

SHAWNEE TRAILS COUNCIL, BSA

***ADULT SCOUTER'S
GUIDE TO THE
LIFE-TO-EAGLE TRAIL***



DEDICATION

To the Eagle Scouts of Shawnee Trails Council
and to their adult leaders who invest their time and energy
in the growth and development of our youth.

INTRODUCTION

All adults at the unit, district or council level deserve a clear understanding of their role in helping our scouts along the Life-to-Eagle Trail. When a volunteer fails in his/her responsibilities, it may be devastating to a young man's success. The Shawnee Trails Council Advancement Committee provides this guide to help units and volunteers understand the national requirements and how to apply them.

The Boy Scouts of America publishes The Advancement Policies and Procedure, available for purchase at the Scout shop. It lists the requirements and procedures for earning the Eagle rank. The national office maintains control over fundamental elements that apply to all scouts. The Shawnee Trails Council policy is to adhere to all national standards and policy. Nothing in this document shall change any standard or requirement established by the Boy Scouts of America.

There are some areas of the Life to Eagle process where national delegates judgments to the council, the district and the unit so they may deal fairly with each candidate as local circumstances require. Some parts are clear and precise; others permit more than one interpretation. This guide is issued to clarify the more prevalent items of judgment arising in the Life-to-Eagle process. In incidences where issues arise that are not covered, they are to be referred to the council executive who will work with the Council Advancement Committee and the national office of the Boy Scouts of America to reach a conclusion.

The Council's Advancement Committee provides this Adult Scouter's Guide to volunteers in the Life-to-Eagle program at no charge, and electronically at www.ShawneeTrails.org. Please feel free to copy and share this material with your unit Scouters.

Finally, to allow adult training requirements for board of review chairs, the training requirements for the board chairs will be implemented effective January 1, 2007.

The Shawnee Trails Council Advancement Committee

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DEFINITIONS USED IN THE LIFE-TO-EAGLE GUIDE

APPEALER:	A Scout, or one acting on his behalf, who appeals an unfavorable decision by an Eagle board, district or council advancement committee.
BOARD:	Any board of review convened to review the qualifications of one or more Eagle candidates.
COURT OF HONOR:	A formal ceremony to present the Eagle Scout rank to a new Eagle Scout.
DISTRICT EAGLE COMMITTEE:	The district committee that receives the Eagle packet from the council Eagle Service Desk; responsible for creating Eagle boards of review.
EAGLE DESK:	The person(s) at the council office that receives, logs, processes and mails all Eagle applications.
EAGLE PACKAGE:	The Eagle application, the official routing sheet, and any other forms the Eagle Service Desk may send, such as an advancement report.
FAMILY MEMBER:	Any person related to an Eagle Scout candidate by blood or marriage, including parents, step-parents, grandparents, aunts, uncles or guardians.
LEADER:	The scoutmaster of the troop, or advisor of the post or crew, in which the Eagle candidate is registered.
LETTER:	A confidential letter written by the scout's reference to verify whether he lives the Scout Oath and Law in his daily life.
REFERENCE:	A person listed under Requirement #2 of the Eagle Rank Application who is not related to the candidate, nor one of the candidate's unit leaders.
SCOUT:	A Life Scout, less than 18 years old, working at any stage of the Eagle process.

STATEMENT OF COUNCIL POLICY

Background: Annually, numerous Life Scouts in the Council request final boards of review for the Eagle rank upon believing they have completed all requirements for the Eagle Scout rank. Historically, our council has seen a wide diversity of expectation and accomplishment in one key element of the Eagle Scout requirements, namely the Eagle Scout leadership service project. To assure National Boy Scouts of America policies regarding the Life to Eagle process are followed in all aspects of the Life to Eagle process, the Council Advancement Committee will establish guidelines to implement the National policies.

Policy: In all incidences:

1. National Boy Scouts of America policy is the final standard and cannot be changed.
2. The Council Advancement Committee will establish policies and procedures to assure consistency in the implementation of national policy by all districts.
3. All Eagle Scout Boards of Review will be chaired by a district Eagle Board of Review representative who has met the Council Advancement Committee's standards for performing the required tasks.
4. To assure consistency in following the official written policies of the Boy Scouts of America regarding the Eagle Scout Boards of Review, the Council Advancement Committee will establish standards to qualify District Board of Review representatives and will maintain, with assistance of Council office, the list of representatives approved to chair Eagle Scout Boards of review.

EAGLE SCOUT LEADERSHIP SERVICE PROJECT

Policy: In all incidences:

The District Eagle Board of Review representative will approve the project concept prior to the SCOUT conducting the project. National Boy Scouts of America policy is the final standard and cannot be changed.

Standard: The Eagle Scout Leadership Service Project Workbook (BSA Publication No. 18-927D) says:

Your Eagle Scout Leadership Service Project

The Requirement

As stated in *The Boy Scout Handbook*: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to your religious institution, school or your community. (The project should benefit an organization other than the BSA.) **The project must be approved by the organization benefiting from the effort, your unit leader (Scoutmaster, Varsity Scout Coach, Venturing crew Advisor), unit committee, and by the council or district advancement committee before you start. You must use this Eagle Scout Leadership Service Project Workbook, No. 18-927D, in meeting this requirement.**

Project Approval: It is believed preferable, though not mandatory, for the District representative to meet personally with those who will compose the final board of review and with the Eagle Scout candidate, to review the project concept, responses to the questions regarding who will benefit from the project and the initial project approvals. Once the initial questions, *noted under Preliminary Documentation below*, are answered, the District representative is authorized to sign the project plan on page 9 of the **Eagle Scout Leadership Service Project Workbook, No. 18-927D. This meeting is not a BOARD of Review and serves only to (1) assure understanding of the Eagle project concept by the District representative (and, if possible, those who will compose the final board of review) (2) obtain official approval of the project concept and (3) provide an opportunity to answer the SCOUT's questions and to provide guidance to the SCOUT prior to the beginning of the project.**

Preliminary Documentation: As expressly noted in the Eagle Scout Leadership Service Project Workbook, instructions to the Eagle Scout candidate include:

1. **You must use this Eagle Scout Leadership Service Project Workbook, No. 18-927D, in meeting this requirement.**
2. **Prior to the project beginning:**
 - a. **Plan the project**
 - i. Document in writing:
 1. Describe the project you plan to do. (Page 5)
 2. Who will benefit from the project? (Page 6)
 3. How will they benefit? (Page 6)
 4. What official from the group benefiting from the project will be contacted for guidance in planning the project? (Page 6)

5. How many people will be recruited to help carry out the project?
(Page 7)

ii. Obtain “BEFORE” photographs (Page 9)

b. **Obtain written approval (i.e., Signatures)** (Page 9)

- i. _____ Religious institution, school, or community representative
- ii. _____ Unit leader (Scoutmaster, Varsity Scout Coach, Venturing crew Advisor)
- iii. _____ Unit committee member
- iv. _____ Council or district advancement committee members

Preliminary Project Approval Considerations: As expressly noted in the Eagle Scout Leadership Service Project Workbook, instructions to the Eagle Scout candidate include:

1. How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as is necessary for you to demonstrate your leadership of others. (Page 2)

While this definitely means **a defined number of hours is not** an expectation for the project, the project should only be approved to proceed to the execution phase if it:

- Requires a significant effort,
- Has a measurable goal and a defined objective,
- Requires thoughtful planning and development,
- Provides an Eagle candidate with an adequate opportunity to provide leadership to others, and is undertaken for a qualified beneficiary.

Limitations: Routine labor (a job or service normally rendered) should not be considered. Work involving council property or other BSA activity is not permitted. The project also may not be performed for a business or individual, be of a commercial nature, or be a fundraiser. (*Fund-raising is permitted only for securing materials or supplies needed to carry out your project*). (Page 2)

In meeting with the candidate to review the project plan, significant items to consider are whether or not the Eagle candidate’s plan:

- | | |
|--|---|
| - Identifies who will benefit | - Lists supplies, if any, needed and sources |
| - Documents agreement by those benefiting | - Lists the tools, if any, needed |
| - Includes planning details | - Includes a schedule for the project |
| - Describes the present conditions | - Includes a budget, if required |
| - Details the candidates plans, drawings, or designs | - Lists sources of help to use in carrying out the project |
| - Lists the materials, if any, required and sources | - Lists sources of adult supervision during the carrying out of the project |

It should be emphasized to the candidate that good documentation of the work performed is essential and includes documentation of all hours (both planning and completing the project). Documentation is enhanced by the inclusion of photographs of the “before” and “after” phases of the project.

UNIT RESPONSIBILITIES

A: Planning and Guidance

1. The LEADER should assign himself or another Scouter to each SCOUT as an advisor on the Life-To-Eagle trail. The advisor helps the SCOUT understand all facets of the Eagle requirements; including planning and executing his Eagle service project, and monitors the SCOUT'S progress in all requirements.
2. The unit will provide each SCOUT a copy of the National BSA Life-To-Eagle Packet, including the Eagle Scout Service Project Workbook and a current Eagle Scout Application form. They are available from the Eagle Service Desk.
3. If the SCOUT transferred into the troop during his Scout career, the unit leader or advancement chairman should:
 - a) Check with the council to determine the SCOUT'S advancement record with other troops in Shawnee Trails Council (or other councils). Confirm the requirements the SCOUT has not met. Make sure that completed requirements are recorded for later verification.
 - b) Request a record transfer from all previous councils in which the SCOUT was registered. Have his record officially recorded in this council's files. A Transfer Application Form is available at the Eagle Service Desk.
 - c) In a) or b), the SCOUT must provide his previous unit numbers so previous council(s) can locate the SCOUT'S record and respond.

B: Eagle Service Project

1. Selecting a Service Project

- a) The SCOUT'S Eagle advisor briefs the SCOUT on the attributes of a good Eagle service project, using Advancement Policies and Procedures, the Boy Scout Requirements, and Boy Scout Handbook.
- b) The unit advancement chairman or the SCOUT'S Eagle advisor gives the SCOUT a copy of the National BSA Life-to-Eagle Packet (Eagle Scout Service Project Workbook and Eagle Scout Rank Application). Using the workbook is a national requirement for all SCOUTS, not a local option. The unit advisor advises the SCOUT on how to properly complete his project.

2. Eagle Service Project Requirements

- a) Plan, develop, and give leadership to others in a service project to any religious institution, school or non-profit public organization serving the SCOUT'S community, conforming to the wishes and regulations of the project recipient.
- b) Plan the work, obtain the materials, organize the helpers and direct the project to demonstrate leadership.
- c) The project cannot be performed for any Boy Scouts of America property, nor performed for a business, nor be commercial in nature.
- d) Fundraising is not a permitted project. You may fundraise to pay for materials to carry out your project.
- e) Routine labor, or a job or service normally rendered, is not an acceptable project.
- f) There is no minimum number of hours required for an Eagle Service Project. However, the amount of time must be sufficient for a SCOUT to clearly demonstrate leadership skills. A record of all time, including planning and conducting the project, must be kept.

- g) You must use the Eagle Scout Service Project Workbook, No. 18-927A or later revision to meet the Eagle service project requirement. Do not re-type the workbook or alter the format in any way. You may scan the Eagle workbook into your computer, or download the electronic version (without the rules and regulations in the printed version) from [www.Shawnee Trails.org](http://www.ShawneeTrails.org).
 - h) All work on an Eagle Service project, including the write-up of the project, must be done while the SCOUT is a Life Scout and before his 18th birthday unless a time extension has been allowed by National. Only National may grant a time extension.
 - i) An Eagle Service Project is an individual matter. No two SCOUTS can receive credit for working on the same project.
3. **Obtaining Project Approval** – You must obtain unit and district approval before starting a project.
- a) When the project plan is practical, thorough, meets national requirements, and is approved by the receiving organization, the unit advisor informs the SCOUT that he is ready to obtain the LEADER'S approval of his plan, followed by that of the unit committee representative.
 - b) Next, the unit advisor contacts the DISTRICT EAGLE COMMITTEE chair to obtain the name(s) and telephone number(s) of the council recognized DISTRICT EAGLE COMMITTEE member(s) and works with the SCOUT to arrange assignment of one to the SCOUT for review and approval of his Eagle service project plan. Council policy strongly suggests the DISTRICT EAGLE COMMITTEE member meet with the SCOUT to discuss the project concept and encourages the other adults who will sit on the BOARD of review to do likewise at the same time. NOTE: The meeting to approve the project concept is not a BOARD of review. It is simply designed to assure understanding of the project concept, to provide the SCOUT advice, and to approve the project concept, if it is deemed acceptable.
4. **Adult Support** – A SCOUT can obtain adult support in planning and executing his Eagle service project. Resources available include:
- a) Unit Leader/Advisor -- The unit advisor maintains close contact with the SCOUT through all phases of the project. He offers advice on handling problems and keeping records. He can serve as a project worker. He ensures that the SCOUT leads the project through his own initiative. The unit leader should verify the project status if it's not completed within six months of its approval.
 - b) District Eagle Committee -- The SCOUT may call the District Eagle Committee member who approved the project at any time to seek advice. That person will inform the SCOUT'S LEADER of any guidance given.
 - c) Organization Benefiting From Project -- The person signing the Eagle Service Project Workbook on the receiving organization's behalf is the SCOUT'S contact person and primary resource within that organization.
 - d) Parents or Guardians -- The family is the SCOUTS chief source of encouragement and inspiration. The unit leaders and committee should provide this support if the family's support is not available.
 - e) Role of the Adult -- Parents, guardians and LEADERS have a difficult role. The point where advice and encouragement becomes interference is ill-defined. Be supportive, but let the SCOUT lead the project. Once the project is approved, follow his progress closely. Don't get involved in the details or direction. Advice is desirable, especially if it's the difference between an acceptable project or not. However, it's the SCOUT'S

- decision to accept your advice or not. Only his decisions and initiative can make his project a success.
- 5. Project Report** – The SCOUT must prepare a written report on his completed service project prior to his 18th birthday.
- a) The advisor ensures that the Eagle Scout Service Project Workbook, No.18-297A or later revision, is used for this purpose. Using the workbook is a national requirement, not a local option. The workbook provides everything a SCOUT needs to organize an acceptable written project report, especially if he completes the parts as he plans and directs his project. The SCOUT may insert additional pages.
 - b) The advisor counsels the SCOUT on ways he can phrase his report to best describe what he accomplished. He should read the report draft and offer constructive criticism to help the SCOUT polish its final form. He must ensure, however, that it is entirely the SCOUT'S work.
 - c) The unit advisor reads and approves the final report before the SCOUT presents it to the LEADER and the unit committee. When these persons signify their approval of the project and the final report, the SCOUT enters the project name, man-hours spent on the project and completes the Eagle Scout Application form if all other requirements have been fulfilled.
- 6. Project Publicity** – A unit committee member should prepare a news story on the project with the SCOUT'S assistance. Use photographs of the project. Submit the story to local newspapers or other media to publicize what this SCOUT has accomplished for his community.

C. Processing the Eagle Application – The Eagle application process differs from other Scouting ranks. The information needed to successfully process the Eagle Scout application can be found on the Eagle Application Route Form for Shawnee Trails Council. The Eagle Application Route Form is available from the website or the council office.

1. Completing the Application Form

- a) The LEADER or unit advisor provides the SCOUT with all records and dates needed for him to complete his application. They ensure that only the board of review dates shown on unit advancement reports as forwarded to the council are used for the rank advancements. For merit badges, they ensure that the day, month and year is cited in the merit badge date column for each merit badge earned as indicated on the advancement form. If errors are discovered in a SCOUT'S record, the unit advancement committee must correct the error by submitting a corrected advancement report to update the council's unit records.
- b) The SCOUT should ask his REFERENCES for permission to use their names on his Eagle application. If they agree, he should ask them to write a LETTER in his behalf. Give them a copy of the request form included in this guide. Address the LETTER to the "Chairman of the Eagle Board of Review for (Scout's Name)". The REFERENCE mails the letter directly to the UNIT LEADER or the DISTRICT EAGLE BOARD REPRESENTATIVE, or may personally deliver it to the SAME INDIVIDUALS.
- c) The name of the Eagle Service Project, the hours completed, and the completion date of the project is included on the Eagle Application form.
- d) The LEADER reviews the Eagle application to personally verify its accuracy before he and the unit committee chairman sign the form.

- e) After securing the above signatures, make a copy of the original to be used to fill in information on the returned verified copy when received, and then deliver or mail the original application to the EAGLE DESK for verification. The Eagle Service Project Workbook and Life Purpose Statement are to be presented by the SCOUT directly to the EAGLE BOARD.
- f) Sometimes, the LEADER does not recommend a SCOUT for a BOARD. Or, the LEADER or unit committee will not sign the Eagle application. When that occurs, the SCOUT may submit his EAGLE PACKAGE to the EAGLE DESK without one or both signatures. We encourage the SCOUT to attach a letter explaining any extenuating circumstances. The LEADER or unit committee is encouraged to write a letter presenting the circumstances leading to their decision, sending one copy to the EAGLE DESK and one to the SCOUT. When this occurs:
 - 1) Schedule and conduct the BOARD in the normal manner once the rest of the application is verified.
 - 2) The BOARD may consider the LEADER'S or unit's refusal to sign the application during its deliberations.

2. Verifying an Application – When the EAGLE DESK receives an Eagle application, it verifies the entries, then forwards it to the DISTRICT EAGLE COMMITTEE representative who will chair the BOARD of Review, or the Scoutmaster or Unit Committee Chair along with a blank unit advancement report form and an official Eagle routing sheet, if one was not sent along with the Eagle application. The EAGLE DESK does this within ten working days after all materials are received.

- a) If mailed, the unit may telephone the EAGLE DESK to confirm the application was received.
- b) The LETTERS of reference (to be sent to the LEADER or DISTRICT EAGLE BOARD representative) verify the REFERENCES listed on the Eagle application. The Council Advancement Committee may authorize other means it deems appropriate.
- c) The application may be held in the SCOUT'S file until three LETTERS from REFERENCES are received by either the LEADER or the DISTRICT EAGLE BOARD REPRESENTATIVE. The LEADER and DISTRICT EAGLE BOARD representative will coordinate to assure receipt of the application and letters of reference is documented.

3. Returning an Unverified Application

- a) If the EAGLE DESK cannot verify any portion of the Eagle application, it contacts the sender for clarification. Normally, the EAGLE DESK will return an application to the sender for action with note explaining the deficiency and what needs to be done to correct it.
- b) If the council has no record of some dates or awards listed on the application, the unit (LEADER, unit advancement chairman or unit committee chairman) and the SCOUT must research and correct the deficiency, then return the application to the EAGLE DESK.

4. Completion of Verified Application

- a) Once the unit receives the verified application, all blank spaces must be filled in.
- b) All signatures must be reapplied to the verified application prior to the Board of Review.

D. Board of Review – (Pages 24ff provide guidance for BOARD members)

1. Composition – The BOARD consists of at least three, but no more than six members. At least one member must be a district or council representative, approved and recognized by

the Council Advancement Committee and will serve as Chair of the BOARD. (The names and telephone numbers will be available on the current Eagle Application Route Form or from the District Advancement Chair.) Qualified persons to serve as BOARD members should be selected carefully as their decision is vital to the future of a young man. BOARD members cannot include the unit leader, assistant unit leader, or family members and need not be Eagle Scouts, members of the district advancement committee, nor registered members of the Boy Scouts of America. They must be knowledgeable about the Scouting program and understand the importance and purpose of the BOARD.

2. **Unit leader Role** – The unit leader cannot serve as a member of the BOARD. He may remain in the room and observe without participating. He may clarify any matter directed to him by the BOARD. The same is true for any assistant unit leader. No FAMILY MEMBER of the SCOUT may attend the BOARD or remain in the same room, even as a unit leader or assistant unit leader. If the family member is the unit leader, he/she may introduce the SCOUT to the BOARD, but must then leave the room.
3. **Multiple Candidates** – If reviewing more than one SCOUT, stagger the SCOUTS' arrival time. Give the BOARD time to review each SCOUT'S EAGLE PACKAGE before his arrival. A minimum of one hour should be allowed per BOARD of review. More than one BOARD may meet simultaneously.
4. **Review Room** – The review room should be quiet, informal, free from distractions and interruptions, and conducive for thoughtful discussion. Avoid an inquisition atmosphere. Seat everyone comfortably in an informal manner so they can see one another.
5. **Board Preview** – The BOARD may receive advance copies of the EAGLE PACKAGE before the date of the BOARD. If not, they assemble with the LEADER at least thirty minutes prior to the scheduled arrival of the SCOUT to review the EAGLE PACKAGE. The chairman of the BOARD or the LEADER introduces all members of the BOARD to each other and provides sufficient copies of the EAGLE PACKAGE. The BOARD chairman or district representative will have the original EAGLE PACKAGE, received from the EAGLE DESK.
6. **Candidate's Arrival** – The LEADER escorts the SCOUT into the review room. He introduces him to the BOARD. The LEADER should state in everyone's presence that he recommends the SCOUT for the Eagle rank and is satisfied that the SCOUT has completed all the Eagle requirements. The adults should make every effort to put the SCOUT at ease. Make him feel relaxed and free to speak. Help him realize that the Board is there to help him attain his goal, not to place obstacles in his path. However, inform him that the BOARD's primary responsibility is to maintain all Eagle Scout standards. The unit leader may leave the room or take a seat to the side to observe – but shall not participate in any further way. If the unit leader is a family member, they should leave the room.
7. **Conduct of the Board of Review** – The BOARD determines the SCOUT's preparedness for the Eagle rank. It does not re-examine him on his merit badges or previous ranks. A BOARD should cover, but not be limited to these topics:
 - a) *Scout Spirit* – Living the Scout Oath and Law in his daily life.
 - b) *Scout Participation* – What has the SCOUT accomplished in Scouting? What does he expect to contribute to Scouting in the future?
 - c) *Merit Badges* – What do the merit badges mean to him? What is his assessment of their value?
 - d) *Duty to God, Country, Home and Self* – What do these ideas mean to him and how does he demonstrate his commitment to them?

- e) *Future Plans* – Discuss the SCOUT’s Life Purpose Statement and his personal, educational and Scouting future. Also, discuss the SCOUT’s sense of obligation to those Scouts coming along behind him.
 - f) *Eagle Scout Service Project* – Examine and evaluate the project in detail.
8. **Board Evaluation and Discussion** – When the BOARD concludes its interview with the SCOUT, it must:
- a) Excuse the SCOUT and LEADER. Invite them to wait in an adjoining room. Only members of the BOARD remain in the room during the evaluation and decision phase.
 - b) Discuss the SCOUT’s strengths and weaknesses. Be thorough, frank, and open. Obtaining the Eagle Scout rank is the successful conclusion to one of the greatest challenges attempted by this SCOUT. The BOARD’s decision vitally affects his future. The BOARD must also uphold the integrity of the Eagle Scout standard that has been met by almost 2,000,000 Eagle Scouts since 1910. The BOARD should consider the SCOUT’s age, maturity, and background, yet maintain standards of quality and achievement. The BOARD must apply only the National Boy Scouts of America standards. *The BOARD has no authority to arbitrarily or unduly refuse to approve a SCOUT because of his age or background.* Only SCOUTS who fully meet all requirements should be deemed acceptable. *All BOARD decisions to recommend a SCOUT for the Eagle Scout rank must be unanimous.*
9. **Announcement of Board's Decision** – When the decision is reached, invite the SCOUT and LEADER back in the room.
- a) Recommending a Candidate -- If the BOARD approves the SCOUT:
 - 1) Congratulate the SCOUT!
 - 2) The BOARD chairman and BOARD members ceremoniously sign the Eagle application and the official advancement report.
 - 3) The BOARD chairman completes the Council routing sheet and Shawnee Trails Eagle Scout Biography Form (if one was not filled out by the SCOUT).
 - 4) Explain the remaining process to the SCOUT.
 - a) The application is approved after the Council Scout Executive and the National Eagle Scout Service sign it. Though the BOARD recommended the SCOUT, only the National Eagle Scout Service can approve the Eagle Scout award.
 - b) The average time for the National Court of Honor to send the Eagle Scout certificate to the council is six weeks. *For \$40 the National Eagle Scout Association will expedite the processing, use overnight return delivery, reducing turnaround time to ten days.*
 - c) Don't set a firm date for the Eagle Court of Honor before the Eagle Certificate is received from the National Eagle Scout Service.
 - d) The Eagle award is not available to the unit or SCOUT until the Eagle Scout Certificate is received in the council office: **No Exceptions!** Council office will send the official packet and award to the unit leader after the Eagle Scout Certificate is received.
 - b) Not Recommending a Candidate – If the vote on the recommendation is not unanimous, the BOARD discusses with the SCOUT the reasons why he was not approved. It informs him of the courses of action open to him. Normally, a discussion of the first option listed below is sufficient. The last two options do not become an issue unless the SCOUT or APPEALER objects to the decision of the BOARD, or unless there are serious substantive deficiencies that, in the BOARD'S judgment, are beyond the SCOUT'S ability to correct.

- (1) Inform the SCOUT, and his unit leader, of the specific tasks he must accomplish to correct the deficiencies. Send a follow-up letter to the SCOUT listing these requirements. Retain a copy in the BOARD records for future reference. Suggest a specific time frame to accomplish the corrective action. If practical, set a date for a second meeting of the BOARD to encourage the SCOUT to complete his work before he gets sidetracked with other activities. He has until his eighteenth birthday to complete the work. If different persons serve as members of the second BOARD for this SCOUT, the BOARD chairman must ensure continuity with the first meeting's decisions.
- (2) Inform him that he, his unit leader, the unit committee or an APPEALER may request a new BOARD if any of them disagree with the findings of this BOARD.
- (3) Tell him that he may appeal this BOARD'S decision to the district advancement committee, the council advancement committee and the National Boy Scout Advancement Committee, in that order. Give him the name and address of the District Eagle Committee chair to whom he must now direct his documentation. He must state why he does not agree with the decision of his BOARD. The SCOUT should retain copies of all documents he submits with his appeal to guard against loss. When it receives his appeal, the district advancement committee will contact the SCOUT. The District Eagle Committee will conduct the DISTRICT review.

E. Final Processing of an Eagle Application – After the Eagle application is signed by the BOARD, the following procedures are followed:

1. The BOARD chairman completes the unit advancement report and all BOARD members sign it. The BOARD chair completes the council routing sheet and the Shawnee Trails Eagle Scout Biography Form.
2. The BOARD chairman ascertains how the completed verified application, unit advancement report, statement of life purpose, Shawnee Trails Eagle Scout Biography Form, and official council routing sheet will be returned to the EAGLE DESK. Do this without delay. Return the Eagle Service Project Workbook and a copy of the Life Purpose Statement to the SCOUT and give the unit copy of the Advancement Report to the LEADER. The LETTERS of recommendation are confidential documents for the BOARD's use only, per National BSA policy.
3. The BOARD chairman also should report award of the Eagle rank to the District Advancement Chair and the District Executive.
4. When the EAGLE DESK receives the signed and completed Eagle application with the attachments:
 - a) The Scout Executive reviews the application. He signs it to signify his approval that proper procedures were followed. He forwards it to the National Eagle Scout Service for approval.
5. The Eagle Scout Certificate and related documents are normally received from the National Eagle Scout Service about six weeks from the date the signed application is forwarded by the Eagle board of review. The EAGLE DESK then informs the SCOUT'S LEADER or other appropriate unit committee member that they may pick up these items if the items are not sent do the SCOUT's LEADER:
 - a) The Eagle Scout certificate;
 - b) Congratulatory letters from the National Scout Executive and Shawnee Trails Council Scout Executive;
 - c) The Eagle Scout presentation set, including the Eagle medal and associated pins. The cost of these items is borne by Shawnee Trails Council.

6. The new Eagle Scout's name is inscribed in the Shawnee Trails Council Eagle Scout Record Book, the unit advancement report is placed in the council's unit file and his application file is closed.
7. If the Eagle application is returned not approved by the National Eagle Scout Service, the unit will be contacted to provide corrective action as appropriate.

F. Timing of Eagle Scout Board of Review – Standards include:

All requirements and the unit leader's conference **MUST** be completed before the Eagle Scout candidate's 18th birthday. **THIS IS THE EXPECTATION EXPRESSED ON THE ACTUAL EAGLE APPLICATION PREPARED BY NATIONAL. This is not a local interpretation. This is National policy.** Primary references for the following comments are the actual Eagle Scout application and The Eagle Scout Leadership Service Project Workbook (BSA Publication No. 18-927D) "The 12 Steps from Life to Eagle."

1. If a Board of Review cannot be held before the Candidate's 18th birthday
An Eagle Board may be convened within 3 months following the 18th birthday.
2. If a Board of Review cannot be held before the Candidate's 18th birthday plus 3 months, an Eagle Scout Board of Review may be convened after the Candidate's 18th birthday plus 3 months and before the Candidate's 18th birthday plus 6 months. To do so, a letter of explanation from the Eagle Scout Board of Review Chairperson must accompany the application to Council. This letter must explain the extenuating circumstances that caused the delay in holding the Eagle Board of Review. Approval is at the discretion of Council/National Advancement Committee.
3. If an Eagle Scout Board of Review cannot be held before the Candidate's 18th birthday plus 6 months, an Eagle Scout Board of Review may not be convened after the Candidate's 18th birthday plus 6 months without prior written approval from BSA National Advancement Committee. If this is a real concern, please provide an early warning to the Council and District Advancement Committees. Under certain circumstances a SCOUT can request an extension of time beyond his 18th birthday to complete the Eagle rank requirements. Only the National Boy Scout Committee can grant an extension. The SCOUT makes his request by letter through the district and council advancement committees.
 1. The request letter should include the:
 - a) SCOUT'S name, address and unit.
 - b) Date the SCOUT joined the unit.
 - c) Date of the SCOUT'S 18th birthday.
 - d) Listing of all merit badges and ranks earned, and the dates each were earned.
 - e) List of all requirements not completed for the Eagle rank, including partial requirements within a merit badge.
 - f) Reasons for requesting an extension, citing the extenuating circumstances.
 - g) Reasons why an extension was not applied for prior to the SCOUT'S 18th birthday, if such is the case.
 2. "*Extenuating circumstances*" are conditions or situations totally beyond the SCOUT'S control.
 3. If the extension request pertains to a physical or mental disability, the LEADER should contact the district advancement chairman for guidance.
 - a) Temporarily disabled scouts need a time extension request.
 - b) Permanently disabled scouts may remain registered under the national guidelines for Advancement for Youth Members with Special Needs outlined in Advancement Policies and Procedures.

4. The district and council advancement committees, in that order, review the extension request letter, ensure that all information needed by the National Committee to make a fair decision is included, and forward it with a recommendation.
5. The National Boy Scout Advancement Committee decision is final.

G. Court of Honor -- The Eagle COURT OF HONOR is a momentous occasion in the SCOUT'S life, marked by dignity and distinction. The COURT OF HONOR deserves special attention. Resources include local Eagle Scouts (if available), the council's National Eagle Scout Association representative, the old Woods Wisdom, No. 7262A, the current Scoutmaster Handbook, and the National Eagle Scout Association site www.eaglescout.org. Keep these points in mind when planning the COURT OF HONOR. Please remember to not set the date for the court of honor until National has approved the Eagle application.

DISTRICT RESPONSIBILITIES

A. District Responsibility

1. The District's responsibility will be to uphold National Boy Scout of America and Shawnee Trails Council Life-to-Eagle policies.
2. *The District is not authorized to change National or Council policies and may not do so.*

B. District Procedures

1. Each District will select four to six individuals to serve as District representatives for Eagle Boards of Review who they recommend to the Council Advancement Committee for review of credentials, training and approval. Such individuals will be recommended by the District chair and the District Eagle Board of Review chair.
 - a. Because of the nature of the Eagle Boards of Review and the knowledge and experience preferred for those who chair the board of review, individuals selected may serve for an extended period of time without limitation on their tenure.
 - b. To maintain consistency in following national and council policies and assuring district board representatives are trained, the number serving at one time should be consistent with the above standard.
2. Individuals selected by the District will be chosen based on their knowledge of Scouting, the Eagle rank and the Eagle Board of Review Process. Though persons serving as district representatives are not required to be registered members of the Boy Scouts of America, Eagle Scouts and/or members of the District Advancement Committee, Districts are encouraged to use as District representatives registered members of the Boy Scouts of America who have been active in unit advancement functions, especially those who are active participants in unit Eagle boards of review. Districts are encouraged to include experienced, adult Eagle Scouts as part of their District Eagle Board of Review committee.
3. Individuals selected as District representatives should have a record of having served on a minimum of six unit Eagle boards of review
4. Before being placed on the list of authorized district Eagle Board representatives, individuals selected will be trained by the Council Advancement Committee to assure they are prepared to fulfill their responsibilities and are aware of national and council policies.
5. The Council will maintain a list of approved District representatives. Such list will be updated annually and appear on the council routing sheet.

6. The District will designate one of the District representatives to serve as chair of the District Eagle Board of Review committee. The chair will serve as a coordinator, contact and facilitator to help units obtain the assistance of one of the approved district Eagle Board of Review representatives.
7. Annually, each district will ask the chair of the Eagle Board of the District Eagle Board of Review committee to conduct an overview session at a Boy Scout roundtable whereby the Life to Eagle process is reviewed and requirements are presented. All district Eagle board of representatives will be notified of this specific meeting and will be encouraged, but not required, to attend.

C. District Advancement Committee

1. The district advancement chairman recruits the members of the District Eagle Board committee. The committee's size will be between four and six individuals, unless the geographic needs of the district indicate a larger number is needed. In such incidences, the District may submit a request to the Council Advancement Committee for review of credentials, training and approval of a larger number of district representatives. The decision to expand the number of district representatives will be made by the Chairperson of the Council Advancement Committee and the Council Vice President of Program.

D. District or Unit Board of Review

1. The Council Advancement Committee currently allows districts to decide whether they use district BOARDS or unit BOARDS. The choice involves travel distances, community resources, and transitory population. The district committees determine the method used, but the Council Advancement Committee must approve the option selected. The district helps the council:
 - a) Administer a uniform program.
 - b) Support SCOUTS effectively and quickly.
 - c) Maintain national standards.
 - d) Ensure that nothing is added to or subtracted from the national requirements or procedures.

E. District Eagle Representatives

1. The DISTRICT EAGLE COMMITTEE representative for a specific BOARD of review may be selected by the District Advancement Committee, the District Eagle Committee Chair, invited by the UNIT leader, or assigned by Council office. Any of these approaches is acceptable.
2. The DISTRICT EAGLE COMMITTEE representative receives verified EAGLE PACKAGES directly from the Council Eagle Service Desk. If the District Advancement Committee has designated a District Eagle Committee chair to receive the packets, the DISTRICT EAGLE COMMITTEE chairman immediately sends that entire file to the person serving as chairman of the candidate's BOARD.
3. The DISTRICT EAGLE COMMITTEE representative assists SCOUTS –
 - a) The DISTRICT EAGLE COMMITTEE representative who approves the SCOUT's project serves as a continuing resource to the SCOUT that he can call for guidance during the rest of the Eagle process.
 - b) The DISTRICT EAGLE COMMITTEE member selected/assigned to a SCOUT will see to the expeditious approval of the service project plan. He ensures that the SCOUT understands the national requirements that he must meet, stressing that:

- 1) Approval to start a project does not mean approval of the completed project. Only the SCOUT'S BOARD can approve the completed project.
- 2) Leadership, planning, organization and coordination are the primary required attributes to execute an acceptable Eagle project. (see Eagle Service Project Requirements under unit Responsibilities.)

F. Eagle Boards of Review

1. District Eagle Boards of Review – When the Council Advancement Committee authorizes district BOARDS
 - a) The chairman of the DISTRICT EAGLE COMMITTEE assigns District Eagle board of Review committee members to serve as chairman of each SCOUT'S BOARD. The chairman is not restricted to using Eagle Scouts, members of the District Advancement Committee, nor persons registered in the Boy Scouts of America as members of the BOARD. BOARD members should know about the Scouting program, and must understand the importance and purpose of the BOARD. The SCOUT'S scoutmaster, assistant scoutmasters or FAMILY MEMBERS may not serve as members of his BOARD. (Pages 23ff offer guidance for BOARD members).
 - b) Next, schedule the BOARD. Avoid unnecessary or arbitrary delay. This helps the SCOUT complete his advancement process. This holds true for subsequent BOARD sessions for the same SCOUT.
2. Unit Eagle Boards of Review -- When the Shawnee Trails Council Advancement Committee authorizes unit BOARDS:
 - a) The district representative chairing the BOARD is assigned by the district Eagle Board of Review chair or is selected by either council office or at the request of the unit and is then responsible for maintaining national and council standards and policies. He/she ensures that the conduct of BOARDS are consistent in all units.
 - b) The unit members of the BOARD normally come from the unit committee. They may not be the scoutmaster, assistant scoutmasters, nor FAMILY MEMBER of the SCOUT. The members of the unit BOARD do not have to be registered members of the Boy Scouts of America, but they should know about the Scouting program, and understand the importance and purpose of the Eagle BOARD. (A BOARD member guide is provided beginning on page 23).
 - c) The signatures of the Eagle board chairman and the district representative on the Eagle Scout application are required for the BOARD to recommend the SCOUT. It is now ready for delivery to the council Scout Executive and the National Eagle Scout Service for approval.
3. Conducting the Board of Review -- The BOARD determines the SCOUT'S preparedness for the Eagle rank. It does not re-test him on his merit badges; qualified merit badge counselors have done that. The BOARD should consider the SCOUT'S age, maturity and background while maintaining standards of quality and achievement. The BOARD should cover, but is not limited to, these topics:
 - a) Scout Spirit - living the Scout Oath and Law in his daily life.
 - b) Scout Participation - what the SCOUT accomplished in Scouting; what he plans to contribute to Scouting in the future.
 - c) Merit Badges - what they mean to him; his assessment of their value.
 - d) Duty to God, Country, Home and Self - what these ideas represent to him and how he's demonstrated his commitment to them.

- e) Future Plans - Discuss the SCOUT'S Life Purpose Statement; his personal, education-al, and Scouting future; his sense of obligation to the Scouts coming along behind him.
- Eagle Scout Service Project - examine and evaluate the project in detail.
- 4. Confidentiality of Letters -- All BOARD members must ensure the complete confidentiality of the SCOUT'S LETTERS. They are for the BOARD'S use only.
- 5. Final Action By Board of Review -- The BOARD signs the application in the SCOUT'S presence. Then the BOARD chairman ascertains how the signed completed verified application, the unit advancement report, Shawnee Trails Eagle Scout Biography Form, the official council routing sheet and the Life Purpose Statement will be delivered to the EAGLE DESK. The Council Scout Executive then signs it. If mailed, a telephone call to the EAGLE DESK can confirm its arrival. Return a copy of the Life Purpose Statement to the SCOUT and give the unit copy of the Advancement Report to the LEADER.

G. Appeals To District Advancement Committee

- 1. First Level Of Appeal -- Sometimes, a BOARD does not recommend a SCOUT for the Eagle rank. The SCOUT, or the APPEALER, may appeal the BOARD'S decision. The district advancement committee's DISTRICT EAGLE COMMITTEE is the first of three levels of appeal available to him.
- 2. Appeal Procedure --- When the DISTRICT EAGLE COMMITTEE receives an appeal of a BOARD decision, the district advancement committee follows these procedures.
 - a) Review the SCOUT'S appeal letter and the reasons for his appeal.
 - b) Request the follow-up letter the BOARD sent the SCOUT stating its reasons for not approving him and listing the steps he must take to remove the deficiencies. This letter must also inform the SCOUT of his appeal options.
 - c) The DISTRICT EAGLE COMMITTEE chair forms an appeal board.
 - d) The board requests any additional information or documentation it needs from the SCOUT or the unit to make a decision on the appeal
 - e) Interview the SCOUT. Allow him to make any comments he chooses.
 - f) Interview, if necessary, the chairman of the BOARD. Especially, speak with those members who did not approve the SCOUT with a goal of understanding their reasoning.
 - g) Reach a decision on the appeal by taking one of three positions:
 - (1) REVERSE the BOARD's decision and recommend the SCOUT for the Eagle rank.
 - (2) SUSTAIN the BOARD's decision not to recommend the SCOUT
 - (3) GRANT the candidate a new BOARD. Normally, this is a district BOARD composed of members who do not know the SCOUT and are not privy to the discussion, decisions and letters of the previous BOARD and the APPEAL BOARD.
 - h) Act on the decision.
 - (1) If it reverses the original BOARD's decision or if a new BOARD recommends the SCOUT, then forward the signed application through normal channels. Notify the SCOUT, his unit leader, and the chairman of the original BOARD, in writing, of the decision.
 - (2) If the original BOARD's decision is sustained, notify in writing the SCOUT, the unit and the chairman of the original BOARD. Cite specific reasons. Reemphasize those steps the SCOUT must take to remove the deficiencies. Give him the name and address of the Council Advancement Chair to whom he may direct his next appeal if he chooses.

COUNCIL RESPONSIBILITIES, POLICIES AND PROCEDURES

Background: Annually, numerous Life Scouts in the Council request final boards of review for the Eagle rank upon believing they have completed all requirements for the Eagle Scout rank. *To assure National Boy Scouts of America policies regarding the Life to Eagle process are followed, the Council Advancement Committee will establish guidelines to implement the National policies.*

A. Council Responsibilities

1. The council works on behalf of its districts, units and scouters. The national office permits the council to exercise options in certain matters.
2. The council writes policy, provides guidance for unresolved questions, and interprets national guidelines.
3. The council writes regulations, policies and procedures. It guides and interprets these to make the requirements and procedures of the Eagle rank as clear as possible.

B. Council Advancement Committee

The Council Advancement Committee shall be responsible for assuring:

1. National Boy Scouts of America policy is the final standard and cannot be changed.
2. The Council Advancement Committee will establish policies and procedures to assure consistency in the implementation of national policy by all districts.
3. All Eagle Scout Boards of Review will be chaired by a district Eagle Board of Review representative who has met the Council Advancement Committee's standards for performing the required tasks.
4. To assure consistency in following the official written policies of the Boy Scouts of America regarding the Eagle Scout Boards of Review, the Council Advancement Committee will establish standards to qualify District Board of Review representatives and will maintain, with assistance of Council office, the list of representatives approved to chair Eagle Scout Boards of review.
 - A. Preparation and approval of District Eagle Board of Review Representatives –
 - 1) Upon recommendation of the District chair and the District Eagle Board of Review Chair, the Council Advancement Committee will qualify District representatives to serve on BOARDS as follows:
 1. All individuals selected to serve as District Eagle Board of Review representatives will attend a training session conducted by the Council Advancement Committee or an individual approved by the Council Vice President of Program.
 2. The training session will include review of:
 - a. National policies and standards related to the Life to Eagle process, including the Life to Eagle packet
 - b. Specific discussion of the Life to Eagle Leadership Project process

- c. Council policies and standards related to the Life to Eagle process

B. All who work with the Eagle Scout advancement program are to be familiar with national and council requirements. The council office provides copies of this guide. If you like, make copies. Give them to your adults. If we update any requirement, we'll announce it in the council newsletter, on the council webpage and at the district roundtables.

- 2. District or Unit Review Board Option - Shawnee Trails Council currently allows each district to determine whether it uses district BOARDS or unit BOARDS. The district committees can best determine the method for their local situation. The district considers conditions such as travel distances, community resources, and transitory population. The council must approve the option selected. The council also helps the districts to:
 - a) Administer a uniform program.
 - b) Support SCOUTS effectively and quickly.
 - c) Maintain national standards.
 - d) Ensure that nothing is added to or subtracted from the national requirements or procedures.

D. Council Procedures

1. Information and Supplies

- a) The council office maintains a supply of this Adult Scouter's Guide to the Life-to-Eagle Trail, and Unit Advancement Report No. 4403.
- b) The council Eagle Service Desk maintains a supply of the BSA Life-to-Eagle packet (the Eagle Scout Service Project Workbook and a current Eagle Scout application form).
- c) The Eagle presentation package, consisting of the badge, medal, mother's pin, father's tietac, and congratulatory letters, is available to unit leaders. However, the Eagle presentation kit is not issued until the Eagle Certificate for the SCOUT is received in the council office from the National Eagle Scout Service.

2. Eagle Applications

- a) Application Signatures - The back of the Eagle application requires three signatures from the unit. First, the SCOUT signs it. After he meets with his LEADER, the LEADER signs it. Then he meets with the unit committee, and the committee chairman signs it. The signing sequence is a mandatory national requirement. All three must sign it before it's sent to the EAGLE DESK for verification. The EAGLE DESK returns applications to the LEADER if signatures and dates are missing.
- b) Application Verification
 - (1) You may mail or deliver the completed Eagle application form to the EAGLE DESK (typed or in ink). The application and signatures must be originals. The other items can be copies. If they are, have the SCOUT bring the originals to his BOARD. A BOARD is not scheduled until the EAGLE DESK verifies and signs the original application.
 - (2) You may telephone the EAGLE DESK to confirm the EAGLE PACKAGE arrival.

- (a) Within ten days of verification, the EAGLE DESK delivers the EAGLE application to the chairman of the DISTRICT EAGLE COMMITTEE, along with a blank unit advancement report, official routing sheet, and a blank Life Purpose statement.
 - (b) If not verified within ten working days, the EAGLE DESK contacts the LEADER or returns the application to the LEADER with a note indicating that:
 - (i) One or more of the three required signatures is missing;
 - (ii) Information the council must verify is missing from the application
 - (iii) Information that must be verified is not found in the council's unit records.
3. Letters of Recommendation -- The acceptable ways to deliver a LETTER is for the REFERENCE to mail it directly to the DISTRICT EAGLE COMMITTEE chairman or the UNIT LEADER who retains it unopened and delivers it unopened to the BOARD OF REVIEW, or for the REFERENCE to personally deliver the letter. The BOARD does not accept faxes. Page 16 offers guidance on requesting and preparing a LETTER.
- a) At least three LETTERS are required for the each EAGLE candidate. Letters from FAMILY MEMBERS and the SCOUT'S unit LEADERS do not fulfill this requirement.
 - b) LETTERS are held by the LEADER or DISTRICT EAGLE COMMITTEE chairman in the SCOUT'S file as they arrive. Again, three LETTERS from REFERENCES are required. The LETTERS are confidential. Only the BOARD may view them.
 - c) Once a BOARD recommends a SCOUT, the chairman returns the LETTERS to the LEADER with the signed application, Council routing sheet, Shawnee Trails Eagle Scout Biography Form, the Life Purpose Statement and unit advancement report. The LEADER holds the LETTERS until the National Eagle Scout Service returns the Eagle certificate, then the LETTERS are destroyed. The National Eagle Scout Service believes maintaining true confidentiality of the LETTERS assures the references will be forthright about the candidate in their letters.
4. Eagle Application Processing -- After finishing the SCOUT'S review and signing the application, the BOARD returns the completed verified application, advancement report, Shawnee Trails Eagle Scout Biography Form, statement of life purpose, and routing sheet to the EAGLE DESK. Then:
- a) The council Scout executive reviews and signs the Eagle application, signifying that proper procedures were followed.
 - b) The council forwards the application to the National Eagle Scout Service for approval.
 - c) When approved, the National Eagle Scout Service sends the Eagle Scout certificate and appropriate letters to the council Scout Executive. The council Scout Executive forwards these documents to the SCOUT'S LEADER, along with the Eagle Scout medal and presentation kit. You will usually receive the Eagle presentation package about six weeks after the BOARD. *For \$40. the National Eagle Scout Association (NESA) will expedite processing and use over-night delivery for a ten day turnaround.*
 - d) If the National Eagle Scout Service cannot approve the application, it may call the EAGLE DESK for assistance. If errors are too great, national will return the application to our council. If the EAGLE DESK cannot resolve the problem with the information in the SCOUT'S file or on the computer, it will contact the SCOUT'S LEADER to correct the problem.

5. Appealing an Eagle Board Decision:

- a) Initial Appeal - A SCOUT who is not recommended by a BOARD may appeal the decision. The APPEALER directs the appeal to his district advancement committee. The District Responsibilities section G, p. 19, outlines the appeals process step by step.
 - 1) If the district committee finds for the SCOUT, no council action is required.
 - 2) If the district advancement committee finds against the SCOUT and sustains the action of the BOARD, it follows the steps outlined DISTRICT RESPONSIBILITIES, Part G, p. 19.
- b) Further Appeal - If the SCOUT wishes to appeal the district advancement committee's decision, these options are available in this order.
 - (1) The Council Advancement Committee -- A council advancement committee appeal follows the same process as the appeal to the district advancement committee.
 - a) If it decides for the SCOUT, it forwards the application to the National Eagle Scout Service for approval.
 - b) If it decides against the SCOUT, it states the reasons to him, or the APPEALER, in writing. The committee also explains, in writing, the options and procedures for further appeal to the National Boy Scout Advancement Committee.
 - (2) National Boy Scout Advancement Committee -- A National Boy Scout Advancement Committee appeal follows the same procedures as the previous appeals. There is normally no personal interview. The SCOUT makes his case in writing, providing documentation to substantiate his claim. The SCOUT submits this information to the Council Advancement Chairman who will then send the information to the EAGLE DESK for forwarding to National. The National Committee may telephone one or more parties. The National Boy Scout Advancement Committee decision is final.

A Guide For Members of An Eagle Board Of Review

I. Eagle Board of Review Objectives -- The Eagle board of review is the final step a Life Scout takes to earn the highest Boy Scout rank. As a member of this Eagle board of review, you help the candidate reach this goal by:

- A. Reviewing his personal aims and goals in life and his achievements in Scouting.
- B. Ensuring the candidate fully meets the Eagle Scout requirements, preserving the high standards set by almost 2 million Eagle Scouts since the Boy Scouts of America began in 1910.
- C. Bringing with you a thorough understanding of the importance and purpose of the Eagle board of review, and applying that understanding as you make your decision.

II. Eagle Board of Review Purpose -- An Eagle board of review:

- A. Determines the scout's attitude and his acceptance of Scouting's ideals, revealing their value in his personal life at home, his school, his unit and in the community.
- B. Reviews the candidate's Eagle service project. The final approval of the completed service project rests with the Eagle board of review.
- C. Reviews the candidate's Scouting experiences and Scout knowledge. Get a sense of his achievements. The board of review does not re-examine the scout, nor retest the candidate on his knowledge of merit badge details. A merit badge counselor has already found him qualified.

III. Board of Review Procedures

In compliance with The Eagle Scout Leadership Service Project Workbook (BSA Publication No. 18-927D) "The 12 Steps from Life to Eagle," Items 8 and 9 govern the conduct of the Eagle Board of Review. For purposes of emphasis only:

- The board chair makes sure all members of the board have a common understanding of the process and standards to be followed
- The board will review the application, letters of reference and leadership service project report.
- There is no set of questions that an Eagle candidate should be asked.
- The board should be assured of the candidate's participation in the program.

IV. Conduct of Eagle Scout Board of Review: Points to keep in mind include:

1. The review is not an examination; the Board does not test the candidate. However, the Board should not be a "rubber stamp" approval process. Appearance of the candidate before the Eagle Board of Review does not mean automatic attainment of the Eagle Rank.
2. The Board should attempt to determine the Scout's attitude toward and acceptance of Scouting's ideals
3. The Board should make sure that good standards of performance have been met in all phases of his life.
4. A discussion of the Scout Oath and Scout Law is in keeping with the questioning.
5. Be sure the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
6. The Scout should be encouraged to talk - don't ask questions answerable with a simple yes or no.

7. Conduct of the Board of Review

- A. Prior to meeting the candidate, the board of review members review the candidate's:
 - 1) Eagle application.
 - 2) Eagle Service Project Workbook and possibly other project materials.
 - 3) Life Purpose Statement.
 - 4) Letters of Recommendation - written in behalf of the candidate by persons who know him well, including a religious leader, a teacher or educational sponsor, an employer (if any) and his parents. These letters are totally confidential. They are for your use only as members of the board of review. Please maintain this confidentiality.
- B. You may be sent some of these materials to study before the board meets. You may be asked to arrive at the meeting room 30 minutes before the candidate for that purpose.
- C. After all members have an opportunity to read the documents listed above, the candidate is called in to join the group. His scoutmaster introduces him to the members of the board and states his recommendation of this candidate for the Eagle rank. He then retires from the room or sits on the side to listen and observe, participating only to answer a question put to him by the board. No one else will be present in the room during the review. Under no circumstances may the scoutmaster, any assistant scoutmaster or any relative of the candidate participate in the review.
- D. Conduct the review in an informal, relaxed manner. Put the candidate at ease. The average board of review should take between thirty and forty-five minutes.
- E. When the board completes its review, ask the candidate and his scoutmaster (if he's still in the room) to withdraw so that the board may arrive at a decision. This discussion among the members, with no one else present in the room, must be open and totally frank about the strengths and weaknesses of the candidate.
- F. After each board member has reached a decision, a vote is taken and the candidate is called back into the room to be told of the board's decision. For the candidate to be recommended, the board's favorable decision must be unanimous.
 - 1) If recommended, give the candidate a congratulatory reception when he returns. Conduct a ceremonious signing of the Eagle application by the chairman of the board of review and the district or council representative. The chairman should inform the candidate that the Eagle board of review's action is only a recommendation to the National Eagle Scout Service that he be awarded the Eagle rank. If National finds everything in order, his Eagle award should be approved and received within six weeks. When council receives it, it is forwarded to his scoutmaster to schedule a Court of Honor.
 - 2) If not recommended, the candidate and his unit leader are called back into the room and told of the board's decision. The board informs the candidate of the specific deficiencies he must correct in order to obtain approval. A time frame for accomplishing this will be set. A second meeting of the board of review may be scheduled. The chairman will write a follow-up letter to the candidate providing all the details in writing. His options for appealing this decision to higher authority will be explained to him.

V. Questioning the Candidate

- A. Candidate's Attitudes and Scouting Ideals -- The Scout Oath and Scout Law is a good place to start. Ask the candidate how he has applied these concepts to his personal life. Ask how some part of the Scout Law helped him make an important decision in his life. The

candidate's answer can help determine something about his character. Ask about future goals in school, career and Scouting. It's a good platform for determining a candidate's attitudes towards others and his community.

- B. Candidate's Achievements in Scouting -- The candidate worked hard to reach this point in his Scouting career. The board of review is an opportunity to see those years of effort appreciated. Give him a chance to shine in your eyes! In this spirit, ask questions regarding his merit badges. Review his Scouting achievements. For instance, ask about the most difficult merit badge he earned and how he overcame any obstacles to complete it. Ask about the merit badge he found to be the most fun or most rewarding and why. A question about which merit badge subject he enjoyed helping other Scouts to learn can launch a revealing discussion. You will soon know the depth of his experience.
- C. Eagle Service Project -- Spend a major portion of the review on the candidate's explanation his Eagle Service Project. This is vitally important because only this board of review can accept and approve the complete project. Essentially, this is a leadership demonstration project, not a work project for the candidate alone. The report must be reviewed with care. The candidate must satisfy all the requirements of a good project. These requirements include:
 - A. Plan, develop, and give leadership to others in a service project to any religious institution, school or community, conforming to the wishes and regulations of the project recipient.
 - B. Plan the work, obtain the materials, organize the helpers and direct the project to demonstrate leadership.
 - C. The project cannot be performed for any Boy Scouts of America property, any business or be commercial in nature.
 - D. Fundraising is not permitted as a project, but only for securing materials or supplies to carry out the project.
 - E. Routine labor, job or service normally rendered is not considered an acceptable project.
 - F. There are no minimum number of hours that must be spent carrying out an Eagle service project, only the amount of time sufficient for a Scout to clearly demonstrate leadership skills.
 - G. The Eagle Scout Service Project Workbook, No. 18-927A or later revision (including authorized electronic versions), must be used to meet the Eagle service project requirement.
 - H. All work on an Eagle service project must be done while the candidate is a Life Scout and completed before his 18th birthday unless a time extension has been allowed. The phrase "all work" also includes writing the report about the project.
 - I. An Eagle service project is an individual matter and two Eagle candidates cannot receive credit for working on the same project.
 - J. Address these questions as you review the Eagle project.
 - 1) Did the candidate demonstrate leadership of others?
 - 2) Did he direct the project rather than do all the work himself?
 - 3) Was the project of real value to the religious institution, school or community group?
 - 4) Does the letter from the group benefiting from the project verify the project?
 - 5) Did the project follow the approved plan? Were modifications needed to bring it to its completion?

SAMPLE INTERVIEW ITEMS (List is not complete; merely a sample)

1. Ask questions about his understanding and adherence to the Scout Oath and Scout Law: The Board should make sure good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
 - a. What is the hardest point of the Scout Law for him to live by - why?
 - b. What point of the Scout Law is the most important to him - why?
 - c. What does "Scouting Spirit" mean to him - why?
 - d. What do the various points of the Scout Law mean to him?
 - e. What values has Scouting taught him that he thinks others see in him - at home, in his unit, at school and/or in the community?
 - f. How does he live by the Scout Law and Oath?

2. Ask him questions about his camping experiences:
 - a. What was his most enjoyable experience in Scouting?
 - b. Conversely, what was his least enjoyable experience?
 - c. How many summer camps has he attended and where?
 - d. What did he enjoy most about his summer camp experiences?
 - e. Has he attended any High Adventure camps

3. Ask him questions related to his Scouting experience:
 - a. What leadership positions has he held?
 - b. What were his responsibilities in each position?
 - c. What leadership position does he hold now?
 - d. Has he earned any merit badges that will help him in his choice of occupation?
 - e. What merit badge did he enjoy working on the most - why?
 - f. Conversely, which one did he enjoy working on the least - why?

4. Ask him pertinent questions about his project. The Board should make sure that a good standard of performance has been met.
 - a. What group benefited from his project?
 - b. How did he find out about the need?
 - c. How did he get people to help with the project?
 - d. In what ways does he feel he demonstrated leadership in this project?
 - e. Every scouts feels his project was "special" - how is his project "special"?
 - f. Did the project plan change in any way? Was this good? Bad? Did the change improve the project?

5. Ask him about his plans for the future. The Board should attempt to determine the Scout's ideals and goals.
 - a. Ask him about his plans for the future - college, Armed Forces, trade school,
 - b. How does he feel earning Eagle will help him in those plans?
 - c. What should an Eagle Scout be expected to do and what responsibilities does he think come with the rank?
 - d. What does he plan to do in scouting in the immediate and long range future?

NOTE: These are sample discussion items! They are not required to be used!

GETTING STARTED

- _____ Obtain an advancement report of the candidate's records from our council office
- _____ Use Transfer Application Form No. 28-410H to request the candidate's record transfer from all previous councils in which the candidate was registered

BEFORE THE EAGLE PROJECT IS BEGUN

- _____ A unit leader is assigned to serve as the candidate's Eagle advisor
- _____ Give the candidate a current Eagle Scout Rank Application 58-378
- _____ Use the current Eagle Scout Leadership Service Project Workbook 18-927A
- _____ Fully complete pages 1, 5 and 6 of the Service Project Workbook
- _____ Obtain approval signature from the project recipient before unit leader approval
- _____ Obtain approval signature from the unit leader before unit committee approval
- _____ Obtain approval signature from the unit committee before district Eagle committee approval
- _____ Obtain district Eagle committee approval before beginning the Eagle project

PREPARING EAGLE PACKAGE TO SEND TO COUNCIL EAGLE SERVICE DESK

- _____ All information legible
- _____ Applicant's full legal name spelled correctly and legibly
- _____ Applicant's address is correct and complete; no abbreviations
- _____ Dates of entry into Scouting; First Class and Star rank board of review dates
- _____ At least four (4) months between First Class and Star rank board of review
- _____ At least six (6) months between Star and Life rank board of review
- _____ Webelos Scout and Arrow of Light questions answered
- _____ Date of Birth provided
- _____ Applicant meets age requirement criterion
- _____ At least six months between Life and Eagle rank board of review and prior to 18th birthday
- _____ References asked to write a letter of recommendation on candidate's behalf
 - _____ A minimum three letters of recommendation are required not including letters from family members nor his unit leaders. References may:
 - 1) mail the letter of recommendation to the Unit Leader or District Board representative (In such cases, the LETTERS MUST BE RECEIVED UNOPENED BY THE BOARD.
 - 2) hand deliver the letter of recommendation to the BOARD.
 - _____ Letters may NOT be:
 - 1) collected by the candidate or parent and included with his package;
 - 2) faxed to the council office
- _____ 21 merit badges earned (12 required, 9 optional) (day, month, year listed for each)
- _____ At least six (6) months service in a position of responsibility between Life and Eagle rank board of review dates and prior to 18th birthday
- _____ Growth conference completed between Life and Eagle rank board of review dates and prior to 18th birthday
- _____ Project name, hours and completion date recorded (Req.5)
- _____ Candidate's statement of life purpose and ambitions (Req. 6) attached
- _____ Candidate's statement includes a list of honors, awards and recognitions (Req.6)
- _____ Applicant's signature and date on the application
- _____ Unit leader's signature and date on the application
- _____ Unit committee chairman's signature and date on the application
- _____ Eagle Workbook fully completed (all signatures and dates recorded)
- _____ Eagle project and project reported completed prior to candidate's 18th birthday Letter from project recipient verifying the completion of the project
- _____ If the Eagle board of review will take place more than three months. but less than six months, after the candidate's 18th birthday, submit documentation stating the reason(s) for the delay
- _____ If the Eagle board of review will be conducted more than six (6) months after the candidate's 18th birthday, do not schedule a board! The council Eagle Service Desk must contact the National Office for procedures to follow before an Eagle board of review can be scheduled. Both the candidate and the unit leader should expect to prepare letters explaining the delay.

A Guide For Scouts to Obtain a Letter of Reference

Shawnee Trails Council Advancement Committee

Eagle Scout Requirement 2 states: **Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.**

Scouting is more than hiking, camping and cooking over an open fire. Baden-Powell, the founder of Scouting said: "In training our Scouts ...keep the higher aims in the forefront. The end is character with a purpose." An Eagle candidate must demonstrate character with a purpose. His Eagle board of review should be able to measure the candidate against the standards of the Scout Oath and Scout Law so as to maintain the high standards of an Eagle Scout.

The Shawnee Trails Council requires the Eagle candidate to contact his references and have each send a letter of reference on his behalf. This reduces the potential for delays or inaccuracies. If the scouts ask for letters early in the process, by the time he submits his rank application, the letters have already been received.

The Shawnee Trails Council Advancement committee adopts the following policies:

1. Letters must be written by the reference and remain unopened until the opened at the BOARD of review.
2. The references listed under Requirement 2 of the Eagle Application must be the people writing the "Letters of Reference". The religious reference should be from the scout's religious institution (see Item 4) and the educational reference should be from the scout's school. Only letters from individuals listed on the application will be counted towards the minimum three references needs for a board.
3. Scouts may NOT use any of the following people for references to satisfy the minimum of three needed:
 - a - His scoutmaster or his assistant scoutmaster(s)
 - b - His immediate family, including grandparents, aunts or uncles;
 - c - Youth under the age of 21
4. Religious Reference: A scout must have a belief in God (Supreme Being) or he cannot be a member of the Boy Scouts of America. Beyond mere member-ship, each scout pledges to live by the Scout Oath (do my duty to God...) and Scout Law (A Scout is... reverent). An Eagle candidate should demonstrate excellence in this area as in all areas. The scout must do one of the following:
 - A. If the scout is a member of an organized religious institution, he must list a religious reference who knows of the scout's fulfillment of his duty to God, and the reference must provide a letter on the candidate's behalf.
 - B. If the scout is not a member of an organized religious institution, his parent(s) must write a letter to the attention of the "Eagle Board of Review" stating that the family has no church affiliation at this time and outlining the reason(s) why. The letter should state whether or not the scout has a belief in God, and how he fulfills his Duty to God in his daily life.
5. At least three letters of reference are needed before a board of review is held
6. Letters of Reference from people other than those listed on the Eagle Application are welcome and will be submitted to the Board of Review for its use. They just won't count towards the minimum three required letters needed to schedule a board of review.

Most scouts follow the spirit of this policy. Problems arise when candidates do not. In most cases, the reason a candidate does not follow policy is speed: he has failed to contact his references early on, and now he wants to get three letters to the Eagle Service Desk the fastest way possible. Only letters from the proper sources are acceptable.

Since you select the references you list on the Eagle application, be sure to select people that are willing to write letters on your behalf.

- A. Contact your references well in advance. Most people will require two to six weeks to write a letter. Don't wait until you turn in your paperwork: ask for letters NOW!
- B. Request more than three references. Asking only three people is dangerous. If one person lets you down, your paperwork sits forever. Ask everyone you've listed in Requirement 2 on the Eagle application. People are honored to recommend worthy candidates!
- C. Give your references a stamped, pre-addressed envelope.
- D. Secure letters from the sources shown on the application.
- E. Make sure the letter's author mails it directly to the LEADER or the DISTRICT EAGLE BOARD representative. Letters not mailed or personally delivered by its author are not accepted.
- F. Ask your references to address the topics listed on page 30 of this guide. The more they can tell the board about you, the easier the board of review will be.

A Request For A Letter of Recommendation from Shawnee Trails Council, BSA On Behalf of Eagle Scout Candidate

(Eagle Scout Candidate's Name)

Eagle Scout requirement 2 requires each candidate to demonstrate that he lives by the Scout Oath and Scout Law in his daily life. One means he does this is by securing a letter of character reference from persons who know him well. This candidate respectfully asks that you write a letter of recommendation on his behalf. Here are some suggested areas of evaluation:

- | | |
|---|---|
| 1) Living and practicing the values of the Scout Oath and Scout Law | 7) Effectiveness and attitude in working with others |
| 2) Attitude towards duty and responsibility to God | 8) Attitude towards helping others. |
| 3) Reliability in meeting commitments and showing responsibility | 9) Community involvement outside of Scouting. |
| 4) General scholastic ability and record | 10) Extent and faithfulness of his religious obligations. |
| 5) Effectiveness of leadership in his activities | 11) Personal achievements, honors, awards or recognition. |
| 6) Respect for other's rights, property and convictions. | |

Comment on any of which you have personal knowledge. Feel free to mention other areas not listed to further reveal the character and ability of this Eagle Scout candidate. It is best if your remarks are brief, objective and to the point. Clear examples of events that demonstrate the candidate's character and ability are very effective. Your personal recommendation of the scout for the Eagle Scout rank is earnestly sought if you can give it without reservation.

Please mail your letter directly to the address below:

Chairman of the Eagle Board of Review for (candidate's name)

Your letter is needed to complete this scout's Eagle application and to schedule his Eagle board of review. Your promptness in responding to this request will be greatly appreciated. Should you have questions, please contact the Shawnee Trails Council Eagle Service Desk at telephone 270-684-9272.

The Shawnee Trails Council Advancement Committee thanks you for your cooperation and prompt response.

THE VALUES OF SCOUTING ... HOW DOES THIS CANDIDATE COMPARE?

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.

SCOUT LAW

A Scout is: trustworthy, loyal, helpful, friendly, courteous, kind,
obedient, cheerful, thrifty, brave, clean and reverent

SCOUT MOTTO

Be prepared.

SCOUT SLOGAN

Do a good turn daily.