

CENTENNIAL DISTRICT

LIFE TO EAGLE

GUIDELINES



Congratulations on earning your Life Rank.

You have come a long way in your Scouting adventure. Since your days as a young Scout, you have been learning about the Scout Oath, Scout Law, Scout Motto and Scout Slogan. Each step along the path to Eagle, you have learned new skills and were increasingly expected to share and teach these skills with other Scouts. You learned the importance of responsibility and leadership in your patrol / troop. Each step along this path, you faced and met new challenges.

As a Life Scout, you are now embarking on that final step to the Eagle Scout rank.

While many of the requirements are similar to those for the ranks of Star and Life, you will now be needing to demonstrate how you have lived the Scout Oath and Law, your leadership and responsibilities in the positions you have held in your patrol/troop, and how your being active has an impact on your scout troop and especially to the younger Scouts.

Finally, you will be using these skills, experiences, and responsibilities in your Eagle Scout Project to plan, develop and give leadership to others in a service project helpful to a religious institution, any school or your community.

Over 61,000 Scouts last year completed their Eagle Scout Projects and earned their Eagle Scout rank. It is very doable, but it does require effort on your part. You are not alone. There are others that will be working with you, assisting you, coaching you, to help you complete a beneficial service project.

The Eagle Preview, in addition to this document, will help you along the way to understand the steps you need to take as you progress, prepare for and earn your Eagle Scout rank.

Congratulations and here's to a successful effort to earn your Eagle Scout rank.

This document, along with the Eagle Preview, are focused on four steps in the Eagle Scout rank process;

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Centennial District Life to Eagle Process

1. Eagle Scout Rank Requirements

Confirm that the requirements (1 – 6) have been completed before the 18th birthday¹².

Exception: Temporary Transition Rules for boys and girls entering Scouting BSA after their 16th birthday but before their 18th birthday. See document on web page “Implementation Details for Females Entering Scouts BSA.”³⁹

- A. Be active in your unit for at least six months as a Life Scout.^{34,36} A Scout is active when the member’s level of activity in Scouting, whether high or minimal, has had a sufficiently positive influence towards this end.¹

Three tests to determine if a Scout is active.

(1). The Scout is registered. The youth is registered in the unit for at least the time period indicated.¹

(2). The Scout is in “good standing” with a unit as long as the Scout has not been dismissed for disciplinary reasons.¹

(3). The Scout meets the unit’s reasonable expectations.¹ The Scout meets those aspects of the unit’s pre-established expectations that refer to a level of activity.¹

Alternative to the third test if expectations are not met;¹

- How the Scout lives life and relates to others in his community, at school, in his religious life or in Scouting.³
- The Scout has exhibited positive activities outside Scouting that contributes to his growth in character, citizenship or personal fitness.¹
- Overall, it’s not so much about what a Scout has done. It is about what the Scout is able to do and how the Scout has grown.¹
- The Eagle Board of Review can agree Scouting values have already taken hold and have been exhibited.¹

- B. As a Life Scout, demonstrate Scout Spirit.^{2,34,36} The ideals of the Boy Scouts of America are spelled out in the Scout Oath, Scout Law, Scout Motto and the Scout Slogan.²

- C. Earn a total of 21 merit badges of which 13 are Eagle Scout required.^{34,36}

- D. Serve actively in your unit for 6 months in a position of responsibility.^{3,34,36}

- The position must be listed in the position of responsibility requirement shown in the most current edition of Scouts BSA requirements.^{3,34,36}
 - Any number of positions may be held as long as the total service time equals at least the number of months required.³
- E. Service Project – plan, develop and give leadership to others in a service project helpful to any religious institution, any school or your community.^{16,34,36}
- F. Participate in a unit leaders conference.^{4,34,36} The unit leader (Scoutmaster) conference need not be the last item accomplished.^{4,12}

2. Eagle Scout Service Project

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to a religious institution, any school or your community. The project must benefit an organization other than the Boy Scouts of America.^{16,26,34,36}

Your project must present an opportunity for planning, development and leadership. Your project does not have to be original, but it could be. It might be in construction, conservation, or remodeling project, or it could be the presentation of an event with a worldwide purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. An internet search can reveal hundreds of service project ideas.²⁶

The candidate must use the most current version of the Eagle Scout Service Project Workbook (no. 512-927).^{18,26} The workbook can be downloaded to your computer from the website www.scouting.org/advancement. It is strongly recommended that you input your project data and any possible before/after pictures into your workbook. You will need a hardcopy of your project workbook that would include the signatures required from each phase of your project. While the use of the workbook is required, not every line or even every form must be completed.¹⁸

The candidate is strongly encouraged to read through the entire Eagle Scout Service Project Workbook to understand all of the project requirements and expectations.

Project restrictions and other considerations;

- There are no required minimum hours for a project.²⁶
- Routine labor is not normally appropriate for a project.^{21,26}
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions and service agencies that would otherwise be acceptable.²⁶
- A project may not be a fundraiser.^{20,26}
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.^{21,26}
- Projects must not be performed for the Boy Scouts of America.^{16,26,34,36}

A. Project Proposal

Your proposal must be completed first. It is an overview, but also the beginning of planning.²⁷ It must show your unit leader, unit committee, and council or district that your project can meet the following tests.^{17,27}

- Provide sufficient opportunity to meet the Eagle Scout service project requirements.
- It appears to be feasible.
- Safety issues will be addressed. This includes youth protection and adult leadership.^{37,38}
- Action steps for further detailed planning will be included.
- You are on the right track with a reasonable chance for a positive experience.

The detail required for a proposal depends on project complexity. It must be enough to provide a level of confidence for a council or district reviewer that the above tests can be met.¹⁷

Creating your project proposal involves developing a project idea. Your proposal idea may come from various sources. These might include;

- A specific project idea that you would like to propose to a potential beneficiary.
- You might have identified an organization that you want to provide a service to, but did not have a specific idea. Meeting with that organization might

elicit ideas of what their needs might be that you would be willing to develop a project around.

- You might get ideas from your unit leader, friends, family, religious organization, etc. of projects needing to be performed.
- You might find ideas from internet searches.

Whatever idea you eventually develop into a project, you will need to propose that idea to a potential beneficiary and receive their agreement. The beneficiary would need to be someone that has authority to approve a project for their organization. In some cases, the beneficiary might have suggestions that would modify the project. The key is that the project is between you and the beneficiary.

Projects involving collections;

If your project involves collecting items to donate to an organization, i.e., clothing, toys, hygiene, school supplies, etc., the Scout and the beneficiary must define what items and quantities are required. The agreement must also identify what donations would not qualify. Some organizations must follow strict infectious disease policies, as well as other specific organizational policies, thereby making some donated items unusable.

Requirement 5 states your project must benefit an organization. If the donated materials cannot be used, you have not met this requirement.

Navigating the Eagle Scout Service Project

It is very important that you provide and discuss with the beneficiary an information sheet called, “Navigating the Eagle Scout Service Project.” This document will help you communicate a number of expectations with your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.^{27,29}

Once you have completed negotiating your proposal with your beneficiary, and completed filling out applicable sections of your Eagle Project Proposal pages in the workbook, you must obtain signature approvals on your Eagle Scout Service Project Workbook, proposal page E,²⁸

- Candidate
- Unit Leader

- Unit Committee
- Beneficiary
- Council or District Approval – the signature will be from an Authorized Centennial District Advancement Committee person. There shall be no required sequence for the order of obtaining those approving those approvals, however, District approval must come after the others.²⁸ Contact the Centennial District Life to Eagle Chair to schedule a meeting to complete this final signature step.

B. Eagle Scout Service Project Coach –

The Eagle Scout Service Project Coach is the subject matter expert on the process and standards of the service project.¹⁹ The District Approval box of the proposal states the following: “I will encourage the candidate to prepare a project plan and share it with the designated project coach.”²⁸

Examples of ways in which the coach can influence a Scout’s project;¹⁹

- Meet with the Scout after his proposal has been approved but before work begins on the project plan.
- Ask how the Scout will plan the project, then offer advice accordingly.
- Emphasize the elements of a plan that, if ignored, could stop work or create health and safety issues.
- Remind the Scout to share the project plan with the project beneficiary.
- Be available to the Scout as a consultant to answer any questions about the planning process.
- Meet with the Scout to review his project plan, discuss its strengths, weaknesses, and risks; and suggest critical improvements.
- Discuss the project report with the Scout and offer advice on how to make a strong presentation at the Scout’s board of review.

The Scout may use and is encouraged to use the services of a unit service project mentors or advisors. Their role would serve to provide ongoing support throughout the project planning and execution and to prepare a Scout to work with the district designated project coach.¹⁹

Project coaches do not have signature authority.¹⁹ This relates to project proposal and fundraising applications. They serve to encourage, not direct, the Scouts to make the kinds of decisions that will lead to successful outcomes.¹⁹

The project coach will likely be a board member of the Scout's EBR and serve as the Council / District representative for requirement 7 of the Eagle Scout Rank Application.

C. Project Plan and Execution

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The project plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes to it.²⁵

Key considerations;

- The project plan should show detail but you are not required to provide more details than are necessary for the accomplishment of your project. Not every section needs to be filled in.³⁰
- A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out his project.³⁰
- You should also show the project plan to your beneficiary prior to carrying out your project. The project beneficiary has the authority to require and approve a project plan.³⁰
- The project cannot replace routine labor.²¹
- The Eagle Scout service project are individual matters. No more than one candidate may receive credit for working on the same project.²²
- There are no requirements a project must have lasting value.²²
- Any plans completed after the project proposal has been approved by the authorized district representative are between the Scout and the beneficiary.²²
- No unit, district, council or individual shall place any requirements or other standard on the number of hours spent on a project.²²
- The Sweet 16 of BSA Safety must also be consulted as an appropriate planning tool.²³

D. Fundraising Application

In the course of your project planning, you may determine you will need to acquire materials, supplies, funds, etc.

BSA Policy;

- The BSA prefers that Scouts choose projects that can be done at little or no cost.²⁰
- Fundraising for an Eagle Scout Service Project shall not be required of any candidate.²⁰
- The Eagle Scout Service Project Fundraising Application must not be required to accompany the project proposal. At that point in the process, the Scout may not have enough information to complete the application.²⁰
- If fundraising takes place, Eagle candidates must also be allowed the choice not to be involved in it. If Scouts do give leadership to fundraising efforts, this can be considered in fulfilling that part of requirement 5 to give leadership to others.²⁰

Is a fundraising application required –

- No – not required for “contributions from the beneficiary, the candidate, the chartered organization, and the candidate’s parents, guardians or relatives, as well as the unit or individuals in the unit.”
- Yes – if you are acquiring funds from other sources (i.e. car washes, bake sales, etc.) requesting donations of supplies (i.e. Home Depot, Lowes, etc.), or other sources.

Fundraising Application standards – details are on the reverse side of the fundraising application form;

- Eagle Scout service projects may not be fundraisers.^{20,31}
- It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary.³¹
- All contracts will be signed by a reasonable adult, acting as an individual, without reference to the Boy Scouts of America.³¹
- If something is to be sold, we want people to buy it because it is a quality product, not because of an association with Scouting.³¹
- Any product sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA.³¹
- Should donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America.³¹
- You are not normally permitted to solicit funds on behalf of other organizations.³¹
- Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application.³¹

The completed fundraising application must be submitted to the District Authorized Representation for approval before beginning your fundraising efforts. Approvals are required from;^{31,40}

- A. Beneficiary
- B. Unit Leader
- C. Authorized Council Approval - the signature will be from an Authorized Centennial District Advancement Committee person.⁴⁰ The beneficiary and unit leader signatures must be performed first.

E. Project Reporting

This report is to be prepared after your service project has been executed.^{25,32} It is not necessary to provide lengthy answers.²² This is an excellent opportunity to “discuss the project report with the Scout and offer advice on how to make a strong presentation at the Scout’s board of review”.¹⁹

Completion of the report requires three signatures;

- Candidate
- Beneficiary
- Unit Leader

The signature page will be reviewed by the DAC service desk during the Eagle Scout Rank Application submittal for Council approval to proceed with your EBR.

3. Prepare and submit the Eagle Scout Rank Application (No. 512-718) to the DAC service desk.

Before filling out your Eagle Scout Rank Application, the candidate should contact the DAC service desk and request a personal history profile be sent to the candidate. The profile should be reviewed to make sure all information is correct and all merit badges (specifically the 13 required Eagle badges) are listed. If not, you should take corrective action with your unit Advancement Coordinator to update the records. If national records show a merit badge is not completed, a signed blue card, or submitted Advancement Report will prove your completion.

Accuracy is imperative. Everything is verified by the local council, discrepancies and errors will lead to a form’s return.¹³

The Eagle Scout Rank Application should be delivered in person, if possible, to the DAC service desk. The application does not have to be submitted before the candidate's 18th birthday,¹⁴ but all requirements through #6 must be signed off by the 18th birthday.¹²

Exception - If a Scout foresees that, due to no fault or choice of his own, it will not be possible to complete the Eagle Scout Rank Requirements before age 18, may apply for a limited time extension. When a time extension is requested, the Scout should continue working on the requirements as processing occurs.²⁴

When submitting your application, the following documents will be required;²

- Eagle Scout Rank Application – 3 signatures
- Eagle Scout Project Workbook – signatures will be verified.
 - a. Project proposal – 5 signatures
 - b. Project fundraising application (if applicable) – 3 signatures
 - c. Project report – 3 signatures
- Statement of your ambitions and life purposes.

If all documentation is in order and verified, the DAC service desk will sign the Eagle Scout Rank Application. A board of review shall not occur until after the local council has verified the application.¹¹

Prepare for your Eagle Board of Review (EBR) –

Council Advancement Committees must determine – and make known – method(s) for conducting Eagle Scout boards of review: whether unit committees or the council or district advancement committees administer them, and how board chairpersons are selected.¹¹

Denver Area Council Advancement Committee has agreed to authorize the Chairperson of each District Advancement Committee to determine whether their District will conduct Eagle Boards of Review at the unit level or the district level.⁴¹

Centennial District *current* policy authorizes the Eagle Board of Review to be performed at the unit level. If the unit requests that the Eagle Board of Review be held at the District level, the unit committee chairman will notify the Centennial District Life to Eagle Chair.

Eagle Boards of Review conducted at the unit level;

- A. Present your signed / approved Eagle Scout Rank Application, Life Ambition Statement and copies of your Eagle Scout Project Workbook to your unit committee chairman. The unit committee chairman will coordinate and schedule your Eagle Board of Review.

- B. Send letters of reference to those people listed in section 2 of the Eagle Scout Rank Application.¹⁵ Include in your request, a stamped return envelope addressed to the unit committee chairman, not to the candidate or parent / guardian. The front of the envelope should also be labeled “Reference Letter for: Scout name”. Reference letters received by the unit committee chair are NOT to be opened until the Board of Review convenes.
- C. It is encouraged that a Scout be in full field uniform for any board of review.⁶
- D. The Scout should have extra copies of their project workbook and bring your Scout Handbook with you to your EBR.

4. Eagle Board of Review – EBR

- A. Composition of the EBR
 - a. The EBR will consist of no fewer than three and no more than six persons, all of whom must be at least 21 years of age.
 - b. If conducted at the unit level, at least one district or council representative, who is not affiliated with the unit, must serve as a member.^{35,41} The Denver Area Council advancement committee has delegated this responsibility to the districts. The District Advancement committee members are authorized to represent the council / district in the EBR.⁴¹
 - c. The Scout’s parents, relatives, or guardians should not be in attendance in any capacity – not as members of the board, as observers, or even as the unit leader.⁷
 - d. The unit leader may remain in the room, but only to observe, not to participate unless called upon.⁷
- B. Eagle Board of Review
 - a. The EBR should last between 30 and 45 minutes.
 - b. The EBR is not a retest or re-examination of completed skills or merit badges.
 - c. The vote of the EBR must be unanimous for promotion to the Eagle Scout Rank.
 - d. The candidate cannot be rejected at his EBR for reasons unrelated to advancement requirements of;⁸
 - (1). Merit badges – once earned, it is earned.
 - (2). Service project – the candidate should be able to demonstrate that the service project requirements have been met.
 - (3). Active service
 - (4). Scout spirit which includes Duty to God
 - (5). Position of responsibility.

- e. During the review, board members may refer to the Boy Scout Handbook, Boy Scout Requirement Book, Troop Leader Guide Book, Guide to Advancement, and other such references.⁹

After the Eagle Board of Review and approval for advancement –

- A. The EBR unit chairman and the Authorized District Representative will sign the Eagle Scout Rank Application.³⁵
- B. The candidate will return the Eagle Scout Rank Application, together with the completed Advancement Report, to the DAC service desk. Council will process the application and forward to National Council for the Eagle Scout application to be approved and credentials to be prepared and returned to the Denver Council office.
- C. The candidate will be notified when the credentials have returned and are available to be picked up.

Scholarship opportunities;

Completing your Eagle Scout Service Project and earning our Eagle Scout rank is great achievement. Both will improve college admissions acceptance and scholarship opportunities.

Local organizations offer scholarship opportunities. Two in particular include;

- 1. Optimist Club – submitted project workbooks each year are evaluated in January with one Scout's service project being recognized in each district for excellence. The Scout is recognized that year in the District volunteer awards banquet and at the council Eagle awards banquet. One Scout in the council, whose project is judged to be the best, will receive a \$1000 scholarship.
- 2. American Legion – scholarship opportunity is given each year to one Scout in the council. The criteria for judgement includes not only the Eagle Scout rank but also earning the religious award.

References and Endnotes:

BSA Guide to Advancement – 2019 Publication # 33088

1. Section 4.2.3.1
2. Section 4.2.3.2
3. Section 4.2.3.4
4. Section 4.2.3.5
5. Section 8.0.0.3
6. Section 8.0.0.4
7. Section 8.0.1.0
8. Section 8.0.1.1
9. Section 8.0.1.2
10. Section 8.0.1.4
11. Section 8.0.3.0
12. Section 9.0.1.1
13. Section 9.0.1.3
14. Section 9.0.1.5
15. Section 9.0.1.7
16. Section 9.0.2.0
17. Section 9.0.2.7
18. Section 9.0.2.8
19. Section 9.0.2.9
20. Section 9.0.2.10
21. Section 9.0.2.11
22. Section 9.0.2.12,13
23. Section 9.0.2.14
24. Section 9.0.4.0

Eagle Scout Service Project Workbook – Publication # 512-927

25. Meeting Eagle Scout Requirements – page 3
26. Meeting Eagle Scout Requirements – page 4
27. Proposal – page A
28. Proposal – page E
29. Navigating the Eagle Scout Service Project - supplement
30. Project Plan Introduction Page
31. Eagle Scout Service Project Fundraising Application
32. Project Report Introduction Page
33. Project Report – Page C

Eagle Scout Rank Application – Publication # 512-728

34. Eagle Scout Rank Requirements 1-6
35. Eagle Scout Rank Requirement #7

Boy Scout Handbook – Publication # 34554

36. Eagle Scout Rank Requirements

Guide to Safe Scouting – Publication # 34416

37. Youth Protection and Adult Leadership

The Sweet 16 of BSA Safety

38. www.scouting.org/HealthandSafety.sweet16

Implementation Details for Females Entering Scouts BSA

39. Temporary Transition Rules

Denver Area Council Advancement Committee

40. Policy on Approval of Fundraising Application for Eagle Scout Projects – adopted Aug 2014

Denver Area Council Advancement Committee

41. Policy on Eagle Boards of Review.

Downloading the Eagle Scout Service Project Workbook, Eagle Scout Rank Application and other important documents can be found at;

<http://www.scouting.org/advancement>

Downloading the Eagle Scout letter of recommendation can be found at;

<http://www.denverboyscouts.org/document/eagle-scout-recommendation-letter-cover-page/133508>

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