

# TRAIL TO EAGLE

*Trail to Eagle Workshop-*  
2020

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# Objectives

- Requirements
- Responsibilities
- Eagle Packet
- Eagle Service Project
- Special Needs Scouts
- Scoutmaster Conference
- Board of Review
- Appeals
- Court of Honor

# COVID-19

- A Scout may apply for a time extension. The procedure for submitting a request is posted on the TFC website, **TFC Request for Time Extension to Earn the Eagle Scout Rank Due to COVID-19.** <https://threefirescouncil.org/wp-content/uploads/2020/04/TFC-COVID-19-Eagle-Request-for-Time-Extension-Procedure.docx>

Local council may grant extension through September 30, 2020

1. It can be established that COVID-19 disruptions were the only circumstances that delayed work on Eagle Scout/Summit/Quartermaster advancement requirements, such as the service project or merit badges.
  2. Extensions shall only be granted to youth in Scouts BSA who have already achieved Life rank
  3. Extensions are for 3 months beyond the Scout's 18<sup>th</sup> (or 21<sup>st</sup> for Summit or Quartermaster) birthday
- 
- Eagle Project Proposal Approval: This is best done with a face-to-face meeting. During the crisis and stay at home order, phone, email, virtual meetings, are acceptable and suggested. It provides the Scout the opportunity to work on the Project while home from school.

# COVID-19

- Board of Reviews for Eagle, Summit and Quartermaster can be postponed during the COVID-19 crisis. Boards of Review can be conducted up to 3 months after the Scout's 18<sup>th</sup> birthday and 3-6 months with approval from the council for reasons. Since Boards of Review are meant to be face-to-face personal experiences it is suggested that they be postponed.

Exceptions would be if a Scout had a specific reason for scheduling the BOR. Examples would include: (a) going into the military, (b) moving, (c) college application, and (d) if the Scout is close to 18 and there is reason to expect that he/she may be denied and can provide the opportunity to provide resolution. In these cases a virtual board of review can be conducted.

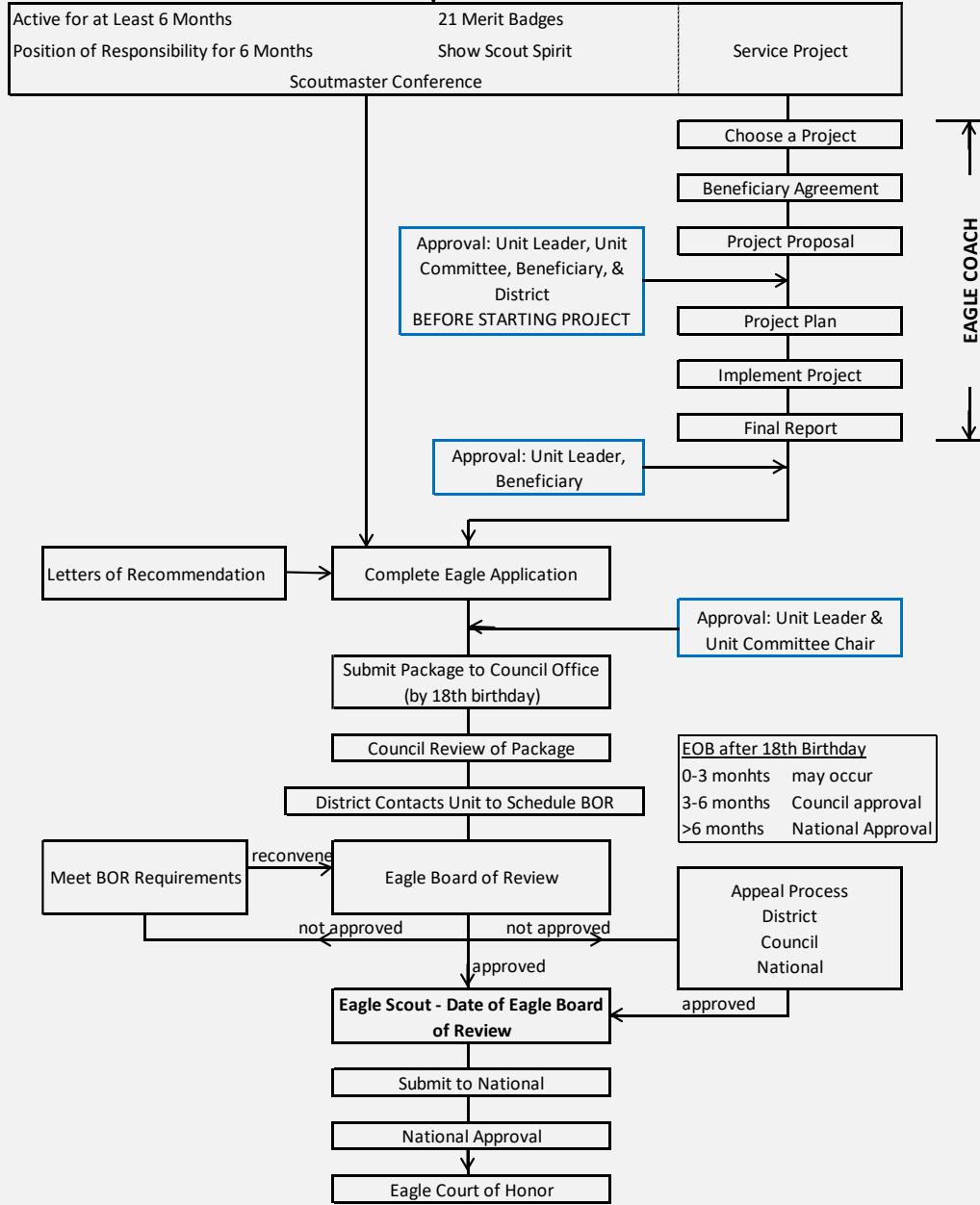
- For Scouts who will turn 18 while the office is closed, email a copy of your Eagle application to Bob Charles at [rpc\\_nu70@yahoo.com](mailto:rpc_nu70@yahoo.com) with a copy to Jon Garn at [jon.garn@scouting.org](mailto:jon.garn@scouting.org). This confirms that you have completed all requirements before your 18<sup>th</sup> birthday. Turn in the Eagle package when the office opens. A request for time extension is not required. For all others turn in the Eagle package when the office opens.



LIFE to EAGLE



## BOY SCOUTS OF AMERICA



Copy can be  
found on  
TFC Website

# Eagle Scout Resources

- Guide to Advancement 2019
- Guide to Safe Scouting 2019
- Eagle Scout Service Project Workbook, No. 512-927, Jan 2019
- Eagle Scout Rank Application, No. 512-728, Apr 2020
- Eagle Scout Character Reference Letter plus
  - Helpful Hints for Eagle Candidates
  - Letter to Life Scout
  - Letter to Unit Leader
- Application for Alternative Eagle Scout Rank Merit Badges, No. 512-730, Jan 2019
- Eagle Scout Award – Suggested Ceremonies
- Other Reference Material



# Three Fires Council Website

(threefirescouncil.org)



- Advancement (Guide to Advancement 2019)
- The Next Level
  - Just for Eagle Scouts
    - Eagle Rank Guidelines (Eagle Scout Application Process)
    - Eagle Project Work Book
    - Eagle Scout Rank Application
    - Eagle Scout Character Reference

# Requirements

- Be active in the unit for at least 6 months as a Life Scout
- Show Scout Spirit
- Earn 21 merit badges including 12 Eagle required ones
- While Life Scout serve actively for a period of 6 months in one or more positions of responsibility
- Plan, develop and provide leadership to others in a service project
- Take part in a Scoutmaster Conference

# Temporary Policy for First Time Members Entering Scouting in 2019

In the interest that all girls who join BSA in 2019 have the opportunity to earn their Eagle rank.

Youth joining Scouting during 2019 ( both girls and first-time joining boys)

- who are 16 years or older as of February 1, 2019 but not yet 18
  - who register before December 31, 2019
- may request an extension to complete Eagle Scout requirements.

- Request must be received no later than 30 days after turning 18 National
- National Council grants the extension based on Scout's registration date and age at time of request – not to exceed 24 months from date of registration.

# Scout is Active

- The Scout is registered.** The youth is registered in the unit for at least the time period indicated in the requirement. It should also be indicated by the youth in some way, through word or action, that the youth considers himself or herself a member. If a youth was supposed to have been registered, but for whatever reason was not, discuss with the local council registrar the possibility of back-registering the youth.
- The Scout is in good standing.** A Scout is considered in "good standing" with a unit as long as the Scout has not been dismissed for disciplinary reasons. The Scout must also be in good standing with the local council and the Boy Scouts of America. (In the rare case the Scout is not in good standing, communications will have been delivered.)
- The Scout meets the unit's reasonable expectations; or, if not, a lesser level of activity is explained.** If, for the time period required, a Scout or qualifying Venturer or Sea Scout meets those aspects of the unit's pre-established expectations that refer to a level of activity, then Scout is considered active and the requirement is met. Time counted as "active" need not be consecutive. Scouts may piece together any times they have been active and still qualify. If a Scout does not meet the unit's reasonable expectations, the alternative that follows must be offered.

*Scouting is a year-round program administered by the adult leaders. Units should not be taking time off during the summer or at other times of the year. Regardless of a unit's expectations or policy, if a unit takes time off it must count that time toward the Scout's active participation requirement. The Scout must not be penalized because the unit has chosen not to meet or conduct other activities for a period of time.*

*Units are free to establish additional expectations on uniforming, supplies for outings, payment of dues, parental involvement, etc., but these and any other standards extraneous to a level of activity shall not be considered in evaluating this requirement.*

If a Scout does not meet unit's reasonable expectation for participation, the reason must be due to other positive endeavors or noteworthy circumstances. A Scout is still 'active' if the board of review agrees that Scouting values have taken hold and are being exhibited.

# Scout Spirit

## 4.2.3.2 Demonstrate Scout Spirit

The ideals of the Boy Scouts of America are spelled out in the Scout Oath, Scout Law, Scout motto, and Scout slogan. Members incorporating these ideals into their daily lives at home, at school, in their religious life, and in their neighborhoods, for example, are said to have Scout spirit. In evaluating whether this requirement has been fulfilled, it may be best to begin by asking the Scout to explain what Scout spirit, living the Scout Oath and Scout Law, and duty to God means to them. Young people know when they are being kind or helpful, or a good friend to others. They know when they are cheerful, or trustworthy, or reverent. All of us, young and old, know how we act when no one else is around.

**REQUIREMENT 3.** Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

MERIT BADGE	DATE EARNED		UNIT NO.	MERIT BADGE	DATE EARNED		UNIT NO.	MERIT BADGE	DATE EARNED		UNIT NO.
1 CAMPING				*8 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY				16			
2 CITIZENSHIP IN THE COMMUNITY				9 FIRST AID				16			
3 CITIZENSHIP IN THE NATION				*10 SWIMMING OR HIKING OR CYCLING				17			
4 CITIZENSHIP IN THE WORLD				11 PERSONAL MANAGEMENT				18			
5 COMMUNICATION				12 PERSONAL FITNESS				19			
6 COOKING				13 FAMILY LIFE				20			
*7 EMERGENCY PREPAREDNESS OR LIFESAVING				14				21			

**\*Cross out badges not earned.** If a crossed-out badge in #7, #8, and #10 was earned, it may be reentered in 14 through 21.

You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).



(part of the Eagle application)

# Position of Responsibility

**REQUIREMENT 4.** While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date.

**Scout troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster, outdoor ethics guide

**Varsity Scout team.** Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, Webmaster, outdoor ethics guide

Position \_\_\_\_\_

Venturing crew. President, vice president, secretary, historian, den chief, treasurer, guide, quartermaster, chaplain aide, outdoor ethics guide

**Sea Scout ship.** Boatswain, boatswain's mate, purser, yeoman, storekeeper, crew leader, media specialist, specialist, den chief, chaplain aide

**Lone Scout:** Leadership responsibility in their school, religious organization, or club, or elsewhere in their community

			Date of Life Scout board of review				
FROM	Month	Day	Year	TO	Month	Day	Year
FROM	Month	Day	Year	TO	Month	Day	Year

**4.2.3.4.6 "Responsibility" and "Leadership."** Many suggest this requirement should call for a position of "leadership" rather than simply of "responsibility." Taking and accepting responsibility, however, is a key foundation for leadership. One cannot lead effectively without it. The requirement as written recognizes the different personalities, talents, and skill sets in all of us. Some seem destined to be "the leader of the group." Others provide quality support and strong examples behind the scenes. Without the latter, the leaders in charge have little chance for success. Thus, the work of the supporters becomes part of the overall leadership effort.



## Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Please give a name to your project

# Responsibilities

- Life Scout
- Parents
- Scoutmaster
  - Life to Eagle Coordinator (Eagle Coach)
- Unit Committee
- District Advancement Committee
- Council Advancement Committee
- Council Office

# Eagle Packet (found on TFC website)

- Eagle Scout Rank Application
- Eagle Scout Service Project Workbook
- Eagle Scout Character Reference Sheets
- Letter to Advancement Chairman
- Letter to Unit Leader
- Letter to Life Scout
- National Eagle Scout Association (NESA) Membership Application
- NESA Scholarship Application

# Eagle Service Project

## Plan, Develop and Demonstrate Leadership

### ➤ Eagle 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 must benefit an organization other than Boy Scouting). A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting the requirement.

### ➤ Responsibility for the success belongs to the Scout and final evaluation rests with the board of review.

# Eagle Service Project

Step 1 – Chose a Project

Step 2 – Initial Plan

Step 3 – Project Proposal Write-up

Step 4 – Project Approval

Step 5 - Project Final Plan

Step 6 – Fundraising

Step 7 – Work the Project

Step 8 – Final Write-up (Project Report)

Step 9 – Approval for Completed Project

Step 10 – Acknowledge Helpers and Supporters

# Step 1 - Choose a Project

- A suitable project by which the Scout demonstrates planning and leadership.
- The Project benefits the community, but can not be for a Scout Organization\*. Service to others is a key principle.  
*\*Note: It can be done for the Girl Scouts of America*
- The Project needs to be of significant duration to demonstrate planning and leadership. There is no established requirement for the no. of people or time worked on a project. A good guideline is that the Project should be about 80 to 100 hours of which the Scout works about 20%.
- Project may not be a fundraiser, but fundraising can be included to pay for materials, etc.
- The Project can not be routine labor of a job or service normally done (e.g. food drives, clean up at the forest preserve).

# Step 1 - Choose a Project

- The Project needs to provide the opportunity for the Scout to demonstrate leadership. The Scout must plan the work, organize the personnel and materials needed, and direct the project to successful completion
- What kinds of projects
  - Inside vs. outside
  - Landscape
  - Refurbishment
  - Construction
  - Collection
- Where to look
  - Chartering organization
  - Park district
  - Home & School, PTO, PTA
  - Religious institution
  - Not-for-profits - not businesses
  - Local city, town or village
  - Organizations that help the needy

# Step 2 - Initial Plan - Suggested

- Write-up a summary (about  $\frac{1}{2}$  page) describing the Project, the organization, summary of hours, and when it will be performed.
- Set up a meeting with Scoutmaster or Eagle Coordinator to discuss the initial plan.
- **Do not do the detailed proposal write-up (next steps) until the initial plan is approved**

# Step 3 - Project Proposal Write-up

- Link from Three Fires Council Website ([www.threefirescouncil.org](http://www.threefirescouncil.org))
- Only use the latest workbook – Jan 2019.
- Done on the computer (pdf fillable).  
Additional pages can be added as required.
- The proposal is an overview and the beginning of the project.

# Step 3 - Project Proposal Write-up

The proposal includes (see workbook):

- Project Description and Benefit
- Giving Leadership: Giving leadership to others means at least two people besides the Scout.
- Materials
- Supplies
- Tools
- Permits and Permissions
- Preliminary Cost Estimate
- Project Phases
- Logistics
- Safety Issues
- Further Planning

# Age Requirements for Tools

## Hand Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Leaf/grass rake			
Hoe			
Shovel			
Hand clipper (small)			
Screwdrivers			
Nail hammer			
Handsaw			
Trowel			
Hose spray washer			
Wood sanding block (handheld)			
Wood chisel (Scouts with Totin' Chip)			
Pocketknife (Scouts with Whittling Chip or Totin' Chip)			
Pickaxe			
Mattock			
Posthole digger			
Wheel cart (1-, 2-, or 4-wheeled)			
Paint roller with extension pole			

Note: Shaded areas indicate age-appropriate use.

# Age Requirements for Tools

## Power Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Screwdriver (electric)			
Handheld sander (small)			
Cutting tools (e.g., Dremel®, small)			
Paint sprayer (small, less than 50 psi)			
Residential lawn mower (self-propelled, riding)			
Commercial lawn mower (push, self-propelled, riding)			
Line trimmer (electric, gas-powered)			
Edger (electric, gas-powered)			
Leaf/grass blower (electric, gas-powered)			
Hedge trimmer (electric, gas-powered)			
Belt sander (electric, cordless)			
Pressure washer (>50 but <100 PSI)			
Circular, reciprocating, jig, or radial saw			Age 18 and older
Band and scroll saws			Age 18 and older
Router/planer			Age 18 and older
Chain saws			Age 18 and older
Log splitters			Age 18 and older
Wood chippers			Age 18 and older

Note: Shaded areas indicate age-appropriate use.

# Height and Excavation Requirements

## Working at Heights and Elevations

Heights and elevations are measured from the bottom of the shoes or boots above the ground level or floor.

Elevation of Work	Youth Up to Age 14	Youth Age 14 or Older
Up to 4 feet	Step stools*	
Above 4 feet	Not permitted	A 6-foot ladder is permissible with the manufacturer's recommended practices.
On scaffolds (above 4 feet)	Not permitted	Age 18 or older
Open platforms (above 4 feet) with proper fall protection**	Not permitted	Age 18 or older

## Fall Protection Requirements According to OSHA Standards

29 CFR—Subpart M, 1926.500, 1926.501, 1926.502, and 1926.503

\*Step stools, with one or two steps, are permissible for use by youth if the total height is 4 feet or less.

\*\*Proper fall protection would require the use of full-body harnesses, helmets, and the ability to be anchored to a stable object. Refer to safety practices from the BSA's Project COPE and climbing national standards.

**Note:** Pioneering projects, such as monkey bridges, have a maximum height of 6 feet. Close supervision should be followed when Scouts are building or using pioneering projects.

## Excavations

Youth or adults are not permitted to work in any excavation areas greater than 4 feet in depth, such as trenches for plumbing, digging wells, or building foundation work.

Youth can work on hiking and biking trails or other similar work where the depth of digging is not greater than 4 feet. Digging postholes for fences, gates, etc., is permissible if the depth is limited to 48 inches (4 feet) and the width is limited to 18 inches (1.5 feet).

It is critical to locate all underground utilities (e.g., water, gas, electric) at the site before any work begins. Most states have "call before you dig" call centers to assist with this effort.

# Step 3 - Project Proposal Write-up

- The proposal need only be detailed enough to show a reviewer that the Scout can meet the following:
  - It provides sufficient opportunity to meet the Eagle Scout service project requirement: plan, develop and show leadership.
  - It appears to be feasible
  - Safety issues will be addressed (Guide to Safe Scouting)
  - Action steps for further detailed planning are included
  - The Scout is on the right track with a reasonable chance for a positive experience.

# Step 4 – Project Approval

- Organization for which the Project is being done
- Scoutmaster
- Committee
- District
- **Do not start the project until the District has approved the Project**

# Step 4 – Project Approval

<b>Candidate's Promise</b> <i>(Signed before approvals below are granted)</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.	
Signed	Date

<b>Unit Leader Approval*</b>	<b>Unit Committee Approval*</b>
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.	This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.
Signed	Date

<b>Beneficiary Approval*</b>	<b>Council or District Approval</b>
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.	I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.
Signed	Date

*\*While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (\*). However, council or district approval must come after the others.*

# Step 5 – Project Final Plan

- The final plan is developed and completed after the proposal has been approved
- The Scout is responsible for developing the final plan.
- Each unit should have an Eagle Project Coach to work with the Scout in developing the final plan.
- The Scout is strongly encouraged to work with a coach but it is not required. The coach can help avoid problems and thus improve the chance of passing the Eagle board of review. The coach shall not have the authority to dictate changes or withdraw approval.
- There is no additional approval authority from coach, unit, or district prior to the Scout implementing the project.

# Step 5 – Project Final Plan

The final plan includes (see workbook):

- Comments From Your Proposal Review
- Project Description and Benefit – Changes From the Proposal
- Present Condition of Situation
- Project Phases
- Work Process
- Permits and Permissions
- Materials
- Supplies
- Tools
- Expenses (discussion on fundraising discussed next)
- Giving Leadership
- Logistics
- Safety
- Contingency Plans
- Comments From Your Project Coach About Your Final Plan

# Step 6 – Fundraising for the Project

- Eagle Scout service projects may not be fundraisers.
- Fundraising is permitted only for securing materials, and otherwise facilitating a project
- If the effort involves contributions from the beneficiary, the candidate, parents or relatives, units or chartered organization, or from parents or members of his unit then a fundraising application is not required.
- If the candidate's plan involves contributions from other than above, then a fundraising application must be completed.
- Fundraising application steps:
  - Complete the application by candidate
  - Approval from project beneficiary and unit leader
  - Submit to district advancement committee (same individual who approves the project proposal) at least two weeks in advance of fundraising activities
  - Approval by district is required before starting fundraising
- Only need one application even if soliciting contributions from multiple organizations,

## Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

### Eagle Scout Candidate

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			
Check one	<input type="checkbox"/> Troop	<input type="checkbox"/> Crew	<input type="checkbox"/> Ship
Name of district:	Name of council:		

### Project Beneficiary (Name of the religious institution, school, or community)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

### Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

Describe how funds will be raised:

(Large text area for describing fund-raising methods)

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?\*

(Large text area for listing donors and their contributions)

\*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? If so, by whom?

Contract details:

(Large text area for contract details)

### Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approvals obtained.

Beneficiary	Unit Leader	Authorized Council Approval*
Signed	Date	Signed Date
Signed	Date	Signed Date

\*Councils may delegate approval to districts or other committees according to local practices.

Less than \$750 – approved by district

\$750 and greater – approved by council

# Step 7 - Work the Project

- The Scout demonstrates leadership by directing the project
- He does **not do** the project
- A Scoutmaster, parent, organization **does not** take over and lead the project
- Adults (especially parents) are there to help and take direction. Remember it is his project.
- Not all projects go according to plan – there will most likely be rework, hopefully not major, but it has happened. This is not a failure, it's an opportunity for learning

# Step 8 - Final Write-up

- This is completed after the project has been finished.
- The project report includes (see workbook):
  - Summary
  - Changes
  - Leadership
  - Materials, Supplies, Tools
  - Service Project Data
  - Funding
  - Photos and Other Documentation

# Step 9 – Approval for a Completed Project

- Signature by the Organization for which the Project is being done
- Signature by the Scoutmaster
- Final approval of the Project is the responsibility of the Eagle Board of Review.

## Candidate's Promise

*On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.*

Signed:

Date:

## Completion Approvals

*In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.*

**Beneficiary name:**

**Unit leader name:**

Signed:

Date:

Signed:

Date:

# Step 10 - Acknowledge

- Take time to acknowledge and thank anyone special, the people that gave you that extra bit of support
- Acknowledge your sponsor, the person who guided you as a mentor, the people and organizations that donated money and materials, and your friends who volunteered their time

# Scoutmaster Conference

Scoutmaster is responsible for insuring Eagle candidate has completed all requirements

- Active
- Scout Spirit
- Position of Responsibility
- Leadership demonstrated during Eagle Project
- Earn 21 merit badges

# Submittal to Council (by 18<sup>th</sup> Birthday)

- Completed Eagle Scout Application
- Signed by unit leader
- Signed by unit committee after review and approval of the Scout's record
- The Eagle Scout Service Project with all signatures
- 5 (or 6 if employed) Sealed Letters of Recommendation, mailed to Scoutmaster from:
  - Parents/guardians
  - Religious
  - Educational
  - Employer (if employed)
  - Two other references
  - Adults who know Scout – neighbors, family friends, etc.
  - Should know Scout for several years



The image shows a scanned copy of the "EAGLE SCOUT RANK APPLICATION" form. At the top left is the Boy Scouts of America logo. To its right is the title "EAGLE SCOUT RANK APPLICATION". Below the title is a box containing instructions for the applicant. To the right of the box is a section for "FOR COUNCIL USE ONLY" with fields for "COUNCIL NO." and "TYPE OF UNIT". There are also sections for "REASON" (with options like "SCOUTS OF AMERICA", "COUNCIL", "UNIT", "ADVISER", "COUNCIL", "UNIT", "ADVISER", and "POSTHUMOUS") and "DATE NO. (MONTH DAY YEAR)" with a dropdown menu showing "JULY 06 2016". At the bottom is a row of blue rectangular boxes for "FULL LEGAL NAME (use abbreviations if necessary; must fit within 20 characters, including spaces and punctuation)".

*envelope*

Scout Name  
Eagle Reference Letter  
Educator

# Reference Letters

Three Fires Council policy is that reference letters are requested as part of the Eagle package submission. The Council has the responsibility to secure recommendations and has elected to do this via letters. The Council has elected to designate the Eagle Candidate the responsibility to secure the recommendations in a sealed letter format. The Council will accept the Eagle application without the reference letters, will request that reference letters be provided and if reference letters are not received within two weeks will forward the package to the district. Upon receipt of the package by the district advancement committee, they will contact the unit to schedule the board of review. If reference letters are not received then the Council delegates the responsibility to the Chair of the Eagle Board to contact the reference, collect the responses and present the findings at the Eagle Board of Review.

Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them. The responses are not to be viewed by or returned to the Scout.

**References:** Must list all six (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference. There are no restrictions on who the Scout may list as the two other references. The candidate may list anyone, including parents or guardians not previously listed, other relatives, Scout leaders including those from the candidate's unit, or other Scouts and friends. There is no requirement that any of the references be 21 years of age or older.

# Submittal to Council

- The Eagle Scout Application, Eagle Scout Service Workbook, Letter on Life Goal's, Sealed Letters of Recommendation and if applicable, Alternate Merit Badge for the Eagle Scout Rank are submitted to the Council office before Scout's 18<sup>th</sup> birthday
- When the application is received at the Council office its contents will be verified and all *paperwork* returned to the district advancement chair.
- The district advancement chair or member of advancement committee contact the unit to notify them that the board of review can be scheduled.
- The district representative will bring the *paperwork* to the Eagle Board of review.

# Eagle Board of Review

- May take up to 2 months after materials turned in
- May take place after the Scouts 18<sup>th</sup> birthday\*
- Made up of at least 3 but no more than 6 individuals all 21 years of age or older. One member serves as chairman.
- It is not required that members be registered with the BSA, but they must have an understanding of the importance of the Eagle Board of Review.
- One representative of the district or council advancement committee shall be a member of the Eagle Board of Review when it is done at the unit level.
- Scout may have no input into selection of the Eagle Board of Review members.
- Scoutmaster and Assistant Scoutmasters are **NOT** allowed to sit on the board. At the request of the Scout and the unit, the Scoutmaster may be allowed to sit in the room *but must remain silent. He may be called on to clarify a point in question.*

\* 3-6 months after need TFC council approval. 6 months or greater need TFC concurrence and National Approval

# Eagle Board of Review

- Board will review the project, application and open the Letters of Recommendation prior to interviewing Eagle candidate. (Usually takes 30 to 45 minutes before calling in the Scout)
- Actual time spent interviewing Eagle candidate should not be longer than 20-30 minutes
- Board cannot require the Eagle candidate to demonstrate proficiency\* but will ask questions to determine knowledge, ability to use what has been learned and to determine life's goals and objective.
- *\* Having to recite the Scout Oath, Law, Motto, and Slogan, and explaining their meaning, is not considered to be a demonstration of proficiency.*

# Eagle Board of Review

- After interviewing the Eagle candidate, the Scout will be asked to leave the room during the board's deliberations and vote. A unanimous decision must be reached as to the Scout's qualification. If a positive unanimous decision is not reached then:
  - If the Scout's 18<sup>th</sup> birthday is not imminent and the Board of Review feels that he needs to improve in an area within a defined time, the Board of Review may adjourn and reconvene at a later date and continue the review
  - If the vote was final, the Scout must be informed of the reason and that he has the opportunity for appealing the decision. A follow-up letter and process for appeal will be sent to him by the Board of Review.

# Submittal to Council

- The District Representative will give the Eagle Application (signed by the members of the board) and the completed Rank Advancement Form, both to be submitted to National, to the Unit Advancement Chair or Committee Chair for submission to Council.
- The Letters of Recommendation will be retained by the District Representative for destruction at a later date.
- The Eagle project and Letter of Life's Goals will be returned to the Eagle Scout.
- When the application is received at the Council office it is signed by the Scout Executive to certify that the proper procedure has been followed and board of review has recommended the candidate for the rank of Eagle.

# Special Needs Scouts

- Youth with physical disabilities and youth and adults with developmental or cognitive challenges are welcome in the BSA.
- Accommodations exist for advancement beyond the age of 18.
- For youth with moderate learning disability or such disorders as ADD/ADHD and have been advancing, but somewhat longer, registration beyond 18 is not warranted.
- Each case is reviewed individually.

# Special Needs Scouts

- All current requirements for an advancement award (ranks, merit badges, Eagle palms) must actually be met by the candidate. Normally it is expected that youth with moderate learning disorders, ADD, ADHD, and similar conditions, can –although more slowly–complete standard requirements and merit badges.
- There are no substitutions or alternatives permitted, except those which are specifically stated in the BSA literature.
- The Scout is expected to meet the requirement as stated, no more or less. If it states ‘show and demonstrate’, just telling about it is not enough.

# Special Needs Scouts – Register Beyond the Age of Eligibility

- If a Scout has a permanent physical or mental disability so severe it precludes advancement even at a rate significantly lower than normal.
- The details on how to register a member beyond age of eligibility is included in the Guide to Advancement, Section 10.1.0.2.
- If requesting additional time after his 18<sup>th</sup> birthday, complete the ‘Request for Extension of Time to Earn Eagle Scout Rank’. If approved this provides the opportunity for a Scout to complete his Eagle after the age of 18.
- The application must be approved by the TFC Advancement Committee prior to the Scouts 18<sup>th</sup> birthday (not the day before).
- Maintain registration as a youth member after his 18<sup>th</sup> birthday up to the time he submits his application.
- Approval is by the council executive board (Special Needs Committee and Advancement Committee).

# Special Needs Scouts- Alternative Merit Badge for Eagle Scout Rank

- If a Scout has a permanent physical or mental disability, or a disability he may apply for alternative merit badge.
- The details on how to request an alternative merit badge is included in the Guide to Advancement, Section 10.2.2.3.
- Complete the 'Alternate Merit Badge for the Eagle Scout Rank'.
- This provides the Scout an opportunity to complete alternate merit badges for those he cannot do. For example: if a boy can not swim due to a physical handicap he can do rowing as an alternate.
- A clear and concise medical statement must be made by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator.
- Alternative merit badges involving physical activity must be approved by the physician.
- The application must be approved by the TFC Advancement Committee.

# Appeals

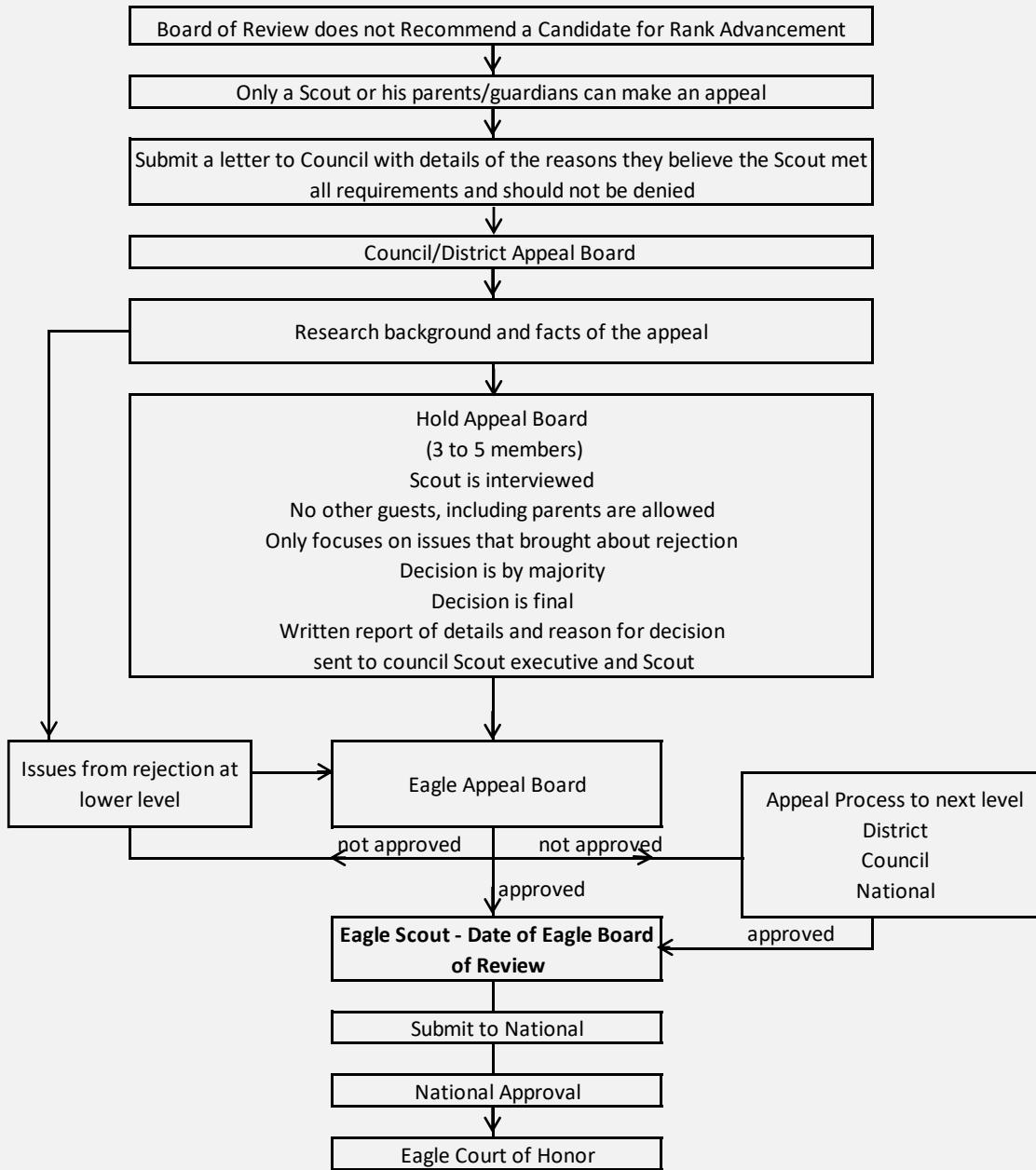
- The Eagle applicant can appeal to the Council if:
  - The Scoutmaster or Organization does not sign the Project Workbook for Project Completion
  - The Eagle Board of Review does not award him the rank of Eagle
  - The Project is done without the Approval Signatures
- A letter with the reason for the appeal is sent to the Council Advancement Chair
- An Appeal Review Board is convened to determine the facts
  - The Appeal Board will meet with the candidate and representative of the unit
  - An Eagle Board of Review will be convened if not held previously

# Appeals

- If the Appeal Review Board determines that the candidate did not earn the Rank of Eagle they will inform him. A written report is prepared to be sent to National if the appeal is carried to the next and final level – the National Advancement Committee. A copy is sent to the candidate.
- The candidate has the option to appeal to National. A letter with the reason for the appeal is sent to the Council. The appeal letter, written report from the Council Board of Review, a copy of the Eagle Rank application, and copy of the Eagle Scout Project (if it is at issue) will be forwarded to National.

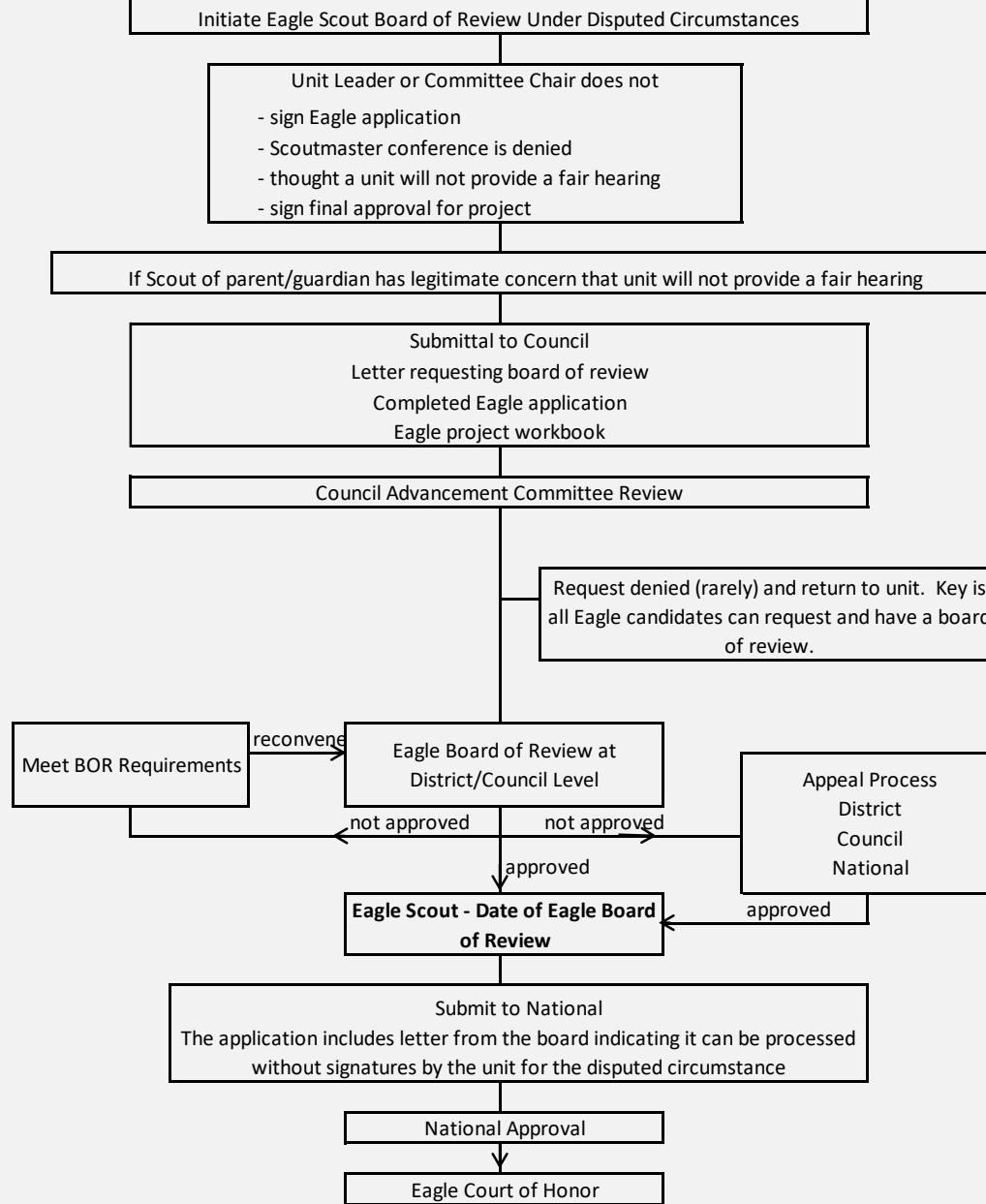
## Appealing a Decision only for Eagle rank (no other rank or Palms)

Copy can be  
found on  
TFC Website





Copy can be  
found on  
TFC Website



# Time Extension

- If a Scout foresees that due to no fault or choice of his own, he will not be able to complete the Eagle Rank before his 18<sup>th</sup> birthday, he may apply for an extension. These are rarely granted.
- Must meet the following tests:
  - If joined or rejoined after a period of inactivity, need to have enough time to complete all remaining requirements before his 18<sup>th</sup> birthday
  - Circumstances came to exist that preclude completing requirements before deadline, like hospital stay, disabling injury, family emergency.
  - Circumstance is totally beyond control of the Scout
  - Circumstance is severe and not in norm of Scout's life

# Time Extension

- File a request and provide documentation of the circumstance to the Council Advancement Chair
- Council will review the evidence and prepare a position statement, which is shared with Scout, parents, and unit leader
- Scout then decides if he will pursue with request.
- If yes, he completes form 11.2.0.0 Request for Extension of Time to Earn Eagle Scout Rank
- Forwarded to National advancement committee for consideration.



Scout can not complete requirements before age of 18  
 - due to no choice or fault of Scout  
 - rarely granted and only for Eagle rank

Scout, parent/guardian, or unit may submit a request to council

**Local council does not grant or deny time extensions - only granted by the National Advancement Team**

Submittal to Council

Submitted before 18th birthday

Reason for delay

If cause is health related than statement from health professional

If cause is adult error or misinformation, then adult involved must provide written statement

Details of requirements left to complete

Request for how many months after 18th birthday to complete

Council Advancement Committee Review

Research the request and prepare summary report

Contact individuals with knowledge of the case

Interview candidate

Five tests must be met

1. Time between joining, rejoining and when Scout turns 18 is active time requirement (6-months)
2. Circumstance that precludes completion (health, family, relocation, unforeseen event, etc.)
3. Totally beyond control of Scout
4. Circumstance is severe and not normal

Example: moderate learning disability that a Scout has coped with and advanced should not suddenly be an issue before 18

5. Circumstance could not have been planned for or anticipated

**Prepare a position statement and share with Scout, parents and unit leader**

Scout decides whether to pursue extension request with National Advancement Team

Submit to National

Request for Extension of Time to Earn Eagle Scout Rank is completed  
 Position statement with supporting documentation

**National Decision (2-4 weeks after submittal)**

Copy can be  
found on  
TFC Website

# Court of Honor

- Allow 6-8 weeks after BOR to get approval from National
- Who is responsible for what?
- Eagle Parents
- Unit Committee
- Chartering Organization
- Scoutmaster/Eagle Coordinator
  - Setting
  - Ceremony
  - Congratulatory Letters
  - Gifts
  - Flowers
  - Reception

# QUESTIONS / SUGGESTIONS



Thank You