



# **ETHAN ALLEN DISTRICT BOY SCOUTS OF AMERICA**

**EAGLE SCOUT  
PROCEDURES  
GUIDE**





# ETHAN ALLEN DISTRICT BOY SCOUTS OF AMERICA

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## FOREWORD

This Eagle Scout Procedures Guide is for Life Scouts working towards the Eagle rank in the Ethan Allen District and their parents/guardians and adult leaders.

We strongly recommend that all Scouters involved in the Life-to-Eagle process become well versed 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 his journey from Life to Eagle.

This document is divided into small, usable sections for the Scout. We recommend you read just the section with the information you need rather than trying to devour the whole document.

Scouts, you are not alone in this process. The District Advancement and Recognition Committee exist to advise and serve you and the adult Scouters in our District. The Ethan Allen District, 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. The District is particularly attentive to advancement from Life to Eagle rank.

We worked hard to create this document and keep it useful for all Scouts and Scouters. We look forward to working with you in the future as advancement policies and procedures continue to evolve. Please don't hesitate to contact us or your District Advancement and Recognition Committee Chairperson with questions and/or comments.

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## PURPOSE

The purpose of this document is to provide guidance to Life Scouts and Scouters in the Ethan Allen District on the policies, procedures, commonly asked questions and issues 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, Venturing Crew Advisor, or Sea Scout Skipper.

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

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

Our District 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 Ethan Allen District 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 REFERENCES

BSA publications are frequently updated and the most current versions of these documents should be used for reference. This Ethan Allen District 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's and Scouter's responsibility to follow the policies** presented in the most current BSA publications.

### National Scouting Forms link:

<http://www.scouting.org/scoutsourc/Media/forms.aspx>

- ❖ Ethan Allen District Advancement Website, <http://www.scoutingvermont.org/ethan-allen-district-advancement.html>
- ❖ Boy Scouts of America, Boy Scout Requirements, No. 33216
- ❖ Boy Scouts of America, Boy Scout Handbook, No. 34554
- ❖ Boy Scouts of America, Eagle Scout Service Project Workbook, No.512-927
- ❖ Boy Scouts of America, Guide to Advancement - 2015, No. 33088
- ❖ Boy Scouts of America, Eagle Scout Rank Application, No. 512-728
- ❖ Boy Scouts of America, Guide to Safe Scouting, No. 34416
- ❖ Boy Scouts of America, Scoutmaster Handbook, No. 33009
- ❖ Boy Scouts of America, Internet Advancement
- ❖ Scouting for Youth with Disabilities Manual, No. 34059
- ❖ Boy Scouts of America, 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 Ethan Allen District verification.
- Maintain adequate advancement records (i.e., merit badge blue cards, advancement reports, etc.) and provide requested documentation to the Ethan Allen District 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) is forwarded along with the candidate's Ambitions and Life Purpose Statement to the Council Registrar's office for verification **prior** to the Eagle Scout Board of Review.

- The Eagle Scout Application and Ambitions and Life Purpose Statement will be forwarded directly to the Districts Eagle Board chair who will then contact the Eagle candidate directly to set up date and time for a District Eagle Board of Review.
- The Eagle Scout candidate is responsible to provide three copies of the project work book with any pictures or other pertinent information on the project for the Board to use in the review process.

### **District Responsibilities**

- Develop, maintain, and distribute the Ethan Allen District Eagle Scout Procedures Guide for use by Scouts and Scouters.
- 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 Life-to-Eagle processes.
- Review and approve the project proposal portion of the Eagle Scout Service Project Workbook and confirm the required signatures are present, prior to the Scout conducting the project.
- 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 will not deny the Scout his Board of Review.
- 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 to the Ethan Allen District Advancement and Recognition Committee.
- Consider and act upon appeals from Eagle Scout candidates, parents, or units concerning the Eagle Scout Rank Application and/or Eagle Scout Board of Review. A District Appeals Panel is convened to consider appeals. (For further guidance on this, see the appropriate section of the Guide to Advancement – section 8.0.4.0)
- 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.

- Maintain a log of all Eagle Scout Rank Applications being processed through the office.
- 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.
- Review and, if warranted, approve requests for alternative advancement requirements (through First Class) and for alternative merit badges for Scouts with special needs.
- When required, forward appeals and requests for extensions to the National Advancement Team.

# 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 Ethan Allen District Advancement and Recognition Committee guidance. The goal is to provide a smooth procedure for the Scout, unit leadership, and the Three Rivers District to follow. Amplification and explanations are provided, where necessary, to ensure each step is properly carried out.

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

1. **Active Participation**
2. **Demonstrate Scout Spirit**
3. **Earn 21 merit badges (including 13 Eagle required)**
4. **Positions of Responsibility**
5. **Planning, developing, and providing leadership in a service project**
6. **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 his unit if he:

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

Troops, Crews, Teams, or Ships may not create their own definition of active beyond what is delineated in the Guide to Advancement; this is a National standard. Units are free to establish 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 his daily life. He shows Scout spirit by being a role model to his peers, living by the Scout Oath and Law. The concept of Scout spirit is not based on how many Scouting events or outings a Scout attends, but rather by how he helps bring out the best in others as a reflection of his

own character and attitude in his daily life.

### **Merit Badges**

Earn the required and elective merit badges, as listed in the current edition of Boy Scout 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 Boy Scout Requirements book 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 Boy Scout Requirements.
- Meeting the time requirement may involve multiple positions, but holding simultaneous positions does not shorten the required number of months.
- Establishing unit expectations for positions of responsibility. Ultimately, a board of review shall decide what is reasonable and what is not, using common sense and taking into account balance in a youth's life.
- 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, despite the fact that 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 himself no room for error. A major delay in his project, merit badges, or mistakes in his rank requirements would be unfortunate because once the candidate turns 18, by BSA policy he cannot earn any further Scout requirements or be credited for finishing an incomplete project.

The Ethan Allen District 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. He documents this in both the proposal and final plan sections of his workbook. As the unit, beneficiary, and district reviews this material they should question the Scout for his understanding of the project's hazards and make sure he 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 sufficient for completing an advancement records review of an Eagle Scout Candidate. The Ethan Allen District 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© 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© or an equivalent program, that was signed by the Board of Review members
- Other Troop's Advancement Records from TroopMaster© 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 (MBC) signed off on the merit badge application card
- Troop's Advancement Records from TroopMaster© 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 is earned on 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, he should be keeping track of his time. A small pocket notebook, a spreadsheet on a laptop, a notepad on his smartphone, or a loose leaf page in his 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.

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

(Sample Tracking Log)

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



# THE EAGLE SCOUT SERVICE PROJECT WORKBOOK

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

When a Scout begins Eagle requirement #5 he must use the most current Eagle Scout Service Project Workbook to meet this requirement. Once he has started, if a new version of the workbook is released, it is the Scout's choice as to whether he switches to the new version or continues with the previous version. This choice is irrespective of where he is in the proposal, planning, or development process. (*Guide to Advancement, paragraphs 9.0.2.0 through 9.0.2.15*).

Scouts can choose from a PC or Mac version depending on their computing platform.

- Make sure you have an up-to-date version of Adobe Reader. The workbook has several useful features like expandable text boxes, file/picture uploads, and automatic re-paging/numbering as you add material.
- Click on the following link for the procedures and to download the workbook:

<http://www.scouting.org/sitecore/content/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>.

**NOTE: It is VERY important that you download/save the workbook to your hard drive before updating. Once you have done this, 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 and should be thoroughly reviewed - front to back - before you begin. The workbook 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:

1. Proposal
2. Final Plan
3. Fundraising Application
4. 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 his project. A Scout will be well served if he takes the time to contact each person on this page and fill in the information before working on his project. 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 Boy Scouts of America. 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 are: city parks, county parks, state parks, United States Forest Service, Potomac Appalachian Trail Club, Bureau of Land Management, 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 an 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 start again. Your unit leader may also assign a Project Advisor/Coach to work with you at this time.

# 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 also the beginning of the project planning process. He is responsible for stating, in general terms, what will be done.

The project's proposal should be readable, grammatically correct, and written using complete thoughts.

Scouts may also begin filling in the Final Plan with information they learn during the proposal phase.

The workbook has expandable text and picture fields 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 his project's proposal.

- **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/needly 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 look into 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 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**

Look at the 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 will almost always be necessary. In this section you need to identify how you are planning to do this. The details are reserved for the Final Plan. Make sure you ask your Eagle Project Coach or unit leader about a Tour Permit if your project requires travel outside of Three Rivers District boundaries.
- **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, 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.



# 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 his 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 project is monitored and adults or others present will not overshadow him.
- **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**

You must present your proposal to the designated District Eagle Project Advisor for their approval/signature.

The District Eagle Project Adviser for the Ethan Allen District are:

**Dean Silloway**  
**421 Orchard Hill**  
**Pittsford, VT 05763**  
**Email: [dean@silloway.net](mailto:dean@silloway.net)**  
**Phone: 802-483-6881 (H)**

**John Record**  
**2 Park Court**  
**Rutland, VT 05701**  
**notrub49@aol.com**  
**802-775-2420 (H)**

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 him to share it with a Project Coach.

Please include a stamped envelope with your address for the original proposal to be returned to you.

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 his 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 a 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.

# 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 he begins carrying out his project, he will ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach’s involvement and review of your 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.” – Eagle Scout Service Project Workbook.

Every effort should be made by the Scout to present a readable and complete representation of his 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 more or less helpful to the Benefiting Organization.

- **Present Condition or Situation:**

Use this section to describe the current condition or situation you want to change. Use words, photographs, or drawings to explain the current condition or situation so others can understand why your project is important. Make sure pictures and drawings have captions and/or labels. Remember, others may never have the opportunity to visit the 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 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 actual work day plan from the time you get up until you return home, and any follow-up actions.

- **Attachments:**

Almost every Eagle project will have one or more items for this section. 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 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, and describing how you and your helpers will get the money for your project. If you can't find all the funding for your project, then look at reducing your costs or scope of your project.

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 are in agreement 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 benefiting organization so they can confirm that it is acceptable. They may also let you know if they have suggestions or concerns that the project might not produce the results they want. If problems are identified, the benefiting organization may require improvements before work begins.

# EAGLE SCOUT FUNDRAISING APPLICATION

## 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 solely 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 Three Rivers District requires that the Eagle Scout Service Project Fundraising Application found in the Eagle Scout Service Project Plan section of the workbook – **MUST SUBMIT 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 Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the Green Mountain Council, Boy Scouts of America, or the unit's chartered organization.
- 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 Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.

Currently, the application is only one page and PDF fillable. It is either integrated into the Eagle Scout Service Project Workbook or available by [clicking here](#).

# 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 and potential board of review members will most certainly be watching.

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

Start by implementing the schedule you should have developed during the 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 and thank them for their time. This is a good opportunity to obtain feedback on what went well and what could have been done differently. This can help you with writing the Final Project Report.

# “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 his project and not for an adult to report observations on the Scout's project.

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

The workbook has expandable text boxes so 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 conduct 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, Project Coach, and members of the Board of Review 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 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.

- **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 Ethan Allen District 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 obtain the dated signatures of the unit leader and Project Beneficiary Representative 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, Advisor, or Skipper) 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.

# EAGLE SCOUT CANDIDATE REFERENCES


## Request and receive recommendations on the Eagle Scout Candidate

In the Ethan Allen District a general request for a letter of reference has been developed for use in reference checks (See [Attachment C – Ethan Allen District Sample Request for a Letter of Recommendation](#)).

On the Eagle Scout Rank Application, six (6) references are required — five (5) if not employed. Whether the unit/district requests and receives all letters is another matter. The requirement is for the Scout to provide the references. The unit will get the list of references from the Eagle Scout Rank Application, contact the individuals (*exception being the parents*) 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.

**NOTE: UNDER NO CIRCUMSTANCES will a Scout or his 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/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, he may use his former employer as a reference. If the Scout is currently employed, please use that employer as the reference.

When contacting the person for permission to be a reference, the Scout should obtain complete contact information (i.e., full name, mailing address, phone number, e-mail) for his 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 Committee 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 make contact with 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 Ethan Allen District 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, including the Scout and his**

**parent 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](http://www.scouting.org/filestore/pdf/512-728_wb_fillable.pdf).

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

All information on the Eagle Scout Rank Application must agree with the data recorded on Internet Advancement and found on the Member Unit Advancement Summary. It is also helpful if the unit uses TroopMaster© 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 Eagle Rank Application Assistant (from TroopMaster©), 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 will be 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/district abbreviations may be used, such as DC for the District of Columbia, MD for Maryland, and VA for Virginia. Additionally, standard name suffixes (e.g., Jr., III, etc.) should be used.
- 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 18<sup>th</sup> birthday (even if it is a Crew position the Scout still holds). “Present” and “To Now” are not dates! Future dates also 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
  - 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 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, he 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 his honor as a Scout/Venturer, all statements on the application are true and correct and all requirements were completed prior to his 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 (BOR). The dates accompanying these signatures may be after the Scout's 18<sup>th</sup> 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 are to 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 – Three Rivers District 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 his BOR 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:

- Three copies of the completed original Eagle Scout Rank Application. *The original will be sent to the Eagle BOR Chair from the Council Registrar.*
- Three copies of the Statements of the ambitions and life purpose. (See *Requirement 7 of the Eagle Scout Rank Application*)
- Three copies of the Listing of positions held and honors and awards received. (See *Requirement 7 of the Eagle Scout Rank Application*)
- The original and three additional copies of the completed Eagle Scout Service Project Workbook describing how the project was planned and developed highlighting how the Scout demonstrated leadership.

## PRE-BOARD OF REVIEW RECORDS VERIFICATION

### Complete the Ethan Allen District Verification of the Eagle Scout Rank Application

#### Scout/Unit:

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

- Use of the Ethan Allen District Eagle Scout Verification Checklist at [Attachment C](#) is recommended.
- A unit must reconcile the unit's management records (or software e.g., TroopMaster©), Eagle Scout Rank Application, and Internet Advancement record to the source documents (blue cards, Scout's handbook) to ensure all dates are in agreement. If necessary, the unit should take corrective action.
- All information on the 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.

#### Council:

For the Council review the unit will deliver the completed/signed Eagle Scout Rank Application, along with a copy of the Letter of Ambitions, to the Green Mountain Council Office for council verification.

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

- Hand deliver a copy to the Green Mountain Council Office
- Mail a copy to:

**Green Mountain Council, BSA**  
**Attention: Janet Ruggles-Power**  
**PO Box 557**  
**Waterbury, VT 05676**



The Council 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 (EBOR). 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 discrepancies are found during the review they must be corrected before the Eagle application is submitted to the Three Rivers District for the scheduling of the Eagle BOR.
- When the review is satisfactory, the Council Registrar will initial and date the BSA Local Council Verification block located on the front of the Eagle Scout Rank application.

FOR COUNCIL USE ONLY	
COUNCIL NO.	TYPE OF UNIT
REGION C   N   S   W <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	NATIONAL NO.
PID NO. (REQUIRED)	
POSTHUMOUS: <input type="radio"/>	

- The application will then be sent to the Council Executive for review and approval; the application will be signed, 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 

Month	Day	Year	

- The Council office will then mail the verified application to the Ethan Allen District Eagle BOR Chair.

# 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 (EBOR) Chair will contact the candidate to coordinate his EBOR. The candidate is to work with his unit leader, or a unit Committee representative (generally the unit Advancement Chairperson) to confirm the date. The EBOR will NOT be scheduled until the Eagle Candidate package is received by the EBOR Chair. Once received the EBOR will be scheduled as quickly as possible.

The EBOR 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 Green Mountain Council Program 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 Program 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, rather than attempt to obtain signatures or resolve inconsistencies after the Board of Review has adjourned. See Eagle Scout Package in this guide for more information.

The approved local council verification notice must be presented to the Scout's Eagle Board of Review chairperson at least two weeks prior to the Eagle Board of Review.

**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 have an understanding of 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 Ethan Allen District Advancement & Recognition Committee.

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

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 himself 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 Ethan Allen 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 Ethan Allen District Eagle Board or Review (EBOR) Chair. The EBOR Chair will not schedule an EBOR until he/she has the original verification Eagle allocation from the Council office.

There are three EBOR Chairs in the Ethan Allen District; you must send your paperwork to the correct EBOR Chair:

<p><b>Northern Section (Addison County)</b> Connie LaRose North Street Bristol Vermont 05443 Email <a href="mailto:connielarose@gmail.com">connielarose@gmail.com</a> Phone 802-453-7663</p> <p><b>Central Section (Rutland County)</b> Carriann Wolcott 71 Church Street Rutland, Vermont 05701 Email <a href="mailto:clgw5@aol.com">clgw5@aol.com</a> Phone 802-558-2431</p> <p><b>Southern Section (Bennington County)</b> Rich Leder 193 Old Depot Road Arlington, Vermont 05250 Email <a href="mailto:richlvt@gmail.com">richlvt@gmail.com</a> Phone 802-375-5117</p>	
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The Eagle Scout Package is as follows:

- Three copies of the Eagle Scout application (does not include the original application sent to Council) with requirement #6 from the Eagle application attached.
- 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 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 HIS FAMILY.** Recommend that letters be mailed as follows:

Scoutmaster Name  
c/o Eagle Candidate Name  
111 Anywhere Ave.  
Anywhere, VT 11111

**NOTE** – Requirement #6 – 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 actually 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 him so he/she can introduce the candidate to the board, but he/she 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 son.

The candidate may choose the option to have a Troop Committee Chair or another member of the Troop Committee 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 EBOR 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!

# 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 his successes and experiences in Scouting should be considered.

The board should confirm, to its satisfaction, that the project was executed so as 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 his board of review in order to ascertain whether he showed sufficient planning, development, leadership, and impact for the beneficiary.

The Ethan Allen District 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, he should be able at his board of review to explain how he organized his work and his workforce.

- Leadership was demonstrated.

The Scout implemented a plan that provided him 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. His self-evaluation is provided on Project Report Page B.

- Safety issues were addressed.

The Scout made a concerted effort to identify safety issues associated with his project and outlined measures to prevent injuries and how to respond if they occur. He 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 he 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 he will incur during his project and those expenses were covered by his fundraising efforts.

- Logistics elements were identified and addressed.

The Scout had a plan for moving personnel and materials to and from his 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 his 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, he is asked to return and is informed that he 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 Ethan Allen 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 possible options exist:

1. If the Scout's 18th birthday is not imminent and the board of review feels the Scout needs to improve in certain areas within a defined time frame, 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.
2. If the vote was negative and final, the Scout must be informed of his 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 him the reasons for his failure to qualify.

If the Board elects option 1, then a discussion should be held with him as to how he 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 Program 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 he works on his 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 he makes Life Scout or when he starts thinking about project ideas. Once he contacts you, be ready to schedule a time to meet and discuss the following:
  - Ask him about the merit badges he has completed and those he is working on. Remind him he may continue to work on merit badges while working on his Eagle project.
  - Advise him about the importance of keeping a personal time log that shows time spent discussing, planning, developing and implementing his project. Each entry should include date, action taken and time spent. Also advise him that he should keep a log of the names and hours of others who help him with his 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 him share his 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 sufficient magnitude and employ a sufficient workforce to permit the demonstration of his leadership skills and ability.
  - If he does not have a project you can suggest areas to look, but you should not secure a project for him. This is an important counseling element of the project for him.
  - An Eagle project has to meet the following criteria:
    1. Service to an organization (community, community of the world, religious institution, school, etc.) showing a significant benefit to the organization.
    2. Projects may not benefit any BSA organization.
    3. 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)

4. Projects may not be pre-planned by others.
  5. Project may not be a fundraiser; however, fundraising may be part of the project if the benefiting organization is not providing funding.
- Direct him to make initial contact with the benefiting organization to discuss project possibilities.
  - Recommend he discuss his project concept with you and the unit leader.
  - Have him obtain the most current version of the official BSA Eagle Scout Service Project Workbook and Eagle Scout Rank Application. Advise him that the Workbook has four parts: a proposal; a final plan; a fundraising application; and a final report.
  - Advise him that before beginning the Workbook that he and his parents or guardian must read the “Message to Scouts and Parents or Guardians”.
  - Direct him to contact the benefiting organization to identify/develop details of his project concerning the scope, schedule, materials, safety hazards, etc. This may take more than one visit.
  - Advise him that he should allow plenty of time for proper planning, scheduling, and organizing his project.
  - Provide him the name(s) and contact information for his District Eagle Project Representative.
  - Suggest that he begin his Eagle Scout Service Project Workbook.
    - (a) Complete the Contact Information page providing information about himself, unit, unit leader, committee chair, advancement coordinator, project beneficiary and representative, council, district representative, and Eagle advisor / project coach.
    - (b) 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 him contact and meet with his District Eagle Project Representative for project review, discussion, and final approval of his proposal. A parent or guardian may be required to attend this meeting. Once approved the District Eagle Representative should talk to him about completing his Service Project Final Plan and Report and his Eagle Scout Rank Application. The District representative will highly recommend that he 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 provide assistance 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, Three Rivers District 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 his 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 – ETHAN ALLEN DISTRICT EAGLE SCOUT VERIFICATION CHECKLIST

**Life Scout:** \_\_\_\_\_ **Troop/Team/Crew/Ship:** \_\_\_\_\_

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

- All information on Eagle Scout Rank Application 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 **(1)**
- 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 **(2)**
- Six references are provided (five (5) 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 **(1)**
- Cross out Eagle-required merit badges not earned on items 7, 8, and 10.
- Elective merit badges should be listed in chronological order
- Unit numbers are filled in for all merit badges
- Any four required merit badges and a total of six merit badges earned prior to Star

### Scout Board of Review date **(1) (3)**

- Any seven required merit badges and a total of eleven merit badges earned prior to Life Scout Board of Review date **(1) (3)**
- 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, Ship) 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 18<sup>th</sup> birthday **(2)**
- 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 18<sup>th</sup> birthday
- Applicant's signature and date
- Unit leader's signature and date
- Unit Committee Chair's signature and date

### **Notes:**

- (1)** Confirm that all dates agree with appropriate records. Ensure that, for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out; that Environmental Science or Sustainability is crossed out; and that Cycling, Swimming, or Hiking has 2 of the 3 crossed out.
- (2)** If the Eagle Scout Board of Review does not take place prior to the candidate's 18<sup>th</sup> birthday, all requirements must have been completed prior to his 18<sup>th</sup> birthday, (including the unit leader Conference and project completion).

If the Eagle Board of Review is scheduled within 3 months following the Scout's 18<sup>th</sup> 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 18<sup>th</sup> birthday it must be pre-approved by the Ethan Allen District.

For pre-approval, a statement by the candidate, his parent or guardian, the unit leader, or unit committee member, explaining the delay, must be submitted to the Ethan Allen 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 Ethan Allen District Advancement and Recognition Committee. The candidate, his parent or guardian, the unit leader, or a unit committee member must petition the National Advancement Team for authority to conduct the Board of Review. The request must explain the reason for the delay. This must be processed through the Ethan Allen District. The Ethan Allen District 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))

- (3)** For the rank of Eagle, a candidate must choose between required merit badges Emergency Preparedness and Lifesaving, Environmental Science and Sustainability, and Cycling, Swimming and Hiking when filling out the 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.

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

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



## **ATTACHMENT C – ETHAN ALLEN DISTRICT SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION**

November XX, 20xx

Dear Mr. Smith,

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

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 to the Scout. Please note that the contents of the letter will not be shown to or discussed with the candidate, nor with anyone not a member of the Eagle Scout Board of Review. Of course, you are free to discuss the information with the Scout, if you so desire, but you are under no obligation to do so.

Thank you for taking the time to write this letter.

Sincerely,

Troop \_\_\_\_ Advancement Chair

## Commonly Used Acronyms

ASM	Assistant Scoutmaster
BOR	Board of Review
BSA	Boy Scouts of America
EBOR	Eagle Board of Review
MBC	Merit Badge Councilor
PID No.	Personal Identification number
SM	Scoutmaster

## 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. He keeps his promises. Honesty is a part of his code of conduct. People can always depend on him.

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

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

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

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

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

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

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

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

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

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

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





# **EAGLE SCOUT LETTER OF RECOMMENDATION**

An Eagle Scout candidate must demonstrate that he lives by the principles of the Scout Oath and Law in his daily life. In this regard, the candidate indicated that you know him personally, and that you would be willing to provide a letter of recommendation.

**Eagle Scout Candidate's Name:** \_\_\_\_\_

**Your relationship:** \_\_\_\_\_

**Length of time you have known the candidate:** \_\_\_\_\_

Dear Members of the Eagle Board of Review,

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See additional attached pages

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 My Name

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 Date

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 Telephone

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 Signature

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 E-Mail

