



Life to Eagle Guide

Preparing for the Eagle Rank

January 2014

For use with 2012 Eagle Scout Workbook (512-927)

Forward

The Life to Eagle Guide “Preparing for the Eagle Rank” is for use with the new Eagle Scout Service Project Workbook (BSA 512-927, 2012 Printing). The workbook is available as a fillable PDF document on-line at gec-bsa.org/resources/forms. It is to be used for all Eagle Service Projects.

The Eagle Scout Service Project Workbook is now divided into four sections; **Section 1, General Information; Section 2, The Eagle Scout Service Project Proposal; Section 3, the Eagle Scout Service Project Final Plan; and Section 4, The Eagle Scout Service Project Final Report.**

The **Eagle Scout Service Project Proposal** must be approved by the beneficiary, the Unit Leader, the Unit Committee and the District Advancement Committee or Eagle Advisor. **The Eagle Scout Service Project Final Plan** is a tool for your use, and is not required to be approved or signed. You are encouraged to complete a Final Plan and to share it with a project coach. Using the Final Plan is important in helping to show that you have done the required planning and development for your project. You need to provide enough details necessary to complete your project. The Final Plan will also allow the Unit Leader to ensure that the project is completed in accordance with the approved proposal. **The Eagle Scout Service Project Final Report** contains the summary of the project, and the final signatures.

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RESOURCES

Documents are available at:

EAGLE SCOUT SERVICE PROJECT WORKBOOK – 2012 PRINTING
Golden Empire Council Website – www.gec-bsa.org/resources/forms library

EAGLE SCOUT QUESTIONNAIRE -- CURRENT VERSION
---Golden Empire Council Website -- www.gec-bsa.org/resources/forms library

EAGLE SCOUT RANK APPLICATION – 2013 PRINTING
---Golden Empire Council Website -- www.gec-bsa.org/resources/forms library

District Information is available at each district’s website through the Golden Empire Council Website.

Eagle Scout Project Checklist

Use this checklist to keep track of the work you do in completing your Eagle Service Project.

1. DEVELOPING THE IDEA

- ☐ If presented by your District, attend a “Life to Eagle Seminar”. In addition, obtain the **“Eagle Scout Service Project Workbook”**, the **“Eagle Scout Questionnaire”**, **“Life to Eagle Guide”**, and the **Eagle Scout Rank Application** from the Golden Empire Council’s or your District’s website.
- ☐ Choose a project you would like to do and meet with a representative of the benefiting organization to determine the scope of your proposal.
- ☐ Discuss your project idea with your Unit Leader, and Unit Committee Chair
- ☐ Present to Unit Committee if necessary.
- ☐ Complete the **“Contact Information”** on Page 1-6 of the Workbook.

2. FUNDRAISING ISSUES

- ☐ Will you need to raise funds for your Eagle Project?
Projects may not be solely for the purpose of raising funds. Fundraising is permitted only for securing materials and otherwise facilitating a project. And unless it involves contributions *only* from the beneficiary, or from the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. For additional detail see “Procedures and Limitations on Eagle Scout Service Project Fundraising,” found in the *Eagle Scout Service Project Workbook*, No. 512-927, on the reverse of the Eagle Scout Service Project Fundraising application. (page 3-8 of the Workbook)
The Eagle Scout Service Project Fundraising Application (page 3-7 of the Workbook) needs to be approved by the project beneficiary, the unit leader and by the **Boy Scout Council**. The District Advancement Committee, Eagle Advisor, or Eagle Project Approver can assist you in completing this requirement. Completed forms need to be **taken** (not mailed) to the council service center for approval. This may be done by your district executive or another available district executive.

3. THE EAGLE SCOUT SERVICE PROJECT PROPOSAL

Complete the following sections of the Eagle Scout Service Project Proposal (Pages 2-1 through 2-4) .
A brief description will do at this time. See the workbook for details of what to fill in.

- ☐ Project Description and Benefit.
- ☐ Giving Leadership.
- ☐ Materials.
- ☐ Supplies.
- ☐ Tools.
- ☐ Permits and Permissions.
- ☐ Preliminary Cost Estimates.
- ☐ Project Phases.
- ☐ Logistics.
- ☐ Safety Issues.
- ☐ Further Planning.
- ☐ Candidate’s Promise and Approval Signatures. Get all required approval signatures for Project Proposal (Beneficiary, Unit Leader, and Unit Committee).
- ☐ Get signatures on **“EAGLE SCOUT QUESTIONNAIRE.”** (Unit Leader and Unit Committee).
- ☐ **Call your District Advancement Committee or Eagle Advisor** for district signatures and approval.

Eagle Scout Project Checklist

4. THE EAGLE SCOUT SERVICE PROJECT FINAL PLAN

Eagle Scout Rank Advancement Requirement 5 states you must “plan” and “develop” your service project. Though the **Eagle Scout Service Project Final Plan** is a tool for your use, and is not approved or signed, it is important in helping show that you have done the required planning and development of your Project. A Scout who is prepared is encouraged to complete a final plan and share it with a project coach. The Eagle Project Coach can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout Board of Review.

Complete the following sections from the **Eagle Scout Service Project Final Plan** (Pages 3-1 through 3-8 of the workbook). Although they are similar to the details contained in the Project Proposal sections, more information will be required to enable you to complete your project according to your proposal. Use the format and questions that are contained in the Final Plan sections

- ☐ Comments from your Proposal Review. Suggestions offered by your Eagle Project Advisor.
- ☐ Project Description and Benefit.—Changes from the Proposal.
- ☐ Present Condition or Situation.—“before” photographs are useful.
- ☐ Project Phases.
- ☐ Work Processes.
- ☐ Permits and Permissions.
- ☐ Materials.
- ☐ Supplies.
- ☐ Tools.
- ☐ Expenses and Revenue.
- ☐ Giving Leadership
- ☐ Logistics.
- ☐ Safety.
- ☐ Contingency Plans.
- ☐ Comments from Your Project Coach about your Final Plan. (A Project Coach is not required but can be extremely useful.)
- ☐ Fundraising Application—For details, see Number 2 above.

YOU ARE NOW READY TO BEGIN WORKING ON YOUR PROJECT. Be sure to keep track of all hours spent on your project, including planning and working time.

5. EAGLE SCOUT SERVICE PROJECT FINAL REPORT

After you have finished your project, complete the following sections from the Final Report (Pages 4-1 through 4-4).

- ☐ Enter actual beginning and completion dates for your project
- ☐ Summary. What went well, challenges
- ☐ Changes.
- ☐ Leadership.
- ☐ Materials, Supplies, Tools. Shortages, overages, effects.
- ☐ Entering Service Project Data—Use the format provided.
- ☐ Funding.
- ☐ Photos and other Documentation
- ☐ Candidates Promise
- ☐ Completion Approvals



GOLDEN EMPIRE COUNCIL EAGLE SCOUT QUESTIONNAIRE



The following questions are designed to aid you in the evaluation of an Eagle Project. If you feel uncomfortable with the worthiness of the Project you may recommend modifications to enhance it or perhaps suggest the Eagle candidate look for a different Project.

Please answer all questions “Yes or No” and sign below.

<u>Unit Ldr.</u>	<u>Unit Comm.</u>	<u>Dist. Adv.</u>	
1. _____	_____	_____	Is the candidate a Life Scout?
2. _____	_____	_____	Does the project benefit Scouting or a Commercial Business?
3. _____	_____	_____	Does the project benefit A Church, School or Community?
4. _____	_____	_____	Is the sole purpose of this project to raise money?
5. _____	_____	_____	Would the project be considered routine labor, a job or service normally rendered? (i.e. a Troop service project)
6. _____	_____	_____	Is the project something that is really needed and will BE OF VALUE WHEN COMPLETED?
7. _____	_____	_____	Does the proposed project appear to require sufficient planning to make it UNIQUE and CHALLENGING to the candidate and to qualify as an Eagle Project?
8. _____	_____	_____	Will the development of the project be involved enough to require the candidate to demonstrate his ORGANIZATIONAL SKILLS and abilities?
9. _____	_____	_____	Will the candidate be able to recruit enough help/youth to adequately UTILIZE HIS LEADERSHIP ABILITIES AND SKILLS?
10. _____	_____	_____	Will adults do all of the work?
11. _____	_____	_____	Will the coordinator, for whom the work will be done, be willing to allow the candidate lead the project and act only as an advisor?
12. _____	_____	_____	If the candidate recruits within his Unit for help. Will the project be for all age groups?

Unit Leader

Date

Phone No.

Unit Committee

Date

Phone No.

District

Date

Phone No.

Eagle Rank Requirements:

1. Be active in your troop, team, crew or ship for a period at least 6 months after you have achieved the rank of Life Scout.
2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.
3. Earn a total of 21 merit badges including the following Eagle Required Merit Badges:

a. Camping	i. First Aid
b. Citizenship in the Community	j. Cycling OR Hiking OR Swimming *
c. Citizenship in the Nation	k. Personal Management
d. Citizenship in the World	l. Personal Fitness
e. Communications	l. Family Life
f. Cooking	
g. Emergency Preparedness OR Lifesaving *	
h. Environmental Science OR Sustainability *	

Beginning on January 1, 2014, the Cooking Merit Badge was added as an Eagle Required Merit Badge, increasing the number of Required Badges to 13. The Total number of Merit Badges necessary for the Eagle Rank remains at 21.

* If you have earned more than one of the badges listed in (g), (h) and (j), choose one as the required, and list the remaining badges as optional merit badge to make your total of 21.

4. **While a Life Scout**, serve actively for a period of 6 months in one or more of the following positions of responsibility: The 6 months must begin on or after your Life Scout Board of Review date.

Boy Scout Troop--Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, O.A. troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster or Leave no Trace trainer.

Varsity Scout Team--Captain, co-captain, program manager, squad leader, team secretary, O.A. team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief or Webmaster or Leave no Trace trainer

Venturing Crew / Sea Scout Ship--President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain*, boatswain's mate*, yeoman*, purser*, storekeeper*, Webmaster or Leave no Trace trainer.
(* Sea Scout positions only.)

5. **While a Life Scout**, plan, develop and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project plan must be approved by the organization benefiting from the effort, your Unit Leader and committee and the council or district before you start. You must use the Eagle Scout Leadership Service Project Workbook, No. 521-927, (most recent printing) in meeting this requirement. The Service Project Workbook is available at gec-bsa.org/resources/forms.
6. Take part in a Unit Leader (Scoutmaster, Coach, Advisor or Skipper) conference. Attach a statement of your ambitions and life purpose including a list of positions held in your religious institution, school, camp, community or other organizations.

Note: Requirements 1 through 6 must be completed, and the Eagle packet with the complete application must be submitted to the District Advancement Committee or Eagle Advisor no later than the day before the candidate's 18th birthday.

7. Successfully complete an Eagle Scout Board of Review. **The Eagle Scout Board of Review may be conducted after the candidate's 18th birthday.**

Eagle Scout Service Projects

Introduction

This informational document has been prepared to provide you with guidance in choosing, planning, and completing your project and assist you in completing the Eagle rank. If at any time you have any questions, ask your Unit leader or the District Advancement Committee or Eagle Advisor for help. It is also ***strongly encouraged*** that you share the final plan with a project coach (see page 3-1 of the Eagle Scout Project Workbook)

Choosing a Project

Your Eagle Project must demonstrate planning, leadership and provide service to a religious institution, school, or your community. It may not benefit the Boy Scouts of America, any business or be of a commercial nature. You may choose to build something, do a service or present a program. The project does not have to be original but you must do all of the planning for your project and may not use someone else's plan. The project may not be routine labor (like cutting the grass at a church). The project may not be a fund-raiser by itself. Fundraising is permitted only for securing materials or supplies needed to carry out the project. *You may need to complete an Eagle Scout Service Project Fundraising Application (Page 3-7 of the Workbook).* Your project support team may include members of your Scout unit, friends, and family. Check the **Eagle Scout Service Project Workbook (BSA 512-927)** for more information.

The Five Tests of an Acceptable Eagle Scout Service Project (2013 Guide to Advancement)

1. The project provides sufficient opportunity to meet the requirement.
2. The project appears feasible.
3. Safety issues will be addressed.
4. Action steps for further detailed planning are included.
5. The candidate is on the right track with a reasonable chance for a positive experience

Project ideas may be found in many places. Get the word out that you are looking for a project. Contact family, friends, Scout and religious leaders. There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine to search for "Eagle Scout Project" or "Eagle Scout." Try search engines with **news searches** for current project ideas.

ORGANIZATIONS TO CONTACT ABOUT PROJECTS:

Elementary, Junior and High Schools,	Senior Citizens Organizations
Community Colleges	Wildlife Organizations
Churches	American Indian Services
Libraries, Parks and Recreation Departments	Endowment for the Arts
Museums & Zoos	U.S. Forest Service
Community Cemeteries	Bureau of Land Management
City, County and State Government Offices Non-	Disaster Relief Organizations
government Community Organizations Women,	Animal Shelters
Children's and Homeless Shelters Food and	Military and Veteran's Service Groups
Clothes Closets	

Project Coordination

You must work with an official of the benefiting organization in planning the project. Keep notes of all your meetings; write down exactly all agreements reached. Finances are of particular interest. Be sure both you and the organization understand all financial obligations. You should have a complete understanding if materials and other services are to be provided by the benefactor.

Project Expert:

You may need the assistance of an experienced mentor or expert, perhaps a carpenter or other craftsman. This person will need to understand what you want to accomplish. They should be willing to help and be a resource but not take over leadership of the project. This includes parents. Always remember, **Leadership is your job.**

Beginning Your Project

Step # 1 Starting the Process

The first step is to choose an Eagle Scout Service Project that you would like to do. After you choose a project, discuss your idea with the project benefactor and your Unit Leader. At that time, you will need to have a copy of (1) the **Eagle Scout Leadership Service Project Workbook**, (2) this **Life to Eagle Guide** and (3) the **Eagle Scout Questionnaire**. These documents are available as downloads on the Golden Empire Council website at gec-bsa.org/resources/forms library /Preparing for Your Eagle). Your Unit Leader will be able to assist you in obtaining these documents. You will also need to complete the **Contact Information Sheet (Page1-6, Eagle Scout Service Project Workbook)** .

Step # 2 EAGLE SCOUT SERVICE PROJECT PROPOSAL – Page 2-1, Eagle Scout Leadership Project Workbook

After talking over possible project ideas with your Scout leaders and choosing one that's right for you, it is now time to begin the write-up of your **Project Proposal**. Remember, at this stage of your project, you are providing planning details and estimates. See page 1-5 of the **Eagle Scout Service Project Workbook** for additional guidance about your project.

The **Eagle Scout Service Project Workbook** is a **fillable** PDF document. You can enter information and save it in an electronic file and come back to it. This document is the heart of your project planning and will require a great deal of work on your part. You are expected to put forth your best effort. Since there is limited space in the **Eagle Scout Service Project Workbook** , you may need to attach extra pages with the details. **Neatness counts**. **It is suggested, but not required that you use a word processor for filling in and printing out these pages. If handwritten, please be neat.**

Provide appropriate information for each of the sections contained in the Project Proposal. Follow the instructions given in the workbook.

If necessary, complete the **Eagle Scout Service Project Fundraising Application – Page 3-7, Eagle Scout Service Project Workbook**, and submit the Fundraising application. This should be done before starting on the project, and **definitely before** doing any fundraising. It must be signed by the beneficiary, your Unit Leader and the District or Council Representative. The District Advancement Committee, Eagle Advisor, or Eagle Project Approver will assist you in completing this requirement.

Have your Unit Leader and Committee Chair complete and sign the **Eagle Scout Questionnaire**.

After you have completed your Eagle Scout Service Project Proposal, you will sign and date the **Candidates Promise**, obtain your Unit Leader's, Unit Committee's and Beneficiary's Approvals for your Project Proposal. Only then will your District Advancement Committee or District Eagle Advisor sign your proposal.

When all signatures other than the District's have been obtained, **contact your District Advancement Committee or Eagle Advisor** for the last approvals and signatures on the Eagle Scout Questionnaire and the Eagle Scout Service Project Proposal.

Once Approved and signed, the Eagle Scout Candidate is strongly encouraged to complete a Final Plan (Step #5, following) and it is recommended that the candidate work with a project coach.

Step # 4 EAGLE SCOUT SERVICE PROJECT FINAL PLAN – Page 3-1 Eagle Scout Service Project Workbook

Before you start work on your project, have you completed your Eagle Scout Service Project Final Plan?

Eagle Scout Rank Advancement Requirement 5 states you must “plan” and “develop” your service project. Though the **Eagle Scout Service Project Final Plan** is a tool for your use, and is not approved or signed, it is important in helping show that you have done the required planning and development of your Project. A Scout who is prepared is encouraged to complete a final plan and share it with a project coach. The Eagle Project Coach can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout Board of Review.

You will need to provide your estimated Project start date and projected completion date on this page.

Eagle Scout Service Project Final Plan Details

While similar to the items in the Project Proposal section this section requires more information than is contained in the Project Proposal. This is your detailed plan. **Reminder: These are still your best estimates of what is needed to complete your project.**

Provide appropriate information for each of the sections contained in the Project Final Plan. Follow the instructions given in the workbook. It is important to include any comments received from your proposal review.

Have you completed the **Eagle Scout Service Project Fundraising Application – Page 3-7, Eagle Scout Service Project Workbook**, and submitted it? This should be done before starting on the project, and **definitely before** doing any fundraising. It must be signed by the beneficiary, your Unit Leader and the District or Council Representative. The District Advancement Committee, Eagle Advisor, or Eagle Project Approver will assist you in completing this requirement.

Step # 5 EAGLE SCOUT SERVICE PROJECT FINAL REPORT, Page 4-1, Eagle Scout Service Project Workbook:

To be completed after the service project has been completed. **Please be prepared to discuss your responses at your Eagle Scout Board of Review.**

Provide appropriate information for each of the sections contained in the Project Final Report. Follow the instructions given in the workbook

Be sure to indicate when did your project actually start, and when was it completed?

Step # 5 EAGLE SCOUT RANK APPLICATION

Congratulations, you have completed your Eagle Scout Service Project. The next step is to ensure that you have your required merit badges, your 6 months of leadership time and that it has been 6 months since your Life Scout Board of Review. Then you can complete your Eagle Scout Rank Application. The application is available at gsc-bsa.org/resources/forms. You may fill it in, type, or handwrite your information. Remember that neatness counts. Your unit leader can assist you in completing the form.

Before you turn 18, call the District Advancement Committee or Eagle Advisor and make an appointment to turn in your Eagle Scout Rank Application, and your Eagle Scout Service Project workbook. The application must be accepted by the District no later than the day before your 18th birthday.

GENERAL INFORMATION

Some items that follow may not apply to all projects

Schedule:

A good schedule is part of planning and shows when things are to be done and in what order. Make your best estimate of how long tasks will take and in what order they will be done. Your schedule may be in the form of a chart, a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done.

Financial Plan

Give an estimated cost of the project. Describe how the project will be financed. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, from your allowance, or any other legitimate source. You may conduct fundraising activities, if necessary, to finance the supplies and materials needed to complete your project. If you do so, and depending on source of funds, you may need to submit an Eagle Scout Fundraising application (workbook, page 3-7). **You must inform anyone donating to your project that the funds are for the project and the benefiting organization, not the Boy Scouts of America.** After the source of your funding is established, you should also consider how the funding is to be handled. Any cash donations must go through your Unit's treasury. **Any remaining donations must be either returned to those making the donations or given to the benefiting organization.**

Written /Printed Information & Promotional material

If you are going to use handouts, posters, letters, script or other written materials as part of your project, include a copy of those in your project workbook.

Miscellaneous Items

Give details about any items not listed above but necessary to complete your project. This might include: stage props, lighting needs, special transportation or utility requirements.

Helpers/Workers

Discuss where will you recruit your work force. Identify your expert, are you going to need a carpenter or welder?

Safety

How will you ensure the safety of your crew? Make a plan of what to do should someone become injured. List any safety supplies you might need, include a first aid kit. Use your expert as a resource for this information. List possible restrictions on the use of power tools. Include the safety items on your Materials and Supplies list. Do not rely on your crew to bring safety equipment with them. Conduct a safety briefing with your crew before beginning any work on your project.

Leadership

As stated in the Eagle Scout Leadership Project Workbook, the purpose of the Eagle Project is to give you an opportunity to demonstrate leadership of others and perform a service to your community. So how do you demonstrate leadership of others? First, you need to establish yourself as the man in charge, the one who others look to for guidance. The leader (you) coordinates the activities of others to make sure the final goal is reached. If your project requires experience and skills you don't have, it is your responsibility to recruit someone who does. You may use this person to instruct you in knowledge you lack but remember you are the leader, and this is your project.

Eagle Project Guidelines

It is recommended that you keep a notebook to document all activities from the start to finish. Keep a log of all time spent, by you and others, on this project. Use this information as part of your project report.

The following information needs to be considered when doing your project. Be prepared to discuss these items at your Board of Review.

- In what ways did you demonstrate leadership to others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what ways did the benefiting institution benefit from your project?
- Did your project follow the plan?
- If changes to the plan were made, explain why the changes were necessary.
- Include in the report information on what tools and materials were actually used.
- Make a chart showing the number of hours spent by you in planning and carrying out the project. List anyone who assisted you in carrying out the project and their hours, and then give a grand total. Keep separate information on BSA youth, other youth, BSA adults and other adults.
- Summarize your project by describing what went well, difficulties you encountered and what you learned from the project.
- What other projects did you consider? Why did you select this project?

Your final report (workbook, page 4-1) should be written as soon as possible after completion of the project. **Help may be given Scouts with special needs.** The report should be neatly handwritten or typed and include all information requested in the Workbook. Include any letters, drawings, receipts, diagrams and photos that help describe the project and show the finished project.

Keep in mind that although your project was approved by the Beneficiary, your unit leader, unit committee and District Advancement Committee or Eagle Advisor before it was begun, the Eagle Scout Board of Review must approve the manner in which it was carried out.

The Eagle Scout Board of Review is the last step in completing the Eagle Scout requirements. A well written and organized project report will go a long way toward your goal of a successful Eagle Board of Review.

Eagle Scout Packet (Binder)

Getting it all together:

The Eagle Packet (binder) is where all of your hard work comes together. A neat and orderly presentation lets the Eagle Board of Review know that you are ready to become an Eagle Scout. As the Eagle Candidate, it's your responsibility to see that everything is neatly organized, completed and ready to be seen by the District Advancement Committee or Eagle Advisor. Remember, the Eagle Packet must be complete and presented to the District no later than the day before your 18th birthday.

Your Eagle Packet should be put together in the following order. **All items are required.**

- Section 1 The completed Eagle Application**
- Section 2 The completed Eagle Scout Worksheet**
- Section 3 Your personal statement for application requirement No. 7.**
- Section 4 The Eagle Scout Service Project Workbook-including any additional pages**
- Section 5 The Eagle Scout Questionnaire**
- Section 6 Unit Advancement records, showing Rank Advancement and Merit Badges Earned.**
- Section 7 Blue Cards for Merit Badges**
- Include - Letters of Recommendation—see page 16 for information on requesting**

Divider tabs are useful, but are not required.

1. The Eagle Application – Guidelines for Completing the Eagle Application (Page. 13)

2. The Eagle Scout Worksheet (Page 15):

Complete the entire Eagle Scout Worksheet before starting on the Eagle application. Follow instructions on the form. Include the names of the Merit Badge Counselors. The worksheet will assist you in getting all of your advancement dates in one place. Read the instructions at the top of the page and take your time. This will help to insure the accuracy of your Eagle application.

3. Requirement No. 7 -- Your Personal Statement:

As stated on the Eagle application. *“Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community or other organization during which you demonstrated leadership skills. Include honors and awards received during this service.”* This should be more than a couple of sentences.

4. Eagle Scout Leadership Project Workbook :

This is the entire Eagle Scout Leadership Service Project Workbook with all signatures. Include any before and after photos of your project and any plans or drawings you made.

5. Unit Advancement Records:

Accurate, verifiable information showing the dates of your advancements and merit badges is **required.** Your unit should furnish you with the Internet Advancement, “Member Advancement Summary”.

6. Blue Cards for Merit Badges

Include your part of the signed Blue Card.

7. Letters of Recommendation

A minimum of three letters of recommendation are suggested. The Eagle Board of Review would like a letter from your Parents, an Educational Representative (teacher, counselor or administrator) and your Unit Leader. Other references are acceptable. These letters are confidential and should be addressed to the Board of Review. Include them in your binder with your Project Workbook and Application.

Instructions for the letters of recommendation are included on the Eagle Scout Letter of Recommendation See Page 16. Copy this form as needed.

Completing the Eagle Application:

1. Visit www.gec-bsa.org/resources/forms library to obtain the latest version of the Eagle application. Use 2014 printing or later.
2. Fill in the Eagle Scout Worksheet before starting the application.
3. Filling in the Eagle application should be the last part of the Eagle process. The signatures on the back are only to be given after all of the requirements for Eagle rank have been met.
4. Neatness is very important when filling in the Eagle application. Take your time. It is suggested that you use your computer to fill in the form. If handwritten, please be neat.
5. The dates on the Eagle application must be the same as those on the **Blue Cards** and advancement forms. Be able to explain any differences when you turn in your binder and application.
6. Watch dates for the time between Boards of Reviews. Example: There must be no less than six months between Star and Life: for example, 01/26/11 – 07/26/11.

7. Scout's name, address, unit and Scouting information:

- a. Use your full legal name; leave a blank space between each part of your name.
- b. Use the same name as shown on the Unit Charter
- c. Use **No** abbreviations in this area, **except CA** for California.
- d. Use the correct name and number of your unit: Troop, Team or Crew
- e. Enter the following dates: Became a Boy Scout, Varsity or Venturer/Sea Scout; First Class and Star Boards of Review.

8. REQUIREMENT No. 2

- a. All reference lines must be filled in. Leave the **Employer** line blank if you do not have an employer.
- b. Use the name of a person, not the name of your school or your religion. Use School address.
- c. If you do not have a **Religious** reference, then enter your parents or guardians name.
- d. Abbreviations are allowed here. Include all of the following - street address, city, state, zip code and phone numbers with area codes.
- e. Email addresses may be used but are not required.

9. REQUIREMENT No. 3

- a. Use the same Merit Badges used on the Eagle Scout Worksheet (page 15). The Eagle Scout Worksheet lists the Merit Badges you earned for Star, Life and Eagle.
- b. For Merit Badges #6, #7, & #9, cross out the badge(s) not used. Read the instructions at the bottom of the application.

10. REQUIREMENT No. 4

- a. Read this section very carefully. The six-months can only start on or after the Life Scout Board of Review.
- b. You must use the proper position name for the type of unit you were registered in at the time of holding the position. For example: – If you were registered as a Venturer during the time of your leadership service, then a Venturing position title must be used. You do not have to be currently registered in that unit; however, you must be registered in a Scouting unit.

11. REQUIREMENT No. 5

- a. This is the date you completed the Eagle project. No signatures on the application should be dated before this date.
- b. Enter the Title or description of your project and total hours.

12. REQUIREMENT No. 6

- a. Take part in a Unit Leader Conference.

12. REQUIREMENT No. 7

- a. Include the following required statement in your Eagle Packet Binder. *“Attach to this application a statement of your ambitions and life purpose and listing of positions held in your religious institution, school, camp, community or other organizations during which you demonstrated leadership skill. Include honors and awards received during this service.”* It should be placed at the front of your binder, see ‘Eagle Scout Packet (Binder), Getting it Together (page 12).

13. APPLICANT & UNIT SIGNATURES

- a. The Scout should sign the application on or after the date of the Unit Leader’s Conference.
- b. The Unit Leader should sign on or after the date of the Scout’s Signature.
- c. The Unit Committee Chair should sign on or after the date of the Unit Leader’s Signature.
- d. **These dates must be in chronological order (can be on the same date).**
- e. **All signatures must be dated no later than the day before the Scout’s 18th birthday.**

14. EAGLE SCOUT BIO FORM (Third page of Eagle Rank Application)

This form is to be filled out and sent directly to the National Eagle Scout Association.

After Application is Signed, and before your 18th Birthday, call the District Advancement Committee or Eagle Advisor to turn in your application, including the Eagle Scout Service Project Workbook and binder. The Application must be accepted by the District no later than the day before your 18th birthday.

The District Advancement Committee or Eagle Advisor will check over your application and packet and forward the application to the Council Service Center for review. After your Eagle application has been approved by the Council Office, the District Advancement Committee or Eagle Advisor will schedule a Board of Review.

The Eagle Board of Review

The Eagle Board of Review panel consists of three to six members. The Eagle Candidate and his parents and unit leader should attend the Board of Review. Boy Scouts and Varsity Scouts should wear their complete Boy Scout Uniform. Venturers may wear the Venturing Uniform or business dress.

The Candidate should expect questions about his project, its planning and execution. When meeting with the Eagle Candidate, the Board should not re-examine (test) the Candidate on past requirements. The Board may address subjects such as Scout spirit, position(s) of responsibility, the Eagle project, etc. The Board of Review may ask character questions.

At the conclusion of the interview the Board will make their decision. The decision of the board must be unanimous. If favorable, the Candidate will be congratulated and have his Eagle Packet (Binder) returned. The Eagle application will be forwarded to the Council office for processing. If unfavorable, the Candidate will receive instructions on how to correct (if possible) the concerns of the Board. A date will also be given for any corrections to be made. This information will also be mailed to the candidate. **The Candidate may appeal any unfavorable board of review decision by immediately contacting the District Advancement Chair in writing.**

Boy Scouts of America - Golden Empire Council

Eagle Scout Worksheet

Scout: _____ Phone: _____ Date: _____

District: _____ Unit No: _____

Include this worksheet in the Eagle Packet. The information from this worksheet will enable the Scout to fill in the Eagle Application more accurately.

To insure that certified Merit Badge Counselors were used, fill in the counselor's name. If the Merit Badge was earned at Scout Camp, write SC followed by the name of the Camp. (i.e. - SC Winton). It is the Unit's responsibility to insure that all Merit Badge Counselors are certified.

The dates for the Merit Badges are the dates the Scout earned them. For advancements use Board of Review dates not Courts of Honor dates.

Please Print

Webelos Scout Yes _____ No _____ Joined Boy Scouts: ____/____/____ Second Class: ____/____/____
 Arrow of Light Yes _____ No _____ Tenderfoot: ____/____/____ First Class: ____/____/____

<u>Merit Badge</u>	<u>Date</u>	<u>Unit</u>	<u>Counselor</u>
1) Required _____	____/____/____	_____	_____
2) Required _____	____/____/____	_____	_____
3) Required _____	____/____/____	_____	_____
4) Required _____	____/____/____	_____	_____
1) Optional _____	____/____/____	_____	_____
2) Optional _____	____/____/____	_____	_____

↑ Earned for STAR SCOUT ↑

Star Board of Review: ____/____/____

5) Required _____	____/____/____	_____	_____
6) Required _____	____/____/____	_____	_____
7) Required _____	____/____/____	_____	_____
3) Optional _____	____/____/____	_____	_____
4) Optional _____	____/____/____	_____	_____

↑ Earned for LIFE SCOUT ↑

Life Board of Review: ____/____/____

8) Required _____	____/____/____	_____	_____
9) Required _____	____/____/____	_____	_____
10) Required _____	____/____/____	_____	_____
11) Required _____	____/____/____	_____	_____
12) Required _____	____/____/____	_____	_____
13) Required _____	____/____/____	_____	_____
5) Optional _____	____/____/____	_____	_____
6) Optional _____	____/____/____	_____	_____
7) Optional _____	____/____/____	_____	_____
8) Optional _____	____/____/____	_____	_____

Eagle Service Project completed on: ____/____/____

While a Life Scout, served actively for six months in the following position(s) of responsibility:

_____ from: ____/____/____ to: ____/____/____

_____ from: ____/____/____ to: ____/____/____

GOLDEN EMPIRE COUNCIL - EAGLE SCOUT CANDIDATE LETTER OF RECOMMENDATION

EAGLE SCOUT candidate: _____ registered with Unit No. ____

in the _____ District, requests that you write a Letter of Recommendation.

The EAGLE BOARD of REVIEW would like to know about the candidate. How you know him, his qualities, both positive and improvable, and why you think he deserves to be considered for Scouting's highest award: the Rank of EAGLE SCOUT.

This letter is from the candidate's ☐ PARENT(S), ☐ RELIGIOUS ADVISOR ☐ SCHOOL TEACHER/ADMINISTRATOR, ☐ EMPLOYER ☐ UNIT LEADER, ☐ OTHER (_____)

Completed reference responses of any kind are the property of Golden Empire Council and are confidential, and only used for Boards of Review or when a specific official council need is presented. The responses will not be viewed by or returned to the Eagle Scout Candidate.

Instructions - Please place your letter and this form in an envelope, **SEAL IT** and address it to the **DISTRICT EAGLE BOARD OF REVIEW**. Give the sealed envelope back to the candidate, as soon as possible. Only the Eagle Board should see your letter prior to the Board of Review.

Cut Here

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