the Scout has completed the requirements for the rank of Eagle Scout and to recommend approval of his application. It is an opportunity for the Scout to talk about what he has accomplished and what he has learned in Scouting. It should be a pleasant experience for the Scout, as well as for the members of the board. It is not intended to be confrontational, nor is it an opportunity to “grill” the Scout.

Board members should review the [suggested outline](#)<sup>7</sup> for an Eagle Scout board of review.

When you, as a board of review member, sign the Advancement Report recommending the candidate for the rank of Eagle, you are certifying that the Eagle candidate has fulfilled the highest ideals of the Boy Scouts of America. In this context, it is helpful to keep in mind the vision and mission of BSA.

### **BSA Vision Statement**

The Boy Scouts of America is the nation's foremost youth program of character development and values- based leadership training. In the future, Scouting will continue to: Offer young people responsible fun and adventure; Instill in young people lifetime values and develop in them ethical character as expressed in the Scout Oath and Law; Train young people in citizenship, service, and leadership; Serve America's communities and families with its quality, values-based program.

### **BSA Mission Statement**

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

## **7.6 After the Board of Review**

### **7.6.1 For Adults: Signing and Processing the Eagle Scout Rank Application**

When the board of review has voted unanimously to approve the Scout's application for Eagle rank, the verified application is signed by the District Advancement Committee representative and the Chair of the Board of Review. The Advancement Report, which is provided by the unit, is signed by all Board of Review members. (The project workbook is signed and returned to the boy. Letters of recommendation are

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<sup>7</sup> <http://eaglescout.org/finale/bor.html>







kept by the unit Board of Review Chair, to be destroyed after the scout receives the Eagle award.)

The following forms should be taken promptly to the Baltimore Area Council Service Center.

1. The electronically Verified Eagle Application (signed and dated).
2. [Advancement Report Form #34403](#) (again signed and dated)
3. [Baltimore Area Council Description of Eagle Scout Leadership Service Project form](#).

## **8 Council Verification of the Board of Review**

When the post Eagle Board of Review paperwork (see above) arrives at the council service center, the Scout Executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. The recommendation for Eagle Rank is forwarded to National.

## **9 Processing by National Council**

If the application is in order, the Scout is then certified as an Eagle Scout by the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

### **9.1 Obtaining the Eagle Scout Award**

National returns the official Eagle Scout certificate to the council service center, which notifies the Scout's unit leader that the certificate has been received. It is the responsibility of the unit to pick up the Eagle Scout certificate from the council service center.

## **10 The Eagle Court of Honor**

The Eagle court of honor should be a special occasion. The Scout and his family will remember it for the rest of their lives. The Eagle court of honor should be held separately from a troop court of honor. You should plan the Eagle court of honor as you would any other event that celebrates a major milestone in life. Make it a ceremony worthy of the young man who has achieved Scouting's highest award. The Advancement Committee strongly recommends that an Eagle Court of Honor be held for each boy who obtains the rank of Eagle. This does two things; 1) The Unit will be publicly challenging the young man to live his life as an Eagle Scout. 2) The Unit is providing an encouragement to the other youth in the unit to advance.





A full discussion of the Eagle court of honor is beyond the scope of this document. There are many resources available to help you plan your Eagle court of honor. [The Eagle Court of Honor Book<sup>8</sup>](#) has been published and provides useful suggestions and plans for Eagle courts of honor. A web search for 'Eagle Scout ceremony' or 'Eagle Court or Honor' will reveal many sample ceremonies and resources. Your unit may also have traditions it follows for Eagle courts of honor. In the spirit of the Eagle Scout Challenge, in giving back to scouting – we would suggest you take this opportunity to invite your local Cub Scout Pack and their parents. Nothing motivates and invigorates the Cub Scouting Program more than seeing another youth being awarded Scouting's highest award. Make sure that the challenge is laid in front of all attending, that one day we expect to be holding such a court of Honor for them.

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<sup>8</sup> <http://eaglebook.com/ecoh.htm>





## **Appendix 1: Baltimore Area Council Policies**

Background: BSA Policy concerning advancement is contained in publication 33088, Advancement Committee Policies and Procedures. This publication authorizes the local councils to determine specific processes for administering advancement within the jurisdiction of the council.

### **BAC Processes:**

This appendix identifies the areas in the Advancement Committee Policies and Procedures where councils are given authority to establish processes for administering the advancement program and what those policies are. The Baltimore Area Council has delegated responsibility to the districts for most of the steps in the Life to Eagle process. The council verifies Eagle Scout applications and submits the final application, after the board of review is completed, to the national office. The district advancement committee serves as the council designee for all other parts of the process.

Reference, Eagle Workbook, Step 2 of the 12 steps from Life to Eagle: "Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. The workbook must be used in meeting this requirement."

### **Baltimore Area Council Policy**

Baltimore Area Council has designated the responsibility to review and approve the candidate's Eagle Scout leadership service project to the district advancement committee.

Reference, Eagle Workbook, Step 6 of the 12 steps from Life to Eagle: "When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center."

### **Baltimore Area Council Policy**

When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee has designated the responsibility of contacting the references down through the District to the Eagle Scout Candidate's unit. It is expected that the unit will make contact with each of the persons listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The candidate should have contacted those individuals listed as references before including their names on the







application. **The candidates should not be involved personally in transmitting any correspondence between persons listed as references.**

Reference, Eagle Workbook, Step 8 of the 12 steps from Life to Eagle: “The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.”

### **Baltimore Area Council Policy**

Baltimore Area Council has delegated the responsibility of determining the makeup of Eagle board of review to the district advancement committee, consistent with national policy as to numbers and representation. That is, no fewer than three board members or greater than six are allowed. In the case of a unit board of review, a member of the district advancement committee will represent the council.

Reference, Eagle Workbook, Step 10 of the 12 steps from Life to Eagle: “Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed advancement report are returned to the council service center.”

### **Baltimore Area Council Policy**

In the Baltimore Area Council the completed and signed Verified Eagle Scout Rank Application, a properly completed advancement report, and the Baltimore Area Council Project Description Form is turned in to the council service center after the board of review. The Leadership service project report is returned to the youth. Reference letters are retained by the unit and destroyed.

Reference, Eagle Workbook, Step 11 of the 12 steps from Life to Eagle: “When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval.”

### **Baltimore Area Council Policy**

The workbook is returned to the boy. Letters of recommendation are collected by the unit advancement chair after the board of review. After the Eagle Scout Certificate is sent from National, the letters of reference are destroyed. Letters of reference are confidential; the unit and district may not share them with the candidate.







## **Appendix 2: Project Approval Checklist**

### **Eagle Scout Leadership Service Project Workbook**

Use this checklist to make sure the Eagle project proposal contains sufficient information to facilitate approval by the district advancement committee. Your district advancement committee should use a checklist like this one in their review of your project.

**The scout may not begin any constructive work on his project until page 9 of your Eagle Scout Leadership Service Project Workbook is signed by a member of the district advancement committee.**

**Make sure that all information is legible.**

- ☐ 1. Cover page: Names, addresses and phone numbers of Scout, unit leader and advancement person are complete and correct. (Note: The council will return your verified Eagle Scout Rank Application to the person listed as the district advancement contact, prior to your board of review. That person will give it to the district representative who will sit on the board.)
- ☐ 2. Project description is brief, specific and accurate.
- ☐ 3. Name of group, telephone number and address that will benefit from the project is shown. Project will benefit a school, church or community. Project does not benefit BSA, a business or an individual.
- ☐ 4. Detail on how the project will be of benefit to the group is included.
- ☐ 5. Date concept was discussed with unit leader is shown.
- ☐ 6. Representative's name/title/phone number of the benefiting group and date of the meeting is shown.
- ☐ 7. The present condition is clearly described.
- ☐ 8. "Before" photographs are attached if appropriate.
- ☐ 9. Project description section is complete and addresses appropriate information described in sections [4.0](#) to 4.4 of this document.
- ☐ 10. Drawings, maps, and plans are included, legible, and comprehensive.
- ☐ 11. Project scope requires substantial leadership of other youth by the Life Scout.
- ☐ 12. Projected youth and adult tasks with hours are clearly itemized and totaled.





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- ☐ 13. Adults are invited for supervision and logistics. If applicable a BSA Tour Permit will be submitted by your unit.
- ☐ 15. Hours are estimated reasonably for the work described.
- ☐ 16. Materials, supplies and tools are listed, with cost and source, and are sufficient for the project.
- ☐ 17. A specific plan for funding is included and a Unit Money-Earning Application has been submitted if cash donations will be received by the scout.
- ☐ 18. Plan is sufficiently complete that another person could use it to complete the project, in the Eagle candidate's absence.
- ☐ 19. Signatures are included.
- ☐ 20. Original approval signature/date for benefiting organization is shown.
- ☐ 21. Signature and date of the Unit Leader. Refer to sections [4.5](#).
- ☐ 22. Signature and date of the unit committee member. Refer to sections [4.5](#).
- ☐ 23. Two copies of signed original project workbook have been made.
- ☐ 24. Original and one copy of the project workbook sent to the district advancement committee chairman for review and approval. (If your district requires it, include a self-addressed stamped envelope with sufficient postage to cover the costs of mailing the original report back to you.) **Make sure you keep a copy also!**







## **Appendix 3: Project Completion Checklist**

### **Eagle Scout Service Leadership Project Workbook**

Use this checklist to make sure that you have completed your project workbook properly, after your project is completed. The completed Eagle Scout Leadership Service Project Workbook must be present at your Eagle Board of Review. This checklist should not be submitted with your application.

#### **Make sure that all information is legible.**

- ☐ 1. Total time spent by the Eagle candidate on planning the project is included.
- ☐ 2. Total time spent by the Eagle candidate on carrying out the project is included.
- ☐ 3. Total time spent by the Eagle candidate working on the project is included (Planning Hours + Carrying Out Hours.)
- ☐ 4. Detail list of names, dates, and hours of all those who worked on the project is included in the workbook and/or attached.
- ☐ 5. Total number of youth/peer hours spent working on the project is included.
- ☐ 6. Total number of hours spent by the Eagle Candidate, youth, and adults' working on the project is included.
- ☐ 7. List of materials used in the project and their costs is included in the workbook and/or attached.
- ☐ 8. Changes to the project, after approval, which occurred before or during the completion of the project, have been identified.
- ☐ 9. "After" photographs are attached if appropriate.
- ☐ 10. Date shown when the project was started.
- ☐ 11. Date shown when the project was completed.
- ☐ 12. Signature/date of the Eagle candidate acknowledging that the project was started and completed after the Life rank was earned is shown.
- ☐ 13. Signature/date of the unit leader attesting that the project was planned, developed, and carried out by the Eagle candidate is shown.
- ☐ 14. Signature/date of the representative of the benefiting group is shown.
- ☐ 15. All signatures on the original workbook are original signatures (no copies).







## Appendix 4: Eagle Scout Rank Application Checklist

For use by Scouts and unit leaders, this checklist is to make sure the application is filled out completely and correctly prior to submission to the council service center. Do not submit this checklist with the Eagle Scout Rank Application.

- ☐ 1. Current official BSA Eagle Scout Rank Application form is used.
- ☐ 2. All information is legible.
- ☐ 3. Applicant's full name and address are correct. No nicknames or abbreviations.
- ☐ 4. Unit type, local number, and location are entered. No abbreviations.
- ☐ 5. Date joined Boy Scout troop is entered.
- ☐ 6. Date became a Varsity Scout is entered (if applicable).
- ☐ 7. Date became a Venturer is entered (if applicable).
- ☐ 8. Date of First Class Scout board of review entered.
- ☐ 9. Date of Star Scout board of review entered.
- ☐ 10. Cub Scout, Webelos Scout, Arrow of Light, and fifth grade questions answered.
- ☐ 11. Date of birth entered and age criterion met.
- ☐ 12. Life Scout board of review date entered.
- ☐ 13. At least 6 months has passed between Life Scout board of review and Eagle application date **and before applicant's 18th birthday**.
- ☐ 14. Five (5) references are listed on the application, (6 if employed).
- ☐ 15. The troop committee chairperson has received a letter of reference from or checked to ensure that one is forthcoming from each of the individuals listed on the application. (Do not turn in the letters with the application.)
- ☐ 16. Twenty one (21) merit badges were completed before the applicant's 18th birthday and are listed with date and unit number on each.
- ☐ 17. On merit badge line 6 and 9, merit badges that do not apply have a line drawn through them. If any of the marked off merit badges are to be counted as part of the 21 total merit badges, the badges must be put in one of the other boxes (13 through 21).





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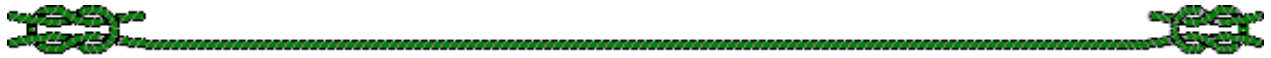


- ☐ 18. Four (4) Eagle required merit badges have a date prior to the Star Scout board of review date. Credit may be given if the Scout earned both Emergency Preparedness and Lifesaving or any combination of Swimming, Hiking, and Cycling.
- ☐ 19. Two (2) additional merit badges must have a date prior to the Star Scout board of review date.
- ☐ 20. Three (3) Eagle required merit badges have a date prior to the Life Scout board of review. These Eagle required merit badges are in addition to the ones earned for Star Scout rank. Credit may be given if the Scout earned both Emergency Preparedness and Lifesaving or any combination of Swimming, Hiking, and Cycling, as long as they are not used for credit for Star Scout rank.
- ☐ 21. Two (2) additional merit badges have a completion date prior to the Life Scout board of review. These merit badges are in addition to those earned for Star Scout rank.
- ☐ 22. Date of Life Scout board of review entered on second page of the application and matches the Life Scout board of review date on the front page.
- ☐ 23. Has served in one or more qualified position(s) of leadership for an accumulated period of at least 6 months between the Life Scout board of review and the Eagle Scout Rank Application date **and before the candidate's 18th birthday**. Do not overlap position dates. The start of position may begin before the Life Board date however on the application; no position should be listed that occurs before the Life BOR date.
- ☐ 24. The date of final signature for the Eagle Scout Leadership Service Project is the same date as the date on page 13 of the Project Workbook. Date must be between Life Scout board of review and Eagle Scout Rank Application **dates and before applicant's 18th birthday**.
- ☐ 25. **Statement of ambitions/life purpose/list of leadership positions/ honors and awards should be reviewed, dated and signed by the Unit Leader.**  
Note: This form is not submitted to the service center.
- ☐ 26. **(It is the responsibility of the Eagle Candidate to make sure that the original completed Eagle Scout Leadership Service Project Workbook and Statement of ambitions/life purpose/list of leadership positions/ honors and awards are at the Eagle Board of Review.)**
- ☐ 27. Scoutmaster conference date entered and **before applicant's 18th birthday**.





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- ☐ 28. Applicant's signature, applicant's telephone number, and date signed entered.
- ☐ 29. Unit leader's signature, unit leader's telephone number, and date signed entered.
- ☐ 30. Unit committee chair's signature, telephone number, and date signed.

