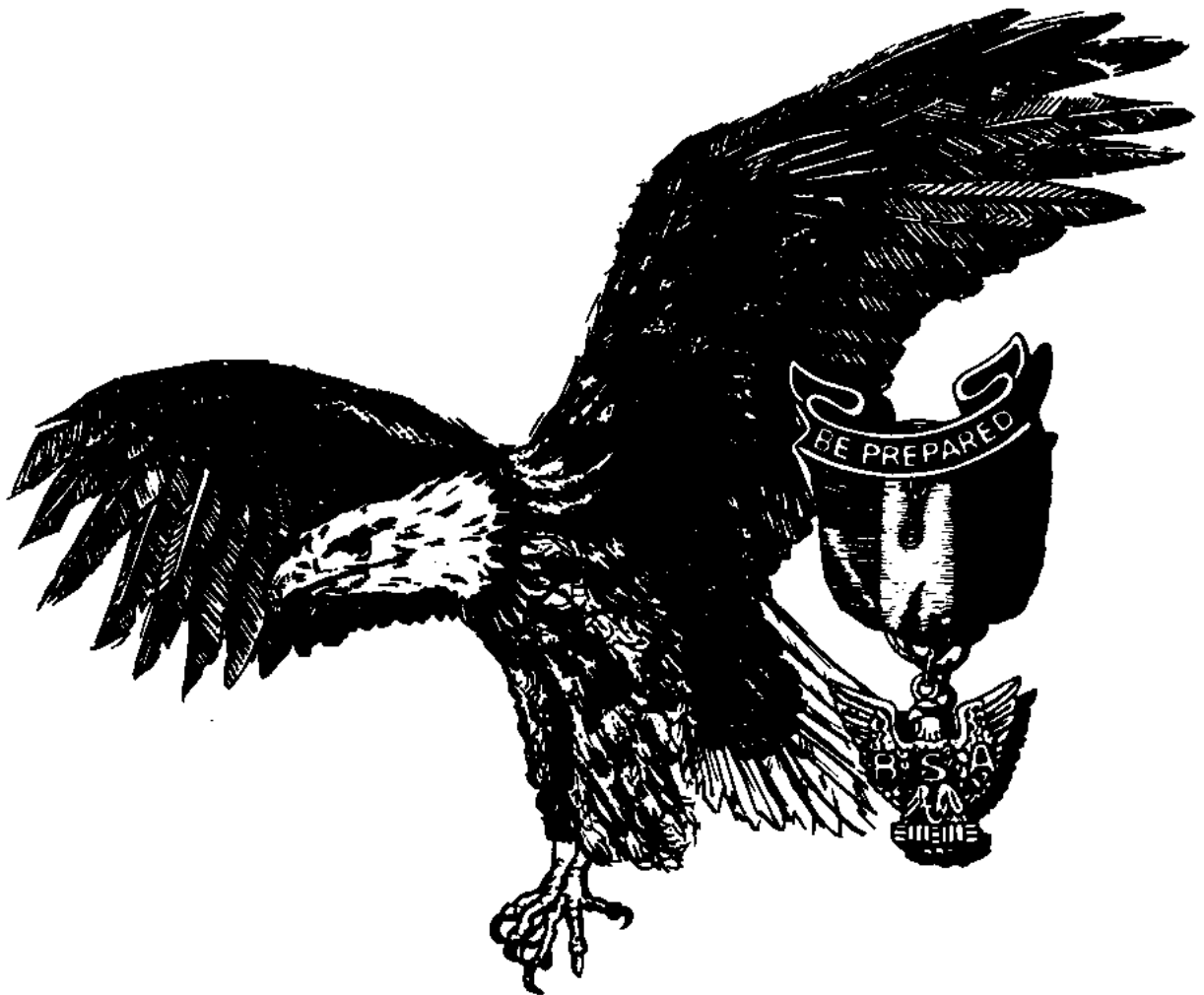


# ***THE TRAIL TO EAGLE GUIDELINES***



***BLACK SWAMP AREA COUNCIL  
BOY SCOUTS OF AMERICA***

## **Eagle Scout Requirement 1**

*Be active in your troop, team, crew or ship for a period of at least six months after you have achieved the rank of Life Scout.*

While this may seem as easy as falling off a log, you should note the operative part of the requirement, which is to be active. It goes beyond just being registered. It means that you are an active, contributing member of your unit.

Maybe you are very active in the Order of the Arrow, attending all functions and even serving in a leadership capacity. Your unit leader may not accept that as meeting requirement 1. Likewise, you may be serving on a camp staff all summer and busy during the fall with the start of school, sports, and/or a job. If you are not being a participating member, leader and example in your "troop, team, or crew", your unit leader may not accept your performance for this requirement.

So what do you do if life has you running a hundred miles an hour? Talk to your unit leader. Find out what he or she sees as acceptable performance. If necessary, use those leadership skills you're developing to negotiate an acceptable arrangement. You'll be glad you did!

Also, keep in mind that this time is your window to accomplish all the other requirements. You may wish to take more than six months to complete requirements, which is all right as long as you have time prior to turning eighteen. However, at the very least, it is imperative that you not delay in establishing AND writing down your plan to accomplish all the requirements.

## **Eagle Scout Requirement 2**

*Demonstrate that you live by the principles of the Scout Oath and 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, including parents/guardians, religious, educational, and employer references.*

If you are of Eagle quality, this requirement will be difficult because you'll have so many people to list, you won't know which ones to use! Seriously, any Eagle candidate should have no problem with this. Do not use only family members, simply list people who know you well. Try to get a varied selection – meaning, don't list four teachers, rather select people from different areas of your life.

If you do not have an employer, it is permissible to put a line through that title and use the space to list another reference. Since a Scout is reverent, you should have a religious reference. We have seen Scouts who are home-schooled that don't know what to do with the "educational" line. If this is the case for you, we suggest you think about other educational sources: music lessons; a sports coach; etc. List someone who has a major role in one of your learning pursuits.

### **Eagle Scout Reference Letter**

You have been asked to obtain a minimum of three reference letters to satisfy Requirement Number 2 of the Eagle Scout Rank. The reference letters will help your Eagle Review Board get an idea of your leadership and character. It is suggested you send out six as a guideline. The District Advancement Chairman generally receives three to four responses. You should ask those who know you well to write a reference letter for you. These people can be teachers, religious leaders, anyone besides a family member or member of your troop.

The letter should be just that, a letter. The committee would like to hear in this person's words why they think you are qualified to be bestowed the rank of Eagle. The letter should include information such as:

- How do they know you?
- How long have they known you?
- Are you looked at as a leader? Why?
- How have you demonstrated leadership ability?
- Are you cooperative? Explain.
- Any other information that they would like to share that demonstrates your qualifications for this rank.

After they complete the letter, they should send it to the District Advancement Chairman. It is very important that this not come back to you, but to the Advancement Committee. It will be your responsibility to give them the pre-addressed/pre-stamped envelope. You will find the addresses on Page 1 of this pamphlet.

You should explain to the persons you ask to write this letter, that it will be shown to the members of the Eagle Board of Review (don't forget to explain what that is) and that this is an important step in your attainment of the Eagle Rank. Make sure that you share with them the Scout Oath and Scout Law. The letter writer will then have a better understanding of the principles of scouting and how to relate this in your reference letter.

In addition, you should follow-up with the persons whom you ask to write this letter. Sometimes other things come up and people can forget. You don't want that to be a reflection on you, so a friendly phone call or conversation to ensure that they have completed the letter and mailed it to the appropriate person is always a good idea. This helps make sure that the letters are received in time for your board and that you have completed this requirement.

### Eagle Scout Requirement 3

*Earn a total of 21 merit badges, including the following 12 required merit badges: Camping; Citizenship in the Community; Citizenship In the Nation; Citizenship in the World; Communications; Emergency Preparedness or Lifesaving; Environmental Science; First Aid; Hiking or Cycling or Swimming; Personal Management; Personal Fitness; Family Life.*

*List the month, day, and year the merit badge was earned.*

Preplanning is a must in this area. Imagine how it must feel when a Scout realizes he turns 18 in two months and he needs Family Life or Personal Management, which require at least three months. Don't put yourself in that position! If you still have merit badges to complete, lay out a plan to get the toughest done first (and in time), and plan the fun ones for the last.

Note: Before you fill out this section of your application, save yourself and the registrar at the council office a lot of headaches by doing the following:

List the actual merit badges you used for Star and Life ranks, as well as the rest needed for Eagle. Many Scouts want to put down the merit badges they are most proud of, don't. Any checks made against the dates you list on your application will most likely make it appear that you did not have enough merit badges to earn earlier ranks as per the board of review dates you list for them.

On the Eagle application there are two sets of required merit badges from which you can choose one from each group (Emergency Preparedness or Lifesaving; and Cycling or Hiking or Swimming). Both Star and Life ranks allow you to use two from one group, like **using Sports and Swimming as two required on your Star Rank. If you have done this, make sure you select one as the required merit badge (cross off the other option on the application) and list the other required merit badge as a non-required merit badge (in one of the spaces numbered 13-21).**

The date earned for the merit badge is the actual day the merit badge counselor signed and dated your merit badge "blue card". Do not use the date you received it at your Court of Honor. Your troop advancement chairman can help you with dates if you do not have complete records.

### Eagle Scout Requirement 4

*While a Life Scout, serve actively for a period of 6 months in one or more of the following positions of responsibility:*

- *Boy Scout troop – Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, quartermaster, junior assistant scoutmaster, chaplain aide, or instructor*
- *Varsity Scout team – Captain, co captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, quartermaster, Chaplain aide, instructor, or den chief*
- *Venturing crew/ship – President, vice president, secretary, treasurer, boatswain, boatswain's mate, yeoman, purser, or storekeeper*

**List only those positions served after Life board of review date.**

Make sure your plan includes a position of responsibility. If it is not currently possible for you to be elected to an office (for example, your unit elections won't be held for a while) talk to your unit leader. They have positions that can be assigned. Don't overlook being a den chief. They are always needed, and it's a very rewarding position!

## **Eagle Scout Requirement 5**

*While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project idea must be approved by your Scoutmaster and troop committee and by the council or district before you start. You must use the Eagle Scout Leadership Service Project Workbook #18-927, in meeting this requirement.*

Available on the web at: [www.nesa.org/trail/manual.html](http://www.nesa.org/trail/manual.html) is an electronic version of the workbook in PDF, DOC or RTF formats. You may type in each text box and the document will automatically format for you.

### **Eagle Scout Leadership Service Project Workbook**

The hardest part of your Eagle Service Project will be getting started because you are not sure what is expected. The next several pages will provide you guidance in choosing and completing your project. If at any time you do not understand what is expected, or do not know what to do, ask a troop leader for help. As you plan your project please keep the following guidelines in mind: It is suggested that you spend at least twenty (20) personal hours of your time in the planning, completing, and documenting your Eagle Service Project: the recommended total number of hours spent on your project by your helpers should be at least fifty (50) hours (these hours are in addition to the 20 hours you personally spend on the project, for a total of seventy (70) hours); there are typically at least five (5) youth helpers involved in completing the project (these may be members of your troop or any other youth.) The Eagle Service Project will require a lot of time to complete, possibly 2 to 6 months. Since you do not have to complete all 21 Eagle merit badges before beginning your project, you should chose a period when you can most afford to put in the time. For example, summer would be a better time than just before Christmas. Remember you must work within your helper's schedules, not just your own. For the leaders and your own sake, please begin your project at least 6 months before your 18th birthday. All Eagle requirements must be completed, and that includes the project and final write up, before your 18th birthday. Plan ahead!

### **Choosing a Project**

The Eagle leadership service project shall be meaningful service not normally expected of a Scout for your school, religious or community organizations. You should look for a project idea which is original, truly valuable, and a challenge to you. You may choose to build something, present a program to a group, or correct a problem area for the benefit of an authorized organization. Your project may include members of your troop, other troops, or may be done entirely by non-Scouts. Project ideas can be found in many places: in the newspaper, on the web, at your church, at your school, or from community organizations. Let the word out that you are looking for project ideas and see what input you get. As you look around for ideas, write down several which interests you. You should not spend much time planning a project until you have talked the idea over with your Scoutmaster or other leader to insure that it is a valid project.

While not required, it is a good idea to get a troop leader (other than your Scoutmaster) to serve as your project advisor. This leader can help you choose a project, help you determine what needs to be done in planning it, and help you get the write-up ready to go to the district for approval. Always take detailed notes when talking to your advisor- you cannot remember nearly as well as you can read your notes later. Your advisor may not want to tell you the same thing again and again.

**What Not To Do:**

- Projects that begin prior to achieving Life Rank or ending after your Eagle Board of Review
- Work on your project (other than planning) prior to getting ALL approvals.
- Projects for the Boy Scouts of America, including Troop or council property.
- Any project that another Scout is using for his Eagle project (only one Scout gets credit)
- Projects involving only routine labor normally done by volunteers  
(Your project must allow you to demonstrate creativity, planning, and leadership of others)
- Any project for profit-making organizations. For example:
  - Painting the clubhouse for a home owners association
  - Installing curb reflectors in a store's parking lot
  - Doing landscaping for a local business

**What to Do:**

- Consult with local Scouting leadership or an organization you wish to do service
- Choose a project you will be proud of for the rest of your life
- Choose a project that is of significant magnitude to be special and should represent your best possible effort
- Start documenting from day one (you will use this info for your final report)
- For examples, refer to pages 3 of the Eagle Scout Leadership Service Project Workbook

**Initial Project write-up**

After you have talked over possible project ideas with your troop leaders and chosen the right one for you, it is now time to begin the detail planning and initial write-up which will be submitted to the district for approval. You should keep a notebook or journal and record events in your notebook when they happen. Keep as accurate a set of notes as possible. When you call or visit someone to discuss your project, write that in your notebook. Make a separate section to record what you buy, what is donated, any moneys that you receive. In a separate section, record when you do the various parts of your project, who helped, how much time each of the volunteers spent on the project. Make a section to list tools and equipment.

**Remember, you cannot begin actual work on the project until it is approved by your District Advancement Committee, but there is a lot of planning to be done before you get that far.**

In conjunction with your notebook or journal, you will need a current copy of the Eagle Scout Service Project Workbook. This can be obtained from the council office, or from one of the troop leaders. An electronic version of the workbook is available at [www.nesa.org](http://www.nesa.org). This is the official booklet which is submitted to the district for approval. Read everything in it before beginning to write up your plan.

The project plan may be typed or may be hand written in black ink, but it must be very neat and written using your best grammar. The information should tell someone else everything they would need to know to carryout your project for you. The final project workbook must be neatly done and submitted as if it were a report that would be completed in school.

**A. Project Description**

Briefly (approximately ½ to one page) describe the project. This should not include any Details, those will come later, Address this section as though you were telling a friend what You were going to do.

**B. Who Will Benefit**

Name the group or organization that will benefit from your project and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts (~~except in the most indirect way~~). Do not describe the project again, just focus on the benefit of the project.

## **C. Project Details**

This is the heart of the project plan and the area which will require the most work. The plan should include all details needed for someone else to carry out the project as though you were not around. The plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects; some may be omitted if not needed. Since there is limited space in the workbook, you may attach extra pages with the details. You may prefer to write or type the plan on separate pages and then cut and paste them into the proper section of the workbook after your advisor has helped you get it into the final form.

### **1. Present Condition**

Describe the current condition or situation that you are going to change or create. Do not repeat the benefit of the project, but focus on creating a word picture of how things are now. This is a good place to include pictures (either photographs or drawings) of the project area. Remember, the District Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project is important unless you show and tell them.

### **2. The Method**

#### **a. Plans/Drawings/Designs**

If your project is to build something, you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Plans or drawings are usually done on graph paper which has guidelines, but blank paper is acceptable as long as you are neat. Photographs may also be of value here for some projects. If you have made a design (e.g. emblem, logo, etc.) include it in this section.

#### **b. Written/Printed Information**

If you are going to use handouts, posters, letters, or other written materials as part of your project, a copy of these should be included as attachments in the workbook.

#### **c. Step-by-step instructions**

In addition to the schedule which shows the date tasks will be worked, you will also need detailed instructions. These instructions should read like a recipe in a cookbook. These tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done, who will do them. Include the clean-up of the work site in your plan.

### **3. Materials**

Materials are those things which become part of the finished product. Examples are lumber, nails, concrete, etc. This is truly a shopping list, so include material specifications (exact size, quality, brand, finish, etc.) number of each item and cost. Don't just say "lumber", you need to describe exactly what pieces of lumber and quantity. If items are to be donated, state so. This section is best presented as a separate list attached to extra pages in the workbook. Save all invoices, receipts, donation records, etc. They should be included in your final write up.

#### **a. Tools**

Provide a list of all tools required to work the project. Don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, screwdrivers, etc.). Tell how those tools will be obtained. If you must purchase or rent tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. If you must buy tools, discuss what is going to be done with them after your project is complete.

#### **b. Supplies**

Supplies are those expendable things which do not become part of the finished product, but that are used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, etc. Provide a list of all supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated.

#### **4. Project Helpers/Workers**

Discuss who will be doing the work. You do not need to tell names, just the number of people, what organization they are part of, and what special skills will be required. For example, are you going to need a carpenter? However, if you can make a list of potential helpers (with their phone numbers) it will help you get volunteers later. Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and if so who will lead the teams? What tasks will each team be doing? How will you use adult leaders?

**Remember, you are responsible for LEADING others in carrying out the project and ensuring that everything is done the way you want it (i.e. show leadership).**

#### **5. Time Schedule**

A good schedule is a necessity for any successful plan. It shows when everything is to be done and in what order each step happens. You must make your best estimate of how long tasks will take. Your schedule may be in the form of a calendar with tasks entered on the appropriate days or just a list of tasks and the date when they will be done. Include project planning and approval on your schedule. No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write up, you will discuss how well the project followed the planned schedule and why you think it deviated.

#### **6. Safety**

Describe any safety hazards you might face and explain how you plan to ensure the safety of those helping you with your project. Please be aware of any regional safety regulations.

#### **7. Additional details to consider:**

##### **a. Financial plan**

Every project will cost something and you need to discuss those costs. Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, or any other legitimate source. While your project may not be a fund raiser, you may conduct fund raising activities to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility; don't assume that someone will cover cost until you have asked them.

A major part in any project, whether for Scouts, church, community, or a business is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one.

If you are planning to make a presentation to a group to obtain finances, have drawings and cost proposals with you. Write down what you want and say to the group, practice in front of your leaders or parents. Wear your complete scout uniform. If someone is going to donate by check, have the check written to your unit for tax purposes.

##### **b. Adult Supervision**

Boy Scout policy requires at least two adults be present at all times during any Scouting activity. Don't assume that the right people will just "be there" – arrange, in advance, for them to be there. You should state how you will ensure this in your plan.

##### **c. Work Site**

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? If so, how will you move it? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools, state so. Think about how the weather will affect your work site.

##### **d. Transportation**

Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion.

#### **D. “Before” photographs**

Even though your project may begin as an open field, bare wall, etc, please take photographs of the beginning of your project. Inexpensive disposable cameras or your parent’s camera (film or digital) can be used for documentation.

#### **E. Approval Signature for Project Plan**

The following signatures are required:

1. A qualified representative from the organization.
2. Your Scoutmaster.
3. Troop Committee Chairman after you present the project to the Troop committee.
4. The District Advancement Committee for approval.

On the contacts list you received with your Eagle packet, you should have received the address of your District Advancement Committee Chairman on page one. YOU need to contact the District Advancement Committee Chairman for review of your Eagle Project Workbook. You will be contacted by a member of the District Advancement Committee regarding the acceptability of the project. The review and approval will normally be completed within two weeks.

**Note: you should keep a copy of the project, exactly as is presented to the various committees, in case it is lost during the approval cycle.**

**It is very important that you NOT DO any of your project, except planning, until the District Advancement Committee has signed it. Once they have approved the project plan, then you can begin to do the project!**

#### **Documentation during the project**

You can never keep too much information while you are doing your project. Keep information you'll need to submit your final report like: tables, charts, diagrams, time logs—list the people that worked on your project, when and how long they worked, tools and equipment, expenses, money received, goods and services, diagrams and drawings, and photographs. TAKE LOTS OF PHOTOS!

Remember to keep complete notes of your progress. Don't rely entirely on your memory.

#### **F. Carrying out the project**

##### **1. Hours of service on the project**

Record the progress of your project. Keep a record of the time you spend planning and carrying out the project. As helpers arrive to assist in your project keep a sign in/out list, recording the date and time to calculate the number of hours of service.

##### **2. Materials required to complete the project**

List all the materials or items required for your project and the cost of the materials

##### **3. Changes**

List any changes to your original project plans and explain why the changes were made. Don't worry; it's okay to change your original plans.

##### **4. “After” photographs**

Include all those photos you took during the execution of you project. Also include photos of your completed project.

#### **G. Approval for completed project**

List the start date, completion date, and sign that you have completed the project. Finally, your scoutmaster and representative of the school, religious or community group signs that your project has been planned, developed, and completed by you.

## Eagle Scout Requirement 6

*Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service. Take part in a Scoutmaster conference with your unit leader.*

Let's look at this single requirement in the two parts it really is. First: your statement. This is very straight forward, and an excellent opportunity for you to tell members of your board of review what you do outside Scouting. The statement will reveal who you have become in several ways. Scouts who have been successful in Scouting will find it spread to other areas of their life. This is especially true of Eagle candidates, since you have actually developed character which demonstrates the Scout Oath and Law in everything you do.

Don't be shy about bragging! List it all! This is your personal resume. Most Scouts don't pay this requirement its due diligence. Make sure you're not one of them. It is okay; in fact it's great to have positive self-esteem. Use this opportunity to let people know about whom you really are, take full advantage of it.

List all the various activities, awards and honors you've achieved along the way. These may be a medal, plaque, or certificate, but could also be a different type of honor. For example: a letter from a principal or volunteer organization recognizing your contributions. Maybe it's a newspaper article mentioning you. If it made you feel honored, it counts!

Next is the Scoutmaster conference. You've been through this drill before, but here, of course, it is more significant. You are applying for the highest honor available from the Boy Scouts of America. Walk the walk, talk the talk. You should be prepared beyond your unit leader's expectations.

Make sure you have completed all the requirements and have everything ready for him or her to review. You might want to talk to him/her ahead of time to see what is expected in the way of documentation when you have the conference (such as, are you expected to have everything completely written and ready to turn in). Remember, this conference must occur prior to your 18th birthday.

## Completing your Application

First and foremost, use a current version of the Eagle Scout Rank Application (available from your council service center) and BE NEAT. The quality of your applications is, like everything else, a reflection of you. Also, check with your unit leader. They might want you to make a copy of your application. Use the copy and save the original for when they meet with you.

Requirements 1 to 6 have been previously discussed in this booklet. As always, make sure your dates are correct.

**Certification by Applicant-** On your honor...sign and date.

**Unit Approval-** Make sure both your Unit Leader (Scoutmaster) and Unit Committee Chair (Troop Committee Chairman) approve and sign your application.

**BSA Local Council Certification-** the council will certify that all the information on your application is correct.

<b>The local council certification <u>MUST</u> be signed by your 18<sup>th</sup> birthday.</b>
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## **Eagle Scout Requirement 7**

*Successfully complete an Eagle Scout Board of Review.*

### **Preparing for the District Eagle Board of Review**

Below is information used by the adult volunteers who serve as District Board of Review members? It should be very helpful to you in preparing. Remember, the Board is one of the most important interviews you will ever have. Every minute you spend in advance will pay back ten-fold!

Quick reminder: You had better know the Scout Oath and Law better than ever.

Also, be in complete AND CORRECT scout uniform. Uniform inspection sheets are available from your unit or council office. Also have your Scoutmaster inspect you in uniform. It's worth it....you're an Eagle Candidate!

Finally, pay attention to the types of questions in the document below, and think through them ahead of time.

#### **The Interview Process:**

These are by no means the only questions that may be asked. They are merely examples to be used as a springboard to other questions and further discussion. Please do not assume that you will be asked only these questions and consider the interview complete. The interview should come to a natural conclusion as each board member runs out of questions.

1. You may be asked questions about your understanding and adherence to the Scout Oath and Scout Law. The Board should make sure that good standards have been met in all phases your Scout life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that you recognize and understand the value of Scouting in your home, unit, school and community.
  - What is the hardest point of the Scout Law for you to live by – why?
  - What point of the Scout Law is the most important to you – why?
  - What does “Scouting Spirit” mean to you – why?
  - What do the various points of the Scout Law mean to you?
  - What values has Scouting taught you that you think others see in you – at home, in your unit, at school, and/or in the community?
  - How do you live by the Scout Law and Oath?
  - What do the different points of Scout Oath mean to you?
  - What does “duty to God” mean to you?
  - What does “duty to Country” mean to you?
  - How do you “help others at all times”?
2. Questions about your camping experiences:
  - What was your most enjoyable experience in Scouting?
  - Conversely, what was your least enjoyable experience?
  - How many summer camps have you attended and where?
  - What did you enjoy most about your summer camp experiences?
  - You may be asked about your outdoor experiences in Scouting – campouts, 50 milers, etc.
  - You may be asked what you remember of the “Outdoor Code”.

3. Questions related to your Scouting experience: What leadership positions have you held?
  - What were your responsibilities in each position?
  - What leadership position do you hold now?
  - What would you do if a scout refused to comply and/or ignored a valid request you made in the performance of your duties.
  - What is your troop's discipline policy and where do you figure in it in your present leadership position.
  - Questions related to merit badges you have earned (remember you are not being tested on merit badges)
  - Have you earned any merit badges that will help you in your choice of occupation?
  - What merit badge did you enjoy working on the most – why?
  - Conversely, which one did you enjoy working on the least – why?
  - What changes would you make in your unit?
  - If you earn your Eagle rank tonight, what do you intend to do to repay Scouting, your unit and its leaders?
  - Who has been the most influential person in your Scouting career?
  - Is there anything Scouting did not give you that you feel could be beneficial to the program to help other young men develop?
  
4. Questions about your project. The Board should make sure that a good standard performance has been met.
  - What group benefited from your project?
  - How did you find out about the need?
  - Walk the Board through the project from beginning to end, the planning phase, the organization of personnel, directing the project to completion.
  - Did you have to contact any city, county, state officials for permits or to find out about ordinances, etc. - did the Citizenship in the Community Merit badge help? – How?
  - Once your project was approved, did you have to modify it – what did you learn from that experience?
  - Who did you get involved in helping you with your project – scouts, adults from your troop, and/or members of the benefiting organization...?
  - Did you have any problems directing adults in their work – how did you feel about that?
  - In what ways do you feel you demonstrated leadership in this project?
  - Every scout feels his project was “special” – how is your project “Special”?
  - Thirty years from now when someone else asks what you did for your Eagle project, what will stand out in your mind?
  
5. Plans for your future. The Board should attempt to determine your ideals and goals.
  - What are your plans for the future – college, Armed Forces, trade school,
  - How do you feel earning Eagle will help you in those plans?
  - When you turns 18, you assume some new responsibilities – What are they?
  - What should an Eagle Scout be expected to do and what responsibilities do you think come with the rank?
  - What do you plan to do in Scouting in the immediate and long range future?

## District Eagle Board of Review Guidelines

Eagle Boards of Review are held at the district level not at the troop level. The Board of Review for an Eagle candidate is composed of at least three, but not more than six, members. A District Board of Review will consist of members of the District Advancement Committee and/or District members, and/or community leaders. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review. One member serves as Chairman. Registered unit leaders, assistant unit leaders, relatives or guardians may not serve as members of a Scout's Board of Review, either as a participant or observer. Only the Scoutmaster can be invited to observe the review. The contents of the Board of Review are confidential and the proceedings are not to be disclosed to any person who is not a member of the Board of Review.

The Board members need to convene prior to interviewing the candidate (15 to 30 minutes). The purpose of meeting before the actual interview is to:

1. Review the prospective Eagle Scout's application.
2. Read his reference letters and other important documents.
3. Become familiar with his service project by assessing his final report and any available pictures.
4. Review these guidelines to help formulate pertinent questions.

During this initial meeting, the Chairman makes sure everyone is introduced to one another, sees that everyone has an opportunity to review all the paperwork and determines that all understand the goals of this Board, which are:

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 Scout should be encouraged to talk – don't ask questions answerable with a simple yes or no.
3. The Board should attempt to determine the scout's attitude toward, and acceptance of, Scouting's ideals.
4. The Board should make sure that good standards of performance have been met in all phases of the candidate's life.
5. There should be discussion of the Scout Oath and Scout Law and the Scouts attitude and understanding of each.
6. Be sure the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
7. The Board should be assured of the candidate's participation in, and understanding of, the Scouting program.
8. A thorough discussion of his successes and experiences in Scouting should take place.
9. The Board determines that the Eagle project was successfully carried out.
  - a. Did the candidate demonstrate leadership?
  - b. Did he indeed direct the project himself, rather than do all the work himself or allow someone else to direct the project?
  - c. Was the project of value to the institution, school, or community group?
  - d. Who from the benefiting group may be contacted to verify the value of the project?
  - e. Did the project follow the plan, or were modifications necessary to complete it. What did the candidate learn from making the modifications?

As the documents are making the rounds, the Chairman should add any relevant data of which he is aware. It is best if the Chairman has personally viewed the completed project – if that is not possible, a phone call to the benefiting group's representative to discuss the merits of the project will do.

Once the Scout's Eagle Application, service project workbook, letters of recommendation, and these guidelines are reviewed, the Scoutmaster is asked to introduce the candidate to the Board (as a courtesy the Board members should stand.) The Scoutmaster can be invited to remain as an observer and may be called upon to clarify a point in question. The candidate is asked to begin the Board by reciting the Scout Oath and Scout Law.

There is no set length of time for an Eagle Board of Review. However, 15 minutes is probably too short and an hour is probably too long.

After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, the decision of the Board of Review must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the Board's recommendation for the Eagle Scout Award. The Eagle Scout Service Project Workbook is returned to the candidate at this time. The Eagle Scout Application and an Advancement Report are then signed. The unit leader receives the Unit Copy of the Advancement Report. The application and advancement report are delivered by the District Advancement Chairman to the Council Office. The council will then forward the Eagle application to the National Office. Approval from the National Office usually takes 2-3 weeks.

If the candidate is found unacceptable, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the chairman will provide the name and address of the person he is to contact.

## Eagle Court of Honor

The Eagle Court of Honor is special, and it is separate from our regular Courts of Honor. The troop leadership, working with the Eagle and his family, are usually responsible for all aspects of the ceremony.

**Planning** – Your Scoutmaster has information about ceremonies, but there is no set way to conduct an Eagle Court of Honor. Downloadable Eagle Court of Honors can be found at [www.usscouts.org](http://www.usscouts.org). Your Scoutmaster normally will bring the troop flags and stands, Law/Promise candle stands, troop Eagle plaque, the Eagle presentation kit, and Eagle neckerchief. Most ceremonies have a reception afterward with a cake and punch, though some get much more elaborate.

**Date/Time/Place**—the Eagle and his family select a date and time in consultation with your Scoutmaster and troop calendar. If you give your Scoutmaster enough notice, he can get the information into the troop newsletter. The ceremony can occur at your regular meeting place (or in the sanctuary or small chapel), or you can choose to have it at your church, home, park, camp, or other appropriate place.

**Cost**—Depending on the troop, the costs of the ceremony, including refreshments, and the Eagle Presentation kits and related items, may be paid for by the Eagle's family and/or the troop.

**Participants**—you determine who will be the color guard, speakers, etc., and you are responsible to invite them and make sure they will be there. The most important guest is the one you select to “charge” the Eagle with his responsibilities as an Eagle Scout. He/she should be a person of importance in the Eagle's life. You also need to choose who will pin on the Eagle badge (often but not always a parent).

**Invitations/Programs**—you can purchase special Eagle invitations from the council service center or make your own, and have them engraved or photocopied. Your Scoutmaster can provide mailing labels for all troop members, if desired. You can also buy program covers for the program, which can be photocopied on the covers. The program typically also has biographical information about the Eagle, list of accomplishments, awards, other activities you are involved in, etc.

**Who to Invite-** remember when you are inviting people to your Court of Honor that many people helped you along the trail. While there is no firm rule on who to invite, it's always a good idea to include; Your Chartered Organization, your District Executive, the Council Executive, your Principal, influential teachers, your pastor, members of your church, your friends, your sports coaches and anyone else who has helped to make you who you are.

**Mentor Pin-** while most people do use the Mother's and Father's pins, there is also something called the Mentor pin. This can be given to someone who has been very influential to you along your Eagle trail. They might be a unit leader, a merit badge counselor, or just someone who was always there to help you out. You don't have to use this pin, but don't forget it if there has been someone who means a great deal to you. Rest assured, this pin will mean a great deal to them.

## Typical Eagle Court of Honor Program

This is a simple and fairly typical program. You can get more elaborate; add music or a special touch unique to the Eagle. You may design the ceremony any way you wish, and you do not have to follow this program. There are several items the Eagle receives (card, certificate, etc.) that can be presented by brothers and sisters or other family members if desired.

It's nice to have a printed program (your responsibility). Print the date/location/title on the front cover, with biographical information and the program inside. You could also include a summary of the Eagle service project, poem, interesting statistics, etc.

It is always interesting to have photos and other Scouting memorabilia on display.

### Sample Eagle Scout Court of Honor for John E. Scout

Opening Ceremony—Panther Patrol  
Invocation—Pastor John Smith  
Presentation of the Eagle – John Jones  
Invitation to Other Eagles – John Jones  
The Eagle, A brief Biography with some (amusing or embarrassing) anecdotes- John Anderson  
The Eagle Scout Charge – John Johnson  
Presentation of the Eagle Badge – Dick and Jane Scout (Parents)  
Mother's Pin and Father's Tie tack – John E. Scout  
Eagle Neckerchief – John Jones  
Eagle Certificate – Julie Scout (family member or friend)  
Special Presentation – Mr. Scoutmaster  
The Eagle's Response – John E. Scout  
Benediction – Pastor John Smith  
Closing Ceremony – Panther Patrol

Refreshments following the ceremony in the Fellowship Hall

## Black Swamp Area Council Eagle Event

By successfully completing your Eagle Board of Review, and upon the approval of the National Office, you will be an Eagle Scout. To help honor you in a manner worthy of that high rank, the Black Swamp Area Council holds an Annual Eagle Event. You will be invited, along with your family, to attend this celebration of Scouting, and in particular those young men who, like yourself, have attained the rank of Eagle Scout.

The event is usually held in early February and features a dinner and a guest speaker. It also gives you an opportunity to have an Eagle Sponsor. The sponsor is a professional in the field which you indicate on your registration you would like to pursue. You have the entire evening to talk with them and the other Eagles and Sponsors in attendance. During the ceremonies, the Eagle Class Representative is also chosen. Along with that distinction a scholarship is presented.

The Eagle Class is comprised of those candidates who pass their Eagle Board of Review during the previous year, the following February will be their Eagle Event. Once you have attained the rank, try to keep the date open so that you too, can be honored with your fellow Eagle Scout Classmates.

## Eagle Scout Reference Letter

Eagle Scout Candidate \_\_\_\_\_ Troop \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

The above young man is in the process of applying for the highest award that the Boy Scouts of America can bestow upon a youth member. He has worked for several years, and if he is successful in his quest, he will have earned a nationally recognized achievement that he will be proud of the rest of his life. In addition, the Eagle Scout Rank will open many doors for him, while at the same time placing upon him the expectation to set an example of high values and ethics.

Soon he will be called before the Eagle Scout Board of Review, a group of citizens who represent the Black Swamp Area Council, BSA. We are hoping you will be able to help the board get to know him as they make their decision whether or not to recognize him with the award.

The Eagle Scout candidate has submitted your name as a reference. Would you please take a moment and please write a letter of recommendation on behalf of this young man. The candidate should have supplied you with a pre-addressed envelope so you can return the completed form to the **District Advancement Chairman**.

**Please DO NOT discuss your comments with the candidate**

Scout Oath	Scout Law												
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.	A Scout is: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Trustworthy</td> <td style="width: 50%;">Obedient</td> </tr> <tr> <td>Loyal</td> <td>Cheerful</td> </tr> <tr> <td>Helpful</td> <td>Thrifty</td> </tr> <tr> <td>Friendly</td> <td>Brave</td> </tr> <tr> <td>Courteous</td> <td>Clean</td> </tr> <tr> <td>Kind</td> <td>Reverent</td> </tr> </table>	Trustworthy	Obedient	Loyal	Cheerful	Helpful	Thrifty	Friendly	Brave	Courteous	Clean	Kind	Reverent
Trustworthy	Obedient												
Loyal	Cheerful												
Helpful	Thrifty												
Friendly	Brave												
Courteous	Clean												
Kind	Reverent												

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Reference:

Name \_\_\_\_\_ Relationship to Scout \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip code \_\_\_\_\_

Phone # \_\_\_\_\_

Please include, in your letter of recommendation, how this scout has participated and has demonstrated leadership ability in your organization or community, and any positions of responsibility he has held.

*Once an Eagle...*

*...always an Eagle*



***BLACK SWAMP AREA COUNCIL  
BOY SCOUTS OF AMERICA  
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FINDLAY, OHIO 45840  
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