

Navigating the Path from Life Scout to Eagle Scout



**Eagle
Scout
Procedures
Guide**

**Green
Mountain
Council**



FOREWORD

This guide is a valuable resource for Life Scouts working toward the Eagle rank. It provides a detailed roadmap for completing the Eagle Project, covering everything from planning to execution. Additionally, it outlines the necessary documentation and procedures for the Eagle Board of Review.

Beyond benefiting Scouts, the guide also offers support for parents, guardians, and troop leaders, helping them assist Scouts through this milestone. It emphasizes breaking down large projects into manageable sections, starting with the Proposal phase to establish clear objectives before moving forward.

The guide reinforces the importance of adhering to national Scouting guidelines, ensuring consistency and fairness in rank advancement. Local units and individuals cannot impose additional requirements beyond those set by national policies.

Finally, the document is designed to evolve alongside Scouting policies, ensuring relevance and clarity for current and future Scouts. Collaborative updates help maintain its usefulness as a guiding tool throughout the Scouting journey.

Please do not hesitate to contact me with questions and/or comments.

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Eagle Scout Procedures Guide

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PURPOSE

This document provides guidance for Life Scouts and Scouters in the Green Mountain Council on policies and procedures, and frequently asked questions related to the Eagle Scout rank. It supplements official BSA publications but does not override national policies, which take precedence in case of conflicts.

The document outlines areas where the Council has discretion and establishes procedures for implementing BSA policies locally. An electronic version is available on the Council website under the Trail to Eagle Scout section.

For clarification on requirements, Scouts and leaders are encouraged to contact the Council Advancement Committee to avoid unnecessary delays. The Council also hosts Life-to-Eagle discussions, offering Scouts, parents, and leaders' insights into the Eagle Scout Service Project and rank requirements.

Suggestions for improving the guide can be submitted to the Council Advancement Committee, which reviews recommendations annually. Approved updates are incorporated into the next revision and made available on the Council website to ensure the guide remains relevant and useful.

ADVANCEMENT REFERENCE INFORMATION

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

Advancement Resources link:

<https://www.Scouting.org/programs/Scouts-bsa/advancement-and-awards/resources/>

General Resources:

- [Guide to Advancement, No. 33088 \(PDF\)](#)
- [Advancement Report, No. 34403](#)
- [Eagle Scout Challenge, No. 542-900](#)
- [Lone Scout Friend and Counselor Guidebook, No. 511-420](#)

Rank Advancement forms:

- [Application for Alternative Eagle Scout Rank Merit Badges, No. 512-730](#)
- [Belated Rank Application, No. 512-076](#)
- [Eagle Scout Service Project Workbook, No. 512-927](#)
- [11.2.0.0 Request for Extension of Time \(form\), No. 512-077](#)
- [11.2.1.0 Appeal of Extension Request Denial \(form\), No. 512-077a](#)
- [Eagle Scout Service Project Coach Application, No. 512-069](#)
- [Individual Scout Advancement Plan, No. 512-936](#)
- [Request for Registration Beyond the Age of Eligibility, No. 512-935](#)

Merit Badges:

- [Merit Badge List](#)

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 Scoutbook to comply with the Council's verification process.
- Maintain adequate advancement records (i.e. merit badge blue cards, advancement reports, etc.) and provide requested documentation to your Council if information provided on the Eagle Scout Rank Application is incomplete or is in question.
- For Scouts with disabilities (Special Needs):
 - Register the Scout as a Special Needs Scout in a timely manner. The process can be found here:
<http://www.Scouting.org/Home/GuideToAdvancement/SpecialNeeds/AdvancementFlexibilityAllowed.aspx>
 - Submit requests for alternate Eagle Scout merit badges (using the [Application for Alternative Eagle Scout Rank Merit Badges](#)) 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 in the unit as an Eagle Project Coach who can provide guidance to the Scout to complete the Eagle Scout Rank Application and Eagle Scout Service Project Workbook. The Council Advancement Committee can assist here if needed.
- 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 (pg. 66). 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.
- A pre-Board of Review records verification process ensures the Scout's completed the application, along with the written Ambitions & Life Purpose, have received all the required signatures. Ensure these are enclosed in the

NOTE: Letters may now be submitted electronically.

materials sent, electronically or hardcopy, to the Council Registrar at the Green Mountain Council (GMC) office for verification **prior** to the Eagle Scout Board of Review.

District Responsibilities

- Review and approve the Eagle Project Proposal and Fundraising Application. Confirm the required signatures are present, prior to the Scout conducting the project.

Council Responsibilities

- Conduct all Eagle Boards of Review.
- Provide 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.
- Review requests for approval of alternative advancement requirements (through First Class) and for alternative merit badges for Scouts with special needs.
- 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 the Eagle Scout Rank Application for accuracy and completeness, complete Council verification process.
- Confirm Eagle Packet of materials is received & complete.
- Notify the Council Eagle BOR Committee that a candidate is ready for their Eagle BOR.
- If initial reference letters are not submitted in a timely manner and follow-up requests made by the scout/unit do not yield results, the Council Eagle BOR Chair must *either* call the missing references on the Eagle application **or** move forward with the scheduling the BOR. The Council Advancement BOR team may not deny a Scout their Board of Review for lack of reference letters.
- Process Eagle Scout Rank Applications through the Council Service Center following a successful Board of Review.
- Maintain a log of all Eagle Scout Rank Applications being processed through the office.
- Track and maintain a list of all Eagle project service hours.
- Develop, maintain, and distribute the Life to Eagle Procedures Guide for use by Scouts and Scouters within the Green Mountain Council.

- When required, forward appeals and requests for extensions to the National Advancement Team.
- Consider and act upon appeals from Eagle Scout candidates, parents, or units concerning the Eagle Scout Rank Application and/or Eagle Scout BOR. A Council Appeals Panel is brought together to deliberate on appeals. For further guidance on this, see the appropriate section of the Guide to Advancement.

THE JOURNEY FROM LIFE TO EAGLE

The following steps have been developed from the Eagle Scout Service Project Workbook, the Eagle Scout Rank Application, and the Guide to Advancement, along with the guidance of the Council Advancement Committee. The goal is to provide a smooth process for the Scout, unit leadership, and the districts to follow.

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

- **Active Participation**
- **Demonstrate Scout Spirit**
- **Merit Badges**
- **Positions of Responsibility**
- **Planning, developing, and providing leadership in a service project**
- **The unit leader (Scoutmaster) Conference**

Active Participation

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

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

Scout units may **not** create their own definition of active beyond what is defined in the Guide to Advancement; this is a BSA 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.

Demonstrate Scout Spirit

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

Merit Badges

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

Position(s) of Responsibility

Have a minimum of six (6) months **active** service in one or more specified positions of responsibility since the Life Board of Review. The eligible positions are listed in the current edition of the Scouts BSA Requirements handbook and on the Eagle Scout Rank Application. The key to fulfilling the requirement is **active service**.

NOTES:

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

AGE/TIME REQUIREMENTS

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

Achieving the Eagle rank is a significant milestone in a Scout's life, requiring dedication and time management. It's impressive that many Scouts complete their requirements well in advance of the 18th birthday, showcasing their commitment. Procrastination can indeed lead to a time crunch, but it's a learning experience in prioritizing and meeting challenges head-on. The journey to Eagle rank is not just about the destination but also about embodying the Scout's values, including courtesy, every step of the way.

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

The Council Advancement 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.

The only exceptions to the age requirements include a **Request for Extension of Time** due to circumstances outside the Scout's control or if a Scout Requests **Registration Beyond the Age of 18** (special needs). Each request to be reviewed by the Advancement Committee and Council Exec with all requests kept confidential.

- [Request for Extension of Time \(form\)](#)
- [Request for Registration Beyond the Age of Eligibility](#)

PROJECT SAFETY

Since an Eagle Scout service project is considered a unit activity, unit leadership holds the same responsibility for ensuring safety as they would for any other unit event. This includes adherence to the Guide to Safe Scouting, youth protection guidelines, and two-deep leadership requirements.

The Eagle candidate is responsible for planning and developing a project that prioritizes safety. This is documented in both the Proposal and Final Plan sections of their Workbook. During the review process, the unit, beneficiary, and District should engage the Scout in discussions about potential hazards, ensuring they understand the importance of maintaining health and safety throughout the project. However, minors cannot and must not be held solely responsible for safety concerns.

Unit leaders and committees should reject projects that pose inherent safety risks while also staying informed about safety considerations during final planning. This can be achieved through regular communication with the Eagle candidate.

NOTE: As with any Scouting activity, medical forms may be necessary depending on the nature of the work involved. Many Scouts may not be aware of this requirement, so the unit should assist the Scout in ensuring the appropriate forms are available if needed.

RECORD KEEPING

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

For rank advancement:

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

For merit badges:

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

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

TRACKING SERVICE PROJECT HOURS

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

From the time a Scout begins looking for a project to the completion of the project, the candidate should keep track of **all** time spent on the project. This includes:

- The Scout, the parents, leaders, other Scouts, beneficiaries, etc.
- Include travel time to/from meetings with beneficiaries, lumber yards, etc.
- All time spent making calls, writing emails, documenting the plan, etc.

You should document any time someone else spends on your project.

A small pocket notebook, a spreadsheet on a laptop, a notepad on their smartphone, or a loose-leaf page in their Project Workbook are all acceptable ways for accomplishing this task. Each entry should include the name of the person, the date, the hours or fractions of hours, and the purpose. The accumulated data will then be entered in the Project Report, in the section titled Entering Service Project Data.

(Sample Tracking Log)

Eagle Project Log Sheet		Eagle Scout Candidate			
Name	Date	Time	Hours worked	Youth/ adult	Task

Eagle Scout Service Project Workbook

THE EAGLE SCOUT SERVICE PROJECT WORKBOOK

When a Scout begins Eagle requirement #5 (*While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community*), they are **required** to use the latest version of Eagle Scout Service Project Workbook to meet this requirement. Once the candidate has started in a Workbook, if a newer version of the Workbook is released, the Scout may complete any **remaining pieces** using the version they started with.

The request from the Council is to have the workbook information **typed**, ensuring that the content is accessible and legible for District and Council members who play a crucial role in the review process. For Eagle Scout candidates, the emphasis on the content being in their own words is paramount, reflecting their personal journey and achievements. Delegation of the typing task is permissible, but it's essential that the integrity of the Scout's original thoughts and expressions is maintained. This approach not only facilitates a smoother review process but also upholds the values of honesty and responsibility that are central to the Scouting experience.

Scouts can choose from a PC or MAC format of the Workbook depending on their computing platform.

You must use the most current version of Adobe Reader. The Workbook has several useful features such as expandable text boxes, spell check, and automatic re-paging/numbering as you add material.

Click on the following link for the procedures and to download the Workbook:

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

IMPORTANT NOTES:

- **You must download/save the Workbook to your hard drive before updating. Once downloaded, close your browser and open the saved copy and then start your editing.**
- **DO NOT EDIT THE WORKBOOK FROM YOUR BROWSER – IF YOU SAVE A BROWSER VERSION, YOU WILL SAVE A BLANK DOCUMENT AND YOU WILL HAVE TO START OVER.**
- **DO NOT USE A CHROMEBOOK TO EDIT/MAINTAIN THE PDF DOCUMENT – MANY ISSUES HAVE BEEN REPORTED.**

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

The Eagle Scout Service Project Workbook is broken into four sections:

- Section 1 – Introduction (informational)
- Section 2 – Project Proposal
- Section 3 – Service Project Plan (***includes the Fundraising Application***)
- Section 4 – Service Project Report

Completing the Project Proposal, Project Plan, and Service Project Report are essential steps in managing an Eagle Scout service project effectively.

- **Project Proposal:** This serves as the initial overview, outlining the project's objectives, expected outcomes, and benefits. It should clearly define the problem being addressed, the proposed solution, and the necessary resources. The proposal must be approved before any work begins.
- **Service Project Plan:** Once the proposal is approved, the candidate develops a detailed plan that includes tasks, timelines, and responsibilities. This plan acts as a roadmap for execution, incorporating milestones, risk management strategies, and communication plans. While not requiring formal approval, it is strongly recommended that the candidate review it with a project coach and the beneficiary.
- **Service Project Report:** After the project is completed, the candidate documents the results, including accomplishments, impact, and lessons learned. This report serves as a reflection on the project's success and areas for improvement. It is a crucial component for demonstrating leadership and project management skills during the Eagle Scout board of review.

Section 2

Eagle Scout Service Project Proposal

SELECT A PROJECT

Ideas for an Eagle Scout Project

Pursuing an Eagle Scout project is a defining moment in a Scout's journey and selecting the right project is a meaningful step toward that goal. Whether it's revitalizing a local park, supporting a place of worship, or contributing to a school, each project offers the chance to make a lasting difference. More than a service initiative, it's an opportunity to lead, solve problems, and demonstrate dedication.

Today's Scouts have access to a broad range of online tools from curated project lists to idea generators and standout examples all designed to spark creativity and focus. The most impactful projects are those that reflect a Scout's personal passions while addressing a genuine need within the Charter Organization, blending purposeful service with authentic growth.

When selecting a project, make sure it is:

- Interesting to you – Choose something you care about.
- Challenging to you – It should push you to develop new skills.
- Beneficial to the community – The project should provide a tangible service.
- An opportunity for leadership – It should involve planning, development, and team coordination.

Contacting the Benefiting Organization

Once you have a project idea, the next step is to engage with the organization that will benefit from it. Presenting your proposal and securing approval ensures that your project aligns with their goals and needs.

After approval, you'll need to identify a Project Beneficiary Representative, the individual who will serve as your main point of contact throughout the planning and execution phases. This person has the authority to approve project details and will collaborate with you to ensure the project is successful. Their contact information must be accurately recorded in the Eagle Scout Service Project Workbook (Proposal Page B). This structured approach fosters collaboration and ensures a smooth project management process, ultimately leading to a successful outcome.

Preparing the Beneficiary for the Project

A crucial part of the Eagle Scout Service Project process is ensuring the benefiting organization understands the scope and expectations of the project. The brochure "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries" provides essential details about responsibilities and commitments.

Before presenting this document, familiarize yourself with its contents as this will reflect your preparedness and dedication as an Eagle Scout candidate. The beneficiary's acknowledgment of the brochure signifies their understanding and agreement, making an important step toward the project's commencement and success.



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "...to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the Scout's proposal is merely an overview—not a comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's Eagle Scout Service Project Workbook, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle Scout projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout or the Scout's parents or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's unit must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.



Boy Scouts of America
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Review Idea with unit leader

An Eagle Scout project is a significant endeavor that requires careful planning and approval. The first step is discussing your initial concept with your unit leader, this conversation lays the foundation for your project and ensures it aligns with Scouting principles. Once you receive approval, the next milestone is documenting your proposal in the **Eagle Scout Service Project Workbook**. This isn't just a formality, it serves as a detailed blueprint that will guide your project from start to finish.

If your initial idea doesn't receive approval, don't be discouraged. Use this as an opportunity to refine your concept or explore new ideas that better align with your goals and the needs of the benefiting organization. The journey to completing an Eagle Scout project is just as valuable as the project itself, teaching resilience, adaptability, and the importance of thorough preparation.

BEGIN THE PROCESS OF FILLING OUT THE PROJECT PROPOSAL

Complete the Contact Information page in the Workbook Project Proposal – Page B

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

Sample (*more fields than what is displayed*):

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name:		Birth date:	
Email Address:		BSA PID number:	
Address:	City:	State:	Zip:
Preferred telephone(s):		Life Board of Review date:	

Current Unit Information

Check One: <input type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship	Unit Number:
Name of District:	Name of Council:

Unit Leader Check One: Scoutmaster Crew Advisor Skipper

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

- **BSA PID No.*:**

This is the Scout's Personal Identification Number assigned to the Scout by the Scouts BSA. It can be found on the membership card, in Scoutbook, on the My.Scouting.org website, or on the unit Roster during rechartering.

- **Council Service Center Information:**

Your Council Service Center

Contact Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

- 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.

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Each Eagle Scout candidate should receive guidance, even before project inception, from an experienced person in the unit, District, or Council 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).

The 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 (see pg. 34 – District Project Approval contact).

PROJECT PROPOSAL

Complete planning portion of the Project Proposal Project Proposal – Page C

The Eagle Scout candidate starts by completing the **Project Proposal** section of the workbook. This is an overview, and the beginning of the project planning process. The candidate is responsible for stating, in general terms, what they plan to do.

It is highly recommended that the project proposal be typed using Adobe Acrobat. There are many benefits to this as it allows you to save and edit your work. It provides expandable text fields so the Scout can expand beyond the initially provided space, spell checking, and most importantly, it provides you with a legible, professional document for sharing. Opting to handwrite workbooks can indeed introduce the risk of delays in the approval process. If the handwriting is difficult to decipher, it may necessitate typing the content later, which can be time-consuming. To ensure a smooth process, it's recommended to type documents from the start, providing clear and easily editable text that can streamline reviews and revisions. Scouts may also begin filling in the Final Plan with information they learn during the proposal phase, i.e., feedback from the District Project Approver.

The Scout should make the effort “**Do Your Best**” to present a readable and complete representation of their project’s proposal. This will help the Board of Review team better understand your project.

- **Project Description and Benefit**

Provide an adequate description of your project. 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/needier 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. Be sure to label each picture/drawing to explain what is in the picture. During the actual project, consider designating a project photographer or multiple photographers to capture events.

Complete the proposed start and end dates for your project.

Project Proposal – Pages D & E

- **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 include 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.

- **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 **Section 4 - Service Project Report**, so do not 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, do you need a building permit? If you have garbage/trash to dispose of, consider dumping fees and waste disposal regulations. If you are using paints, solvents, fertilizer, etc., you might want to investigate hazardous waste regulations.

Project Proposal – Page F

- **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 an estimated/preliminary cost estimate for all materials and supplies that are donated by the benefiting organization, your family, or others. They have actual costs, even if the cost to you is \$0.

Tools planned for use should be listed but may have a \$0 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 **cannot** 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.

- **Project Phases**

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

- Complete the final plan and get approval to move forward
- Conduct fundraiser
- Purchase materials from home improvement store
- Conduct the project
- Complete the project report

- **Logistics**

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

Project Proposal – Page G

- **Safety Issues**

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

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

See [Project Safety](#) section (pg.12) in this guide for additional information.

- **Project 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/finalize design/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 help to make your project successful.

EAGLE SCOUT FUNDRAISING APPLICATION

**Located in Section 3 Service Project Plan section of the workbook:
Fundraising Application - Page A**

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			
Check One: <input type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship		Unit Number:	
Name of District:		Name of Council:	

Project Beneficiary

(Name of religious institution, school or community)

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

Eagle Scout service projects are designed to showcase leadership while benefiting the community. While projects cannot be fundraisers themselves, they may include fundraising activities to cover the costs of materials and other necessary expenses. The key distinction is that fundraising should support the project, not be its primary focus, ensuring alignment with the Eagle Scout program's emphasis on service and community engagement.

When planning an Eagle Scout service project, it is essential to follow the guidelines set by the Green Mountain Council. Individual fundraising efforts do not require Council approval, but transparency with donors is mandatory. Scouts must clearly communicate that funds are being collected to support the project. To facilitate this, the Eagle Scout Service Project Fundraising Application, part of the Eagle Scout Service Project Plan in the Workbook, must be completed, printed, and signed by all relevant parties. This application must be submitted alongside the project proposal, ensuring compliance with Council policies and maintaining the integrity of the project and the Eagle Scout rank.

Regardless of the fundraising goal, all efforts must be thoroughly documented in the Eagle Scout Service Project Workbook. The Proposal should include fundraising details under the **Preliminary Cost Estimate** section, while the Final Plan should outline revenue sources in the **Revenue** section. This level of detail ensures accountability and proper financial planning throughout the project.

Important Note on fundraising

National Policy states on the back of the Fundraising Application that “**money raised must be turned over to the beneficiary or to the candidate’s unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.**” This means that no scout may create their own Go-Fund me page or have checks written to them – checks must be written out to the Troop or the beneficiary.

Below screenshot from Project Proposal - Page F

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below
(include sales tax if applicable)

Materials:	<input type="text"/>
Supplies:	<input type="text"/>
Tools:	<input type="text"/>
Other:	<input type="text"/>
Total Costs:	<input type="text"/>

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

When planning and executing your fundraising efforts, adhere to the following standards and discuss them with your unit leader, unit committee, beneficiary, and other relevant stakeholders. Following these guidelines improves the chances of approval.

- **Maintain transparency and accountability:** Clearly communicate to donors and participants that funds are being raised for a specific beneficiary. Once collected, the funds should either be deposited into the beneficiary's account or held by the candidate's unit until needed for the project. After covering all expenses, any remaining funds should be released to the beneficiary to ensure a clear and responsible financial process.
- **Understand contractual obligations:** Within organizations like Scouts BSA, contracts carry legal implications. A responsible adult signing a contract does so as an individual and assumes personal liability, meaning they are personally responsible for fulfilling its terms. Such agreements cannot legally bind the broader organization or affiliated groups, including the Green Mountain Council or a Charter Organization. This safeguard ensures the organization, and its members remain protected from unintended legal obligations.
- **Emphasize value in fundraising efforts:** When selling products or soliciting donations for an Eagle Scout service project, focus on highlighting product quality and purpose. Transparency builds trust—informing potential buyers or donors that their contributions support a meaningful community service project reinforces its significance. If surplus funds exist, directing them to the designated beneficiary further demonstrates a commitment to the community.
- **Provide proper documentation:** Transparency in fundraising includes accurate record-keeping. Donors may appreciate having documentation for their contributions, which should be provided directly by the project beneficiary. Likewise, any requested receipts should also come from the beneficiary to ensure transactions are properly recorded and reflect the intended recipient of funds.

APPROVAL OF THE PROJECT PROPOSAL

Obtain approvals of the Project Proposal Proposal - Page H

Before beginning any work on the project, the scout must obtain the dated signatures of four approving officials in the Workbook. If any of these officials do not sign the project proposal, the candidate must revise, resubmit, or restart the proposal as needed.

The required sequence for signatures is as follows:

1. The Candidate must sign first.
2. Approval must then be obtained from the Beneficiary, Unit Leader, and Committee, in that order.
3. The final signature and approval must come from the District Eagle Project Representative.

Ensuring proper authorization through this sequence helps maintain clarity and alignment with official Scouting procedures.

Candidate's Promise*		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed	Date		

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.*

Unit Leader Approval*		Unit Committee Approval*	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

Beneficiary Approval*		Council or District Approval	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." Yes _____ No _____			
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

** While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*

Candidate's Promise

Read and sign the promise before presenting your Project Proposal to the Beneficiary, Unit Leader, and Committee for their approvals.

- **Beneficiary Approval**

Present your proposal to the Beneficiary Representative and obtain their signature, confirming their agreement that the service project will provide meaningful benefits and their commitment to support its completion.

By signing, they acknowledge:

- Any financial support they have agreed to provide has been communicated to the Scout.
- All fundraising conducted by the Scout will be in the beneficiary's name, with any remaining funds directed to the benefiting organization.
- They will provide receipts to donors as required, ensuring transparency in financial transactions.
- They have received a copy of the “**Navigating the Eagle Scout Service Project, Information for Project Beneficiaries**” flier from the Eagle candidate.

- **Unit Leader Approval**

Submit your proposal to your unit leader for review and obtain their signature, confirming that they have discussed the project with you and assessed its merit.

By signing, they acknowledge:

- The project provides a meaningful impact suitable for an Eagle Scout service project, requiring planning, development, and leadership.
- They are confident that the Scout understands their responsibilities and is prepared to lead the effort effectively.
- Adult leaders or others present during the project will observe without overshadowing the Scout's leadership role.
- This ensures clarity and support throughout the project's execution.

- **Unit Committee Approval**

Submit your proposal to the designated member of your unit committee and obtain their signature, confirming their approval.

By signing, they acknowledge:

- You are a **Life Scout** and an active member of the unit.
- They have reviewed the proposal and are confident in its feasibility.
- They will ensure the unit provides the agreed-upon level of support (if any).
- The unit committee has authorized you to move forward with the project.

- **District Approval**

Once you have the signatures outlined above, you will need to coordinate with your designated District Eagle Project Advisor for their review and approval/signature.

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

Calvin Coolidge

Jennifer Matheson
PO Box 121
Newfane, VT. 05345
(E): jmatheson1971@gmail.com
(H): 802-365-9322

Ethan Allen

Dean Silloway
421 Orchard Hill
Pittsford, VT 05763
(E): dean@silloway.net
(P): 802-483-6881

Long Trail

Albert Caron
49 South Main St
Waterbury VT, 05676
(E): albert.caron1@gmail.com
(P): 802-244-7202

Three Rivers

Rick Bourdeau
12 Petty Brook Rd.
Milton, VT 05468
(E): Rnbourdeau@aol.com
(P): 802-893-1986

Approval from the District Eagle Project Representative confirms that the project meets the necessary requirements for an Eagle Scout Project. They will also encourage the Scout to complete the Final Plan and consult a Project Coach for additional guidance.

Key Considerations:

- The approved project proposal should be stored safely, as this is required by the Eagle Board of Review.
- Changes to the project's scope or leadership opportunity must be evaluated case by case. Significant changes may include:
 - Denial of required permits.
 - The benefiting organization drastically increases or decreases the project's scope.
 - The organization is substituting a different project.

Managing Project Changes:

- **Substantial Changes:** If major adjustments are necessary after approval, the Scout should:
 - Consult their Project Coach or Unit Leader for guidance.
 - Communicate changes to the Project Beneficiary Representative and those involved in pre-approvals.
 - Carefully consider their advice, as only extreme cases warrant withdrawal of unit or district approval.
- **Minor Changes:** These do not require a formal approval process but should be documented in the Service Project Report. If unsure whether a change is minor or significant, the Scout should consult the District Eagle Project Advisor.

Section 3

Eagle Scout Service Project Plan

PROJECT FINAL PLAN

Earning the rank of Eagle Scout is a major achievement that requires dedication, leadership, and careful planning. Requirement 5 is a key part of this journey, emphasizing the importance of developing a well-thought-out service project. While the Final Plan does not require formal approval, it serves as a valuable tool to showcase the Scout's preparedness and commitment. Presenting this plan at the Eagle Scout Board of Review reflects the effort and thought invested in ensuring the project's success. It should be detailed enough to effectively guide project completion without becoming overly exhaustive.

The Value of a Final Plan

In Scouting, preparation is essential. Completing a Final Plan is a smart step, even though it is not mandatory. Seeking input from a Project Coach can be highly beneficial, as they provide fresh perspectives and help identify potential challenges that might otherwise go unnoticed. While optional, this review process strengthens the project's structure and minimizes setbacks that could hinder progress.

Collaborating with the Beneficiary

Involving the Project Beneficiary in the final stages of planning is both respectful and practical. Sharing the completed plan before implementation ensures alignment with their expectations and secures their approval. Since the beneficiary has the authority to request changes or approve execution, clear communication is essential for a smooth and successful project.

Creating a Comprehensive Final Plan

For Scouts preparing their Final Plan, presenting a clear and well-organized document is crucial. The Eagle Scout Service Project Workbook provides expandable text and table fields, ensuring that space constraints do not limit the ability to detail every aspect of the project. This flexibility allows Scouts to effectively communicate their planning efforts and commitment to project success.

Complete the Project Final Plan Project Plan - Page A

- **Comments from Your Proposal Review:**

This section is reserved for comments from the **District Eagle Project Representative** during their review. Feedback from the Beneficiary Representative, Unit Leader, and Unit Committee is presumed to have already been incorporated into the proposal.

- **Project Description and Benefit – Changes from the Proposal:**

Since detailed planning occurs after the proposal is completed, adjustments may be necessary. Use the two designated areas in this section to document any changes and explain how they will benefit the organization receiving the project.

- **Present Condition or Situation:**

Use this section to clearly describe the existing condition or situation that your project aims to improve. Utilize words, photographs, or drawings to illustrate the current state so that others can grasp the significance of your efforts.

Ensure that all pictures and drawings include captions and labels for clarity. Since many people may never visit the church, school, park, or facility where your project will take place, providing a well-documented description helps them understand its importance.

Complete the Project Final Plan

Project Plan - Page B

- **Project Phases:**

Review your Project Proposal and the phases you previously outlined. This section should serve as a top-level schedule, providing a structured plan for success distinct from the step-by-step instructions for execution.

A well-designed schedule establishes a logical sequence for completing tasks. As this may be your first large-scale project, estimate how long each task will take and the order in which they will be completed. Project phases can be presented as a list of tasks or shown visually in a calendar format.

- **Work Processes:**

This section should outline a step-by-step execution plan—the core structure of your project. Document every task, specifying:

- How it will be completed
- How long it will take
- In what order it must happen

Include details on pre-work required by both you and your volunteer team, as well as a daily work schedule from the time you start until the project concludes. Make sure to incorporate follow-up actions to ensure the project's long-term success.

- **Attachments:**

Most Eagle Scout projects will require supporting materials. If constructing an item, including plans, drawings, or figures to assist in assembly. Each visual should clearly show:

- Layout
- Dimensions
- Colors (if applicable)
- Scale

All plans, drawings, or figures should be labeled with a number and descriptive title and referenced appropriately in the step-by-step instructions or other sections of the workbook.

If attachments cannot be embedded or don't format correctly, include them as separate documents with your workbook.

- **Permits and Permissions:**

Expand upon the permits and permissions section from your proposal. Initially, you outlined what you thought you might need—now, it's time to:

- Confirm the exact requirements
- Determine how to obtain each permit
- Estimate how long the approval process will take

Complete the Project Final Plan Project Plan - Page C

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

Use these four tables to list everything your project needs. Filling them out carefully *before* your project day(s) will save you a lot of time and help you remember everything.

Just enter the "Quantity" and "Unit Cost," and the "Total Cost" will automatically calculate and add to the table's total. These totals will then go to the Expenses section to help you figure out your project's final cost.

Important: Always write down the estimated cost for all materials and supplies. This applies even if they're given to you by the organization, your family, or anyone else, because everything has a value.

• **Materials** *List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.*

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware Donation
Item	Description	Quantity	Unit Cost	Total Cost	Source

Supplies *List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.*

Plastic tarp	9' x 12', 2mil thick	2	4.00	8.00	ABC Hardware
Item	Description	Quantity	Unit Cost	Total Cost	Source

Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate or use it. See example.

Circular power saw*	1	0.00	0.00	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?

Other Needs

List each item, description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. See example.

Printing	Marketing brochure	2000	0.01	20.00	ABC Hardware
Item	Description	Quantity	Unit Cost	Total Cost	Source

Complete the Project Final Plan

Project Plan - Page D

- **Expenses and Revenue:**

This table helps you plan your project's cost, how much money you need to raise, and how you'll get it. If you can't get enough money, think about making your project cheaper or smaller.

You also need to plan how you'll handle the money: where it will be kept, and how it will be spent. Decide if your unit or the beneficiary will hold the money, and make sure everyone agrees. Any extra money you raise from outside sources usually goes to the beneficiary at the end of the project.

- **Giving Leadership:**

Look back at your Work Processes (pg. 38). Now, fill in the chart to show:

- What specific jobs need to be done for each step.
- What skills are needed for each job.
- If adults, youth, or both can do the job.
- How many people are needed for each job.

The last two sections are for your plan to talk to your helpers. Think about what works best for *your* way of leading. It's often helpful to split the work into smaller parts and give each part to a different team with a team leader. This lets the team leaders handle the small stuff, so you can focus on the big picture. Also, use this section to plan how you'll tell people about your project.

- **Logistics:**

A good plan for getting things where they need to be (logistics) is super important for a successful project. You need to think about how people will get to and from the project safely, but also how materials, supplies, and tools will arrive—whether from a store or brought by your helpers. This includes how you'll get rid of all the trash and waste after the project.

It's a good idea to add maps with details.

And don't forget the basics: how you'll feed and give water to your team, and where they can use the restroom. Also, think about if you'll need electricity at your work site(s) and if it's available.

Complete the Project Final Plan

Project Plan - Page E

- **Safety:**

Project Safety is a top priority. Eagle Scout projects demand a strong emphasis on safety. By diligently addressing the questions and table in this section, you will significantly enhance the safety protocols for your service project. It is imperative that a suitable, properly stocked, and readily accessible First Aid kit is available on site.

Incorporate a dedicated safety briefing into your project timeline prior to the commencement of any work and ensure a copy of this briefing is appended to this section.

When working with hazardous chemicals or tools, verify that all volunteers operating them possess the necessary qualifications for safe handling. Refer to the BSA "[Age Guidelines for Tool Use and Work at Elevations or Excavations](#)" for specific guidance.

Furthermore, precise knowledge of the nearest emergency facility locations and contact numbers (e.g., hospital, fire station) relative to your project site is essential. The presence of an individual proficient in first aid is also highly advisable.

It is **highly recommended** that BSA Medical Forms be available on-site during all scheduled project workdays.

Refer to Project Safety (pg. 12) within this guide for additional comprehensive information.

Complete the Project Final Plan

Project Plan - Page F

- **Contingency Plans:**

Outline the conditions that would necessitate the postponement or cancellation of your project and detail your planned response for each scenario. For outdoor projects, specifically include a plan for adverse weather.

- **Comments From your Project Coach About Your Final Plan:**

You are strongly encouraged to get suggestions and guidance from your Eagle Project Coach while completing and editing your Final Plan. This is likely your first Eagle Project, but your Coach has valuable experience with other Scouts. They can help you avoid mistakes that might make your project harder.

- Ask for constructive comments.
- Confirm you haven't missed anything important.
- Record their comments and suggestions.
- Revise your final plan as appropriate.

- **Review by the Benefitting Organization:**

As per the BSA guide, "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries," you *must* share your Final Plan with the organization that will benefit from your project. This allows them to:

- Confirm the plan is acceptable.
- Provide suggestions or voice concerns if they think the project might not deliver the results they need.
- If any problems are found, the benefiting organization might require changes to your plan before you can start the work.

Conduct Your Project

CONDUCT THE PROJECT

With a fully signed Project Proposal and a Final Plan approved by both you and the benefiting organization, it's time to execute your project!

This phase is your prime opportunity to showcase your leadership. Effectively manage and implement your meticulously planned project. Your unit leaders will observe your ability to lead with confidence.

Be aware that some adults may be overly helpful. If someone outside your designated management team offers directions, politely redirect their comments to yourself. This maintains your control and ensures clear communication with your work crew.

Key Steps for Project Execution:

- Follow your developed schedule.
- Gather and prepare all materials, tools, and supplies.
- For outdoor projects, monitor the weather, have a contingency plan, and keep volunteers informed.
- Check on assigned preparation tasks, utilizing youth and adult leaders for transportation, photography, and food.
- Organize and instruct participants, clarifying roles.
- Lead by overseeing work, making corrections, troubleshooting, and prioritizing safety.

Documentation and Tracking:

- Record all volunteer hours, including your own.
- Note any plan modifications.
- Maintain a detailed list of materials, supplies, tools used, and donations for your Project Report.

Completing Your Project: Your project is officially complete when:

- The planned work is finished.
- Excess items are cleared from the site (if applicable).
- Both you and the beneficiary agree the project meets expectations.

Record the project completion date on the Eagle Scout Rank Application (back page) and the first page of your Service Project Report.

Wrapping Up: Conclude with a meeting to express gratitude and gather feedback. This fosters accomplishment, provides valuable insights for future projects, and should be incorporated into your Final Project Report to reflect collective experience and lessons learned.

Section 4

Eagle Scout Service Project Report

SERVICE PROJECT REPORT (Close-Out Report)

Complete the Eagle Scout Service Project Report

Upon project completion, finalize the Service Project Report section of your Eagle Project Workbook. This report is your chance to reflect on your leadership and document the project's execution.

Key Areas to Address:

- How you led the group.
- What worked well and faced challenges.
- Lessons learned and what you'd do differently.
- Any plan changes and how you adapted.
- Include as many photos as possible (during and after).

Important Reminders:

- Unit leaders and coaches: This section is for the Scout's report, not adult observations.
- Scouts: Ensure your report reflects your best effort as an Eagle Scout candidate.

Formatting and Presentation:


The Workbook's expandable text boxes allow for detailed responses without space limits. Strive for a clear, readable, and complete project representation. This report is a testament to your leadership, problem-solving, and completion ability. Make it a strong reflection of your hard work.

Complete the Service Project Report

Project Report - Page A

- **Project Execution**

Record when work begins on your project and when it was finished using the definition from the previous section.

 **Project Execution:**

Once planning was completed, when did the work begin?

When was it finished?

- **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.

Project Description

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

- **Observations**

Taking time to reflect on your project's successes and challenges is a powerful way to learn and grow. Talk about your experience with friends, family, and mentors – their different viewpoints can offer fresh insights. Throughout the project, make sure to take notes; these details will be incredibly helpful when you look back and remember specific moments. This reflection not only gets you ready for any discussions about your project but also deepens your understanding of its real impact and how you've developed personally.

- **Changes**

List any changes made during the execution of the project. You should use your Project Proposal and Project Final Plan as guides. You should explain why those changes were made.

Complete the Service Project Report

Project Report - Page B

- **Leadership**

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

- **Material, Supplies, Tools, Other**

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

- **Entering Service Project Data**

Make sure the hours you and others spent on the project are recorded and totaled correctly. Review the section on **Tracking Service Project Hours** (pg. 14) 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. Highly recommended that you attach the original sign-in sheets or rosters as part of your report. These do not need to be typed or re-typed.

	Number of Workers	Total Hours Worked
The Eagle Scout Candidate - Planning Hours	1	
The Eagle Scout Candidate - Execution Hours	1	
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (enter here and on your Eagle Scout Rank Application)		

The total hours calculated here should then be documented the **Eagle Application** under Requirement 5 (back of form).

Complete the Service Project Report

Project Report - Page C

- **Funding**

In this section, your fundraising summary should demonstrate a clear alignment with the details you provided in the Expense and Revenue section of your Project Final Plan. If you faced any issues with fundraising, be sure to explain them and how you resolved them. Crucially, confirm that any leftover money or materials from your project have been turned over to the Project Beneficiary.

While not a requirement, sending thank-you letters or notes to those who donated materials or allowed the use of their equipment is a highly recommended gesture. Remember, these are separate from official donor receipts for funds or materials, which *must* come directly from the beneficiary. You have the option to include copies of these thank-you notes or receipts in your report, or you can simply list the individuals who received them in the "How were the donors thanked?" block.

- **Photos or Other Documentation**

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

Consider designating a project photographer or multiple photographers to capture your project.

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

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

Obtain approvals for the Project Report

Project Report - Page C

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

If either of the approvers does not sign the Project Report, the Eagle Scout candidate must revise, resubmit for approval.

Candidate's Promise *Sign below before you seek the other approvals.*

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here

Signature	Date

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 3 of this workbook.

Beneficiary name:	Unit leader name:
Signature	Date
Signature	Date

- **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 and obtain their signature. In signing, they agree the Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.
- **Beneficiary Approval.** Present your project to the Beneficiary representative and obtain their signature. In signing, they agree the Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.

Preparing the Paperwork for the Eagle Board of Review

Completing an Eagle Service Project is a significant achievement, marking a milestone in the journey of leadership and commitment. At this point you should have completed the Eagle Service Project Report and obtained all the necessary signatures. Now it's time to prepare the remaining paperwork necessary to schedule your Eagle Board of Review.

Below is a checklist of the paperwork that needs to be completed/compiled for your Eagle BOR.

- Eagle Scout Rank Application**: its required that you use the most current version of the Eagle application: [Eagle-Scout-Application](#)
 - Confirm your advancement dates with Scoutbook or work with the Council office to obtain an advancement report; use this data to complete the advancement sections of the application.
 - Complete the Reference section.
 - If you do not have a job, mark **NA** in the Employer field.
 - If you are not affiliated with a religious organization, a parent/guardian is required in the **Religious Reference** field; they will need to submit a reference letter specific to this area of reference.
- Candidate completes an **Ambitions & Life Purpose Statement** (Eagle Scout Rank Application Form, back section in the CERTIFICATION BY APPLICANT section). Attach to Eagle application for submission.
 - Sign and then obtain signatures from Scoutmaster and Committee Chair.
- Original **Eagle Project Workbook** to include all sections with original signature pages.
- At least three (3) original **letters of reference**.
 - Requested references may be returned to the Scout in a sealed envelope, or sent to a designated unit adult for safekeeping until the Eagle Board of Review
 - Electronic submissions are allowed – see instructions on submitting electronic reference letters (pg. 66).
 - The reference letters need to come from the references listed on your Eagle Scout Rank Application.
 - **IF** letters are not sent in, the Eagle BOR Chair will reach out to the References on the Eagle Application.

NOTE

The Eagle Scout application **can** be submitted after a Scout's 18th birthday; however, the board of review must be completed within a certain timeframe. All other requirements, including the service project and merit badges, **must** be completed before the Scout's 18th birthday.

EAGLE SCOUT RANK APPLICATION

Completing the Eagle Scout Rank Application

When all requirements for the rank of Eagle (except for the Board of Review) have been completed, an Eagle Scout Rank Application must be completed 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](#) (pg.68) for the detailed process.

The most current Eagle Scout Rank Application can be found at [Eagle Scout Application](#).

The application must contain original signatures (photocopy signatures are acceptable in certain situations; **HOWEVER** electronic (digital) signatures are not).

All information on the Eagle Scout Rank Application must agree with the data recorded on Internet Advancement. It is helpful if the unit uses TroopMaster®, Scoutbook, or other Scout tracking software for recordkeeping, but what is reported on Internet Advancement takes priority. The unit should have the Advancement Chairperson print an Individual History Report, or a comparable report to assist in the review of dates. See section on [Record Keeping](#) (pg. 13) for additional information.

You can also contact the Registrar at the Council office and request an Advancement Report for the Scout. The dates on this report are the most accurate.

Here are a few notes on completing the Eagle Application:

- 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.

EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT. This application is to be submitted after you have completed all requirements for the Eagle Scout rank. **Print in ink or type all information. List the month, day, and year for all dates.** When entering dates please use the format **mm/dd/yy** – for example, list the date July 8, 2022, as 07/08/22. When you have completed this application, sign it and submit it to your unit leader.

FULL LEGAL NAME (Use abbreviations if necessary; must fit within 30 characters, including spaces and punctuation.)

[Red oval highlights the name field and the instructions above it.]

- **Only use abbreviations** on the application for mailing address locations recognized by the United States Postal Service, such as St., Dr., or Pl. for Street, Drive, or Place, respectively. The standard state abbreviations may be used, such as VT for Vermont. Additionally, standard name suffixes (e.g., Jr., III, etc.) should be used.
- The **PID** (Personal Identification) number of the Eagle Scout candidate may be placed in the top right box of the Eagle Scout Rank Application. Can be found in Scoutbook.

COUNCIL MUST COMPLETE	
COUNCIL NO.	TYPE OF UNIT
NST	UNIT NO.
PID NO. (REQUIRED)	
POSTHOC NO.	

[Red oval highlights the PID NO. (REQUIRED) field.]

- 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.

Date joined Scouts BSA	Month (mm)	Day (dd)	Year (yy)
Date joined a Venturing crew			
Date joined a Sea Scout ship			
Date of First Class Scout board of review			
Date of Star Scout board of review			

[Red oval highlights the date fields.]

- 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](#) (pg. 68) for more information.

REQUIREMENT 2. As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

	Name	Address (including City, State, Zip)	Telephone	Email
#1				
#2				
#3				
#4				

- **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](#) (pg. 13) 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.

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPING			9 EMERGENCY PREPAREDNESS OR LIFESAVING		15			
2 CITIZENSHIP IN THE COMMUNITY			10 ENVIRONMENTAL SCIENCE		16			
3 CITIZENSHIP IN THE NATION			11 FIRST AID		17			
4 CITIZENSHIP IN SOCIETY			12 SWIMMING OR HIKING OR CYCLING		18			
5 CITIZENSHIP IN THE WORLD			13 PERSONAL MANAGEMENT		19			
6 COMMUNICATION			14 PERSONAL FITNESS		20			
7 COOKING			15 FAMILY LIFE		21			

*Cross out badges not earned. If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 through 21. You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).

- **Board of review dates** for rank advancement must be consistent in all record sources. See the section on [Record Keeping](#) (pg. 16) for additional guidance.

- **Positions of Responsibility:** List only approved position(s) from the current Boy Scout Requirements book or the Eagle Scout Rank Application. Use only dates starting the day of the Scout's Life Board of Review and ending before the Scout's 18th birthday (even if it is a Crew position the Scout still holds). "Present" and "To Now" are not dates. Future dates cannot be entered.

REQUIREMENT 4. While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date.

Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, outdoor ethics guide.

Venturing crew/Sea Scout ship. President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, chaplain aide, outdoor ethics guide, crew leader, media specialist, specialist or webmaster.

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

Position

Position

Date of Life Scout board of review

FROM TO

FROM TO

- **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.

REQUIREMENT 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project name:

Grand total of hours: (from Eagle Scout Service Project Workbook -- for statistical purposes only)

Date project finished

- Statement of your **Ambitions and Life** purpose (see back of Eagle Application under **CERTIFICATION BY APPLICANT**)

CERTIFICATION BY APPLICANT. On my honor as a Scout, Venturer, or Sea Scout all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday. In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

This section requires a formal statement of your personal ambitions and life purpose, accompanied by an exhaustive enumeration of leadership positions held within religious institutions, educational establishments, camps, community organizations, or other relevant entities. All honors and awards accrued during these periods of service should be meticulously documented.

Your statement should eloquently convey your long-term aspirations and the fundamental objectives you seek to achieve throughout your life. This serves as an opportunity to apprise the members of your Board of Review of your engagements

outside of Scouting. The narrative should demonstrably reveal the breadth of your personal development. Given that success in Scouting often correlates with achievements in other facets of life, particularly for Eagle candidates who exemplify the Scout Oath and Law, this articulation is paramount.

Do not exercise undue modesty; rather, present a complete inventory of your accomplishments. Many Scouts fail to adequately reflect upon the full scope of their activities and achievements. This exercise in comprehensive self-assessment is an invaluable skill with enduring lifetime applicability. Include all forms of recognition: medals, plaques, certificates, and less conventional honors such as letters of commendation from principals or volunteer organizations, letters of gratitude from elected officials for seasonal service (e.g., as a Page), or even citations in newspaper articles. Any recognition that instilled a sense of honor is pertinent.

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

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

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

After completing the Eagle Scout Rank Application, the candidate must meet with their unit leader and/or Advancement Chairperson to ensure accuracy of dates and completeness.

Once the application, including the letter of Ambitions & Life Purpose, is finalized, the Scout, unit leader, and unit Committee Chairperson should sign it. The Scout's signature attests, on their honor, to the truthfulness of all statements and that all requirements were met before their 18th birthday. The adult leaders' signatures verify the application's accuracy against unit records and grant approval for the Board of Review. These signatures may be dated after the Scout's 18th birthday. If a unit leader and/or Committee Chairperson refuses to sign, the Scout should contact the Council Advancement Committee Chairperson for guidance.

EAGLE SCOUT CANDIDATE REFERENCES

Requesting and receiving Recommendation Letters on behalf of the Eagle Scout Candidate –

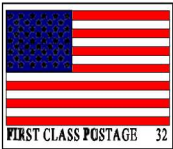
A request for a letter of reference has been developed for use in reference checks (see [Attachment C - Sample Request for a Letter of Recommendation](#)).

On the Eagle Scout Rank Application, four (4) references are required. The requirement is for the Scout to provide references for the application. The Scout then contacts the individuals requesting a letter of reference concerning the Scout.

Option 1: Letters

Letters may be returned to the Scout but must remain in a sealed envelope. Scout may also assign an adult unit member to receive and hold the unopened responses for the Eagle Scout Board of Review.

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	

Option 2: Electronic Submission (preferred method)

A new option now allows those asked to provide a reference letter to submit this electronically. All you need to do is provide the individuals who will be submitted a reference on behalf of the scout the following link:

<https://forms.office.com/r/0rXWddLyNK>

This will allow the individual to submit the refence electronically and eliminate the need to mail these to any one person; it will save time and will keep things confidential.

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

The response to the Letter of Recommendation should deal with the candidate's qualifications and character fitness to be an Eagle Scout and must be returned to the assigned unit member.

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 Council BOR Chairperson will contact the references as outlined on the Eagle Application to ensure they receive the request. They should inquire whether a response has been or will be sent and if not, why not. If responses are not received in a timely manner, the Board of Review will be scheduled without them; the BOR cannot be denied to the Scout due to lack of references.

Responses from references will be destroyed by the Board of Review Chairperson at the completion of a **successful** Board of Review.

THE EAGLE SCOUT PAPERWORK SUBMISSION

***** NEW PROCESS *****


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

To prepare for their Board of Review, each Eagle candidate must assemble the following documents:

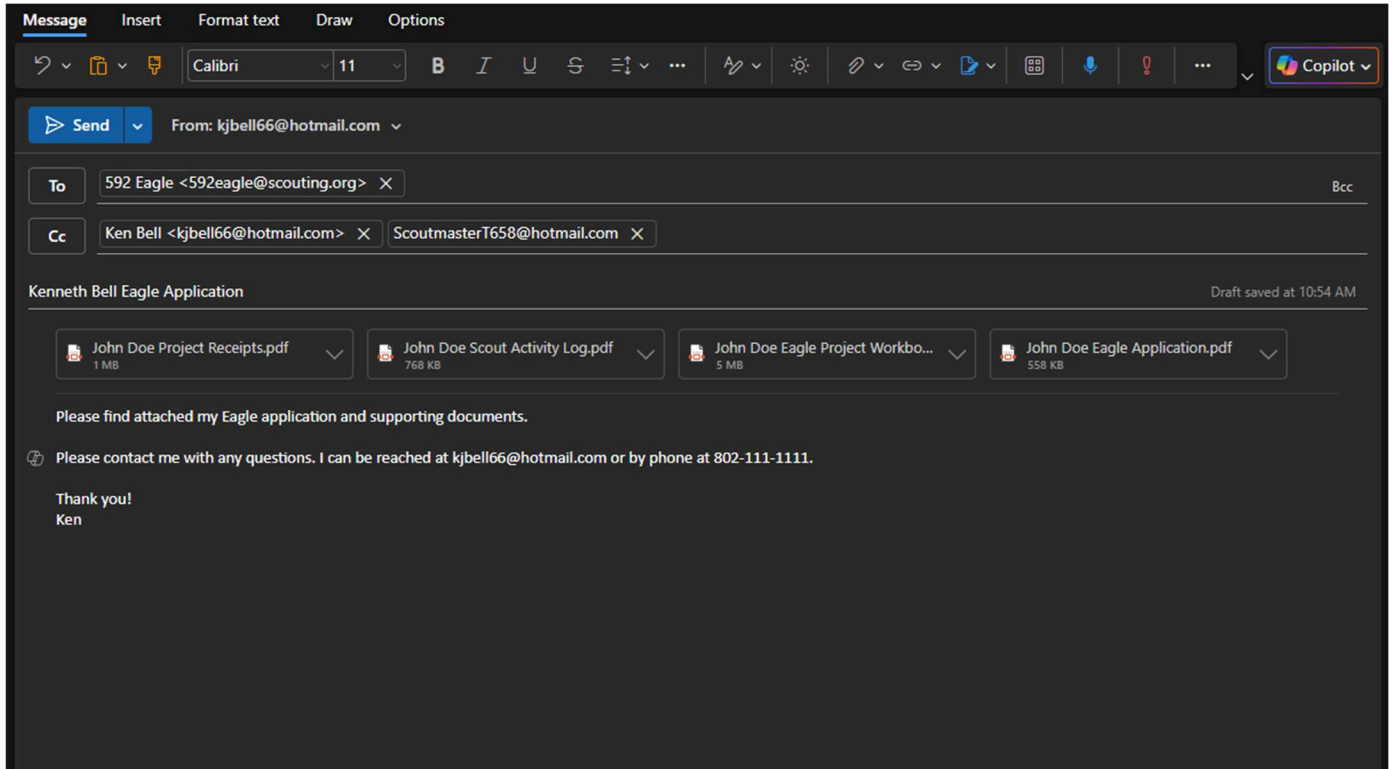
Required Documents:

- **Eagle Scout Rank Application** – A signed and scanned copy in electronic format (.pdf, .doc).
- **Letter of Ambitions & Life Statement** – Also in electronic format.
- **Eagle Scout Service Project Workbook** – The original copy, including all sections and signature pages, scanned as a .pdf.
- **Letters of Reference** – At least three original letters from individuals listed on the Eagle Scout Rank Application.
 - **Submission Guidelines:**
 - Letters may be delivered in a sealed envelope to the candidate or a designated individual but must remain unopened until the Board of Review.
 - Alternatively, references may submit letters electronically via this form: <https://forms.office.com/r/0rXWddLyNK>

Submission Instructions:

1. **Organize Your Documents**
 - Place all required files (Eagle Application, Life Purpose Statement, and other attachments) in a folder on your computer.
2. **Prepare Your Email Submission**
 - Open your email application and create a new message.
 - **To:** 592Eagle@scouting.org
 - **Cc:** Your email, your Scoutmaster's email, and your parent/guardian's email.
 - **Subject:** [First-name] [Last-name] Eagle Application
 - **Attachments:**
 - Eagle Scout Rank Application
 - Letter of Ambitions & Life Statement
 - Eagle Scout Service Project Workbook
 - Any other supporting documentation such as copies of receipts, unit activity logs, etc.
3. **Compose Your Email Message**
 - Include a brief statement indicating that you are submitting your Eagle paperwork.
 - Provide your contact information for any follow-up questions.
4. **Send**  **the email**

Sample message below:



Processing and Review:

- Upon submission, a folder will be automatically created in the Council's SharePoint system, labeled with your name and submission date.
- Council staff will receive approval notification and review the application, verifying advancement records and electronically signing the Eagle application.
- Once verified, the paperwork will be transferred to the **BOR Stage Eagle Application Folder**, and an approval notification will be finalized.
- The **Eagle BOR Team** will be notified via email and will begin coordinating your Board of Review date.
 - This process may take **2-3 weeks**, as board members are recruited and schedules are aligned.

Alternative Submission (Printed Materials):

If electronic submission is not possible, prepare a **printed packet** with all required documents and submit it to the **Council Registrar** for verification and signature. Once verified, the Council will work to schedule your Board of Review.

Mailing Address: Green Mountain Council
PO Box 557 Waterbury, VT 05676
ATTN: Council Registrar

This process ensures a smooth transition from submission to the Board of Review, maintaining the integrity of the Eagle Scout advancement process.

EAGLE SCOUT BOARD OF REVIEW PREPARATIONS

Board of Review Oversight

The Green Mountain Council Advancement Committee is responsible for conducting all Eagle Scout Boards of Review.

Scheduling the Board of Review

- The Eagle Board of Review Chair will contact the candidate to coordinate the review date.
- The candidate must work with their unit leader or unit committee representative to confirm the scheduled date.
- The Board of Review will not be scheduled until the Eagle Candidate Package has been received and confirmed by the Council office.
- The Eagle Board of Review Chair will provide a link to all the candidate's documents to allow Board members to prepare in advance of the BOR.

Board of Review Preparation

- Members of the Eagle Board of Review will convene at least 15 minutes prior to the scheduled start time.
- Board members are expected to have reviewed the documentation in advance of the BOR.
- Board members may need to review reference letters if delivered at the time of BOR.

Boards of Review After the 18th Birthday

- Scouts who completed all requirements before turning 18 may be reviewed within 24 months without special approval.
- If the Board of Review occurs more than 24 months after the candidate's 18th birthday, pre-approval from the Green Mountain Council Executive is required.
 - A statement explaining the delay must be submitted by the Scout, parent/guardian, unit leader, or unit committee chairperson.
 - If approved, a copy of the statement and Council Executive approval must be attached to the Eagle Scout Rank Application when submitted.

Board of Review Composition

- The Board of Review consists of:
 - At least one representative from the Council Advancement Committee.
 - Two to five additional members, totaling a maximum of six members.
 - All members must be 21 years or older; **they do not need to be registered in Scouting.**
- The Scout does not have input into the selection of Board of Review members.
- The Chairperson of the Board is a member of the Council Advancement Committee.

NOTE: The Eagle Scout candidate may have an Advocate present at their Board of Review. This individual is considered a Board member, meaning all standard Board of Review restrictions apply.

Who Can Serve as an Advocate?

The Advocate may be someone with whom the Scout has a strong personal connection, such as:

- A teacher
- An adult scouter from another unit
- A coach
- A religious advisor
- Another trusted mentor

The Advocate provides support and insight during the Board of Review but must adhere to the same eligibility and participation guidelines as other Board members.

Restrictions on Board Membership

- Relatives or guardians may not serve on the Scout's Board of Review.
- If the Scoutmaster is related to the candidate, they cannot sit on the Board and must delegate the responsibility to another unit leader (Assistant Scoutmaster, Committee Member, or another trusted leader outside the unit).
- The unit leader or representative may observe the Board of Review but cannot participate unless specifically asked a question by the Board.
- Observers related to the candidate (unit leaders, parents, relatives, or guardians) should not attend in any capacity.

Special Considerations for Scouts with Disabilities

- If the candidate is a Special Needs Scout who has utilized alternative advancement requirements, alternative Eagle-required merit badges, or is beyond the age of eligibility, a member of the Council Advancement Special Needs Committee may also serve on the Board of Review.

This process ensures fairness, consistency, and adherence to BSA advancement policies, supporting Scouts in their journey to achieving the Eagle Scout rank.

The Eagle Board of Review

CONDUCTING THE EAGLE SCOUT BOARD OF REVIEW

There is no required or standard set of questions for an Eagle Scout candidate during their Board of Review. However, the Board should ensure that the candidate has actively participated in the Scouting program and has demonstrated growth, leadership, and service. Since Eagle Scout is the highest rank in Scouting, a thorough discussion of the candidate's experiences and achievements is encouraged.

Evaluating the Eagle Scout Service Project

The Board must confirm that the service project meets Eagle Scout Requirement 5. The Guide to Advancement provides broad guidance for evaluating whether a project satisfies this requirement. Because projects vary widely in type and scope, Board members must maintain flexibility in their assessment.

If details are not documented in the Eagle Scout Service Project Workbook or other materials, the Board must discuss them with the Scout to determine whether the project demonstrated sufficient planning, development, leadership, and impact.

Recommended Measures for Evaluating Requirement 5

If the Final Plan section of the Workbook was not used, the Green Mountain Council Advancement Committee recommends assessing the project based on the following criteria:

1. Project Feasibility

- The benefiting organization, unit leader, and committee chair approved the Project Proposal (Proposal Page A).
- The Scout outlined logical steps to execute the project from start to finish.
- If the Final Plan lacks details, the Scout should be able to explain how they organized their work and workforce during the Board of Review.

2. Demonstration of Leadership

- The Scout implemented a plan that allowed them to demonstrate leadership.
- Leadership may include:
 - Recruiting and managing volunteers
 - Communicating during planning and execution
 - Delegating tasks
 - Handling emergencies and contingencies

3. Safety Considerations

- The Scout identified potential safety risks and outlined preventative measures.
- The candidate demonstrated knowledge and application of the Guide to Safe Scouting.

4. Materials, Tools, and Supplies

- The Scout identified necessary materials and quantities to successfully complete the project.
- Any shortages or excesses should be documented in the Project Report, rather than edited into the Final Plan after project completion.

5. Project Documentation

- Depending on the size and complexity of the project, the Scout should provide:
 - Plans, drawings, diagrams, maps, and pictures
- Documentation should ensure that volunteers, the beneficiary, and the Board of Review understand the scope and execution of the project.

6. Financial Planning

- The Scout had a reasonable understanding of project expenses.
- Fundraising efforts adequately covered the expected costs.

7. Logistics and Execution

- The Scout planned for transporting personnel and materials to and from the project site.
- For longer-duration projects, additional logistical considerations may be necessary.

8. Compliance with BSA and Unit Policies

- The Scout followed all BSA and unit guidelines throughout the project.

9. Beneficiary Satisfaction

- The completed project met the expectations of the benefiting organization.

By using these key measures, the Board of Review can fairly evaluate whether the Eagle Scout Service Project meets the necessary requirements while maintaining flexibility based on the unique nature of each project.

CONCLUDING EAGLE SCOUT BOARD OF REVIEW

Board Deliberation

After the Board of Review, the candidate and their unit leader/representative will be asked to leave the room while the Board members discuss the candidate's qualifications for the rank of Eagle Scout. Given the significance of the Eagle Scout Award, the Board must reach a unanimous decision in favor of advancement.

Approval Process

- If the candidate meets all requirements, they will be invited back into the room and informed that they have 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 Board members.
- The Board Chair will submit the application to the Green Mountain Council Office, which will then forward it to the National BSA Office for final approval.
- The candidate is not officially an Eagle Scout until the National BSA Office approves the application and stamps its certification.
- This approval process can take 6-8 weeks.

Handling Discrepancies

- If the National BSA Office identifies any deficiencies or missing information, the application will be returned for clarification.
- Due to the pre-verification steps taken before the Board of Review, such issues are rare.

Final Certification and Award Presentation

- Once approved, the Scout is officially certified as an Eagle Scout on behalf of the National Council.
- The Eagle Scout certificate will be sent to the Green Mountain Council Office, which will then mail it to the Scoutmaster or their designee.
- The Eagle Award must not be presented to the Scout until the certificate is received by the unit leader.
- The Eagle Scout Court of Honor should not be scheduled until the Eagle Scout rank credentials have been received.

Unsuccessful Board of Review

- If the Board of Review does not approve the candidate, refer to the Appeals Process outlined in the Guide to Advancement (pg. 77).

This process ensures that the Eagle Scout rank is awarded with careful review and integrity, maintaining the prestige and honor of Scouting's highest achievement.

EAGLE SCOUT BOARD OF REVIEW – APPEALS

If a candidate does not meet the requirements for advancement to Eagle Scout, and the Board of Review does not reach a unanimous decision, two options are available:

1. Deferral for Improvement

- If the Scout's 18th birthday is not imminent, and the Board believes the candidate needs to improve in specific areas, the Board may adjourn and reconvene at a later date.
- A reasonable effort should be made to reassemble the original Board members when the review resumes.

2. Appeal Process

- If the Board makes a final negative decision, the Scout must be informed of their right to appeal and the proper procedures for doing so.

Communicating the Decision

- If the Board determines the candidate does not qualify, they must choose one of the two Deferral options above before informing the Scout.
- The candidate is then invited back into the room and given a clear explanation of the reasons for the decision.

Deferral Process

- If the Board elects to defer, they should discuss with the Scout specific actions needed to meet the requirements within a defined timeframe.
- If the Scout disagrees with the deferral and wishes to appeal, they may submit an appeal request to the Council Advancement Chairperson.
- The Board must provide the Scout with the necessary contact information for initiating the appeal.
- A follow-up letter must be sent to the Scout confirming the agreement and outlining the required actions for advancement.

Appeal Process

- If the Council Advancement Chairperson cannot resolve the issue, the Scout may escalate the appeal to the Green Mountain Council Scout Executive through the Council Office for further review.

APPENDIX

ATTACHMENT A

GUIDANCE FOR EAGLE ADVISOR OR PROJECT COACH

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

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

- Projects may not be of a commercial nature or for a business, but this is not meant to disallow community institutions that would otherwise be acceptable to the Council or District advancement committee. (see the Guide to Advancement, Section 9.0.2.0)
 - Projects may not be pre-planned by others.
 - Project may not be a fundraiser; however, fundraising may be part of the project if the benefiting organization is not providing funding.
- Direct the Scout to make initial contact with the benefiting organization to discuss project possibilities.
- Recommend the candidate discuss their project concept with you and the unit leader.
- Have the Scout obtain the most current version of the official BSA Eagle Scout Service Project Workbook and Eagle Scout Rank Application. Advise the Scout that the Workbook has four parts: a proposal; a final plan; a fundraising application, and a final report.
- Advise the Scout that before beginning the Workbook that the candidate and their parents or guardian must read the “Message to Scouts and Parents or Guardians.”
- Direct the Scout to contact the benefiting organization to identify/develop details of their project concerning the scope, schedule, materials, safety hazards, etc. This may take more than one visit.
- Advise the Scout that they should allow plenty of time for proper planning, scheduling, and organizing their project.
- Provide the Scout the name(s) and contact information for their District Eagle Project Representative.
- Suggest that the candidate begin their Eagle Scout Service Project Workbook.
 - Complete the Contact Information page providing information about themselves, the unit, unit leader, committee chair, advancement coordinator, project beneficiary and representative, council, district representative, and Eagle advisor / project coach.
 - Eagle Scout Service Project Proposal
 - Project Description and Benefit – Provide an adequate description of your proposal. Attach sketches or “before” photographs if it will help others to visualize the project.
 - Giving Leadership
 - Materials, Supplies, Tools – Not a detailed list, only a reasonable idea.

- Permits and Permissions – Shows forethought and may prevent a major project pitfall i.e., Miss-Utility.
 - Preliminary Cost Estimate – There should be a balance between expenses, fundraising, material, and supply entries.
 - Project Phases – Not to be confused with detailed planning steps.
 - Logistics and Safety
 - Further Planning – Do not confuse this with Project Phases.
- Have the Scout contact and meet with their District Eagle Project Representative for project review, discussion, and final approval of their proposal. A parent or guardian may be required to attend this meeting. Once approved, the District Eagle Project Representative should talk to the Scout about completing their Service Project Final Plan and Report and their Eagle Scout Rank Application.

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

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

As indicated in the BSA guide: "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries", Scouts should share their Final Plan with the benefiting organization so they can confirm it acceptable. The Project Proposal that the benefiting 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 benefiting organization may require improvements before work begins.

ATTACHMENT B

EAGLE SCOUT VERIFICATION CHECKLIST

Application:

- All information on the 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 **(i)**
- Webelos Scout and Arrow of Light questions answered.
- Must be at least four months between First Class and Star Scout Board of Review (BOR) dates.
- Must be at least six months between Star Scout and Life Scout BOR dates.
- Must be at least six months between Life Scout and Eagle Scout BOR dates.
- Date of birth
- Verify age **(ii)**
- Six references are provided (five if not employed) with complete contact information.
- Verify all merit badge dates are after the "Date became a Boy Scout."
- Verify 21 merit badges have been earned. Month, day, and year listed for each merit badge and all ranks must agree with appropriate documentation **(i)**
- Cross out Eagle-required merit badges **not** earned for merit badges in boxes 8, 9, and 11.
- Elective merit badges should be listed in chronological order.
- Unit numbers are filled in for all merit badges.
- Position name(s) matches the Eagle Scout Rank Application list. If registered in more than one program at any time, ensure position name is preceded by the program name (Troop, Crew, Team) in which position was held (e.g., Troop Webmaster, Crew Historian, Team Den Chief, etc.)
- Position(s) of responsibility served for a minimum of six months after Life Scout BOR date.
- Eagle Scout Service Project completed after Life Scout BOR date and prior to 18th birthday **(ii)**
- Project Name contains title of benefiting organization and meaningful project title (approximately 50 characters)

- Total Hours and Date of Project Complete, match with Eagle Scout Service Project Workbook (whole numbers, no decimal points, or fractions)
- Unit leader Conference date prior to the Scout's 18th birthday
- Applicant's signature and date
- Unit leader's signature and date
- Unit Committee Chair's signature and date
- IF NOT SUBMITTING ELECTRONICALLY** - Make three (3) copies of the Eagle Application and three (3) copies of the Statement of Ambition and Life Purpose – set aside for the paperwork package.

Eagle Scout Candidate Reference:

- Determine who will own the gathering of the letters see pgs. 66-67.
- Scout to contact potential references to make the formal ask, sent out:
 - Link to submit electronically **OR**
 - Sample letter and pre-addressed/stamped envelope to references

Eagle BOR Paperwork Package:

- See pages 68-69

Notes:

- (i) Confirm that all dates agree with appropriate records. Ensure that, for the required merit badges where multiple are listed, i.e., Lifesaving or Emergency Preparedness, that the un-earned MB is crossed out.

For the rank of Eagle, a candidate must choose between required merit badges Emergency Preparedness and Lifesaving, Environmental Science and Sustainability, and Cycling, Swimming and Hiking when filling out the Eagle Scout Rank Application. This does not apply for Star and Life ranks; for example, Swimming and Hiking can cover two required merit badges when applied towards Star and Life. On the Eagle Scout Rank Application, those merit badges not chosen for “Eagle-required” would be listed in positions 15-21.

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

If the Eagle Scout Board of Review is to be conducted more than 180 days after the applicant's 18th birthday, immediately contact the local Green Mountain Council Advancement and Recognition Committee.

ATTACHMENT C

SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION

July XX, 20xx

Dear Mr. Smith,

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

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

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

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

Thank you for taking the time to write this letter.

Sincerely,

Eagle Scout Candidate Name

EAGLE SCOUT OATH & LAW



The Scout Oath

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



The Scout Law

A Scout is:

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

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

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

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

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

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

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

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

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

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

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

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

