

Eagle Scout Procedures Guide

November

2014

National Capital Area Council
Boy Scouts of America



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NATIONAL CAPITAL AREA COUNCIL BOY SCOUTS OF AMERICA

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FOREWORD

This Eagle Scout Procedures Guide is for Life Scouts who are working towards the Eagle rank in the National Capital Area Council (NCAC) and their parents/guardians and adult leaders. This Guide is primarily updated to reflect changes in the May 2014 Eagle Scout Service Project Workbook, but there are other changes and updates.

We strongly recommended that all Scouters who are involved in the Life-to-Eagle process become well versed in this information and that every Eagle Scout candidate be encouraged to use this publication along with the appropriate sections of the Guide to Advancement during his journey from Life to Eagle.

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

Scouts, you are not alone in this process. The District Advancement and Recognition Committees (ARC) exist to advise and serve you and the adult Scouters in your respective Districts. The NCAC, the Districts, their Units, and individuals do not have the authority to impose additional standards or requirements for any merit badge or rank. Rather, they ensure adherence to the requirements established by National level authorities. With the encouragement of the NCAC ARC, the District ARCs are particularly attentive to advancement from Life to Eagle rank.

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

Alan Deter, Chairman
NCAC Advancement and Recognition
Committee

Don Durbin, Director
Camping Programs



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PURPOSE

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

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

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

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

Many Districts conduct Life-to-Eagle Seminars/Conferences. All Life Scouts, parents of Life Scouts, and interested Scouters are strongly encouraged to attend one of these seminars/conferences. In addition to providing the most current information on the Eagle Scout Service Project and other Eagle Scout rank requirements, these seminars/conferences provide the opportunity to address recent issues and answer questions. If an Eagle Scout candidate's home District does not offer a Life-to-Eagle Seminar/Conference or if it is more convenient, he may attend a seminar/conference in a neighboring District.

If you have any suggestions on how to improve this Guide, please contact your District ARC Chairperson who will in turn pass your suggestions to the NCAC ARC. The Committee meets on a regular basis, usually once every two months. They will review this Guide annually, make revisions as necessary, and publish it electronically.



SIGNIFICANT CHANGES FROM PREVIOUS VERSION

The following is a list of significant changes between this version of the NCAC Eagle Scout Procedures Guide and the now replaced October 2013 edition. Many small adjustments were also made to this Guide to address comments we received after publication of the previous version so please review the document thoroughly.

1. Incorporation of new features and content from the May 2014 Eagle Scout Service Project Workbook.
2. Addition of a section on Project Safety.
3. Incorporation of the Cooking merit badge as an Eagle required merit badge.
4. Adjustments to obtaining and destroying Letters of Reference.
5. Clarification of NCAC Verification Procedures.
6. Revision and clarification of Board of Review procedures.



REFERENCES

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

1. NCAC Website, <http://www.ncacbsa.org>
2. Boy Scouts of America, Boy Scout Requirements, No. 33216
3. Boy Scouts of America, Boy Scout Handbook, No. 34554
4. Boy Scouts of America, Eagle Scout Service Project Workbook, No.512-927
5. Boy Scouts of America, Guide to Advancement - 2013, No. 33088
6. Boy Scouts of America, Eagle Scout Rank Application, No. 512-728
7. Boy Scouts of America, Guide to Safe Scouting, No. 34416
8. Boy Scouts of America, Scoutmaster Handbook, No. 33009
9. Boy Scouts of America, Internet Advancement
10. Scouting for Youth with Disabilities Manual, No. 34059
11. Boy Scouts of America, Application for Alternative Eagle Scout Rank Merit Badges, No. 512-730
12. Application for Merit Badge, No. 34124A (a.k.a. merit badge blue card)
13. Age Guidelines for Tool Use and Work at Elevations or Excavations, No 680-028
14. Navigating the Eagle Scout Service Project: Information for Project Beneficiaries, No. 510-025



RESPONSIBILITIES

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

Unit Responsibilities

- Mandatory: Report advancement accomplishments using Internet Advancement to comply with NCAC verification and Journey to Excellence responsibilities.
- Maintain adequate advancement records (i.e., merit badge blue cards, advancement reports, etc.) and provide requested documentation to the NCAC if information provided on the Eagle Scout Rank Application (ESRA) is incomplete or is in question.
- For Scouts with disabilities (Special Needs)
 - Register the Scout as a Special Needs Scout in a timely manner. (A [Special Needs Fact Sheet](#) is available to assist with the petition.)
 - Submit requests for alternate Eagle Scout Merit Badges (using the [Application for Alternative Eagle Scout Rank Merit Badges](#), No. 512-730) to the NCAC Advancement and Recognition Committee. The approved application is subsequently attached to the ESRA.
 - Submit requests for alternate rank requirement (through First Class) to the NCAC Advancement and Recognition Committee.
- Train an adult Unit Eagle Coordinator who can provide guidance to the Scout to complete the ESRA and Eagle Scout Service Project Workbook.
- Assist the Scout in obtaining an Eagle Advisor / Project Coach and help Scouts understand why it is in their best interests to obtain an Eagle Advisor / Project Coach.
- Obtain the list of references from the ESRA, contact the individuals for a letter of reference concerning the Scout, and assign an adult Unit member to receive and hold the unopened responses for the Eagle Scout Board of Review. This person also makes follow-up contact with references who have not returned letters in a timely manner.
- Ensure the Scout has met all requirements for the ESRA and conduct the Unit Leader Conference.
- Per [Pre-Board of Review Records Verification Procedures](#), ensure the Scout's completed, signed ESRA (front and back) is forwarded to the NCAC Program office for NCAC verification **prior to the Eagle Scout Board of Review**.



- Conduct unit-level Eagle Scout Board of Review with District representation, after receiving local council verification approval.
- Submit the ESRA, along with the candidate's Ambitions and Life Purpose Statement, List of Positions Held, and Eagle Scout Service Project Workbook, to the NCAC following the successful Board of Review.

District Responsibilities

- Provide advice and guidance to Scouts and Scouters concerning the Life-to-Eagle processes.
- Plan and conduct Life-to-Eagle Seminars for Scouts and Scouters, or (if unable to conduct such seminars within District) keeps Scouts and Scouters informed of Life-to-Eagle Seminars in neighboring Districts.
- Upon request, train Unit Eagle Coordinators.
- Keep Units informed of significant changes in Life-to-Eagle processes.
- Forward the Unit's request for an alternative Eagle Scout Merit Badge to the Special Needs Subcommittee of the NCAC ARC.
- Review and approve the project proposal portion of the Eagle Scout Service Project Workbook and confirm the required signatures are present, prior to the Scout conducting the project.
- Review the accuracy and completeness of the ESRA prior to its submission for the local Council verification process.
- If initial reference letters are not returned to the Troop Committee in a timely manner and follow-up requests made by the Unit do not yield results, the District ARC representative must make direct contact with the references by e-mail, letter, or phone call. If responses are not made to the District ARC representative in a timely manner, however, the Board of Review cannot be denied to the Scout.
- Participate in all Unit-level Eagle Boards of Review. The NCAC ARC has delegated the responsibilities for conducting the Eagle Scout Board of Review to the Unit-level. **An approved representative of the District ARC must be included as a member of the Board of Review and sign the appropriate block of the ESRA following a successful review.**
- Consider and act upon appeals from Eagle Scout candidates, parents, or units concerning the ESRA and/or Eagle Scout Board of Review. A District Appeals Panel is convened to consider appeals. (For further guidance on this, see the appropriate section of the GTA.)
- Convene a Board of Review Under Disputed Circumstances as determined by circumstances outlined in the Guide to Advancement.



NCAC Responsibilities

- Develop, maintain, and distribute the NCAC Eagle Scout Procedures Guide for use by Scouts and Scouters.
- Review the ESRA for accuracy and completeness via the Council verification process.
- Process ESRAs through the National Service Center following a successful Board of Review. This includes follow-up to ensure timely return from the BSA.
- Maintain a log of all ESRAs being processed through the office.
- Consider and act upon appeals from Eagle Scout candidates, parents, or units concerning the ESRA and/or Eagle Scout Board of Review. A Council Appeals Panel is convened to consider appeals from the District. (For further guidance on this, see the appropriate section of the GTA.)
- Act on requests for a time extension to earn the Eagle Scout Rank. (For further guidance on this, see the appropriate section of the GTA.)
- 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.
- Conduct posthumous Eagle Scout Boards of Review upon request from the Unit, District, or National office depending on the circumstances.
- Review and, if warranted, approve requests for alternative advancement requirements (through First Class) and for alternative merit badges for Scouts with special needs.
- When required, forward appeals and requests for extensions to the National Advancement Team.



THE JOURNEY FROM LIFE TO EAGLE

The following steps have been developed from the Eagle Scout Service Project Workbook, the ESRA, the Guide to Advancement, and NCAC ARC guidance. The goal is to provide a smooth procedure for the Scout, Unit leadership, local District and NCAC, and volunteers to follow. Amplification and explanations are provided, where necessary, to ensure each step is properly carried out.

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

1. Active Participation
2. Demonstrate Scout Spirit
3. Any remaining merit badges
4. Positions of Responsibility
5. Planning, developing, and providing leadership in a service project
6. The Unit Leader (Scoutmaster) Conference.

(Guide to Advancement, paragraphs 4.2.3.1 through 4.2.3.5)

Active Participation. A minimum of six months active membership (not necessarily consecutive) has passed since the Life Board of Review date. A Scout will be considered “active” in his Unit if he:

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

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

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



Merit Badges. Earn the required and elective merit badges, as listed in the current edition of Boy Scout Requirements.

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

The highlights of this discussion include:

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



TIME REQUIREMENTS

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

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

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

For these reasons, the NCAC ARC strongly counsels all Scouts who are attempting to earn Eagle Scout while 17 years old to be very mindful of their remaining months of eligibility. They should plan and work accordingly.

PROJECT SAFETY

Because an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety during the project as they would with any other unit activity. The Guide to Safe Scouting, the "Sweet 16 of BSA Safety," youth protection guidelines, and two-deep leadership all apply.

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

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



RECORD KEEPING

Record keeping is a critical element in the advancement program. Units must ensure Internet Advancement records are sufficient for completing an advancement records review of an Eagle Scout Candidate. Districts and the NCAC will only use the following, in order of preference (most authoritative to least authoritative), to resolve discrepancies leading to ESRA verification. All discrepancies must be reconciled prior to submission. If reconciliation is not possible, a detailed explanation must be sent with the application to NCAC.

For rank advancement (Caution: Items 3-5 are subject to transcription errors):

1. Paper copy of an Advancement Report or a Board of Review summary sheet, as generated by TroopMaster© or an equivalent program, that was signed by the Board of Review members;
2. Rank Advancement date in the Scout's Boy Scout Handbook, that was initialed and dated by Board of Review members;
3. An Internet Advancement Report showing the date of the Board of Review that was signed subsequent to the Board of Review;
4. Paper copy of a Board of Review summary sheet, as generated by TroopMaster© or an equivalent program, that was signed by the Board of Review members;
5. Other Troop's Advancement Records from TroopMaster© or other Scout tracking software or a transfer record;
6. Rank Advancement award card.

For merit badges (Caution: Items 3-5 are subject to transcription errors):

1. Troop's portion of the Application for Merit Badge, signed by the Unit Leader and merit badge counselor;
2. Applicant's portion of the Application for Merit Badge, signed by the Unit Leader and merit badge counselor;
3. Advancement Report or Internet Advancement equivalent showing the date the merit badge counselor signed off on the merit badge application card;
4. Troop's Advancement Records from TroopMaster© or other Scout tracking software or a transfer record;
5. Merit badge completion signed off by the Merit Badge Counselor or Unit Advancement Chair in the Scout's Boy Scout Handbook.

A merit badge is earned on the date provided by the Merit Badge Counselor when they sign the merit badge card. Scouting ranks are earned on the date of the successful Board of Review, not the 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, he should be keeping track of his time. A small pocket notebook, a spreadsheet on a laptop, a notepad on his smartphone, or a loose leaf page in his project workbook are all acceptable ways for accomplishing this task. Each entry should include the name of the person, the date, the hours or fractions of hours, and the purpose. The accumulated data will then be entered in the Project Report, in the section titled Entering Service Project Data.

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

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

(Sample Tracking Log)

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



THE EAGLE SCOUT SERVICE PROJECT WORKBOOK

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

“In addition to providing service and fulfilling the part of the Scout Oath, “To help other people at all times,” one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.” (Eagle Scout Service Project Workbook, page 4)

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

Scouts can choose from a PC or Mac version depending on their computing platform. Make sure you have an up-to-date version of Adobe Reader because the workbook has several useful features like expandable text boxes, file/picture uploads, and automatic repaging/numbering as you add material. Click on the following link for the procedures and to download the workbook:

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

The workbook is essential to the successful completion of your project and should be thoroughly reviewed - front to back - before you begin. It is recommended that you put the Eagle Scout Service Project Workbook together in a three-ring binder with pages typed and in page protectors.

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

1. Proposal,
2. Final Plan,
3. Fundraising Application,
4. Project Report.

It also includes documentation requirements and provides the candidate with the steps necessary to completing the project workbook.



CONTACT INFORMATION

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

The Contact Information page should be a one-stop shop for the contact information of all the adults involved in his project. A Scout will be well served if he takes the time to contact each person on this page and fill in the information before working on his project. The following are a few notes concerning some of the fields in this section.

1. BSA PID No. This is the Scout's Personal Identification Number assigned to him by the Boy Scouts of America. It can be found on the membership card, in Internet Advancement, on the My.Scouting website, or on the Unit Roster during rechartering.
2. Council Service Center Information:
 - a. Council Name: NCAC
 - b. Phone No: 301-214-9197
 - c. Address: 9190 Rockville Pike
 - d. City: Bethesda
 - e. State: Maryland
 - f. Zip: 20814
3. Project Beneficiary, Project Beneficiary Representative, and Project Coach Information. You might not be able to fill in this information until you have selected your project.

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

Each Eagle Scout candidate should obtain the remaining contact information for the Unit leader, Committee Chairperson, and District Eagle Representative. Note that in some Districts, each Unit has a pre-assigned District representative and a backup. This person will have final approval authority for the service project proposal and may be a member of the Scout's Eagle Board of Review. (See [Attachment B, Guidance for the District Eagle Representative](#))



SELECTING A PROJECT

- Select a service project and discuss it with the right people.**
 - Ideas for an Eagle Project.** The idea can be original or something that has been done in the past. There are hundreds of organizations that need assistance. Some examples are: city parks, county parks, state parks, United States Forest Service, Potomac Appalachian Trail Club, Bureau of Land Management, churches, and local schools. Be sure to consider your Unit's chartering organization. You can find ideas online (search "Eagle Scout Service Project Ideas") or your Unit leader may have some direction for you. Make sure the project you identify is: (1) interesting to you, (2) challenging to you, (3) provides service to the community and (4) provides an opportunity for planning, development, and leadership. Please refer to a current Eagle Scout Service Project Workbook for limitations and what the project is not.
 - Contact Benefiting Organization.** Once you have an idea you should contact the benefiting organization and make sure they approve of the project. You will need a main contact person, known as the Project Beneficiary Representative, to work through in the planning and leadership phase of the project. This person should be someone who can approve the project and will work with you to make sure it meets the organization's needs. Their information will go on Proposal Page B of the Eagle Scout Service Project Workbook.

Bring along copies of the 2-page brochure "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries" to give to a prospective beneficiary. Make sure you read it BEFORE presenting it to the beneficiary. It is the last two pages of the workbook or is available at <http://www.scouting.org/filestore/pdf/510-025.pdf>. The beneficiary will acknowledge receipt when they approve the proposal.
- Review Idea with Unit Leader.** Once you have an idea and have talked to the organization, you should review your idea with your Unit Leader. Up to now, you do not have anything in writing except maybe a rough drawing or some pictures. If your Unit Leader approves the project concept, you should move on to developing your proposal – if not, then start again. Your Unit Leader may also assign a Project Coach to work with you at this time.



PROJECT PROPOSAL

Complete the planning portion of the Project Proposal.

The Eagle Scout candidate starts by completing the "Project Proposal." This is an overview, and also the beginning of the project planning process. He is responsible for stating, in general terms, what will be done.

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

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

The workbook has expandable text and picture fields so Scouts are not limited by the initially-provided space. Every effort should be made by the Scout to present a readable and complete representation of his project's proposal.

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

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

- Giving Leadership.** One of the key components of Eagle Scout Requirement 5 is to "...**give leadership to others**..." during your project, so devote this section to discussing how you will be recruiting and leading volunteers for this project. These volunteers can come from your Unit, your school, your friends, or anywhere else you can find volunteers who will follow you. Your volunteers may also be adults, just make sure they



understand you are the leader. If you need special skills (e.g., mason, carpenter, etc.) or need to organize your work into teams, this is a good section to briefly discuss these points and put the details in the Final Plan. Don't forget to include using handouts, making meeting announcements, and calling people on the phone. You can further entice Scouts and friends from school, church, or your neighborhood with the fact they will be earning service hours and potentially getting free food. Be sure to tell them how much you would appreciate their help.

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

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

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

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



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

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

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

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

Read the [Eagle Scout Fundraising Application](#) section to see if you need to submit an application to NCAC for approval.

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

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

- Logistics.** The movement of materials, supplies, tools, and people to and from a project will almost always be necessary. In this section you need to identify how you are planning to do this. The details are reserved for the Final Plan. Make sure you ask your Eagle Advisor / Project Coach or Unit Leader about a Tour Plan if your project requires travel outside of NCAC boundaries.



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

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

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

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



APPROVAL OF THE PROJECT PROPOSAL

Obtain approvals of the Project Proposal.

The Eagle Scout candidate must have the dated signatures of the four approving officials in the workbook before starting the actual work on his project. If any of the four (4) approvers does not sign the project proposal, the Eagle Scout candidate must revise, resubmit, and/or restart the project proposal. The only sequence requirement for obtaining approval is that Council or District approval must come after all others.

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



- **Council or District Approval.** In the NCAC, present your proposal to the designated District Eagle Representative for their signature. Approval by the District Eagle Representative indicates they have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the Guide to Advancement, No. 33088. They agree on their honor to apply the procedures as written, and in compliance with the policy on “Unauthorized Changes to Advancement.” Additionally, they will encourage the Scout to complete the Final Plan and further encourage him to share it with a Project Coach.

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

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

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

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



PROJECT FINAL PLAN

Complete the Project Final Plan.

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

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

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

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

- Comments from Your Proposal Review.** This section should only be filled out with comments from the review by your District Eagle Representative. It is assumed that comments made by the three previous approvers have already been incorporated into your proposal.
- Project Description and Benefit – Changes From the Proposal.** As detailed planning is accomplished after completion of the proposal, changes will likely be necessary. Use the two areas in this section to document those changes and explain why they may be more or less helpful to the Benefiting Organization.
- Present Condition or Situation.** Use this section to describe the current condition or situation you want to change. Use words, photographs, or drawings to explain the current condition or situation so others can



understand why your project is important. Make sure pictures and drawings have captions and/or labels. Remember, others may never have the opportunity to visit the church, school, park, or facility where your project will be taking place.

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

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

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

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

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

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

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



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

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

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

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

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

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

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

The bottom two sections are reserved for your communications plan. There are many ways you can cite for communicating information to your helpers. You need to identify what works best for your leadership style. In many cases, it is helpful to divide the work into subtasks assigned to separate crews, each with a crew leader. The crew leaders can manage



the detailed work, and you can focus on the big picture. This is also a good section to discuss how you are going to advertise your project.

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

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

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

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

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

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

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

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

- **Contingency Plans.** Discuss what will cause postponement or cancellation of your project and how you will deal with it. For example, if your project will be conducted outdoors, don't forget to identify a plan for adverse weather.



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



EAGLE SCOUT FUNDRAISING APPLICATION

Complete the fundraising application (if required).

Portions of the following procedures and limitations on Eagle Scout Service Project Fundraising are reprinted from the Eagle Scout Service Project Workbook for your information.

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

Funds raised from individuals associated with your project can be done without the need for securing Council approval. Those individuals are:

- The beneficiary
- The candidate
- The candidate's parents or relatives
- The candidate's unit
- The unit's chartered organization
- Parents or members of the candidate's unit.

If the Scout intends to raise a total of \$500 or more from fundraising sources that **do not** fit into those listed above, NCAC requires the submission of an Eagle Scout Service Project Fundraising Application to the council for approval.

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

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

- It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
- Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the



contract is personally liable. Contracts must not and cannot bind the National Capital Area Council, Boy Scouts of America, or the unit's chartered organization.

- If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
- Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
- Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
- Youth are not normally permitted to solicit funds on behalf of other organizations. However, a request to the National Capital Area Council may allow an exception for Eagle Scout service projects.

Currently, the application is only one page and PDF fillable. It is either integrated into the Eagle Scout Service Project Workbook or available by [clicking here](#). If you need to submit one, fill it in, print it out, get it signed, scan it and e-mail it, or fax it to the National Capital Area Council.

In keeping with National Capital Area Council's Unit Money Earning Application procedures, the council is the approving authority on the Eagle Scout Service Project Fundraising Application. The completed forms can be sent to this email address for approval: ncaceaglefunds@scouting.org or faxed to: 240-395-0610.



CONDUCT THE PROJECT

Conduct the project.

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

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

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

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

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

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

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

Work on the project is complete when:

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

Enter this date on the ESRA at Requirement 5 and on the first page of the Project Report section of your workbook.



PROJECT REPORT

Complete the Eagle Scout Service Project Report.

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

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

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

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

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



- Leadership.** This is your best opportunity to describe how you are satisfying the “...giving leadership to others...” portion of Requirement 5. This section should contain both difficult and rewarding reflections about being the leader. As you complete this section, remember that your Unit Leader, Project Coach, and members of the Board of Review may have witnessed or helped on your project and seen your abilities in action.
- Material, Supplies, Tools, Other.** This section will help your Unit Leader and Board of Review understand the extent of your planning. You should review your notes from the day of the project and the tables in your Project Final Plan in order to correctly respond to the questions.
- Entering Service Project Data.** Make sure the hours you and others spent on the project are recorded and totaled correctly. Review the section on Tracking Service Project Hours for more information. Make sure you provide your Unit with the detailed list so they can give credit to others for service hours and enter information into Journey to Excellence. You may attach the original sign-in sheets or rosters as part of your report. These do not need to be typed or re-typed.
- Funding.** The summary of your fundraising efforts in this section should reflect how well you outlined your efforts in the Expense and Revenue section of the Project Final Plan. If you encountered problems in this area be sure to discuss them and their resolution. If you haven’t done it already, make sure money or materials left over from your project is turned over to the Project Beneficiary.

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



- **Photos or Other Documentation.** If appropriate, pictures help the Eagle Board of Review members and the NCAC understand your project. Including photographs of your completed project (along with the “before” photographs taken in the Project Proposal phase) helps present a clearer overall understanding of your effort.

Consider designating a project photographer or multiple photographers to capture your project. You are not limited to the number of photographs, so consider including pictures of volunteers working, completed work, and even a group picture. The photographs should be clearly labeled with descriptive captions. You are not restricted to putting photographs in the specific area provided in the Workbook. Photographs may be provided separately, for example, as an attachment to the workbook, mounted or printed on paper, or inserted into a binder’s pocket.



APPROVAL OF THE PROJECT REPORT

- Obtain completion approvals for the Project Report.**

Once the Project Report is complete, the Eagle Scout candidate must sign the workbook and obtain the dated signatures of the Unit Leader and Project Beneficiary Representative before the Board of Review.

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



EAGLE SCOUT CANDIDATE REFERENCES

Request and receive recommendations on the Eagle Scout Candidate.

In the NCAC, each District ARC will determine the method for reference checks. A significant limitation on any method is that a form, which might suggest answers, or a pre-determined list of topics, must not be used. Although not required, a general request for a letter of reference has been developed for use in reference checks (See [Attachment D - NCAC Sample Request for a Letter of Recommendation](#)). This 'form' may be sent to the references listed on the ESRA by the Unit Committee representative.

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

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

Here some notes on the specific types of references:

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



When contacting the person for permission to be a reference, the Scout should obtain complete contact information (i.e., full name, mailing address, phone number, e-mail) for his ESRA.

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

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

An additional letter from the organization benefiting from the candidate's Eagle Scout Service Project certifying completion of the Eagle candidate's service project is desirable, but not required. This letter may be included as part of the Eagle Scout Service Project Workbook.

The NCAC does not, under any circumstances, want the reference letters as part of the final Eagle Scout Package. Remember, reference letters are confidential and their contents are not to be disclosed to any person who was not a member of the Board of Review. See GTA 9.0.1.7 for additional rationale.

Responses from references are destroyed by either the Board of Review Chairperson or the District ARC Eagle Representative at the completion of a **successful** Board of Review **AND** notification that credentials have been received by NCAC. (GTA 9.0.1.7)



EAGLE SCOUT RANK APPLICATION

Fill-in the Eagle Scout Rank Application (ESRA).

When all requirements for the rank of Eagle (except the board of review) have been completed, an ESRA must be filled out by the Scout, reviewed and initialed by the District Eagle Representative, and then sent to the council service center for verification. See section on [Pre-Board of Review Records Verification](#) for the detailed process.

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

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

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

Here are a few hints on filling out this form.

1. 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. Do NOT use all capital letters.
2. **Only use abbreviations** on the application for mailing address locations recognized by the United States Postal Service, such as St., Dr., or Pl. for Street, Drive, or Place, respectively. The standard state/district abbreviations may be used, such as DC for the District of Columbia, MD for Maryland, and VA for Virginia. Additionally, standard name suffixes (e.g., Jr., III, etc) should be used.
3. The PID (Personal Identification) number of the Eagle Scout candidate may be placed in the top right box of the ESRA.
4. The ESRA 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.



5. List all dates as M M D D Y Y, e.g., 0 7 0 4 0 9. 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.
6. References: Either five or six lines must be completed. See the section on [References](#) for more information.
7. Merit Badge Dates: Use the date completed as recorded by the Merit Badge Counselor on the signed Application for Merit Badge card, commonly referred to as the “blue card.” Verify all dates are after the “Date became a Boy Scout”. See the section on [Record Keeping](#) for additional guidance.
8. 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 should be treated like elective merit badges.
9. Board of Review dates for rank advancement must be consistent in all record sources. See the section on [Record Keeping](#) for additional guidance.
10. Positions of Responsibility: List only approved position(s) from the current Boy Scout Requirements book or the ESRA. 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 also cannot be entered.
11. 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.
12. Eagle Scout Board of Review: Prior to your board of review be sure to prepare two items; a) Statement of your ambitions and life purpose; b) Listing of positions held and honors and awards received. The first is forward looking and describes what you would like to accomplish in the future. Consider topics like college, travel, family, military, hobbies, and employment as you prepare this item. The second looks backwards and is a listing of positions held and awards received



that demonstrate your leadership and accomplishments to date. It is appropriate to include your Scouting positions of responsibility in this list.

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

After the Scout has filled in the ESRA, he should meet with the Unit Leader and/or Advancement Chairperson to review it for accuracy of dates and completeness.

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

Once the unit committee chair has signed the application, the application and all supporting documentation (e.g., TroopMaster Report, IA Member Summary, etc.), is provided by the Scout to the District Eagle Representative for review. The District Eagle Representative is required to review the application and verify the advancement guidelines of the Boy Scouts of America are met, or request an explanation if there is any discrepancy. See [Pre-Board of Review Records Verification](#) and [Attachment C – NCAC Eagle Scout Verification Checklist](#) for more information. Additional revisions may be required to reconcile any issues that were not caught at the Unit level.



THE EAGLE SCOUT PACKAGE

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

In preparation for his Board of Review and approval for advancement to the rank of Eagle Scout by the BSA, each Eagle Scout Candidate **should** assemble in a properly-sized notebook or binder the following information:

1. A completed original ESRA. The most current version of the application must be used.
2. Statements of the (1) Scout's ambitions and life purpose; (2) a listing of positions held in his religious institution, school, camp, community, or other organizations during which he demonstrated leadership skills; (3) honors and awards received during this service. (See Requirement 7 of the ESRA.)
3. Completed Eagle Scout Service Project Workbook describing how the project was planned and developed and highlighting how the Scout demonstrated leadership.
4. Verified Eagle Scout Rank Application. The e-mail and verified back page of the application from the NCAC program office must be included in the Eagle Scout Package for the Board of Review and submission to NCAC following the Board of Review (see [Pre-Board of Review Records Verification](#)).



EAGLE SCOUT CANDIDATE UNIT LEADER CONFERENCE

Complete Eagle Scout Requirement 6 (Unit Leader Conference).

You may ask for and have a Unit Leader Conference anytime after becoming a Life Scout! But keep in mind that most unit leaders will want to have a conference with you immediately before your board of review.

Make sure you add the date the Unit Leader Conference (e.g., Scoutmaster Conference) was held on the ESRA. This conference is a rank requirement and must be completed prior to Scout's 18th birthday.



PRE-BOARD OF REVIEW RECORDS VERIFICATION

Complete the NCAC Verification of the Eagle Scout Rank Application.

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

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

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

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

For the District review, the unit will provide the DER with the completed and signed ESRA and the Member Summary report from Internet Advancement.

- The Member Summary Report provides the evidence that merit badges and rank advancements have been earned and properly entered into Internet Advancement.
- Districts may also request original advancement records to conduct their review **IF** there are discrepancies.
- All discrepancies found during the review must be corrected before submitting the ESRA to NCAC for verification.
- When satisfactory, the DER will initial and date next to the BSA Local Council Verification block on the reverse of the ESRA.



District Eagle Representative Initials and Date

BSA LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed _____ Position _____ Date

Month	Day	Year	Year



Next, the Unit (or DER) sends a legible and, if necessary, corrected copy of the front and back of the Scout's completed ESRA to the NCAC Program Office for BSA local council verification.

- A return e-mail address or fax number must be provided to allow NCAC to send the results.
- The NCAC review will check the Scout's ScoutNet record and verify the information and dates listed on the ESRA match the information in ScoutNet.

The ESRA can be submitted in three ways (in order of preference).

- Scan the front and back of the completed ESRA and email a clear copy to: NCAC_EagleCert@scouting.org. Place "Scout's name" and "Eagle Verification" in the subject line.
- Fax the front and back of the completed ESRA to 301-564-9513. Provide a return email address either on the fax cover sheet or at the bottom of page two of the ESRA.
- Leave a copy of the completed ESRA at the NCAC Marriott Scout Service Center for review. Note: A return email address or fax number must be provided to allow NCAC to send the local council verification results.

If the ESRA is submitted without the DER's initials it will be returned to the unit and District Advancement Chair for review.

If the review is satisfactory, the back page of the ESRA will be signed, dated by the NCAC program office and sent, via email or fax, to the unit leader, committee chair, or DER (depending on who sent the form to Council) verifying the applicant is a registered member of his unit and the administrative and technical content on ESRA is approved as accurate.

- If the BSA local council verification finds deficiencies or discrepancies between the ESRA and ScoutNet they will be identified in the verification response.
- **Minor deficiencies** must be corrected by the unit before the Eagle Board of Review (EBOR). Resubmission is not required if the verification block is signed by NCAC.
- ESRA's with **major deficiencies** will not be verified and will require correction and resubmission for verification. NCAC will also notify the District Advancement Chair or District Eagle Representative.

When meeting or communicating with the District Eagle Chair or their designee to schedule an EBOR, the unit must provide the NCAC e-mail and verified ESRA page unless the district already has it in their possession.

At the completion of a successful Eagle Board of Review the approved verification notice (signed page two of ESRA returned after records verification) is submitted with the rest of the [Eagle Scout Package](#) to NCAC for processing.



EAGLE SCOUT BOARD OF REVIEW PREPARATIONS

Complete preparations for the Eagle Scout Board of Review.

It is the policy of the NCAC that the Troop, Team, Ship, or Crew will conduct Eagle Scout Boards of Review at the unit-level. In consonance with the GTA, district or council representation is required. In the NCAC, this representation is always from approved District personnel.

Scheduling: The candidate, Unit Leader, or a Unit Committee representative (generally the Unit Advancement Chairperson) should contact the District ARC Chairperson or designee to schedule a review of the [Eagle Scout Package](#) at least 1-2 weeks prior to the desired Eagle Scout Board of Review date.

The Scout's unit is responsible for scheduling the Board of Review location, date and time in coordination with the unit leader, Eagle Scout candidate, and district representative. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and service project workbook.

After the 18th Birthday: Scouts and Venturers who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date without approval.

Boards of Review conducted between three and six months after the candidate's 18th birthday must be **pre-approved** by the NCAC. A statement by the Scout, parent/guardian, Unit Leader, or Unit Committee Chairperson explaining the extenuating circumstances that resulted in the delay must be submitted in a timely manner to the NCAC Program Office. If approved, a copy of the statement and NCAC approval must be attached to the ESRA when it is submitted to the NCAC Program Office.

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

Eagle Scout Package: It has proven advantageous to have the Eagle Scout Package ready to go prior to the Board of Review, rather than attempt to obtain signatures or resolve inconsistencies after the Board of Review has adjourned. See [Eagle Scout Package](#) in this guide for more information.

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



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

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

The Chairperson of the Scout's Eagle Board of Review may be an adult who is affiliated with the candidate's Unit and who has been designated as the Chairperson of the Board of Review by the Scout's Unit Committee Chairperson (or may be the Unit's Committee Chairperson) or a designated member of the District ARC.

At least one District or Council Advancement Committee Representative must be a member of the Eagle Board of Review if it is conducted at the unit level. A council or district may designate more than one person to serve as a member of an Eagle Board of Review when requested by the unit.

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

The Unit Leader may sit in on the review as an observer but may not participate.

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

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



CONDUCTING THE EAGLE SCOUT BOARD OF REVIEW

Conduct the Eagle Scout Board of Review.

There is no required or standard set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered.

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

The NCAC ARC recommends the following key measures and characteristics be used for determining if requirement 5 was met when the Final Plan portion of the workbook was not used.

1. The benefiting organization, unit leader, and committee chair determined that the project proposal was feasible (Proposal Page A).

The Scout has outlined logical steps to execute the project from start to finish and these steps are realistic. These steps were effectively expanded from the Proposal to the Final Plan. They may or may not be detailed depending on the Scout's understanding of the task. If the Scout makes no entries in this section of the workbook, he should be able at his board of review to explain how he organized his work and his workforce.

2. Leadership was demonstrated.

The Scout implemented a plan that provided him an opportunity to demonstrate leadership. This may have included areas such as identifying and recruiting workers, communications during planning and execution, delegating tasks, responding to emergencies, and managing contingencies. His self-evaluation is provided on Project Report Page B.



3. Safety issues were addressed.

The Scout made a concerted effort to identify safety issues associated with his project and outlined measures to prevent injuries and how to respond if they occur. He demonstrated knowledge of and the application of the Guide to Safe Scouting.

4. Materials, tools, supplies, and other needs were identified.

The Scout identified appropriate items and quantities in enough detail that he was able to successfully accomplish the service project. Significant shortages or overages should be identified in the Project Report and not edited into the Final Plan following completion of the project.

5. Plans, drawings, diagrams, maps, and pictures were developed included as appropriate in the plan, and used during the accomplishment of the project.

The Scout has, depending on the size and complexity of the service project, enough documentation to ensure workers, the project beneficiary, and the board of review understand(s) what is being done, where it is being done, and how it is being done.

6. Expenses and Revenue were understood.

The Scout had a reasonable idea of the expenses he will incur during his project and those expenses were covered by his fundraising efforts.

7. Logistics elements were identified and addressed.

The Scout had a plan for moving personnel and materials to and from his project. Depending on the duration of the project the Scout may also need to include other elements.

8. The Scout complied with BSA and unit policies during the accomplishment of the project.

9. The completed project met the benefiting organizations expectations.



CONCLUDING EAGLE SCOUT BOARD OF REVIEW

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

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

If the candidate meets the requirements, he is asked to return and is informed that he has received the board's recommendation for the Eagle Scout rank. The **original** Eagle Scout Rank Application in the Eagle Scout Package can be signed. **Do not** sign the verification copy of the ESRA from NCAC.

For an unsuccessful board of review, refer to the section in this guide on [Appeals](#) and GTA 8.0.4.0 for additional information.

The Unit Advancement Report (Form 34403) is no longer required by NCAC, but completion and retention by units is a local option.

Arrange delivery of the Eagle Scout Package to NCAC.

The Unit Leader or a member of the Unit Committee is responsible for arranging delivery of the Eagle Scout Package to the NCAC in Bethesda, Maryland. The NCAC signed verification page must be included with this package. The Eagle Scout Package will not be accepted nor processed without this page.

As insurance, Units are encouraged to make a copy of the entire Eagle Scout Package before submission to the Council. **NOTE: The Eagle Scout Rank Application, Statement of Ambitions and Life Purpose, and Leadership Positions and Responsibilities will NOT be returned to the candidate.**

The NCAC will process the material and electronically forward the ESRA to the National office. Remember, the candidate is not an Eagle Scout until the National BSA office has stamped their approval on the application. This will normally take from 2-3 weeks. The designated person will receive notification (e.g., a card in the mail) indicating the approved Eagle Scout Package, Eagle Scout certificate, and other items are ready for pickup. The Unit will notify the Eagle Scout when that happens!

To repeat, the NCAC does not, under any circumstances, want the reference letters as part of the final Eagle Scout Package. Remember, reference letters are confidential and their contents are not to be disclosed to any person who was not a member of the Board of Review. These responses are destroyed by either the Board of



Review Chairperson or the District ARC Eagle Representative upon completion of a successful Board of Review **AND** notification that NCAC has received the credentials.

BSA National Advancement Team Actions: Upon receiving the electronically submitted Eagle Scout application, the BSA will screen the application to ascertain correctness of information.

Any item not meeting National standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the NCAC. The date used on the certificate will be the date of the board of review. The Eagle Award must not be given to any unit until after the certificate is received by the NCAC. The Eagle Scout Court of Honor should not be scheduled until they receive the Eagle Scout rank credentials.

NCAC Actions: When the NCAC receives the Eagle Scout certificate they will send a postcard to the unit designated individual notifying them to pick up the completed package at the Bethesda office.

In addition to retrieving the Eagle Scout package, the unit designated individual will receive the Eagle Scout Award certificate and a presentation box with the Eagle Scout Medal, Eagle Scout Patch, and Eagle Scout Mom's Pin, Eagle Scout Dad's Pin, a Mentor's Pin, and information for the National Eagle Scout Association.



EAGLE SCOUT BOARD OF REVIEW – APPEALS

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

1. If the Scout's 18th birthday is not imminent and the board of review feels the Scout needs to improve in certain areas within a defined time frame, the board of review may adjourn and then reconvene at a later date and continue the review of the Scout. A reasonable attempt should be made to reassemble the members of the first board when the board of review is reconvened.
2. If the vote was negative and final, the Scout must be informed of his options for appealing the decision and the proper procedures for an appeal.

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

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

If the District level appeal does not resolve the issues, then an appeal may be submitted to the NCAC ARC through the NCAC Program Office for further action.



ATTACHMENT A – GUIDANCE FOR EAGLE ADVISOR OR PROJECT COACH

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

1. Read Sections 9.0.2.7 and 9.0.2.9 in the Guide to Advancement.
2. Normally, the first meeting between a prospective Eagle Scout candidate and the Eagle Advisor / Project Coach occurs shortly after he makes Life Scout or when he starts thinking about project ideas. Once he contacts you, be ready to schedule a time to meet and discuss the following:
 - a. Ask him about the merit badges he has completed and those he is working on. Remind him he may continue to work on merit badges while working on his Eagle project.
 - b. Advise him about the importance of keeping a personal time log that shows time spent discussing, planning, developing and implementing his project. Each entry should include date, action taken and time spent. Also advise him that he should keep a log of the names and hours of others who help him with his project. (See section on [Tracking Service Project Hours](#)) A Word or WordPerfect table or a spreadsheet provides a convenient way of keeping track of, and adding up, the hours.
 - c. Have him share his service project idea. It should be interesting, challenging, and one that provides an opportunity for planning, developing and leadership, not just organizing and planning, but directing others. It must go beyond the normally rendered routine labor or maintenance. It should be of sufficient magnitude and employ a sufficient workforce to permit the demonstration of his leadership skills and ability.
 - d. If he does not have a project you can suggest areas to look, but you should not secure a project for him. This is an important counseling element of the project for him.
 - e. An Eagle project has to meet the following criteria:
 - (1) Service to an organization (community, community of the world, religious institution, school, etc.) showing a significant benefit to the organization.
 - (2) Projects may not benefit any BSA organization.
 - (3) Projects may not be of a commercial nature or for a business, but this is not meant to disallow community institutions that would otherwise be acceptable to the Council or District advancement committee. (see the Guide to Advancement, Section 9.0.2.0)



- (4) Projects may not be pre-planned by others.
- (5) Project may not be a fundraiser, however, fundraising may be part of the project if the benefiting organization is not providing funding.
- f. Direct him to make initial contact with the benefiting organization to discuss project possibilities.
- g. Recommend he discuss his project concept with you and the unit leader.
- h. Have him obtain the official BSA Eagle Scout Service Project Workbook and ESRA. Advise him that the Workbook has four parts: a proposal; a final plan; a fundraising application; and a final report.
- i. Advise him that before beginning the Workbook that he and his parents or guardian must read the “Message to Scouts and Parents or Guardians”.
- j. Direct him to contact the benefiting organization to identify/develop details of his project concerning the scope, schedule, materials, safety hazards, etc. This may take more than one visit.
- k. Advise him that he should allow plenty of time for proper planning, scheduling, and organizing his project.
- l. Provide him the name(s) and contact information for his District Eagle Representative (s).
- m. Suggest that he begin his Eagle Scout Service Project Workbook.
 - (1) Complete the Contact Information page providing information about himself, unit, unit leader, committee chair, advancement coordinator, project beneficiary and representative, council, district representative, and Eagle advisor / project coach.
 - (2) Eagle Scout Service Project Proposal
 - (a) 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.
 - (b) Giving Leadership
 - (c) Materials, Supplies, Tools – Not a detailed list, only a reasonable idea.
 - (d) Permits and Permissions – Shows forethought and may prevent a major project pitfall i.e. Miss-Utility.
 - (e) Preliminary Cost Estimate – There should be a balance between expenses, fundraising, material, and supply entries.
 - (f) Project Phases – Not to be confused with detailed planning steps.
 - (g) Logistics and Safety
 - (h) Further Planning – Do not confuse this with Project Phases.
- 3. Have him contact and meet with his District Eagle Representative for project review, discussion, and final approval of his proposal. A parent or guardian may be required



to attend this meeting. Once approved the District Eagle Representative should talk to him about completing his Service Project Final Plan and Report and his ESRA. The District representative will highly recommend that he complete the Final Plan and to seek advice and guidance from you prior to carrying out the Eagle Scout Service Project.

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

Because the Final Plan is neither approved nor signed, NCAC ARC recommends that the Eagle Advisor / 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 Advisor / Project Coach can often help a Scout identify gaps and problems that might otherwise go undetected until it's too late to take effective corrective action. Be proactive and ask the Scout to show you a draft of his Final Plan. Don't just sit back and hope the Scout will contact you.

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



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ATTACHMENT B – GUIDANCE FOR THE DISTRICT EAGLE REPRESENTATIVE

This guidance is to assist District Eagle Representative(s) in guiding Life Scouts through the Eagle Scout Service Project process.

1. Once you are contacted by an Eagle Scout Candidate, asking if he can see you for his project approval, your job starts. Be friendly on the telephone and ask “How can I help you?” Record the following information for your records: Name, Unit Number, Telephone Number, Age, Time, and Date. Questions to ask on the telephone include:
 - a. Has he completed the following in his Project Proposal? This includes: Contact Information, Project Description and Benefit, Giving Leadership, Materials, Supplies, Tools, Permits and Permissions, Preliminary Cost Estimate, Project Phases, Safety Issues, and Further Planning.
 - b. Has he and his parent or guardian read the “Message to Scouts and Parents or Guardians” found at the end of the Workbook?
 - c. Has he signed the “Promise?”
 - d. Does he have all three approval signatures for his Project Proposal?
2. If the answer is yes to all of the above, set a date, time, and location to meet.
3. At the meeting, remember to abide by Youth Protection Guidelines. These rules are for your protection and the Scout’s protection. If necessary, remind others in attendance to be good listeners. Your presentation is with the Scout and not the other person. The project belongs to the Scout and it is his responsibility.
4. Check the Project Workbook Contact Information page, the Project Proposal pages and look at any other information the Scout may have brought (i.e., pictures, maps, drawings, etc.) If the project proposal is acceptable to you, after your review and discussion with the Scout, sign and date the District approval.
5. Next, talk to the Scout about completing his Service Project Final Plan and Report and his ESRA. Remind the Scout that it is highly recommended and strongly encouraged that he completes the Final Plan. Should he need advice and guidance he should see his Eagle Advisor / Project Coach prior to carrying out his Eagle Scout Service Project. The Eagle Advisor / Project Coach should provide assistance in the area of evaluating the project plans, discussing its strengths, weakness and risks. The Final Plan does not require approvals or signatures.
6. Once his project is completed he must complete the Project Report. He must sign the “Promise” and obtain the completion approvals of the beneficiary and unit leader.
7. Let the Scout know what the procedure is once he has completed the Project Report. Be sure to discuss the ESRA, Statement of Life Ambitions and Purpose,



List of Leadership Positions and Responsibilities, List of Honors and Awards Earned, and the Project Workbook.

8. Inform the Scout of any problems (errors) you find on the ESRA and the workbook (incomplete items) that need correction. Contact the Scout and inform him of the results of your review and to stop by and pickup the documents. Be sure to follow procedures for Pre-Board of Review Records Verification.

Once the council verification is received by the unit then a Board of Review can be scheduled by the unit.



ATTACHMENT C – NCAC EAGLE SCOUT VERIFICATION CHECKLIST

Life Scout _____ Troop / Team / Crew / Ship _____

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

- ____ All information on ESRA legible (preferably **typed**)
- ____ Applicant's full, legal name spelled correctly and legible (use upper and lower case letters)
- ____ Applicant's address - **ONLY** use abbreviations recognized by USPS
- ____ Unit type, local number, location has NO ABBREVIATIONS (except state)
- ____ Dates of entry into Scouting, Varsity and Venturing (as applicable), and for First Class, Star, and Life Scout Boards of Review **(1)**
- ____ Webelos Scout and Arrow of Light questions answered
- ____ At least four months between First Class and Star Scout Board of Review dates
- ____ At least six months between Star Scout and Life Scout Board of Review dates
- ____ At least six months between Life Scout and Eagle Scout Board of Review dates
- ____ Date of birth
- ____ Verify age **(2)**
- ____ Six (6) references are provided (five (5) if not employed) with complete contact information
- ____ Verify all merit badge dates are after the "Date became a Boy Scout".
- ____ Verify 21 merit badges have been earned. Month, day, and year listed for each merit badge and all ranks must agree with appropriate documentation **(1)**
- ____ Cross out Eagle-required merit badges not earned on items 7, 8, and 10.
- ____ Elective merit badges should be listed in chronological order
- ____ Unit numbers are filled in for all merit badges
- ____ Any four required merit badges and a total of six merit badges earned prior to Star Scout Board of Review date **(1) (3)**
- ____ Any seven required merit badges and a total of eleven merit badges earned prior to Life Scout Board of Review date **(1) (3)**
- ____ Position name(s) matches ESRA list. If registered in more than one program at any time, ensure position name is preceded by the program name (Troop, Crew, Team, Ship) in which position was held (e.g., Troop Webmaster, Crew Historian, Team Den Chief, etc)
- ____ Position(s) of responsibility served for a minimum of six months after Life Scout Board of Review date
- ____ Eagle Scout Service Project completed after Life Scout Board of Review date and prior to 18th birthday **(2)**



- _____ Project Name contains title of benefiting organization and meaningful project title (approximately 50 characters)
- _____ Total Hours and Date of Project Complete agree with Eagle Scout Service Project Workbook (whole numbers, no decimal points or fractions)
- _____ Unit Leader Conference date prior to the Scout's 18th birthday
 - _____ Applicant's signature and date
 - _____ Unit Leader's signature and date
 - _____ Unit Committee Chair's signature and date

Notes:

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

(2) If the Eagle Scout Board of Review does not take place prior to the candidate's 18th birthday, all requirements must have been completed prior to his 18th birthday, (including the Unit Leader Conference and project completion).

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

If the Eagle Scout Board of Review is scheduled between 3 months and 6 months after the applicant's 18th birthday it must be pre-approved by the NCAC. For pre-approval, a statement by the candidate, his parent or guardian, the unit leader, or unit committee member, explaining the delay, must be submitted to the NCAC ARC. Both the statement and approval are submitted with the ESRA. (GTA 8.0.3.1(1))

If the Eagle Scout Board of Review is to be conducted more than 180 days after the applicant's 18th birthday, immediately contact the NCAC ARC. The candidate, his parent or guardian, the unit leader, or a unit committee member must petition the National Advancement Team for authority to conduct the Board of Review. The request must explain the reason for the delay. This must be processed through the NCAC. The NCAC ARC will review the petition and provide a position statement from the scout executive, designee, or advancement committee chair. This statement will be sent along with the candidate's petition and ESRA to the National Advancement Team. (GTA 8.0.3.1(2))

(3) For the rank of Eagle, a candidate must choose between required merit badges Emergency Preparedness and Lifesaving, Environmental Science and



Sustainability, and Cycling, Swimming and Hiking when filling out the ESRA. 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 ESRA, those merit badges not chosen for “Eagle-required” would be listed in positions 14 - 21.

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

(4) For Special Needs Scouts that have been identified through appropriate District and Council Special Needs procedures, Districts should contact the NCAC Program Office (301-530-9360) for verification guidance.



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ATTACHMENT D – NCAC SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION

November XX, 2014

Dear Mr. Smith,

Eagle Scout Candidate Bob Jones has selected you to provide a letter of recommendation on his behalf. This recommendation will be used by Troop 1 at his Eagle Scout Board of Review. This letter should be based on your personal interaction with him and take into consideration your observance of how he exemplifies the points of the Scout Oath and Scout Law in his daily life listed on the following page.

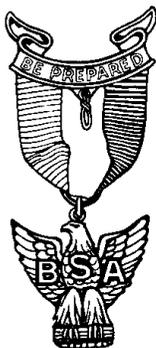
Please use the attached form, an e-mail, or a personal letter to write the recommendation. If you need more space than is provided, you may attach additional pages. Please return your recommendation to the Troop via e-mail or postal mail by XX November 2014. The letter must not be given to the Scout. Please note that the contents of the letter will not be shown to or discussed with the candidate, nor with anyone not a member of the Eagle Scout Board of Review. Of course, you are free to discuss the information with the Scout, if you so desire, but you are under no obligation to do so.

Thank you for taking the time to write this letter.

Sincerely,

Troop 1 Advancement Chair





The Scout Oath

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



The Scout Law

A Scout is:

TRUSTWORTHY. A Scout tells the truth. He keeps his promises. Honesty is a part of his code of conduct. People can always depend on him.

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

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

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

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

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

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

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

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

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

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

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



