



GREEN MOUNTAIN COUNCIL - SCOUTS BSA

EAGLE SCOUT PROCEDURES GUIDE

March 2019



FOREWORD

This Eagle Scout Procedures Guide was developed for Life Scouts working towards the rank of Eagle. This is also be a helpful tool for the Scout's parents/guardians and adult leaders.

We strongly recommended that all Scouts involved in the Life-to-Eagle process become familiar with this information and that every Eagle Scout candidate be encouraged to use this publication along with the appropriate sections of the Guide to Advancement during their journey from Life to Eagle.

This document has been broken down into small, executable sections for the Scout. We recommend you focus on the section with the information you need; i.e. when starting the project, focus on the Proposal section rather than trying to devour the entire document.

You are not alone in this process. The Green Mountain Council Advancement and Recognition Committee exists to advise and serve you and the adult Scouters in your unit.

The Districts, their units, and individuals do not have the authority to impose additional standards or requirements for any merit badge or rank. Rather, they ensure adherence to the requirements established by National level authorities.

We worked hard to create this document. We are committed to maintaining it to keep it useful for all Scouts and Scouters. We look forward to working with you as advancement policies and procedures continue to evolve.

Please do not hesitate to contact me or your District Advancement and Recognition Committee Chairperson with questions and/or comments.

Ken J Bell

Ken Bell
Chairman
Green Mountain Council
Advancement and Recognition Committee
(E): kjbell66@hotmail.com
(H): 802-655-6258

Green Mountain Council Districts



<p><u>Ethan Allen</u></p> <p>The Ethan Allen District consists of towns in the following counties:</p> <p>Addison Rutland Bennington</p>	<p><u>Calvin Coolidge</u></p> <p>The Calvin Coolidge District consists of towns in the following counties:</p> <p>Orange Windsor Windham</p>	<p><u>Long Trail</u></p> <p>The Long Trail District consists of towns in the following counties:</p> <p>Essex Orleans Caledonia</p> <p>...as well as parts of Lamoille and Washington Counties.</p>	<p><u>Three Rivers</u></p> <p>The Three Rivers District consists of towns in the following counties:</p> <p>Grand Isle Chittenden Franklin</p> <p>...as well as parts of Lamoille and Washington Counties.</p>
--	--	---	--

Each District has an Advancement and Recognition Chair that is responsible for governing Advancement policies within each District as set forth by the Green Mountain Council. Below are the District Advancement Chairs for each District should you have questions related to the Life to Eagle advancement polices.

<p><u>Ethan Allen</u></p> <p>OPEN</p> <p>Contact Ken Bell, Council Advancement Chair at Kjbell66@hotmail.com or 802-598-0892</p>	<p><u>Calvin Coolidge</u></p> <p>Jennifer Matheson Advancement Chair (E:) jmatheson1971@gmail.com (H:) 802-365-9322</p>	<p><u>Long Trail</u></p> <p>OPEN</p> <p>Contact Ken Bell, Council Advancement Chair at Kjbell66@hotmail.com or 802-598-0892</p>	<p><u>Three Rivers</u></p> <p>Cheryl Persitz Advancement Chair (E:) cpersitz@hotmail.com (H): 802-324-8108</p>
---	--	--	--

GREEN MOUNTAIN COUNCIL SCOUTS BSA

TABLE OF CONTENTS

PURPOSE	8
ADVANCEMENT REFERENCE INFORMATION	9
RESPONSIBILITIES	10
Unit Responsibilities	10
District Responsibilities	11
Council Responsibilities	11
THE JOURNEY FROM LIFE TO EAGLE	13
AGE/TIME REQUIREMENTS	15
PROJECT SAFETY	15
RECORD KEEPING	16
TRACKING SERVICE PROJECT HOURS	17
EAGLE SCOUT SERVICE PROJECT PROPOSAL	17
THE EAGLE SCOUT SERVICE PROJECT WORKBOOK	20
Obtain a copy of the Eagle Scout Service Project Workbook	20
CONTACT INFORMATION	21
Complete the Contact Information page in the Workbook (<i>Proposal Page B</i>)	221
SELECTING A PROJECT	22
Select a service project and discuss it with the right people	22
PROJECT PROPOSAL	24
Complete the planning portion of the Project Proposal	24
EAGLE SCOUT SERVICE PROJECT FUNDRAISING APPLICATION	17
APPROVAL OF THE PROJECT PROPOSAL	28
Obtain approvals of the Project Proposal	30
EAGLE SCOUT SERVICE PROJECT PLAN	34
PROJECT FINAL PLAN	36
Complete the Project Final Plan	36
CONDUCT THE PROJECT	44
Execute on your Project Plan	44
EAGLE SCOUT SERVICE PROJECT REPORT	48
Complete the Eagle Scout Service Project Report	48

APPROVAL OF THE PROJECT REPORT	51
Obtain completion approvals for the Project Report.....	51
PREPARING THE REQUIRED PAPERWORK	17
EAGLE SCOUT CANDIDATE REFERENCES	54
Request and receive recommendations on the Eagle Scout Candidate.....	54
EAGLE SCOUT RANK APPLICATION.....	57
Fill in the Eagle Scout Rank Application (Eagle Scout Rank Application).....	57
Complete Eagle Scout Requirement 6 (unit leader Conference).....	59
Sign and obtain signatures for the Eagle Scout Rank Application.....	59
THE EAGLE SCOUT PACKAGE.....	61
Assemble the Eagle Scout Package in preparation for the Board of Review.....	61
PRE-BOARD OF REVIEW RECORDS VERIFICATION	62
Complete the District Verification of the Eagle Scout Rank Application.....	62
EAGLE SCOUT BOARD OF REVIEW PREPARATIONS	64
Complete preparations for the Eagle Scout Board of Review	64
Arrange delivery of the Eagle Scout Package to District Eagle Board Chair.....	66
THE EAGLE BOARD OF REVIEW	17
CONDUCTING THE EAGLE SCOUT BOARD OF REVIEW	72
Conduct the Eagle Scout Board of Review	72
CONCLUDING EAGLE SCOUT BOARD OF REVIEW	74
Notify the Scout of the Board’s decision and complete the paperwork	74
EAGLE SCOUT BOARD OF REVIEW – APPEALS	75
ATTACHMENT A – GUIDANCE FOR EAGLE ADVISOR OR PROJECT COACH.....	78
ATTACHMENT B –DISTRICT EAGLE SCOUT VERIFICATION CHECKLIST	82
ATTACHMENT C –DISTRICT SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION.....	86
EAGLE SCOUT OATH & LAW	88
EAGLE SCOUT LETTER OF RECOMMENDATION.....	90

PURPOSE

The purpose of this document is to provide guidance to Life Scouts and Scouters in the Green Mountain Council on the policies, procedures, commonly asked questions and issue relating to the Eagle rank and to address commonly asked questions and issues. This information is intended to supplement the BSA publications listed in the [Advancement References](#) section (pg. 9). It is not intended to answer all questions. National BSA policies and procedures, as stated in national publications, have precedence over this document. In the event of conflicting information between revisions of National documents, the most current BSA publication will prevail, unless specifically stated herein.

Throughout this document, use of the title 'Scout' also refers to a member of a Varsity Team, Venturing Crew, or Sea Scout Ship. Likewise, 'unit leader' implies Troop Scoutmaster, Varsity Team Coach, or Venturing Crew Advisor.

This document addresses those areas in which the BSA policies allow Council discretion and presents procedures for carrying out BSA policy within each District within the Council. An electronic version of this document is posted on each District website under Trail to Eagle Scout section.

If you or others are unsure of a particular step or requirement, you should not hesitate to contact your District Advancement and Recognition Committee Chairperson. A few minutes on the phone at the right time can save days or weeks of confusion for either the Eagle Scout candidate or their leaders.

Our Districts will occasionally conduct Life-to-Eagle discussions. All Life Scouts, parents of Life Scouts, and interested Scouters are strongly encouraged to attend one of these discussions. In addition to providing the most current information on the Eagle Scout Service Project and other Eagle Scout rank requirements, these discussions provide the opportunity to address recent issues and answer questions.

If you have any suggestions on how to improve this guide, please contact your District Advancement and Recognition Committee Chairperson who will in turn pass your suggestions to the Green Mountain Council Advancement and Recognition Committee. The Committee meets on a regular basis, usually monthly. They will review this guide annually, make revisions as necessary, and publish it electronically.

ADVANCEMENT REFERENCE INFORMATION

BSA publications are frequently updated and the most current versions of these documents should be used for reference. This guide will be revised when newer versions of these references include a significant change in the information; however, while every effort will be made to rapidly disseminate any new Eagle policy and procedure information within the Council through training, publications, the Internet, appropriate committees, and Roundtables. **It is the individual Scout and Scouter's responsibility to follow the policies** presented in the most current BSA publications.

Advancement Resources link:

<https://www.scouting.org/programs/boy-scouts/advancement-and-awards/resources/>

- ❖ Calvin Coolidge District Advancement Website: <http://www.scoutingvermont.org/calvin-coolidge-district-advancement.html>
- ❖ Ethan Allen District Advancement Website: <http://www.scoutingvermont.org/ethan-allen-district-advancement.html>
- ❖ Long Trail District Advancement Website: <http://www.scoutingvermont.org/long-trail-district-advancement1.html>
- ❖ Three Rivers District Advancement Website: <http://www.scoutingvermont.org/three-rivers-district-advancement.html>
- ❖ Scouts BSA, Scouts BSA Requirements, No. 33216
- ❖ Scouts BSA, Scouts BSA Handbook, No. 34554
- ❖ Scouts BSA, Eagle Scout Service Project Workbook, No.512-927
- ❖ Scouts BSA, Guide to Advancement - 2015, No. 33088
- ❖ Scouts BSA, Eagle Scout Rank Application, No. 512-728
- ❖ Scouts BSA, Guide to Safe Scouting, No. 34416
- ❖ Scouts BSA, Scoutmaster Handbook, No. 33009
- ❖ Scouts BSA, Internet Advancement
- ❖ Scouting for Youth with Disabilities Manual, No. 34059
- ❖ Scouts BSA, Application for Alternative Eagle Scout Rank Merit Badges, No. 512-730
- ❖ Application for Merit Badge, No. 34124A (a.k.a. merit badge blue card)
- ❖ Age Guidelines for Tool Use and Work at Elevations or Excavations, No 680-028
- ❖ Navigating the Eagle Scout Service Project: Information for Project Beneficiaries, No. 510-025

RESPONSIBILITIES

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

Unit Responsibilities

- Report advancement accomplishments using Internet Advancement to comply with your Council's verification.
- Maintain adequate advancement records (i.e., merit badge blue cards, advancement reports, etc.) and provide requested documentation to your Council if information provided on the Eagle Scout Rank Application is incomplete or is in question.
- For Scouts with disabilities (Special Needs)
 - Register the Scout as a Special Needs Scout in a timely manner. The process can be found here:

<http://www.scouting.org/Home/GuideToAdvancement/SpecialNeeds/AdvancementFlexibilityAllowed.aspx>

- Submit requests for alternate Eagle Scout merit badges (using the [Application for Alternative Eagle Scout Rank Merit Badges](#), No. 512-730) to the Council Advancement Committee. The approved application is subsequently attached to the Eagle Scout Rank Application.
 - Submit requests for alternate rank requirement (through First Class) to the Council Advancement Committee.
- Train an adult unit Eagle Project Coach who can provide guidance to the Scout to complete the Eagle Scout Rank Application and Eagle Scout Service Project Workbook.
- Assist the Scout in obtaining an Eagle Project Coach and help Scouts understand why it is in their best interests to obtain an Eagle Project Coach.
- Obtain the list of references from the Eagle Scout Rank Application, contact the individuals for a letter of reference concerning the Scout, and assign an adult unit member to receive and hold the unopened responses for the Eagle Scout Board of Review. This person also makes follow-up contact with references who have not returned letters in a timely manner.
- Ensure the Scout has met all requirements for the Eagle Scout Rank Application and conduct the unit leader Conference.
- Per [Pre-Board of Review Records Verification Procedures](#), ensure the Scout's completed, signed Eagle Scout Rank Application (front and back) along with

the candidate's Ambitions and Life Purpose Statement, is forwarded to the Council Registrar's office for verification **prior** to the Eagle Scout Board of Review.

- Submit the necessary copies of the Eagle Scout Rank Application, along with the candidate's Ambitions and Life Purpose Statement, and List of Positions Held.
- Submit the Eagle Scout Service Project Workbook (original plus 3 copies), the **UNOPENED** reference letters, and copies (3) of the Eagle Application along with the candidate's Ambitions and Life Purpose Statement to the District Eagle BOR Chair.

District Responsibilities

- Provide advice and guidance to Scouts and Scouters concerning the Life to Eagle processes.
- Plan and conduct Life-to-Eagle seminars for Scouts and Scouters.
- Upon request, train unit Eagle Project Advisor/Coach.
- Keep units informed of significant changes in the Life to Eagle processes.
- Review and approve the project proposal portions (*Proposal and Fundraising Application*) of the Eagle Scout Service Project Workbook and confirm the required signatures are present, prior to the Scout conducting the project.
- If initial reference letters are not returned to the Troop Committee in a timely manner and follow-up requests made by the unit do not yield results, the District Advancement Committee may not deny the Scout their Board of Review. The District Eagle BOR Chair must either move forward with the scheduling the BOR or they must call the references on the Eagle application.
- Review the Eagle Scout Rank Application for accuracy and completeness following the Council verification process.
- Conduct all District Eagle Boards of Review. The Council has delegated the responsibilities for conducting the Eagle Scout Boards of Review (BOR) to the District Advancement and Recognition committees. The District must follow the guidelines out lined here; failure to do so could result in the District losing their right to conduct District level Eagle BOR's.
- Process Eagle Scout Rank Applications through the Council Service Center following a successful Board of Review.
- Maintain a log of all Eagle Scout Rank Applications being processed through the office.
- Review and, if warranted, submit requests to Council for approval of alternative advancement requirements (through First Class) and for alternative merit badges for Scouts with special needs.

Council Responsibilities

- Develop, maintain, and distribute the Eagle Scout Procedures Guide for use by Scouts and Scouters within the Green Mountain Council.
- Review and if warranted, approve Scouts for registration beyond the age of eligibility based on permanent disabilities or situations beyond the control of the Scout.
- When required, forward appeals and requests for extensions to the National Advancement Team.
- Confirm the information contained on the Eagle application is accurate and obtain approval from the Scout Executive. Once confirmed, mail the original to the appropriate District Eagle BOR Chair.
- Process Eagle Scout Rank Applications through the National Service Center following a successful Board of Review. This includes follow-up to ensure timely return from the BSA.
- Consider and act upon appeals from Eagle Scout candidates, parents, or units concerning the Eagle Scout Rank Application and/or Eagle Scout BOR. A District Appeals Panel is convened to consider appeals. For further guidance on this, see the appropriate section of the Guide to Advancement – section 8.0.4.0.

THE JOURNEY FROM LIFE TO EAGLE

The following steps have been developed from the Eagle Scout Service Project Workbook, the Eagle Scout Rank Application, the Guide to Advancement, and Green Mountain Council Advancement and Recognition Committee guidance. The goal is to provide a smooth procedure for the Scout, unit leadership, and the Districts to follow.

To advance to the rank of Eagle while a Life Scout, a candidate must complete all the requirements of:

- **Active Participation**
- **Demonstrate Scout Spirit**
- **Merit badges**
- **Positions of Responsibility**
- **Planning, developing, and providing leadership in a service project**
- **The unit leader (Scoutmaster) Conference**
(*Guide to Advancement, paragraphs 4.2.3.1 through 4.2.3.5*)

Active Participation

A minimum of six months active membership (not necessarily consecutive) has passed since the Life Board of Review date. A Scout will be considered “active” in their unit if the candidate:

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

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

Demonstrate Scout Spirit

Scout spirit applies to how a Scout lives and conducts their daily life. They show Scout spirit by being a role model to their peers, living by the Scout Oath and Law. The concept of Scout Spirit is not based on how many Scouting events or outings a Scout attends, but rather by how the candidate helps bring out the best in others as a reflection of their own character and attitude in their daily life.

Merit Badges

Earn the required and elective merit badges, as listed in the current edition of Scouts BSA Requirements.

Position(s) of Responsibility

Have a minimum of six (6) months **active** service in one or more specified positions of responsibility since the Life Board of Review. The eligible positions are listed in the current edition of the Scouts BSA Requirements handbook and on the Eagle Scout Rank Application. The key to fulfilling the requirement is **active service**. (*See Guide to Advancement, paragraphs 4.2.3.4.1 through 4.2.3.4.6, for a detailed discussion of this requirement.*)

NOTES:

- Use only positions listed in the position of responsibility requirement shown in the most current version of Scouts BSA Requirements.
- Meeting the time requirement may involve multiple positions but holding simultaneous positions does not shorten the required number of months.
- Establishing unit expectations for positions of responsibility. Ultimately, a BOR shall decide what is reasonable and what is not, using common sense and considering balance in a youth's life.
- Resolving situations when established expectations for responsibilities are not met within the prescribed time; communication is the key and credit for time served is the norm.

AGE/TIME REQUIREMENTS

All requirements for the Eagle Scout rank (except the Board of Review) must be completed prior to the candidate's 18th birthday.

The formal deadline is midnight the night before the candidate's 18th birthday. Many candidates complete their Eagle rank requirements well before they turn 18. However, even though most candidates have been in the program for 6½ to 7½ years, a large percentage procrastinate themselves into a time crisis. Although most manage to make the deadline, this is extremely stressful for everyone involved.

More critically, the candidate who pushes right to the deadline has left themselves no room for error. A major delay in their project, merit badges, or mistakes in their rank requirements would be unfortunate because once the candidate turns 18, by BSA policy the candidate cannot earn any further Scout requirements or be credited for finishing an incomplete project.

The Green Mountain Council Advancement and Recognition Committee strongly counsels all Scouts attempting to earn Eagle Scout while 17 years old to be very mindful of their remaining months of eligibility. The Scout should plan and work accordingly.

PROJECT SAFETY

Because an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety during the project as they would with any other unit activity. The Guide to Safe Scouting, youth protection guidelines and two-deep leadership all apply.

The Eagle candidate has a responsibility to plan and develop a safely run project. The candidate documents this in both the proposal and final plan sections of their Workbook. Upon reviewing the material, the unit, the beneficiary, and the district should question the Scout for their understanding of the project's hazards and make sure the candidate looks out for the health and safety of everyone involved during the project's execution. However, minors cannot and must not be held responsible for safety concerns.

The unit leader and unit committee should reject projects that are inherently unsafe, but also make sure they keep abreast of safety issues during final planning through periodic communication with the Eagle candidate.

RECORD KEEPING

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

For rank advancement:

- Paper copy of an Advancement Report or a Board of Review summary sheet, as generated by TroopMaster®, Scoutbook, or an equivalent program, that was signed by the Board of Review members
- Rank Advancement date in the Scout's Boy Scout Handbook, that was initialed and dated by Board of Review members
- An Internet Advancement Report showing the date of the Board of Review that was signed subsequent to the Board of Review
- Paper copy of a Board of Review summary sheet, as generated by TroopMaster®, Scoutbook, or an equivalent program, that was signed by the Board of Review members
- Other Troop's Advancement Records from TroopMaster®, Scoutbook, or other Scout tracking software or a transfer record

For merit badges:

- Troop's portion of the Application for merit badge, signed by the unit leader and merit badge counselor
- Applicant's portion of the Application for merit badge, signed by the unit leader and merit badge counselor
- Advancement Report or Internet Advancement equivalent showing the date the merit badge counselor signed off on the merit badge application card
- Troop's Advancement Records from TroopMaster®, Scoutbook, or other Scout tracking software or a transfer record
- Merit badge completion signed off by the Merit Badge Counselor or unit Advancement Chair in the Scout's Boy Scout Handbook

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

TRACKING SERVICE PROJECT HOURS

There has been a steady increase in questions and problems associated with tracking the hours associated with an Eagle Scout Service Project. This section is provided to clarify procedures for Scouts, parents, and Scouters.

From the time a Scout begins looking for a project to the completion of the project, the candidate should be keeping track of theirs (and other's) time. A small pocket notebook, a spreadsheet on a laptop, a notepad on their smartphone, or a loose-leaf page in their project Workbook are all acceptable ways for accomplishing this task. Each entry should include the name of the person, the date, the hours or fractions of hours, and the purpose. The accumulated data will then be entered in the Project Report, in the section titled Entering Service Project Data.

The candidate's time includes research, making phone calls, participating in a meeting, entering information into the Eagle Scout Service Project Workbook, plus numerous other activities.

The candidate should record not only the time the candidate spends on the project but also the time others spend helping the Scout on the project. This could be the time spent meeting with an adult on the project, the time a parent spends driving the Scout to and from a home improvement store, or the time friends, Scouts, Scouters, or other volunteers spend working on the project.

(Sample Tracking Log)

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

Eagle Scout Service Project Proposal

THE EAGLE SCOUT SERVICE PROJECT WORKBOOK

Obtain a copy of the [Eagle Scout Service Project Workbook](#)

When a Scout begins Eagle requirement #5, they must use the most current Eagle Scout Service Project Workbook to meet this requirement. Once the candidate has started, if a newer version of the Workbook is published, the Scout may complete any **remaining pieces** using the version they started with.

Scouts can choose from a PC or MAC version depending on their computing platform. (**NOTE – DO NOT USE A CHROMEBOOK TO EDIT/MAINTAIN THE PDF DOCUMENT – TO MANY ISSUES HAVE BEEN REPORTED**)

- You must use the most current version of Adobe Reader. The Workbook has several useful features such as expandable text boxes, spell check, picture uploads, and automatic re-paging/numbering as you add material.
- Click on the following link for the procedures and to download the Workbook:

<https://www.scouting.org/programs/boy-scouts/advancement-and-awards/eagle-workbook-procedures/>

NOTE: It is VERY important that you download/save the Workbook to your hard drive before updating. Once downloaded, open the saved copy and edit it. DO NOT EDIT THE WORKBOOK IN A BROWSER – IF YOU SAVE A BROWSER VERSION IT WILL BE A BLANK DOCUMENT AND YOU WILL HAVE TO START OVER.

The Workbook is essential to the successful completion of your project. You should thoroughly review it from front to back before you begin. It includes documentation requirements and provides the candidate with the steps necessary to completing the project Workbook

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

- Proposal
- Final Plan (***includes the Fundraising Application***)
- Project Report

CONTACT INFORMATION

Complete the Contact Information page in the Workbook (Proposal Page B)

The Contact Information page is a one-stop shop for the contact information of all the adults involved in their project. The Scout will should make contact each person on this page to complete/confirm the information. The following are a few notes concerning some of the fields in this section.

- **BSA PID No.*:**
This is the Scout's Personal Identification Number assigned to the Scout by the Scouts BSA. It can be found on the membership card, in Internet Advancement, on the My.Scouting.org website, or on the unit Roster during rechartering.

- **Council Service Center Information:**
 - Council Name: Green Mountain Council
 - Phone No: 802-224-5189
 - Address: PO Box 557
 - City: Waterbury
 - State: VT
 - Zip: 05676

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

Each Eagle Scout candidate should receive guidance, even before project inception, from an experienced person in the unit or District who is qualified to advise the candidate and has knowledge of the work to be performed. This person is known as the Eagle Project Advisor/Coach. (See [Attachment A - Guidance for the Eagle Advisor or Project Coach](#))

Each Eagle Scout candidate should obtain the remaining contact information for the unit leader, Committee Chairperson, and District Eagle Project Approval Representative. This person has final approval authority for the service project proposal and may be a member of the Scout's Eagle Board of Review. (See [Attachment B, Guidance for the District Eagle Representative](#))

SELECTING A PROJECT

Select a service project and discuss it with the right people

- **Ideas for an Eagle Project**

The idea can be original or something that has been done in the past. There are hundreds of organizations that need assistance. Some examples include city parks, state parks, churches, and local schools. Be sure to consider your unit's chartering organization. You can find ideas online (search "Eagle Scout Service Project Ideas") or your unit leader may have some direction for you. Make sure the project you identify is:

- interesting to you,
- challenging to you,
- provides service to the community and
- provides an opportunity for planning, development, and leadership.

Please refer to a current Eagle Scout Service Project Workbook for limitations and what the project is not.

- **Contact Benefiting Organization**

Once you have a project idea you should contact the benefiting organization and make sure they approve of the project. You will need a main contact person, known as the Project Beneficiary Representative, to work through in the planning and leadership phase of the project. This person should be someone who can approve the project and will work with you to make sure it meets the organization's needs. Their information will go on Proposal Page B of the Eagle Scout Service Project Workbook.

Bring along copies of the 2-page brochure "**Navigating the Eagle Scout Service Project: Information for Project Beneficiaries**" to give to a prospective beneficiary. Make sure you read it BEFORE presenting it to the beneficiary. This document is the last two pages of the Eagle Project Workbook or is available at <http://www.scouting.org/filestore/pdf/510-025.pdf>. The beneficiary will acknowledge receipt when they approve the proposal.

- **Review Idea with unit leader**

Once you have an idea and have talked to the organization, you should review your idea with your unit leader. Up to now, you do not have anything in writing except maybe a rough drawing or some pictures. If your unit leader approves the project concept, you should move on to developing your proposal – if not, you will need to consider other project ideas. Your unit leader may also assign a Project Advisor/Coach to work with you at this time (***highly recommended***).

PROJECT PROPOSAL

Complete the planning portion of the Project Proposal

The Eagle Scout candidate starts by completing the "Project Proposal." This is an overview, and the beginning of the project planning process. The candidate is responsible for stating, in general terms, what you are going to do.

It is recommended that the project proposal be typed using Adobe Acrobat. There are many benefits to this as it allows you to save and edit your work. It provides the ability to expand the boxes on the form, spell checking, photo importing, and most importantly, it provides you with a legible, professional document for sharing. If you choose to print the workbook out and manually write it out, you risk being asked to type it up later in the process; especially if your writing is not legible.

Scouts may also begin filling in the Final Plan with information they learn during the proposal phase; feedback from the District Project Approver.

The Workbook has expandable text and picture fields so the Scout can expand beyond the initially provided space. The Scout should make the effort **“Do Your Best”** to present a readable and complete representation of their project’s proposal. This will help the BOR team better understand your project.

- **Project Description and Benefit**

Provide an adequate description of your project. You may mention the present condition of the project, but there is space in the Final Plan for this. Then in a few sentences discuss how your project will be of benefit to the beneficiary. When you discuss your project with other people go through the benefits and listen to their thoughts. Possible benefits to consider are: helping the local community, improving safety, functionality, or appearance, and helping disadvantaged/needy people. Also answer the two questions regarding scheduling the project. You do not need a detailed schedule, but you may need to talk to your unit leader and the Benefiting Organization to determine a suitable time for your project.

Attach sketches or “before photographs” because they are typically very helpful in explaining your project. Use the caption/label feature below each picture/drawing box to explain what is in the picture. During the actual project, consider designating a project photographer or multiple photographers to capture events.

- **Giving Leadership**

One of the key components of Eagle Scout Requirement 5 is to “**give leadership to others**” during your project, so devote this section to discussing how you will be recruiting and leading volunteers for this project. These volunteers can come from your unit, your school, your friends, or anywhere else you can find volunteers who will follow you. Your volunteers may also be adults, just make sure they understand you are the leader. If you need special skills (e.g., mason, carpenter, etc.) or need to organize your work into teams, this is a good section to briefly discuss these points and put the details in the Final Plan. Don’t forget to include using handouts, making meeting announcements, and calling people on the phone. You can further entice Scouts and friends from school, church, or your neighborhood with the fact they will be earning service hours and potentially getting free food. Be sure to tell them how much you would appreciate their help.

- **Materials/Supplies/Tools/Other Needs**

These four sections are for you to list what items will be needed to complete the project. Each section mirrors a more detailed table in the Final Plan, so don’t hesitate to work on both at the same time. If materials, supplies, or tools are not required for the project, enter “Not Applicable” in the appropriate block:

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

- **Permits and Permissions**

This section should be devoted to discussing any local laws, zoning limitations, homeowner’s association covenants, etc., that may affect your project. Your Project Coach, parents or other Scout leaders, should be able to point you towards a knowledgeable authority based on the type of project. If you are building something, think about a building permit. If you have garbage/trash to dispose, think about dumping fees and waste

disposal regulations. If you are using paints, solvents, fertilizer, etc., you might want to investigate hazardous waste regulations.

While these items are rarely a problem for Eagle projects, you should take care of them in advance instead of being surprised on the day(s) of your project or shortly after its completion. In all cases, it is appropriate for the benefiting organization to obtain required permits, but you are responsible for confirming that it's done.

- **Preliminary Cost Estimate**

Once you've determined the material, supply, and tool needs, you'll need to estimate how much they will cost, and you'll need to find a way to pay for them. Always look at every possible source including the benefiting organization or donations from the community to name just a few.

Be sure to enter a preliminary cost estimate for all materials and supplies that are donated by the benefiting organization, your family, or others. They have real costs, even if the cost to you is zero.

Tools planned for use should be listed but may have a zero cost if their use is donated for the Eagle project. If, however, a tool is purchased for the project or a tool is rented, record the cost. This applies to both the Proposal and Final Plan sections of the Workbook.

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

- **Project Phases**

Think of the different phases of your plan like the chapters in a book. You don't need to list the details at this point! Save that for the Final Plan. At this point, you need to show you have thought through the rest of your project and understand the major components. Here are some examples of typical project phases:

- Complete the final plan
- Purchase materials from home improvement store
- Conduct the project
- Complete the project report.

- **Logistics**

The movement of materials, supplies, tools, and people to and from a project may be necessary. In this section, you need to identify how you are planning to handle this. The details of HOW you handled this are to be documented in the Final Plan.

- **Safety Issues**

Because you will be the project leader, you must plan for safe execution of your project (Guide to Advancement 9.0.2.14). Use the BSA Guide to Safe Scouting to help you plan a safe project by listing hazards and safety concerns in this section and detailing them in the Final Plan. Specifically, pay attention to the policies on fuels, power equipment, vehicle operation, and adult leadership.

Additionally, look over your tool list for safety hazards and identify them in this section. Don't forget the common health and safety issues like sunburn, poison ivy, ticks, heat stroke, heat exhaustion, hyper / hypothermia, and dehydration.

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

- **Final Planning**

Unlike the Project Phases discussed earlier, this section is devoted to identifying the steps needed to complete a final plan. Whether you need to make additional calls, complete drawings, finalize material costs, or complete a fundraising plan; this is the section to list those items. These are the planning tasks left to be done that will make your project successful.

EAGLE SCOUT FUNDRAISING APPLICATION

(Found in the Eagle Scout Service Project Plan section of the workbook)

Complete the fundraising application

Portions of the following information is reprinted from the Eagle Scout Service Project Workbook for your information.

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

Funds raised from individuals associated with your project can be done without the need for securing Council approval. However, to ensure that it is clear to all donors or event participants that the money is being raised on behalf of the project beneficiary, the Green Mountain Council requires that the Eagle Scout Service Project Fundraising Application found in the [Eagle Scout Service Project Plan](#) section of the Workbook – **IS SUBMITTED WITH YOUR PROPOSAL.**

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

Use the standards listed below when planning and developing your fundraising efforts, and then discuss them with your unit leader, unit committee, beneficiary, and others. Following these standards increases the likelihood of approval.

- It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
- Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Scouts BSA. The person who signs the contract is personally liable. Contracts must not and cannot bind the Green Mountain Council, Scouts BSA, or the unit's chartered organization, unit or individual Scout.
- If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or

donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.

- Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
- Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Scouts BSA. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.

APPROVAL OF THE PROJECT PROPOSAL

Obtain approvals of the Project Proposal

The Eagle Scout candidate must have the dated signatures of the four approving officials in the Workbook before starting any work on their project. If any of the four approvers does not sign the project proposal, the Eagle Scout candidate must revise, resubmit, and/or restart the project proposal. The required signature sequence is the Candidate signs **before** obtaining approval from the Beneficiary, unit leader, and Committee. Once these approvals have been obtained, the final approval must come from the District Eagle Project Representative.

- **Candidate's Promise**
Read and sign the promise before presenting your Project Proposal to the approvers.
- **Unit Leader Approval**
Present your proposal to your unit leader and obtain their signature. In signing, they certify that they have reviewed this proposal and discussed it with the candidate. They agree it provides impact worthy of an Eagle Scout service project and will involve planning, development, and leadership. They are comfortable the Scout understands what to do, and how to lead the effort. They also agree to make sure the observation of the project by adult leaders or others present will not overshadow the Scout.
- **Unit Committee Approval**
Present your proposal to the designated member of your unit Committee and obtain their signature. In signing, they agree you are a Life Scout, and registered in the unit. They certify that they have reviewed this proposal and they are comfortable that the project is feasible, and they will do everything they can to see that the unit measures up to the level of support they have agreed to provide (if any). They also certify that they have been authorized by the unit committee to approve this proposal.
- **Beneficiary Approval**
Present your proposal to the Beneficiary Representative and obtain their signature. In signing, they agree the service project will provide significant benefit, and they will do all they can to see it through. They have informed the Scout of the financial support (if any) that they have agreed to provide. They also understand any fundraising the Scout conducts will be in their name and that funds left over will go to the benefiting organization. They agree to provide receipts to donors as required. The beneficiary also acknowledges that the Eagle candidate has provided them a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries" flier.

- **District Approval**

Once you have the signatures outlined above, you must present your proposal to the designated District Eagle Project Advisor for their approval/signature.

The District Eagle Project Adviser(s) for each District is as follows:

<p style="text-align: center;"><u>Calvin Coolidge</u></p> <p>Jackie Sargent 116 South Street Springfield, VT 05156 Email: Jacqueline.sargent@communitybankna.com Phone: 802-885-4511</p>	<p style="text-align: center;"><u>Ethan Allen</u></p> <p>Dean Silloway 421 Orchard Hill Pittsford, VT 05763 (E): dean@silloway.net (P): 802-483-6881</p>
<p style="text-align: center;"><u>Long Trail</u></p> <p>Albert Caron 49 South Main St Waterbury VT, 05676 (E): albert.caron1@gmail.com (P): 802-244-7202</p>	<p style="text-align: center;"><u>Three Rivers</u></p> <p>Rick Bourdeau 12 Petty Brook Rd. Milton, VT 05468 (E): Rnabourdeau@aol.com (P): 802-893-1986</p>

Approval by the District Eagle Project Representative indicates they have read through the project and agree it meets the necessary requirements for an Eagle Scout Project. Additionally, they will encourage the Scout to complete the Final Plan and further encourage the Scout to share it with a Project Coach.

The approved project proposal should be kept in a safe place because it is one of the documents required by the Eagle Scout Application.

A significant change in scope or leadership opportunity can only be defined against the elements of each project; therefore, it must be handled on a case-by-case basis. Some typical examples include official denial of one or more required permits, or a benefiting organization greatly increasing or greatly decreasing the scope of a project, or unilaterally substituting a new project, etc.

If a substantive change is necessary after the project has been approved, refer to Guide to Advancement 9.0.2.7 for guidance. A Scout may need to consult their project coach or unit leader for advice. Additionally, a Scout may need to share these changes with the Project Beneficiary Representative and those involved in pre-approvals (e.g., unit leader, unit Committee, and District Eagle Representative). It is strongly suggested that the Scout communicate with these individuals and listen to their advice. Only under extreme circumstances should unit or district proposal approval be withdrawn.

Minor changes do not need to go through this process; instead, they are detailed in the Project Report. If there is any doubt about what constitutes a significant versus a minor change, contact the assigned District Eagle Project Advisor.

Eagle Scout Service Project Plan

PROJECT FINAL PLAN

Complete the Project Final Plan

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

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

You should also show your final plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary’s expectations. Remember, the project beneficiary has the authority to require and approve a final project plan.

Every effort should be made by the Scout to present a readable and complete representation of their project’s Final Plan. The Workbook has expandable text and table fields, so Scouts are not limited by the initially-provided space.

- **Comments from Your Proposal Review:**
This section should only be filled out with comments from the review by your District Eagle Representative. It is assumed that comments made by the three previous approvers have already been incorporated into your proposal.
- **Project Description and Benefit – Changes from the Proposal:**
As detailed planning is accomplished after completion of the proposal, changes will likely be necessary. Use the two areas in this section to document those changes and explain why they may be helpful to the benefiting organization.

- **Present Condition or Situation:**

Use this section to describe the current condition or situation you want to change. Use words, photographs, or drawings to explain the current condition or situation so others can understand why your project is important. Make sure pictures and drawings have captions and/or labels. Remember, others may never have the opportunity to visit the church, school, park, or facility where your project will be taking place.

- **Project Phases:**

Return to your Project Proposal and review the project phases you outlined there. Now look at this section as a top-level schedule that provides a plan for how you intend to be successful. This is different than the step-by-step instructions used on the day(s) of your project.

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

Don't forget to include time for planning, coordination, and approval with different organizations and people.

- **Work Processes:**

This should be a step-by-step, well thought-out plan describing how you will conduct the project. This is the "guts" or recipe of your project. This section should be devoted to a detailed step-by-step list of every task you can think of, how it will be done, how long it will take, and in what order. It should include all the pre-work that needs to be done by you and your team of volunteers, the individual work-day plan(s) from the time you get up until you return home, and any follow-up actions.

- **Attachments:**

Almost every Eagle project will have one or more items for this section. If you are building something, you will need plans, drawings, or figures that help assemble and/or construct the item(s). Each plan or drawing should show the layout, dimensions, and colors (if painted) of each item and items are drawn to scale. Make sure you label each plan, drawing, or figure with a number and descriptive title. Also, don't forget to refer to them in your step-by-step instructions or other sections of the Workbook.

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

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

- **Permits and Permissions:**

This is an expansion of the permits and permissions section of your proposal. There you listed what you thought you might need. Now you need to dig into the details, confirm you need it, how you are going to get it, and how long it will take.

- **Materials, Supplies, Tools, and Other Needs:**

These four tables give you the opportunity to list everything you will need for your project. A substantial amount of time can be saved on the day(s) of your project by properly filling in these tables and making sure you haven't forgotten anything.

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

Remember that all materials and supplies have value, and the estimated cost should be recorded, even if they will be supplied by the benefitting organization, your family, or others.

- **Expenses and Revenue:**

This mini-spreadsheet will help you determine how much your project is going to cost, how much fundraising you need to do (if any) and describing how you and your helpers will get the money for your project. If you can't find all the funding needed for your project, then look at reducing your costs or scope of your project.

You will need to discuss how the money will be handled from receipt, to safekeeping, to payout. Make sure your Project Beneficiary, parents/guardians, and unit agree with your plan. Remember that excess funds raised from outside sources are normally turned over to the beneficiary at the conclusion of the project.

- **Giving Leadership:**

Using your previously developed Work Processes as a guide, complete the chart so it shows what specific jobs need to be done for each process, the necessary skills for that job, whether an adult and/or youth can do the job, and how many people are needed to do the job.

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

- **Logistics:**

A good logistics plan is a key component of a smoothly run project. You are not only concerned about the safe movement of people to and from your project, but also materials, supplies and tools that may be delivered beforehand by a supplier or brought to the project by your helpers. This includes how you will dispose of trash, etc. resulting from the conduct of the project.

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

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

- **Safety:**

In the past, safety considerations were not always mentioned in an Eagle Scout project. By answering the questions and completing the table in this section you will significantly increase the possibility of a safely conducted service project. Make sure you have a suitable First aid kit that is available, properly stocked, and organized for immediate use.

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

For hazardous chemical or tools, make sure you have volunteers qualified to safely operate them. Refer to the BSA ["Age Guidelines for Tool Use and Work at Elevations or Excavations"](#).

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

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

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

Conduct Your Project

CONDUCT THE PROJECT

Execute on your Project Plan

Once you have all four signatures on the Project Proposal, and you and the benefitting organization are satisfied with your Final Plan, it is time to carry out your project.

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

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

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

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

Make sure you follow-up on preparation items delegated to others! Use your unit's youth and adult leadership. They can help you fulfill transportation, photography, and food requirements. Instruct and organize your participants. Lead the project, observe the work, make corrections if necessary, troubleshoot problems, and ensure everyone's safety!

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

Work on the project is complete when:

- The work is finished
- The excess materials, supplies and tools have been cleared from the site, as applicable
- Scout and beneficiary agree it is complete.

Enter this date on the Eagle Scout Rank Application at Requirement 5 and on the

first page of the Project Report section of your Workbook.

At the conclusion of your project, it might be a good idea to have a quick meeting with everyone involved to thank them for their time and to seek feedback on what went well and what could have been done differently. This can help you with your writing out the Final Project Report.

Eagle Scout Service Project Report (*Final write-up*)

“FINAL” PROJECT REPORT

Complete the Eagle Scout Service Project Report

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

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

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

The Workbook has expandable text boxes so Scouts are not limited by the initially provided space. Every effort should be made by the Scout to present a readable and complete representation of their project.

- **Project Execution**
Record when work began on your project and when it was finished using the definition from the previous section.
- **Project Description**
Now that you have completed the work on your project, take a moment to describe what you have done and the impact it will have. Did it turn out the way you expected it to? Is the impact consistent with what you described in your proposal? In your proposal you listed some action steps to complete your final plan. For the second part of this section, describe what really happened after approval of your proposal.
- **Observations**
Recount what went well and what was challenging during your project. Talk to friends, your parents, and unit leaders for their observations. In preparation for completing this section, you may also want to take notes during your project about how things went. It's fair to expect this will be a topic of conversation at your Board of Review.
- **Changes**
List any changes made during the execution of the project. You should use your Project Proposal and Project Final Plan as guides. You should explain why those changes were made.

- **Leadership**

This is your best opportunity to describe how you are satisfying the “giving leadership to others” portion of Requirement 5. This section should contain both difficult and rewarding reflections about being the leader. As you complete this section, remember that your unit leader and Project Coach may have witnessed or helped on your project and seen your abilities in action.

- **Material. Supplies. Tools. Other**

This section will help your unit leader and Board of Review members understand the extent of your planning. You should review your notes from the day of the project and the tables in your Project Final Plan in order to correctly respond to the questions.

- **Entering Service Project Data**

Make sure the hours you and others spent on the project are recorded and totaled correctly. Review the section on Tracking Service Project Hours for more information. Make sure you provide your unit with the detailed list so they can give credit to others for service hours and enter information into Journey to Excellence. You may attach the original sign-in sheets or rosters as part of your report. These do not need to be typed or re-typed.

The total hours calculated here should then be documented the Eagle Applications under Requirement 5.

- **Funding**

The summary of your fundraising efforts in this section should reflect how well you outlined your efforts in the Expense and Revenue section of the Project Final Plan. If you encountered problems in this area be sure to discuss them and their resolution. If you haven't done it already, make sure money or materials left over from your project is turned over to the Project Beneficiary.

Thank-you letters/notes are recommended, but not required, for anyone who donated materials or the use of equipment to the project. Don't confuse this with donor receipts for funds or materials which must come from the beneficiary. Copies of any thank you letters/notes or receipts may be included in the report. Alternatively, you may consider listing those who received one in the “How were the donors thanked?” block.

- **Photos or Other Documentation**

If appropriate, pictures help the Eagle Board of Review members and the District better understand your project. Including photographs of your completed project (along with the “before” photographs taken in the Project Proposal phase) helps present a clear overall understanding of your effort.

Consider designating a project photographer or multiple photographers to

capture your project.

You are not limited to the number of photographs, so consider including pictures of volunteers working, completed work, and even a group picture. The photographs should be clearly labeled with descriptive captions.

You are not restricted to putting photographs in the specific area provided in the Workbook. Photographs may be provided separately, for example, as an attachment to the Workbook, mounted or printed on paper, or inserted into a binder's pocket.

APPROVAL OF THE PROJECT REPORT

Obtain completion approvals for the Project Report

Once the Project Report is complete, the Eagle Scout candidate **MUST** sign the Workbook and then obtain the dated signatures of the unit leader and Project Beneficiary Representative (*in any order*) before the Board of Review.

- **Candidate's Promise**. Read and sign the promise **before** presenting your completed Eagle Scout Service Project Workbook to the approvers.
- **Unit Leader Approval**. Present your project to your unit leader (i.e., Scoutmaster, Coach, or Advisor) and obtain their signature. In signing, they agree the Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.
- **Beneficiary Approval**. Present your project to the Beneficiary Representative and obtain their signature. In signing, they agree the Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.

Preparing the Paperwork for the Eagle Board of Review

EAGLE SCOUT CANDIDATE REFERENCES


Request and receive recommendations on the Eagle Scout Candidate

A general request for a letter of reference has been developed for use in reference checks (See [Attachment C - Sample Request for a Letter of Recommendation](#)).

On the Eagle Scout Rank Application, six (6) references are required — five (5) if not employed. The requirement is for the Scout to provide the references. The Scout or delegate (i.e. the Eagle Coach or Advancement Chair) should then, based on Scout's list of references, contact the individuals requesting a letter of reference concerning the Scout, and assign an adult unit member to receive and hold the unopened responses for the Eagle Scout Board of Review.

NOTE: UNDER NO CIRCUMSTANCES will a Scout or their parent(s) be tasked with receiving or holding the responses!

Use standard business-sized envelopes and address them as follows:

Writer's Name Writer's Street Address Writer's City, State, and Zip	
Your *Scoutmaster's Name c/o Your Name Your Scoutmaster's Street Address Your Scoutmaster's City, State, and Zip	
CONFIDENTIAL Re: Eagle Reference	

(*) - *may substitute Eagle Coach or Committee Advancement Chair*

Here some notes on the specific types of references:

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

When contacting the person for permission to be a reference, the Scout **must** obtain complete contact information (i.e., full name, mailing address, phone number, e-mail) for their Eagle Scout Rank Application.

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

As many responses as can be reasonably obtained should be available for review at the Eagle Scout Board of Review. If a reference is non-responsive, then the unit Committee representative should contact them to ensure they received the request. They should inquire whether a response has been or will be sent and if not, why not. Every effort should be made to contact those individuals. If responses are not received in a timely manner, the District Advancement and Recognition Committee representative may attempt contact with the references by e-mail, letter, or phone call. If responses are not made in a timely manner the Board of Review cannot be denied to the Scout.

The Eagle Board of Review Chair's would like the reference letters to be submitted along with the final Eagle Scout Package. **Remember, reference**

letters are confidential, and their contents will NOT to be disclosed to any person(s), including the Scout and their parent(s)/guardian(s) or anyone else who was not a member of the Board of Review (see Guide to Advancement 9.0.1.7 for details).

Responses from references are destroyed by either the Board of Review Chairperson or the District Advancement Chairman at the completion of a **successful** Board of Review **AND** notification that credentials has been received by Council. (Guide to Advancement 9.0.1.7)

EAGLE SCOUT RANK APPLICATION

Fill in the Eagle Scout Rank Application (Eagle Scout Rank Application)

When all requirements for the rank of Eagle (except the Board of Review) have been completed, an Eagle Scout Rank Application must be filled out by the Scout, reviewed and signed by the unit leader and committee, and then sent to the Council Service Center for verification. See section on [Pre-Board of Review Records Verification](#) for the detailed process.

The most current Eagle Scout Rank Application can be found at http://www.scouting.org/filestore/pdf/512-728_wb_fillable.pdf.

The application must contain original (not photocopied) signatures. BSA National will only accept electronic (digital) signatures for the Council Scout Executive.

All information on the Eagle Scout Rank Application must agree with the data recorded on Internet Advancement and found on the Member Unit Advancement Summary. It is also helpful if the unit uses TroopMaster®, Scoutbook, or other Scout tracking software for recordkeeping, but what is reported on Internet Advancement takes priority. The unit should have the Advancement Chairperson print an Individual History Report, or comparable report to assist in the review of dates. See section on [Record Keeping](#) for additional information.

Another option is to contact the Registrar at the Council office and request an Advancement Report for the Scout. The dates on this report are the most accurate.

Here are a few hints on filling out this form.

- Use your full legal name (i.e., first, middle initial and last name) using upper and lower case letters on the top line of the application.
- **Only use abbreviations** on the application for mailing address locations recognized by the United States Postal Service, such as St., Dr., or Pl. for Street, Drive, or Place, respectively. The standard state abbreviations may be used, such as VT for Vermont. Additionally, standard name suffixes (e.g., Jr., III, etc.) should be used.
- The PID (Personal Identification) number of the Eagle Scout candidate may be placed in the top right box of the Eagle Scout Rank Application.

- The Eagle Scout Rank Application requires a date for joining the BSA. Use the date from the Boy Scout Application or Crossover Ceremony, **not** the date the Scout completed the joining requirements for the Scout badge.
- List all dates as MMDDYY, e.g., 070409. Always include the day (*on the Adobe Acrobat© form the date fields are individual cells, use the Tab key to move between them*). Dates should be handwritten or typed to fit the space provided and should not be written across the lines. All date blocks must be filled in, including leading zeros.
- References: Either five or six lines must be completed. See the section on [References](#) for more information.
- Merit Badge Dates: Use the date completed as recorded by the Merit Badge Counselor on the signed Application for merit badge card, commonly referred to as the “blue card.” Verify all dates are after the “Date became a Boy Scout”. See the section on [Record Keeping](#) for additional guidance.
- Eagle Required Merit Badge Options: Whether earned or not, **cross out merit badges not being applied** to the ‘Eagle-required’ items in 7 (Emergency Preparedness or Lifesaving), 8 (~~Environmental Science~~ or Sustainability) and 10 (~~Cycling~~, Hiking, or ~~Swimming~~). If earned, these crossed-out merit badges will be treated like elective merit badges.
- Board of review dates for rank advancement must be consistent in all record sources. See the section on [Record Keeping](#) for additional guidance.
- Positions of Responsibility: List only approved position(s) from the current Boy Scout Requirements book or the Eagle Scout Rank Application. Use only dates starting the day of the Scout’s Life Board of Review and ending before the Scout’s 18th birthday (even if it is a Crew position the Scout still holds). “Present” and “To Now” are not dates. Future dates cannot be entered.
- Project Name, Date, and Hours: Include the name of the benefiting organization in the project name (e.g., St. Mary’s Church Prayer Garden). The Date Project Finished is the date that all project work was complete, **not** the date that approval signatures were recorded in the Workbook. The Grand Total of Hours must agree with the Project Report section of the Eagle Scout Service Project Workbook. This must be a whole number without any fractions or decimal points.
- Eagle Scout Board of Review: Prior to your Board of Review be sure to prepare two items:

- Statement of your ambitions and life purpose (*see back of Eagle Application* under **CERTIFICATION BY APPLICANT**)
- Listing of positions held and honors and awards received.

The first is forward looking and describes what you would like to accomplish in the future. Consider topics like college, travel, family, military, hobbies, and employment as you prepare this item. The second looks backwards and is a listing of positions held and awards received; do not limit to scouting – include religious, school, athletic, etc. that demonstrate your leadership and accomplishments to date. It is appropriate to include your Scouting positions of responsibility in this list.

Complete Eagle Scout Requirement 6 (Unit Leader Conference).

You may ask for and have a unit leader Conference any time after becoming a Life Scout. But keep in mind that most unit leaders will want to have a conference with you immediately before your Eagle Board of Review.

Make sure you add the date when the unit leader Conference (e.g., Scoutmaster Conference) was held on the Eagle Scout Rank Application. This conference is a rank requirement and must be completed prior to Scout's 18th birthday.

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

After the Scout has filled in the Eagle Scout Rank Application, the candidate should meet with the unit leader and/or Advancement Chairperson to review it for accuracy of dates and completeness.

When the Eagle Scout Package has been finalized, the Scout, unit leader, and unit Committee Chairperson should sign the Eagle Scout Rank Application. The signature by the applicant signifies that on their honor as an Eagle Candidate, all statements on the application are true and correct and all requirements were completed prior to their 18th birthday. The signatures of the unit adult leaders verify the accuracy of all information on the application in relation to the unit's records and approval to hold the Board of Review. The dates accompanying these signatures may be after the Scout's 18th birthday. If a unit leader and/or unit Committee Chairperson refuse to sign the application, the Scout should be directed to contact the District Advancement and Recognition Committee Chairperson for guidance.

Once the unit committee chair has signed the application, the application along with a copy of the Statement of Ambitions and Life Purpose as well as the listing of positions held and honors and awards received must be submitted to the Council Registrar. The documents can be mailed or dropped off in person; YOU CANNOT FAX OR SCAN/EMAIL as they need the originally signed documents for processing/verification. See [Pre-Board of Review Records Verification](#) and [Attachment C – Eagle Scout Verification Checklist](#) for more information. Additional revisions may be required to reconcile any issues that were not caught at the unit level.

THE EAGLE SCOUT PACKAGE

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

In preparation for their Board of Review and approval for advancement to the rank of Eagle Scout by the BSA, each Eagle Scout Candidate **will** assemble a packet with the following information:

1. Three (3) copies of the completed original Eagle Scout Rank Application. *The original will be sent to the Eagle BOR Chair from the Council Registrar.*
2. Three (3) copies of the Statements of the ambitions and life purpose. (See **CERTIFICATION BY APPLICANT** on the Eagle Scout Rank Application)
3. Three (3) copies of the Listing of positions held and honors and awards received. (See **CERTIFICATION BY APPLICANT** on the Eagle Scout Rank Application)
4. The original and three additional copies of the completed Eagle Scout Service Project Workbook describing how the project was planned and developed and highlighting how the Scout demonstrated leadership.

PRE-BOARD OF REVIEW RECORDS VERIFICATION

Complete the Verification of the Eagle Scout Rank Application

When all requirements for the rank of Eagle (except the Board of Review) have been completed, an Eagle Scout Rank Application must be filled out by the Scout and reviewed by the Eagle Coach, the unit Advancement, and/or the Scoutmaster. Unit involvement in the preparation of the Eagle Scout Rank Application prior to this review is required.

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

The signatures of the Scout, unit leader, and committee chair **MUST** be on the Eagle Scout Rank Application or an explanation must be attached as to why they are missing.

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

For the Council review, the unit will provide the Council Registrar with the completed and signed Eagle Scout Rank Application, Statement of Ambitions, and listing on positions held.

The Eagle Scout Rank Application can be submitted in two ways:

- Hand deliver a copy of the completed Eagle Scout Rank Application at the Green Mountain Council Office
- Mail a copy of the completed Eagle Scout Rank Application at the **Green Mountain Council Office – Attn: Registrar**

Once the application has arrived at the Council Office:

- The Registrar will confirm the Scout's ScoutNet record and verify the information and dates listed on the Eagle Scout Rank Application match the information in ScoutNet.
- If the BSA local council verification finds deficiencies or discrepancies

between the Eagle Scout Rank Application and ScoutNet they will be identified in the verification response.

- **Minor deficiencies** must be corrected by the unit before the Eagle Board of Review (Eagle Board of Review). Resubmission is not required if the verification block is signed by Green Mountain Council.
- Eagle Scout Rank Applications with **major deficiencies** will not be verified and will require correction and resubmission for verification.

If the review is satisfactory, the back page of the Eagle Scout Rank Application will be signed and dated by the Green Mountain Council Executive.

BSA LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.											
Signed _____	Position _____	Date	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td>Month</td><td>Day</td><td colspan="2">Year</td></tr></table>					Month	Day	Year	
Month	Day	Year									

An acknowledgement will be sent via email to the appropriate District Eagle BOR Chair verifying the applicant is a registered member of their unit and the administrative and technical content on Eagle Scout Rank Application is approved as accurate. The form will then be mailed to the District Eagle BOR Chair for signature following the Eagle BOR.

Once the application is received by the District Eagle BOR Chair, the scheduling process for the BOR will begin.

EAGLE SCOUT BOARD OF REVIEW PREPARATIONS

Complete preparations for the Eagle Scout Board of Review

It is the policy of the Green Mountain Council that the District Advancement & Recognition Committee will conduct all Eagle Scout Boards of Review.

Scheduling: The Eagle Board of Review Chair will contact the candidate to coordinate the Eagle Board of Review. The candidate is to work with their unit leader, or a unit Committee representative (generally the unit Advancement Chairperson) to confirm the date. The Eagle Board of Review will NOT be scheduled until the Eagle Candidate Package is received by the Eagle Board of Review Chair. Once received the Eagle Board of Review will be scheduled as quickly as possible.

The Eagle Board of Review members will convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and service project Workbook.

After the 18th Birthday: Scouts who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date without approval. Boards of Review conducted between three and six months after the candidate's 18th birthday must be pre-approved by Green Mountain Council Executive. A statement by the Scout, parent/guardian, unit leader, or unit Committee Chairperson explaining the extenuating circumstances that resulted in the delay must be submitted in a timely manner to the Green Mountain Council Executive. If approved, a copy of the statement and Green Mountain Council Executive approval must be attached to the Eagle Scout Rank Application when it is submitted to the Council office.

A Board of Review conducted after six months requires approval by the National Advancement Team. Send an e-mail with the request to the Green Mountain Council office and they will contact BSA's national office for the procedures.

Eagle Scout Package: It has proven advantageous to have the Eagle Scout Package ready to go prior to the Board of Review. See Eagle Scout Package in this guide for more information.

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

The Scout has no input into the selection of the Board of Review members.

The Chairperson of the Scout's Eagle Board of Review is a member of the local District's Advancement & Recognition Committee.

The unit leader, assistant unit leaders (e.g., Assistant Scoutmasters), relatives, or guardians may **not** serve as members of a Scout's Board of Review.

The unit leader may sit in on the review as an observer but may not participate.

Observers, related to the candidate (unit leaders, parents, relatives or guardians), should not be in attendance in any capacity. See Guide to Advancement 8.0.1.0 for further guidance.

If the candidate is a Special Needs Scout who has availed themselves of alternative advancement requirements, alternative Eagle-required merit badges, or is beyond the age of eligibility, a member of the Special Needs Subcommittee can also be a member of the Board of Review.

Arrange delivery of the Eagle Scout Package to District Eagle Board Chair

The unit leader or a member of the unit Committee is responsible for arranging delivery of the Eagle Scout Package to the District Eagle Board of Review Chair. The Eagle Board of Review Chair will not schedule an Eagle Board of Review until they have received the candidate's original verification Eagle application from the Council office.

Below is the Eagle Board of Review Chair contact information for each District; you must send your paperwork to the correct Eagle Board of Review Chair:

The District Eagle Project Adviser for each District is as follows:

<p style="text-align: center;"><u>Calvin Coolidge</u></p> <p>Jackie Sargent 116 Spring Street Springfield, VT 05156 (E): jacqueline.sargent@Communitybankna.com (P): 802-885-4511</p>	<p style="text-align: center;"><u>Ethan Allen</u></p> <p>Northern Section (Addison County) Connie LaRose North Street Bristol Vermont 05443 (E): connielarose@gmail.com (P): 802-453-7663</p> <p>Central Section (Rutland County) Carriann Wolcott 71 Church Street Rutland, Vermont 05701 (E): clgw5@aol.com (P): 802-558-2431</p> <p>Southern Section (Bennington County) Rich Leder 193 Old Depot Road Arlington, Vermont 05250 (E): richlvt@gmail.com (P): 802-375-5117</p>
<p style="text-align: center;"><u>Long Trail</u></p> <p>Albert Caron 49 South Main St Waterbury VT, 05676 (E): albert.caron1@gmail.com (P): 802-244-7202</p>	<p style="text-align: center;"><u>Three Rivers</u></p> <p><u>Southern Region Chair (Chittenden County)</u> Christopher LaFrance PO Box 605 Milton, VT 05468 (E): m2carb@gmail.com (P): 802-893-4085 (C): 802-825-1140</p> <p><u>Northern Region Chair (Franklin, Grand Isle, & Lamoille Counties)</u> Don Flemming 77 Fletcher Rd. Fairfax, VT 05454 (E): partyondebanddon@myfairpoint.net (P): 802-849-6575</p>

The Eagle Scout Package is as follows:

- Three (3) copies of the Eagle Scout application (does not include the original application sent to Council) with the Statement of Ambitions and listing of positions held within the Troop, etc. attached to each.
- The original Eagle Scout Service Project Workbook and write-up including the original signature pages (this will be returned at conclusion of the Board of Review). The Workbook **MUST BE** the most current version unless you started (proposal) in the previous version.
- Three (3) additional complete copies of the Eagle Scout Service Project Workbook and write-up.
- A minimum of three original letters of reference. These reference letters need to be submitted to either the Scoutmaster or the Advancement Chair within your unit.

UNDER NO CIRCUMSTANCES MAY THE LETTER BE MAILED TO THE EAGLE CANDIDATE OR THEIR FAMILY!

Recommend that letters be mailed as follows:

Scoutmaster Name (*may substitute Eagle Coach or Committee Advancement Chair*)
c/o Eagle Candidate Name
111 Anywhere Ave.
Anywhere, VT 11111

NOTE – Requirement #5 – Letter of Ambition & Life Purpose:

- This is a statement of your ambitions, life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.
- Your statement should describe your dreams, what it is you strive to accomplish with your life.
- This is an excellent opportunity for you to tell members of your Board of Review what you do outside Scouting.
- The statement will reveal who you have become in several ways. Success in Scouting usually extends to other areas of life. This is especially true of Eagle candidates, since you have developed character which demonstrates the Scout Oath and Law in everything you do.
- Don't be shy about bragging, list everything! Most Scouts don't reflect on this well enough to consider all the things they do and have accomplished. This is a key skill that will help you throughout your life.
- List all the various awards and honors you've achieved along the way. These may be a medal, plaque, or certificate, but could also be different types of honors, for example:
 - A letter from a principal or volunteer organization recognizing your contributions.

- A letter from an elected official thanking you for being their assistant (like a Page) for a season.
- A newspaper article mentioning you. If it made you feel honored, it counts!

Once the Eagle Board of Review Chair has received all the necessary paperwork, he/she will contact the candidate to schedule a mutually agreeable date and location for the Eagle Board of Review.

The Scoutmaster will attend the candidate's Eagle Board of Review with the Scout so he/she can introduce the candidate to the board. The Scoutmaster will not ask any questions or guide the candidate in any way during the interview. The Scoutmaster may delegate this role to an ASM within the Troop in the case of their absence or if the candidate is the Scoutmaster's child.

The candidate may choose the option to also have a Troop Committee member attend as an advocate. If the candidate chooses to have an advocate attend, they must arrive 30 minutes prior to the start time of the Eagle Board of Review to review the paperwork. If a committee member is a reference on the candidate's Eagle application, they may not serve as an advocate as this would be a conflict of interest. The advocate is there to ask questions and help the candidate if they get stuck. Please take this into consideration when selecting your advocate.

Under NO circumstances may the advocate position be filled by an ASM!

NOTE: Scout must arrive at least 10 minutes prior to the start time of their Eagle Board of Review. The candidate must bring their Scout book and arrive in their Class-A (Field) Uniform.

The Eagle Board of Review

CONDUCTING THE EAGLE SCOUT BOARD OF REVIEW

Conduct the Eagle Scout Board of Review

There is no required or standard set of questions that an Eagle candidate should be asked. However, the board 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 their successes and experiences in Scouting should be considered.

The board should confirm, to its satisfaction, that the project was executed to satisfy Eagle Scout Requirement 5. The Guide to Advancement provides broad guidance (9.0.2.7, 9.0.2.8, 9.0.2.13) to an Eagle Scout Board of Review when determining if an Eagle Scout Service Project meets this requirement. Therefore, Board of Review members must maintain a level of flexibility in evaluating this part as it is subjective and can vary widely based on the type and size of service project. If information is not written down, whether in the Eagle Scout Service Project Workbook or other documentation, then the Board of Review must discuss them with the Scout during their Board of Review in order to ascertain whether the candidate showed enough planning, development, leadership, and impact for the beneficiary.

The Green Mountain Council Advancement and Recognition Committee recommends the following key measures and characteristics be used for determining if requirement 5 was met when the Final Plan portion of the Workbook was not used.

- The benefiting organization, unit leader, and committee chair determined that the project proposal was feasible (Proposal Page A).
 - The Scout has outlined logical steps to execute the project from start to finish and these steps are realistic. These steps were effectively expanded from the Proposal to the Final Plan. They may or may not be detailed depending on the Scout's understanding of the task. If the Scout makes no entries in this section of the Workbook, the candidate should be able at their Board of Review to explain how the candidate organized their work and their workforce.
- Leadership was demonstrated.
 - The Scout implemented a plan that provided the Scout an opportunity to demonstrate leadership. This may have included areas such as identifying and recruiting workers, communications during planning and

execution, delegating tasks, responding to emergencies, and managing contingencies.

- Safety issues were addressed.
 - The Scout made a concerted effort to identify safety issues associated with their project and outlined measures to prevent injuries and how to respond if they occur. The candidate demonstrated knowledge of and the application of the Guide to Safe Scouting.
- Materials, tools, supplies, and other needs were identified.
 - The Scout identified appropriate items and quantities in enough detail that the candidate was able to successfully accomplish the service project. Significant shortages or overages should be identified in the Project Report and not edited into the Final Plan following completion of the project.
- Plans, drawings, diagrams, maps, and pictures were developed, included as appropriate in the plan, and used during the accomplishment of the project.
 - The Scout has, depending on the size and complexity of the service project, enough documentation to ensure workers, the project beneficiary, and the Board of Review understands what is being done, where it is being done, and how it is being done.
- Expenses and Revenue were understood.
 - The Scout had a reasonable idea of the expenses the candidate will incur during their project and those expenses were covered by their fundraising efforts.
- Logistics elements were identified and addressed.
 - The Scout had a plan for moving personnel and materials to and from their project. Depending on the duration of the project the Scout may also need to include other elements.
- The Scout complied with BSA and unit policies during the accomplishment of the project.
- The completed project met the benefiting organizations expectations.

CONCLUDING EAGLE SCOUT BOARD OF REVIEW

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

After the review, the candidate and their unit leader (if present) need to leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, a unanimous decision in favor of awarding the Eagle rank must be reached.

If the candidate meets the requirements, the candidate is asked to return and is informed that the candidate has received the board's recommendation for the Eagle Scout rank. The **original** Eagle Scout Rank Application in the Eagle Scout Package will be signed by the committee members and the Chair will submit it to the Green Mountain Council Office for filing with the National office; the candidate is not an Eagle Scout until the National BSA office has stamped their approval on the application. This process can take up to 6-8 weeks.

Any item not meeting National standards will cause the application to be returned for more information. The Eagle Award must not be given to any unit until after the certificate is received by the local District. The Eagle Scout Court of Honor should not be scheduled until they receive the Eagle Scout rank credentials.

If approved the Scout is then certified as an Eagle Scout on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the Green Mountain Council Office. Upon receipt, the Council Office will in turn mail the Eagle Scout Certificate to the Scoutmaster or their designee.

For an unsuccessful Board of Review, refer to the section in this guide on [Appeals](#) and Guide to Advancement 8.0.4.0 for additional information.

EAGLE SCOUT BOARD OF REVIEW – APPEALS

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

- 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, the Board of Review may adjourn and then reconvene at a later date and continue the review of the Scout. A reasonable attempt should be made to reassemble the members of the first board when the Board of Review is reconvened.
- If the vote was negative and final, the Scout must be informed of their options for appealing the decision and the proper procedures for an appeal.

If the Board's decision is going to be unfavorable, then the Board must elect either 1 or 2 above. After doing so, ask the Eagle candidate to return to the room and tell the Scout the reasons for their failure to qualify.

If the Board elects' option 1, then a discussion should be held with the Scout as to how the candidate may meet the requirements within a given period. If the Scout disagrees with the decision and chooses to appeal, the appeal request is made to the District Advancement and Recognition Committee Chairperson by the Scout, parent(s), or guardian(s). The board will provide the Scout the necessary contact information. A follow-up letter must be sent to the Scout confirming the agreement and the action(s) necessary for the advancement.

If the District level appeal does not resolve the issues, then an appeal may be submitted to the Green Mountain Council Advancement Committee through the Green Mountain Council office for further action.

APPENDIX

ATTACHMENT A – GUIDANCE FOR EAGLE ADVISOR OR PROJECT COACH

This attachment is included to assist Eagle Project Coaches when they are providing guidance to Eagle Scout candidates in the advancement process toward Eagle. The Eagle Project Coach is responsible for mentoring the Scout as the candidate works on their Eagle project.

- Read Sections 9.0.2.7 and 9.0.2.9 in the Guide to Advancement.
- Normally, the first meeting between a prospective Eagle Scout candidate and the Eagle Project Coach occurs shortly after the candidate makes Life Scout or when the candidate starts thinking about project ideas. Once the candidate contacts you, be ready to schedule a time to meet and discuss the following:
 - Ask the Scout about the merit badges the candidate has completed and those the candidate is working on. Remind the Scout they may continue to work on merit badges while working on their Eagle project.
 - Advise the Scout about the importance of keeping a personal time log that shows time spent discussing, planning, developing and implementing their project. Each entry should include date, action taken, and time spent. Also advise the Scout that they should keep a log of the names and hours of others who help's the Scout with their project. (See section on [Tracking Service Project Hours](#)) A Word or WordPerfect table or a spreadsheet provides a convenient way of keeping track of, and adding up, the hours.
 - Have the Scout share their service project idea. It should be interesting, challenging, and one that provides an opportunity for planning, developing and leadership, not just organizing and planning, but directing others. It must go beyond the normally rendered routine labor or maintenance. It should be of enough magnitude and employ a enough workforce to permit the demonstration of their leadership skills and ability.
 - If the candidate does not have a project you can suggest areas to look, but you should not secure a project for the Scout. This is an important counseling element of the project for the Scout.
 - An Eagle project must meet the following criteria:
 - Service to an organization (community, community of the world, religious institution, school, etc.) showing a significant benefit to the organization.
 - Projects may not benefit any BSA organization.
 - Projects may not be of a commercial nature or for a business, but this is not meant to disallow community institutions that would

otherwise be acceptable to the Council or District advancement committee. (see the Guide to Advancement, Section 9.0.2.0)

- Projects may not be pre-planned by others.
- Project may not be a fundraiser; however, fundraising may be part of the project if the benefiting organization is not providing funding.
- Direct the Scout to make initial contact with the benefiting organization to discuss project possibilities.
- Recommend the candidate discuss their project concept with you and the unit leader.
- Have the Scout obtain the most current version of the official BSA Eagle Scout Service Project Workbook and Eagle Scout Rank Application. Advise the Scout that the Workbook has four parts: a proposal; a final plan; a fundraising application, and a final report.
- Advise the Scout that before beginning the Workbook that the candidate and their parents or guardian must read the “Message to Scouts and Parents or Guardians”.
- Direct the Scout to contact the benefiting organization to identify/develop details of their project concerning the scope, schedule, materials, safety hazards, etc. This may take more than one visit.
- Advise the Scout that they should allow plenty of time for proper planning, scheduling, and organizing their project.
- Provide the Scout the name(s) and contact information for their District Eagle Project Representative.
- Suggest that the candidate begin their Eagle Scout Service Project Workbook.
 - Complete the Contact Information page providing information about themselves, unit, unit leader, committee chair, advancement coordinator, project beneficiary and representative, council, district representative, and Eagle advisor / project coach.
 - Eagle Scout Service Project Proposal
 - Project Description and Benefit – Provide an adequate description of your proposal. Attach sketches or “before” photographs if it will help others to visualize the project.
 - Giving Leadership
 - Materials, Supplies, Tools – Not a detailed list, only a reasonable idea.
 - Permits and Permissions – Shows forethought and may prevent a major project pitfall i.e. Miss-Utility.
 - Preliminary Cost Estimate – There should be a balance between

expenses, fundraising, material, and supply entries.

- Project Phases – Not to be confused with detailed planning steps.
 - Logistics and Safety
 - Further Planning – Do not confuse this with Project Phases.
- Have the Scout contact and meet with their District Eagle Project Representative for project review, discussion, and final approval of their proposal. A parent or guardian may be required to attend this meeting. Once approved the District Eagle Project Representative should talk to the Scout about completing their Service Project Final Plan and Report and their Eagle Scout Rank Application. The District representative will highly recommend that the candidate complete the Final Plan and to seek advice and guidance from you prior to carrying out the Eagle Scout Service Project.

As Eagle Project Coach you will aid in the area of evaluating the project plans, discussing its strengths, weakness, and risks. Again, it is highly recommended and strongly encouraged that the Scout completes the Final Plan and submits it to you and the benefitting organization for review.

Because the Final Plan is neither approved nor signed, Green Mountain Council Advancement and Recognition Committee recommends that the Eagle Project Coach provide suggestions and critical review of the Final Plan while it is in development. This is very likely the first major project the Scout has ever attempted, and an experienced Eagle Project Coach can often help a Scout identify gaps and problems that might otherwise go undetected until it's too late to take effective corrective action. Be proactive and ask the Scout to show you a draft of their Final Plan. Don't just sit back and hope the Scout will contact you.

As indicated in the BSA guide: "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries", Scouts should share their Final Plan with the benefitting organization so they can confirm it acceptable. The Project Proposal that the benefitting organization approved was "merely an overview," and there may be details in the Final Plan that they consider to be critical for the success of the project. If their review identifies significant problems, the benefitting organization may require improvements before work begins.

ATTACHMENT B – EAGLE SCOUT VERIFICATION CHECKLIST

- All information on Eagle Scout Rank Application (January 2019) legible (**preferably typed**)
- Applicant's full, legal name spelled correctly and legible (use upper and lower case letters)
- Applicant's address - **ONLY** use abbreviations recognized by USPS
- Unit type, local number, location has NO ABBREVIATIONS (except state)
- Dates of entry into Scouting, Varsity and Venturing (as applicable), and for First Class, Star, and Life Scout Boards of Review (**i**)
- Webelos Scout and Arrow of Light questions answered
- At least four months between First Class and Star Scout Board of Review dates
- At least six months between Star Scout and Life Scout Board of Review dates
- At least six months between Life Scout and Eagle Scout Board of Review dates
- Date of birth
- Verify age (**ii**)
- Six references are provided (five if not employed) with complete contact information
- Verify all merit badge dates are after the "Date became a Boy Scout".
- Verify 21 merit badges have been earned. Month, day, and year listed for each merit badge and all ranks must agree with appropriate documentation (**i**)
- Cross out Eagle-required merit badges not earned on items 7, 8, and 10.
- Elective merit badges should be listed in chronological order
- Unit numbers are filled in for all merit badges
- Position name(s) matches Eagle Scout Rank Application list. If registered in more than one program at any time, ensure position name is preceded by the program name (Troop, Crew, Team) in which position was held (e.g., Troop Webmaster, Crew Historian, Team Den Chief, etc.)

- Position(s) of responsibility served for a minimum of six months after Life Scout Board of Review date.
- Eagle Scout Service Project completed after Life Scout Board of Review date and prior to 18th birthday **(ii)**
- Project Name contains title of benefiting organization and meaningful project title (approximately 50 characters)
- Total Hours and Date of Project Complete agree with Eagle Scout Service Project Workbook (whole numbers, no decimal points or fractions)
- Unit leader Conference date prior to the Scout's 18th birthday
- Applicant's signature and date
- Unit leader's signature and date
- Unit Committee Chair's signature and date
- Make three (3) copies of the Eagle Application with Statement of Ambition and Life Purpose attached – to the Council Registrar
- Submit the original Eagle Application with Statement of Ambition and Life Purpose attached – to the Council Registrar
- Begin the process of gathering the required materials for your Eagle BOR:
 - Three (3) copies of the Eagle Applications with Statement of Ambitions and Life Purpose
 - The original copy of the Eagle Project Workbook (with signatures) plus three (3) copies
 - At least three (3) original letters of reference; including the religious reference.
 - Any other materials you feel would benefit the BOR members such as a picture book of your project, newspaper articles, etc.

Once gathered, these materials need to be delivered to the Eagle BOR Chair for your District (see pg. 54 for more information) – PLEASE DO NOT SEND TO COUNCIL.

- Decide if you want an Advocate to join you at your BOR; your advocate cannot be your Scoutmaster, a parent, and ASM or anyone who was a reference for you. You may choose from your Committee members.

Notes:

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

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

For Special Needs Scouts that have been identified, the District will contact the Green Mountain Council Office for verification guidance.

- (ii) If the Eagle Scout Board of Review does not take place prior to the candidate’s 18th birthday, all requirements must have been completed prior to their 18th birthday, (including the unit leader Conference and project completion).

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

If the Eagle Scout Board of Review is scheduled between 3 months and 6 months after the applicant’s 18th birthday it must be pre-approved by the local District. For pre-approval, a statement by the candidate, their parent or guardian, the unit leader, or unit committee member, explaining the delay, must be submitted to the local District Advancement and Recognition Committee. Both the statement and approval are submitted with the Eagle Scout Rank Application. (Guide to Advancement 8.0.3.1(1))

If the Eagle Scout Board of Review is to be conducted more than 180 days after the applicant’s 18th birthday, immediately contact the local Green Mountain Council Advancement and Recognition Committee. The candidate, their parent or guardian, the unit leader, or a unit committee member must petition the National Advancement Team for authority to conduct the Board of Review. The request must explain the reason for the delay. This must be processed through the Council. The Green Mountain Council Advancement and Recognition Committee will review the petition and provide a position statement from the Scout Executive, designee, or Advancement Committee Chair. This statement will be sent along with the candidate’s petition and Eagle Scout Rank Application to the National Advancement Team. (Guide to Advancement 8.0.3.1(2))

ATTACHMENT C – SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION

November XX, 20xx

Dear Mr. Smith,

As an Eagle Scout candidate, I am writing to you to ask if you would provide a letter of recommendation on my behalf. This recommendation will be used by the _____ District Eagle Scout Board of Review. This letter should be based on your personal interactions with me and should take into consideration your observance of how I may exemplify the points of the Scout Oath and Scout Law in my daily life listed on the following page.

Please use the attached form, or a personal letter to write the recommendation. If you need more space than is provided, you may attach additional pages.

Please return your letter of recommendation using the enclosed envelope to the Troop by Month xx, 20xx.

The letter **must NOT** be given back to me. Please note that the contents of the letter will not be shown to or discussed with me, nor with anyone not a member of the Eagle Scout Board of Review.

Thank you for taking the time to write this letter.

Sincerely,

Eagle Scout Candidate Name

EAGLE SCOUT OATH & LAW



The Scout Oath

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



The Scout Law

A Scout is:

TRUSTWORTHY. A Scout tells the truth. They keep their promises. Honesty is a part of their code of conduct. People can always depend on the Scout.

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

HELPFUL. A Scout is concerned about other people. They willingly volunteer to help others without expecting payment or reward.

FRIENDLY. A Scout is a friend to all. They are a brother to other Scouts. They seek to understand others. They respect those with ideas and customs that are different from their own.

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

KIND. A Scout understands there is strength in being gentle. They treat others, as they want to be treated. They do not harm or kill anything without reason.

OBEDIENT. A Scout follows the rules of their family, school, and troop. They obey the laws of their community and country. If they believe these rules and laws are unfair, they try to have them changed in an orderly manner rather than disobey them.

CHEERFUL. A Scout looks for the bright side of life. They cheerfully accept tasks that come their way. They try to make others happy.

THRIFTY. A Scout works to pay their way and to help others. They save for the future. They protect and conserve natural resources. They carefully use time and property.

BRAVE. A Scout can face danger even if they are afraid. They have the courage to stand for what they think is right even if others laugh at them or threaten them.

CLEAN. A Scout keeps their body and mind fit and clean. They go around with those who believe in living by these same ideals. They help keep their home and community clean.

REVERENT. A Scout is reverent toward God. They are faithful in their religious duties. They respect the beliefs of others.

