

# *Three Fires Council Trail to Eagle Workshop*



August 2022

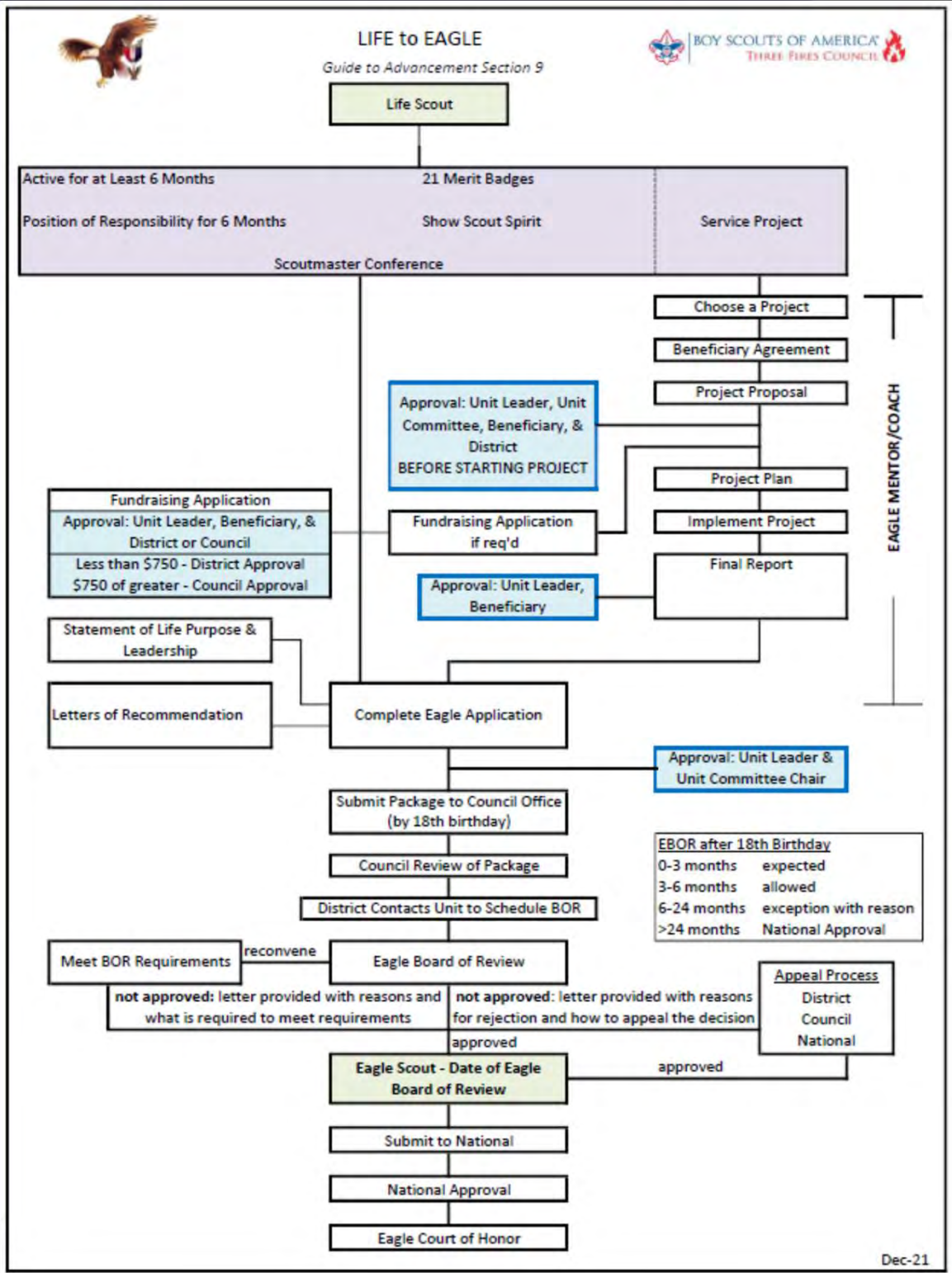


# Objectives

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



Copy can be found on TFC Website





# Eagle Scout Resources

Three Fires Council Website ([threefirescouncil.org](http://threefirescouncil.org))  
Advancement



- “The Next Level”

- “Just for Eagle Scouts” – for all looking for information on trail to Eagle not just Eagle Scouts

- Council Advancement Committee
- Guide to Advancement 2021
- Guide to Safe Scouting 2021
- Eagle Scout Service Project Workbook 2021, No. 512-927 Jan 2021
- Eagle Scout Rank Application 2022, No. 512-728 Jun 2022
- Eagle Scout Character Reference Letter plus
  - Helpful Hints for Eagle Candidates
  - Letter to Life Scout
  - Letter to Unit Leader



Life to Eagle - Three Fires Council

threefirescouncil.org/unit-resources/advancement-central/life-to-eagle/

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# Life to Eagle

Dear Life Scout:

Congratulations on attaining the rank of Life Scout (link to TFC Letter to Life Scouts). You now have the opportunity to join the top percent of your fellow Scouts by successfully completing the requirements of the highest rank available to Boy Scouts, the rank of Eagle Scout. The Eagle Scout rank is a life-long achievement that has always carried a special significance. College, business, the military, and community service leaders all respect an Eagle Scout for your accomplishment and what it represents. Only about 6% of all Scouts BSA earn the rank of Eagle Scout.

The Three Fires Council Advancement Committee developed guidelines to assist you. Be sure to read all instructions on the application and project workbook carefully and follow them exactly. Errors and omissions cause unnecessary delay. If you have any questions, check with your Scoutmaster or troop committee advancement chairman. If they cannot answer your questions, your district advancement chairman will be able to help you.

## LIFE TO EAGLE TRAIL

- > Earn 21 Merit Badges
- > Show Scout Spirit
- > Life to Eagle Trail
- > 6-Months in a Qualified Position of Responsibility
- > Plan, Develop & Give Leadership in a Eagle Service Project
- > Participate in a Scoutmaster Conference
- > Submit a Completed Eagle Scout Rank Application including statement of your ambitions and life purpose and leadership, reference letters, and completed Eagle Scout Project Workbook before your 18th birthday
- > Successfully Complete your Board of Review

### Trail to Eagle Workshop

Life to Eagle - Three Fires Council

threefirescouncil.org/unit-resources/advancement-central/life-to-eagle/

Some of the objectives covered are:

- Requirements
- Eagle Service Project
- Eagle Application/Package
- Boards of Review
- Special Needs Scouts
- Appeals

The following PDF is the slide show that goes along with the training.

Trail to Eagle PDF

### TRAIL TO EAGLE

Trail to Eagle Workshop-2020

Bob Charles  
Mari Jernberg  
Jon Gam

### Eagle Rank Guidelines

- Current BSA Guide to Advancement
- TFC Life to Eagle Process Outline
- TFC Eagle Time Extension Request Process Outline
- TFC Eagle Time Extension Denied Request
- Appeal Process Outline
- TFC Appealing an Eagle Board of Review Decision Process Outline
- TFC Eagle Board of Review Under Disputed Circumstances Process

### Eagle Project Workbook

- Current Eagle Workbook
- TFC Eagle Project Guide
- TFC Eagle Project Fundraising FAQ

### Eagle Scout Rank Application

- Eagle Scout Rank Application
- TFC Eagle Package Content Checklist

### Eagle Scout Character References

- TFC Reference Letter
- TFC Reference Letter FAQ



# Guide to Advancement

Section 1 – Introduction

Section 2 – Advancement Defined

Section 3 – Guidelines for Advancement and Recognition Committees

Section 4 – The Mechanics of Advancement

- Mechanics of Cub Scouting

- Mechanics of Advancement in Scouts BSA

- Mechanics of Advancement in Venturing

- Mechanics of Advancement in Sea Scouts

Section 5 – Special Considerations

Section 6 – Electronic Advancement Reporting

Section 7 – The Merit Badge Program

Section 8 – Boards of Review: An Overview for All Ranks

Section 9 – The Eagle Scout Rank

Section 10 – Advancement for Members with Special Needs

Section 11 – Appendix



Mandated procedures have words ‘must’ and ‘shall’. No council, district, unit can deviate.

Recommended best practices use word like ‘should’, ‘may or ‘can’ . Questions can be addressed to the council advancement chair/staff advisor.



TFC 2022 Advancement Committee		
Name	Contact	District/Neighborhood Area
Bob Charles	(H) 630-983-9129 <a href="mailto:rpc_nu70@yahoo.com">rpc_nu70@yahoo.com</a>	Council Advancement Chair
Jerry Bevignani	(C) 630-747-4705 <a href="mailto:GameGuru09@aol.com">GameGuru09@aol.com</a>	Chippewa District Advancement Chair Thunderbird Neighborhood
MaryAnn Grygiel	(H) 630-893-6647 <a href="mailto:mobysmom2k1@yahoo.com">mobysmom2k1@yahoo.com</a>	Northern Trails Neighborhood
Gary Feutz	(C) 630-308-8913 <a href="mailto:garyfeutz@yahoo.com">garyfeutz@yahoo.com</a>	
Bill Arnold	(H) 630-393-6074 <a href="mailto:wmajr61@sbcglobal.net">wmajr61@sbcglobal.net</a>	Chanonee Neighborhood
Dan Olson	(H) 630-464-9745 <a href="mailto:kasley@fnal.gov">kasley@fnal.gov</a>	Potawatomi Trails Neighborhood
Dave Rypka	(H) 630-420-2634 <a href="mailto:djrypka@yahoo.com">djrypka@yahoo.com</a>	Indian Prairie Neighborhood
Bill Mahler	<a href="mailto:wmahlar@sbcglobal.net">wmahlar@sbcglobal.net</a>	Ottawa District Advancement Chair
Tyler MacDonald	(C) 630-965-3471 <a href="mailto:tylerwmac95@gmail.com">tylerwmac95@gmail.com</a>	Great Bear Neighborhood
Nick Dzierzanowski	(H) 630-587-1175 <a href="mailto:nickd03@sbcglobal.net">nickd03@sbcglobal.net</a>	Fox Valley Neighborhood
Scott McCleary	(H) 630-892-9467 <a href="mailto:S14224@aol.com">S14224@aol.com</a>	Foxfire Neighborhood
OPEN		Potawatomi District Advancement Chair
Ed Hollendoner	(C) 815-901-4506 <a href="mailto:E_hollendoner@comcast.net">E_hollendoner@comcast.net</a>	Kishwaukee Neighborhood
Bob Drawz	(H) 630-556-3647 <a href="mailto:drawz4@msn.com">drawz4@msn.com</a>	Maramech Hills Neighborhood
Dave Rypka	(see above)	Merit Badge Coordinators
Gary Feutz	(see above)	Scoutbook
OPEN		Cub Scouts
Marti Jernberg	(H) 847-741-8378 <a href="mailto:mjscouter@aol.com">mjscouter@aol.com</a>	Religious Emblems Coordinator
Donnie Helstern	(W) 630-797-4618 <a href="mailto:donnie.helstern@scouting.org">donnie.helstern@scouting.org</a>	Council Staff Adviser

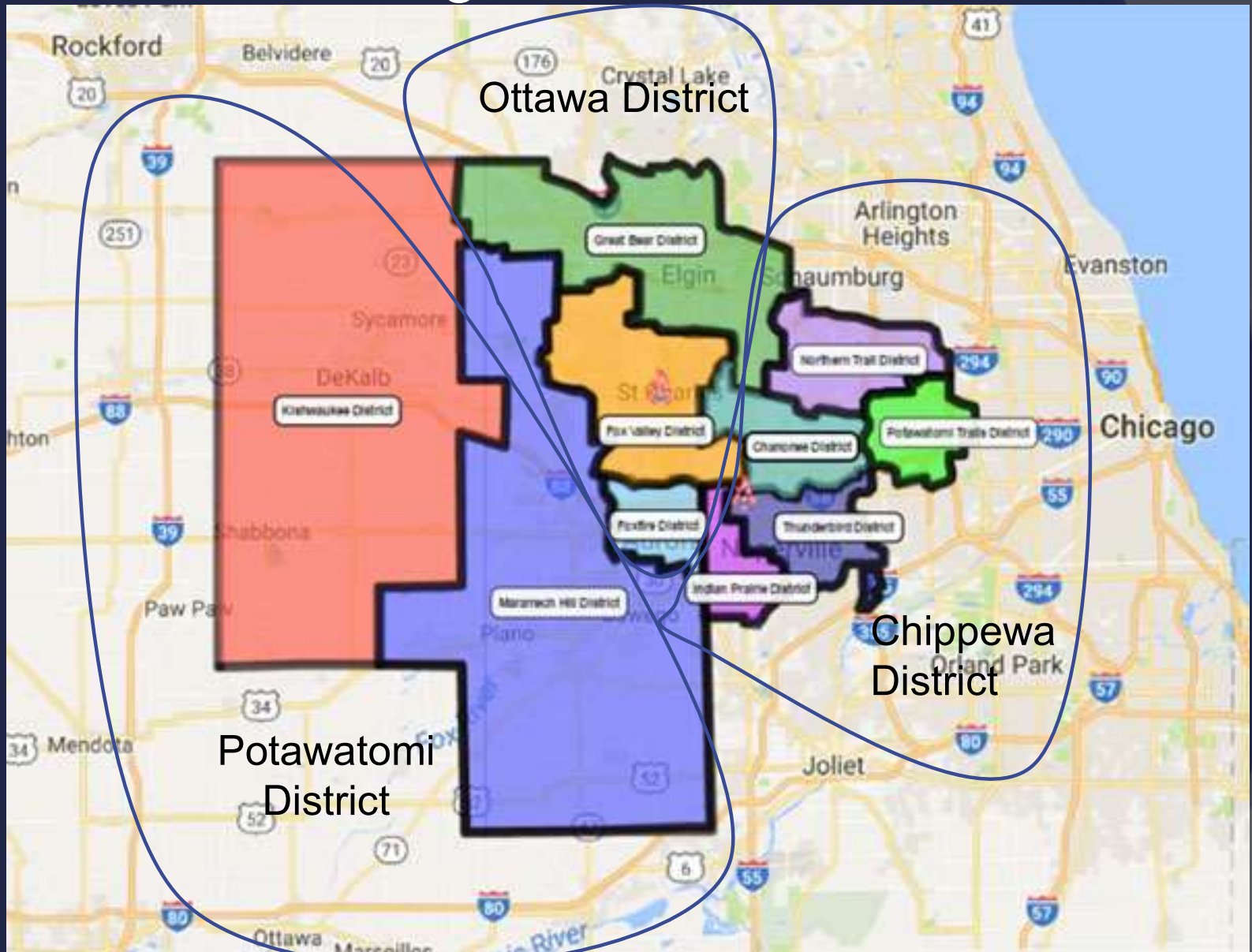
Chippewa

Ottawa

Potawatomi



# TFC Neighborhood Areas





# Requirements

- Be active in the unit for at least 6 months as a Life Scout
- Show Scout Spirit
- Earn 21 merit badges including 14 Eagle required ones (Community in Society Merit Badge was added as of July 1, 2022)
- 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



# Scout is Active

## 4.2.3.1 Active Participation

1. **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.
2. **The Scout is in good standing.** Scouts are considered in "good standing" with a unit as long as they have not been dismissed for disciplinary reasons. Scouts must also be in good standing with the local council and the Boy Scouts of America. (In the rare case a youth is not in good standing, communications will have been delivered.)
3. **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 he or she 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 the unit's reasonable expectations, the alternative that follows must be offered.

### Alternate

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 agree that Scouting values have taken hold and 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 EMERGENCY PREPAREDNESS OR LIFESAVING		15			
2 CITIZENSHIP IN THE COMMUNITY			*9 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY		16			
3 CITIZENSHIP IN THE NATION			10 FIRST AID		17			
4 CITIZENSHIP IN SOCIETY			*11 SWIMMING OR HIKING OR CYCLING		18			
5 CITIZENSHIP IN THE WORLD			12 PERSONAL MANAGEMENT		19			
6 COMMUNICATION			13 PERSONAL FITNESS		20			
7 COOKING			14 FAMILY LIFE		21			

**\*Cross out badges not earned.** If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 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).

## Citizenship in Society Merit Badge

- Launched on Nov 1, 2021
- Required for Eagle as of July 1, 2022





# 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

**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 your school, religious organization, or club, or elsewhere in your community

Position \_\_\_\_\_

Position \_\_\_\_\_

Date of Life Scout  
board of review

Month		Day		Year	

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.

## *How is a "Month" Defined?*

A month is a month regardless how many days it has. It is not defined as 30 days or four weeks. February 2 up to August 2, or August 31 up to February 28 (or 29th if leap year) are examples of six-month periods. Six months does not mean 180 days.





## Eagle Scout Service Project Workbook



Eagle Scout candidate's full legal name

Please give a name to your project

Scouts who have already started preparing their workbook using the 2020 version may continue to use it. They do not need to redo it using the 2021 version. Scouts starting the process need to use the latest version



# 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 Packet Checklist (found on TFC website)



## Three Fires Council - Eagle Package Contents Checklist

The completed Eagle Scout package is turned in at either the Naperville or Norris (St. Charles) Scout Shop by a troop representative (not the candidate or his parents) before the candidate's 18th birthday. The Norris Scout Shop will do an initial verification of the package for completeness, issue a receipt, and forward the package to the Three Fires Council office for verification. The Naperville store, which is a BSA National store, will issue a receipt and forward the package to the Three Fires Council office for verification (e.g., no initial verification).

The TFC office will verify that the package is complete with all appropriate signatures. If not, the unit will be contacted to clarify and/or provide the missing information/signatures. Once verified, the package is forwarded to the TFC district advancement committee to arrange for the Eagle Board of Review.

The Eagle Scout Package consists of:

- A. Eagle Application including letters of references
- B. Eagle Scout Service Project Proposal
- C. Eagle Scout Service Project Plan
- D. Eagle Scout Fundraising Project Fundraising Report (if applicable)
- E. Eagle Scout Service Project Report
- F. Eagle Scout Time Extension Request Approval Documents (if applicable)

\*\*\*\*\*

The following checklist is to be used to assemble and complete the Eagle Scout Package. It is signed by the unit and included when the Eagle Scout Package is submitted.

### **A. Eagle Scout Application**

- ☐ Your original, Eagle Scout application (*Eagle Scout Application No. 512-728*). All information is typed and legible. Scouts who have already started preparing their application using the 2019 version may continue to use it. They do not need to redo it using the 2020 version. Scouts starting the process need to use the latest version.
- ☐ Use your "full legal name" (including middle). Do not use any initials. If you do not have a middle name, please identify here. ☐ no middle name.
- ☐ Full dates must be used where requested – month, day, and year.
- ☐ Date you joined the Scout troop should be the date of your first troop meeting – not the date you earned your Scout badge (unless it happens to be the same).
- ☐ The dates for your 1<sup>st</sup> Class, Star and Life ranks must be your actual Board of Review dates, not the dates of your courts of honor.
- ☐ There must be "at least four months" between First Class and Star rank.
- ☐ There must be "at least six months" between Star and Life rank.
- ☐ Submit "sealed" letters of reference from all of the people whose names you wrote on the front of your application as references. Place sealed reference letters inside the front cover of your binder (clipped to the cover or in the pocket).



## Three Fires Council - Eagle Package Contents Checklist

These should be added by the troop representative after the rest of the package has been assembled by the candidate (the candidate and his parents should never have access to the letters, even though unopened.) Five reference letters are required:

1. Parent
2. Religious
3. Educational
4. Friend/other
5. Friend/other
6. If the candidate has a job at the time of submission of the Eagle Scout application, a (sixth) letter of reference from an employer is required.

- ☐ The four "required" merit badges you earned for your Star rank, and the three "required" merit badges you earned for your Life rank, must be among the twenty-one badges you list on your application.
- ☐ No merit badges should have a date earlier than your joining date.
- ☐ Make sure you fill in the unit number where you earned each merit badge.
- ☐ For merit badge numbers 7, 8 and 10, cross out the badges not used.
- ☐ You must have served six months in (one or more) in the listed positions of responsibility since earning your Life rank.
- ☐ Make sure the Grand Total of Hours on the Eagle Application matches the grand total in the "Entering Service Project Data" section of the Eagle Scout Project Report.
- ☐ Make sure to obtain all required signatures on the back of your application: yours, unit leader, and unit committee chair.
- ☐ A statement of your ambitions and life purpose must be included (not a history of your scouting experiences, unless they are related to your goals/ambitions), and a listing of leadership positions held in your religious institution, school, camp, community, or other organizations. Include honors and awards received during this service. a list of leadership positions in the unit is useful, but optional.
- ☐ Other supporting information (optional but may help if dates on the application are inconsistent with council records)
  - unit advancement database summary (Scoutbook or other advancement data program (e.g. Troopmaster, etc.))
  - copies of completed merit badge cards



# 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 counsel 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 – Choose a Project

Step 2 – Initial Plan

Step 3 – Project Proposal Write-up

Step 4 – Project Approval

Step 5 – Fundraising

Step 6 - Project Final Plan

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 number 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's hours are 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

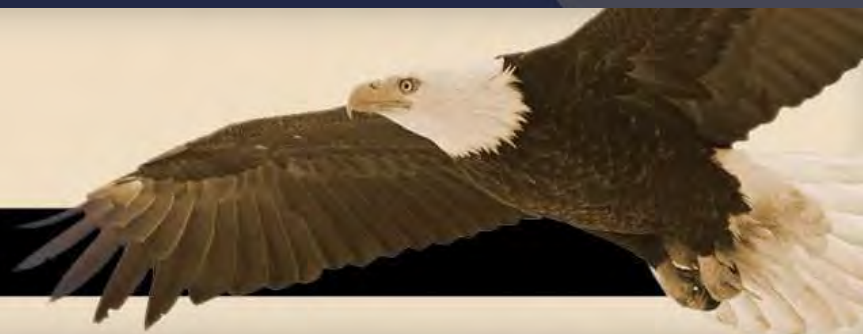
- The Project needs to provide the opportunity for the Scout to demonstrate leadership. The Scout must plan the work, organize the personnel and materials needed, and direct the project to successful completion
- Choose a project that the Scout will enjoy
- What kinds of projects
  - Inside vs. outside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





# Boys' Life EAGLE PROJECT

## SHOWCASE



[Browse All Projects](#)

[Project Resources](#)

[Submit a Project](#)

[NESA](#)

### RECENTLY ADDED EAGLE PROJECTS

<https://eagleprojects.boyslife.org/>



Restored Community Baseball Field



Fish Ports for YMCA Camp



Replaced Broken Sign at Park

#### VIEW EAGLE PROJECTS BY CATEGORY

**ANIMAL PROJECTS**   ANIMAL SHELTER PROJECTS   **BENCH PROJECTS**   BIRD PROJECTS

BRICK PROJECTS   BRIDGE PROJECTS   CAMPGROUND PROJECTS   CAMP PROJECTS   CEMETERY PROJECTS

CHARITY PROJECTS   **CHURCH PROJECTS**   CLASSROOM PROJECTS   COMMEMORATIVE PROJECTS

CONSERVATION PROJECTS   **DISABILITY PROJECTS**   DOG PROJECTS   EROSION CONTROL PROJECTS

FENCE PROJECTS   FLAGPOLE PROJECTS   **FLAG PROJECTS**   FOOD PANTRY PROJECTS   GAGA BALL PROJECTS

**GARDEN PROJECTS**   HISTORICAL PROJECTS   HISTORIC SITE PROJECTS

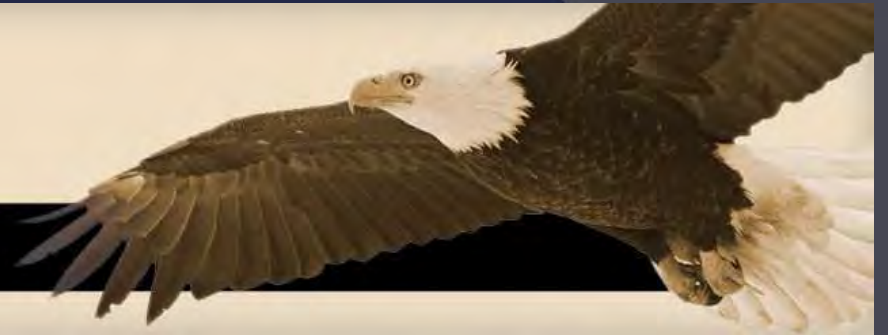
**LANDSCAPING PROJECTS**   **MEMORIAL PROJECTS**   MUSIC PROJECTS





# Boys' Life EAGLE PROJECT

S H O W C A S E



[Browse All Projects](#)

[Project Resources](#)

[Submit a Project](#)

[NESA](#)

## 2021 Glenn A. and Melinda W. Adams Eagle Scout Service Project of the Year Award recipients

**Central Region winner:** Logan Goodbred of the Three Fires Council, who led a team that created a memorial for first responders





# Step 2 - Initial Plan - Suggested

- Write-up a summary (about ½ 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 –2021.
- 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

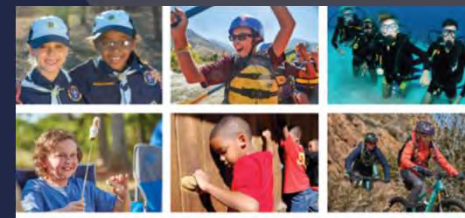
The proposal includes (see workbook):

- 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



# Guide to Safe Scouting 2021

[scouting.org]



## GUIDE TO SAFE SCOUTING



BOY SCOUTS OF AMERICA®  
EXPLORING™



- Age Appropriate Guidelines for Scouting Activities
- Service Project Planning Checklist
- SAFE Project Tool Use
- Ladder Safety Moment



### Service Project Planning Checklist

The safety of our Scouts, volunteers, employees, and communities is our top priority. This checklist can be used for all Scouting service projects (Order of the Arrow, Distinguished Conservation Service Award, Eagle Scout, and individual or unit service). The checklist is not an added requirement for an Eagle Scout service project.

*If it is not practical to meet these protocols, do not conduct the activity or service project.*



### SAFE Project Tool Use

The safety of our Scouts, volunteers, employees, and communities is our top priority. This document outlines several minimum guiding protocols that adult leaders and other volunteers must consider for Scouting service projects that include the use of tools. It is not intended to cover the use of tools integrated into advancement requirements (i.e., merit badges, handbooks, or adventures).

*If it is not practical to meet these protocols, do not conduct the activity or service project.*



BOY SCOUTS OF AMERICA®  
HEALTH AND SAFETY

**BSA SAFETY MOMENT**  
LADDER SAFETY



## Resources

SAFE: <https://www.scouting.org/health-and-safety/safe/>

SAFE Service Project Planning Checklist: <https://filestore.scouting.org/filestore/healthsafety/pdf/680-027.pdf>

Prohibited Activities (See numbers 16 & 17): <https://www.scouting.org/health-and-safety/gss/gss07/#b>

Ladder Safety Moment: <https://www.scouting.org/health-and-safety/safety-moments/ladder-safety/>





Portable Hand and Power Tools Checklist (NIOSH): <https://www.cdc.gov/niosh/docs/2004-101/chklists/r1n50p~1.htm>



# Age Requirements for Tools

[Guide to Safe Scouting 2021]

Leaders must follow the most restrictive and protective guidelines. This table is not comprehensive; tool or equipment manufacturer's safety literature about age and skills restrictions will supersede the recommendations. If in doubt, properly trained/and/or experienced adults should be recruited for all tool use or job functions that might be hazardous or dangerous.

AGE APPROPRIATE GUIDELINES—PROJECT TOOL USE	 Lions / Tigers with Adult Partner	 Wolf / Bear	 Webelos	 Scouts BSA	Older Scouts BSA* Sea Scouts Venturers
<b>Yard Tools</b>					
Rakes, hoes, shovels, small clippers, handheld (gardening) shovels, trowels		✓	✓	✓	✓
Pickaxes, mattocks, post-hole diggers, carts, dollies, wheelbarrows				✓	✓
Lawn mowers, line trimmers, edgers, hedge trimmers					✓
Riding mowers, tractors, or other equipment					Adult Use Only
Chain saws (21+ years old with proper training**), log splitters, woodchippers					Adult Use Only
<b>Wood- and Metal-Working Tools</b>					
Hammers, screwdrivers, wood sanding blocks		✓	✓	✓	✓
Pocket or wood-carving knives***		Bear only	✓	✓	✓
Handsaws, wood chisels, wood planes, brace and bits				✓	✓
Small, handheld electric screwdrivers and palm sanders				✓	✓
Belt or large sanders (electric or cordless)					✓
Welder****; circular, reciprocating, or radial saws; band or scroll saws; routers and planers; metal grinders; pressure washers; drill presses; branding irons					Adult Use Only
<b>Painting</b>					
Handheld paint brushes		✓	✓	✓	✓
Paint rollers			✓	✓	✓
Paint rollers with extensions				✓	✓
Paint sprayers					✓
<b>Elevated Work</b>					
Ladders or step stools (limited to the first 3 steps only)					✓
Ladders or scaffold (4 feet or higher requires fall protection)					Adult Use Only

\* older Scouts BSA members are age 13 and have completed eighth grade or are 14 years old and up

\*\* chain-saw training must meet (a) a state or federally recognized chain saw training course approved by the council; or (b) the BSA Chain Saw Basic Training course, No. 430-136

\*\*\* requires the youth to have earned the Whittling Chip or Totin' Chip

\*\*\*\* Welding merit badge participation is exempt



# Service Project Planning Checklist

[Guide to Safe Scouting 2021]



## Service Project Planning Checklist

The safety of our Scouts, volunteers, employees, and communities is our top priority. This checklist can be used for all Scouting service projects (Order of the Arrow, Distinguished Conservation Service Award, Eagle Scout, and individual or unit service). The checklist is not an added requirement for an Eagle Scout service project.

*If it is not practical to meet these protocols, do not conduct the activity or service project.*

Service Project Description: \_\_\_\_\_

Project Plan/Steps to Complete: \_\_\_\_\_

**Supervision**—Youth are supervised by qualified and trustworthy adults who set the example for safety.

- ☐ On-site supervision
- ☐ Required training, certifications, experience, and skills
- ☐ Monitor all work and tool use

**Assessment**—Activities are assessed for risk during planning.

- ☐ Site hazards (power lines, trees/bushes, heights)
- ☐ Personal protective equipment (PPE)
- ☐ Site access, material delivery, parking, permissions/permits
- ☐ Weather/environment contingencies and communications
- ☐ Work hours, including breaks
- ☐ Food/water/hygiene needs

**Fitness and Skills**—Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.

- ☐ [Annual Health and Medical Record](#)
- ☐ Training needed
- ☐ [SAFE Project Tool Use](#)

**Equipment and Environment**—Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.

- ☐ Personal protective equipment (PPE)
- ☐ Tools and equipment available
- ☐ First aid supplies
- ☐ Weather forecast and conditions
- ☐ Communications
- ☐ Project area reviewed for safety concerns

**If there are any incidents:**

1. Take care of the injured/find a safe place.
2. Preserve and document the evidence. Take photos if appropriate.
3. Immediately complete an incident report and notify your local council.  
For more information, go to [www.scouting.org/health-and-safety/incident-report/](http://www.scouting.org/health-and-safety/incident-report/).

### Resources

Guide to Safe Scouting: <https://www.scouting.org/health-and-safety/gss/>

SAFE: <https://www.scouting.org/health-and-safety/safe/>



# Height and Excavation Requirements

[Guide to Safe Scouting, 2021]

All work at any elevation 4 feet or higher is prohibited for any youth. The first three steps of a step stool or ladder may be appropriate for older Scouts BSA, Venturing, or Sea Scouts.

Work below grade that includes trenching or excavations (2 feet deep or more) is not appropriate for projects. Below-grade work such as shallow foundations, post holes, or trail work is appropriate if using hand tools for youth — no powered tools — provided all underground utilities are clear of the area.



# 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

## Candidate's Promise\*

*Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. 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 chose as beneficiary.

Signed	Date
--------	------

*\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.*

## Unit Leader Approval\*

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.

Signed	Date
Name (Printed) _____	

## Unit Committee Approval\*

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 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
Name (Printed) _____	

## Beneficiary Approval\*

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) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

**Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."**

Yes \_\_\_\_\_ No \_\_\_\_\_

Signed	Date
Name (Printed) _____	

## Council or District Approval

I have read topics 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 prepare a project plan and share it with the designated project coach.

Signed	Date
Name (Printed) _____	

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



# Step 5 – 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 from the 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:
  1. Complete the application by candidate
  2. Approval from project beneficiary and unit leader
  3. Submit to district advancement committee (same individual who approves the project proposal) at least two weeks in advance of fundraising activities. **Best to have it when the Scout meets with the district for the project proposal approval.**
  4. Approval by district or council 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="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship		Unit Number:	
Name of District:		Name of Council:	

### Project Beneficiary

(Name of 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:

--

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

--

\*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:

--

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

### Approvals

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

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

Less than \$750 – approved by district

\$750 and greater – approved by council



# Step 6 – 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 (Advisor) 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 7 – 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 7 - Work the Project

- The Scout demonstrates leadership by directing the project
- The Scout 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 the Scout's 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 an opportunity for learning
- Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age and program appropriate supervision must always be provided. Youth Protection Policy



# 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



# Eagle Project Service Hours

## Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects\* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked	
The Eagle Scout Candidate - Planning Hours	1	8	= 8
The Eagle Scout Candidate - Execution Hours	1	12	= 12
Registered BSA youth members	6	12	= 72
Other youth (brothers, sisters, friends, etc., who are not BSA members)	2	8	= 16
Registered BSA adult Scouting volunteers and leaders	2	12	= 24
Other adults (parents, grandparents, etc., who are not BSA members)	1	8	= 8
<b>Grand Total of Hours (enter here and on your Eagle Scout Rank Application)</b>			<b>140</b>

\*There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

**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 the Boy Scouts of America.) 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 this requirement.

Project name: \_\_\_\_\_

Grand total of hours: 140 (from *Eagle Scout Service Project Workbook*—for statistical purposes only)

Date project finished

Month	Day	Year			



# 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 form titled "EAGLE SCOUT RANK APPLICATION". It includes a BSA logo on the left. The main text area contains instructions for the applicant, such as "TO THE EAGLE SCOUT RANK APPLICANT: This application is to be submitted after you have completed all requirements for the Eagle Scout rank." There are fields for "COUNCIL NO.", "UNIT NO.", "POSITION", and "FULL LEGAL NAME". A small table on the right is for "FOR COUNCIL USE ONLY" with columns for "COUNCIL NO." and "TYPE OF UNIT".

*envelope*

Scout Name  
Eagle Reference Letter  
Educator





## EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT. This application is to be submitted after you have completed all requirements for the Eagle Scout rank. Print in ink or type all information. List the month, day, and year for all dates. When entering dates please use the format mm/dd/yy — for example, list the date July 8, 2022, as 07/08/22. When you have completed this application, sign it and submit it to your unit leader.

FULL LEGAL NAME (Use abbreviations if necessary; must fit within 30 characters, including spaces and punctuation.)

Street address or P.O. box

City State ZIP code

Telephone (including area code) Email

Troop, crew, ship, or Lone Scout Unit No.

Unit City State ZIP code

Date joined Scouts BSA  
Date joined a Venturing crew  
Date joined a Sea Scout ship  
Date of First Class Scout board of review  
Date of Star Scout board of review

Were you a Cub Scout? ☐ Yes ☐ No  
Were you a Webelos Scout? ☐ Yes ☐ No  
Did you earn the Arrow of Light Award? ☐ Yes ☐ No  
Had you completed fifth grade upon joining? ☐ Yes ☐ No

A Scout, Venturer, or Sea Scout approved to be registered beyond the age of eligibility may work toward Scouts BSA rank advancement after their 18th birthday. See the Guide to Advancement, section 10.0.0.0, for details.

**REQUIREMENT 1.** Be active in your troop, crew, or ship for at least six months as a Life Scout.

**REQUIREMENT 2.** As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

	Name	Address	Telephone	Email
Parents/guardians				
Religious				
Educational				
Employer (if any)				
Two other references				

**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 EMERGENCY PREPAREDNESS OR LIFESAVING		15			
2 CITIZENSHIP IN THE COMMUNITY			9 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY		16			
3 CITIZENSHIP IN THE NATION			10 FIRST AID		17			
4 CITIZENSHIP IN SOCIETY			11 SWIMMING OR HIKING OR CYCLING		18			
5 CITIZENSHIP IN THE WORLD			12 PERSONAL MANAGEMENT		19			
6 COMMUNICATION			13 PERSONAL FITNESS		20			
7 COOKING			14 FAMILY LIFE		21			

\*Cross out badges not earned. If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 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).



COUNCIL MUST COMPLETE	
COUNCIL NO.	TYPE OF UNIT
NET	UNIT NO.
PID NO. (REQUIRED)	
POSTHUMOUS: <input type="checkbox"/>	

MALE ☐ FEMALE ☐

Month (mm) Day (dd) Year (yy)

Month (mm)	Day (dd)	Year (yy)

\_\_\_\_\_

**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.

Venturing crew/Sea Scout ship, President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storeroomkeeper, chaplain aide, outdoor ethics guide, crew leader, media specialist, specialist or webmaster.

Lone Scout: Leadership responsibility in your school, religious organization, or club, or elsewhere in your community.

Position \_\_\_\_\_ Date of Life Scout board of review \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_

Position \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

**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 the Boy Scouts of America.) 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 this requirement.

Project name: \_\_\_\_\_ Date project finished \_\_\_\_\_

Grand total of hours: \_\_\_\_\_ (from Eagle Scout Service Project Workbook—for statistical purposes only)

**REQUIREMENT 6.** While a Life Scout, participate in a unit leader conference.

**CERTIFICATION BY APPLICANT.** On my honor as a Scout, Venturer, or Sea Scout all statements on this application are true and correct.

All requirements, with the exception of my board of review, were completed prior to my 18th birthday. In preparation for your board of review, prepare and attach to your Eagle Scout Rank 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.

Signature of applicant \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

**UNIT APPROVAL** (personal signatures required)

Signature of unit leader \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

Signature of unit committee chair \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

**BSA LOCAL COUNCIL VERIFICATION.** According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**REQUIREMENT 7.** Successfully complete your board of review for the Eagle Scout rank.

The applicant appeared before the Eagle Scout board of review on this date, and this application was approved.

Signature of Eagle Scout board of review chair \_\_\_\_\_ Signature of council/district board representative (if applicable) \_\_\_\_\_

I certify that all procedures, as outlined in the Guide to Advancement, have been followed. I approve this application.

Scout executive \_\_\_\_\_ Date \_\_\_\_\_

Presentation of the rank may not be made until the Eagle Scout credentials are received by the BSA local council.



**NATIONAL EAGLE SCOUT ASSOCIATION.** As an Eagle Scout, you may now join the National Eagle Scout Association, a fellowship of the top achievers of the Boy Scouts of America. As a NESA member, you have networking opportunities with other Eagles and will stay connected to the latest Scouting news. A portion of your membership fee supports NESA's many programs such as providing college scholarships.

Apply for your NESA membership <https://nesa.org/why-join/>



# 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.

The Boy Scouts of America does not define what constitutes belief in God or practice of religion. Neither does the BSA require membership in a religious organization or association for membership in the movement. If a Scout does not belong to a religious organization or association, then the Scout's parent(s) or guardian(s) will be considered responsible for religious training. All that is required is the acknowledgment of belief in God as stated in the Declaration of Religious Principle and the Scout Oath, and the ability to be reverent as stated in the Scout Law. *Guide to Advancement Section 5.0.5.0 Religious Principles*



# 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, Request for Time Extension to Earn the Rank of Eagle, Request for Registration Beyond the Age of Eligibility 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 1 to 2 months after materials turned in
- Expected to take place 3 months after the Scouts 18<sup>th</sup> birthday
- It is allowed to take place 3-6 months after the Scouts 18<sup>th</sup> birthday
- May take place 6-24 months but is an exception with a reason. Greater than 24 months required National approval.
- 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.



# Eagle Board of Review (cont.)

- 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 (cont.)

- 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 the Scout 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 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 Board of Review Chair and the District Representative) 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 workbook and Letter of Life's Goals will be returned to the Eagle Scout as identified by the unit.
- 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 the Scout's 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 the rank of Eagle after the age of 18.
- The application must be approved by the TFC Advancement Committee and Special Needs Committee prior to the Scouts 18<sup>th</sup> birthday (not the day before).
- Maintain registration as a youth member after the Scout's 18<sup>th</sup> birthday up to the time the Eagle Scout Rank Application is submitted.



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

- If a Scout has a permanent physical or mental disability, or a disability the Scout 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' No. 512-730, Jan 2019 .
- This provides the Scout an opportunity to complete alternate merit badges for those the Scout cannot do. For example: if a Scout can not swim due to a physical handicap the Scout 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

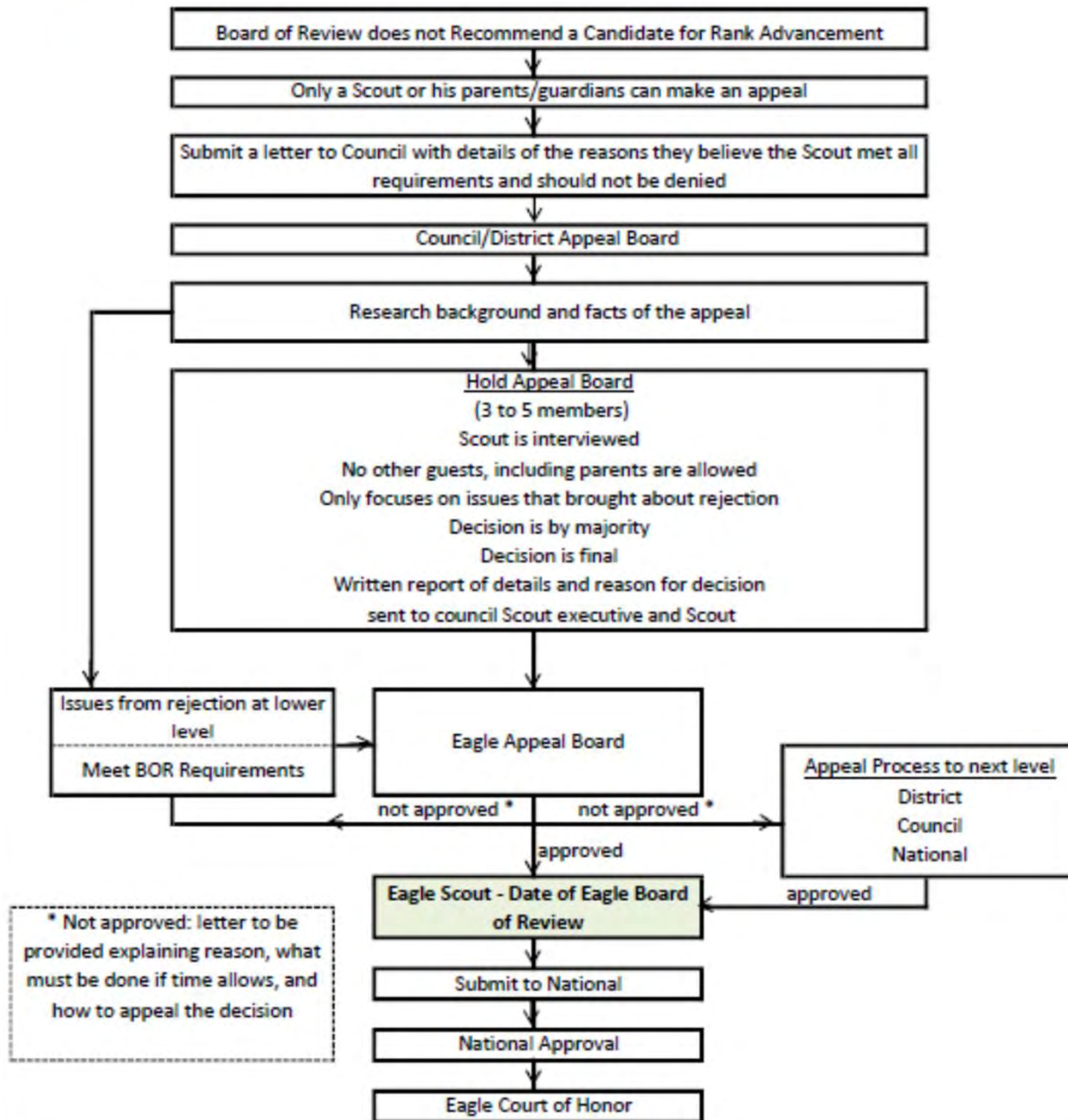
- If the Appeal Review Board determines that the candidate did not earn the Rank of Eagle they will inform him. A written report is prepared to be sent to National if the appeal is carried to the next and final level – the National Advancement Committee. A copy is sent to the candidate.
- The candidate 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)

Guide to Advancement, Section 9.0.4.0



Dec-21

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# Eagle Scout Board of Review Under Disputed Circumstances

- The Scoutmaster or committee chair do not sign the application
- The unit Scoutmaster conference is denied
- It is believed that the unit will not provide a fair hearing
- The Scout or Scout's parent or guardian can request a board of review under disputed circumstances.
- A board of review will be conducted by the district or council.
- The board of review is the same as any other Eagle, but with additional attention to the concern of the issue.



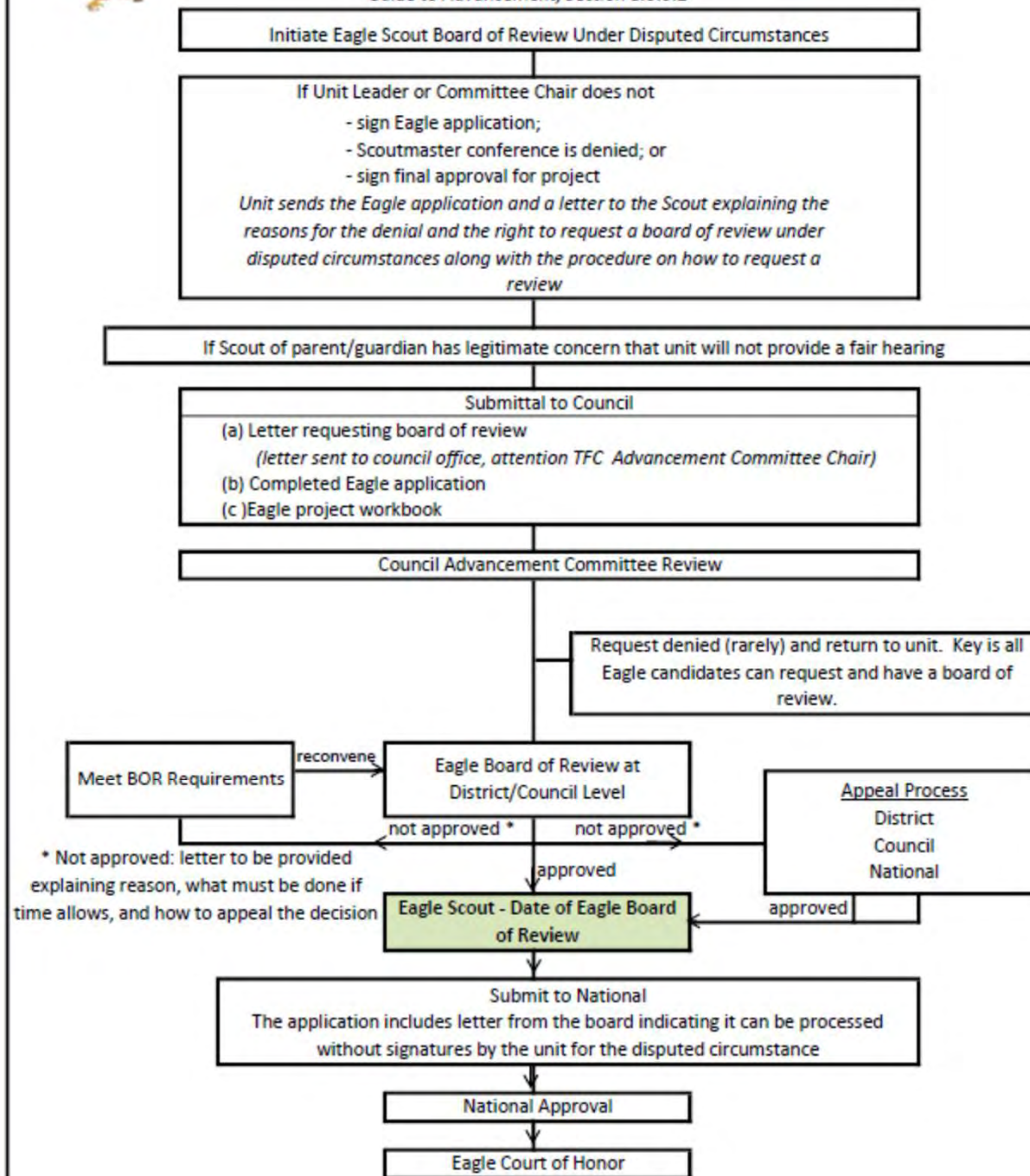


## Eagle Board of Review Under Disputed Circumstances

Guide to Advancement, Section 8.0.3.2



BOY SCOUTS OF AMERICA  
THREE FIRES COUNCIL



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# Time Extension

- If a Scout foresees that due to no fault or choice of the Scout's own and will not be able to complete the Eagle Rank before the Scout's 18<sup>th</sup> birthday, the Scout may apply for an extension. These are rarely granted.
- Must meet the following tests:

**Test #1:** The member joined or rejoined (or became active again after a period of inactivity or became refocused on advancement after a period of inattention) in time to complete all requirements before turning 18.

**Test #2:** Through no fault or choice of the Scout, an unforeseen circumstance or life-changing event with severe consequences has come to exist that now precludes completion of the requirements before the deadline. Examples might include, but are not limited to, a hospital stay, disabling injury, significant personal or family incident or issue, natural disaster, severe unseasonable weather, or the actions of others (see below, "Misinformation from adults in positions of authority"). If the circumstance is health related, it should have been unforeseen and of recent onset, or a complication or intensification of an ongoing issue.

**Test #3:** The circumstance is beyond the control of the Scout, could not have been anticipated or planned for, and did not or cannot be resolved in time to complete the requirements.



# Time Extension

- Scout, parent or guardian, unit leader, or members of the unit committee may file such requests using form, “Request for Extension of Time to Earn the Eagle Scout Rank”
- The council advancement committee researches and evaluates the requests and provides a recommendation to the Scout executive. Councils have the authority to grant Scouts only enough time to complete the requirements, but not more than a total of six months after the Scout’s 18<sup>th</sup> birthday.
- Requests that are denied (including those six month’s after the Scout’s birthday) can be appealed.
- A Scout or parent or guardian may appeal the denial of a request for an extension of time to earn the Eagle, Quartermaster, or Summit rank. An appeal may be initiated by notifying the local council staff advisor for advancement or other council designated advancement administrator via letter or email. The council advancement committee will then assist and coordinate the appeal effort submitted to National.

**11.2.1.0 Appeal of Extension Request Denial**

Date: \_\_\_\_\_ Please print legibly

Should a Scout or his or her parent or guardian decide to appeal the denial of a request for an extension of time to earn the Eagle, Quartermaster, or Summit rank, the council is responsible for assisting and coordinating the effort. Members of the council advancement committee, in conjunction with the Scout executive, complete this form and then scan it with all the documentation described below into one PDF. This single PDF must be emailed to [advancement.team@scouting.org](mailto:advancement.team@scouting.org).

Scout's full name \_\_\_\_\_ POC \_\_\_\_\_

Council name \_\_\_\_\_ Council No. \_\_\_\_\_

Familiarity with the Guide to Advancement topics on extensions is essential:  
 9.0.4.0 "Time Extensions"  
 9.0.4.1 "Process for Requesting and Reviewing a Time Extension" [Pay special attention to items #4 and #5.]  
 9.0.4.2 "Appealing a Time Extension Denial"

Attach the following documentation:

- ☐ Copy of fully completed form "Request for Extension of Time to Earn the Eagle Scout Rank." See Guide to Advancement, appendix, 11.2.0.0. This is the nationally recommended form for initiating an extension request. A council's own extension request form may be submitted instead as long as it includes the same information.
- ☐ An update on any requirements yet to be completed if additional work on advancement is not reflected on the extension request form referenced in the previous checkbox.
- ☐ Copies of all statements, interview notes, and any other information collected throughout the extension request and review process, either from the Scout or from others who have knowledge of the case.
- ☐ Detailed statement explaining the council's reason for denial.
- ☐ Copy of denial letter sent to Scout.
- ☐ Printout of the current BSA Person Listing for the Scout.

Please provide names and contact information for the following:

Position or Relationship	Name	Preferred Phone	Email Address
CAC* chair			
CAC staff advisor			
Unit leader			
Parent or guardian			

\*Council advancement committee

Scout executive certification  
 I have reviewed this Scout's case for an appeal, along with this form and accompanying documentation. I certify that it is complete and correct to the best of my knowledge.

Scout executive name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Scan all documents into one PDF document and email to [advancement.team@scouting.org](mailto:advancement.team@scouting.org).





## Time Extensions

Guide to Advancement Section, 9.0.4.0



Scout can not complete requirements before age of 18

- due to no choice or fault of Scout
- rarely granted and only for Eagle rank
- must meet three tests listed below

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

Form 11.2.0.0 'Request for Extension of Time'

Scout should continue working on requirements until final decision delivered

Test # 1: The member joined or rejoined (or became active again after a period of inactivity, or became refocused on advancement after a period of inattention) in time to complete all requirements before turning 18.

Test # 2: Through no fault or choice of the Scout, an unforeseen circumstance or life-changing event with severe consequences has come to exist that now precludes completion of the requirements before the deadline. Examples include, but are not limited to, a hospital stay, disabling injury, significant personal or family incident or issue, natural disaster, severe unseasonable weather, or the actions of others (see below, "Misinformation from adults in positions of authority"). If the circumstance is health related, it should have been unforeseen and of recent onset, or a complication or intensification of an ongoing issue.

Test # 3: The circumstance is beyond the control of the Scout, could not have been anticipated or planned for, and did not or cannot be resolved in time to complete the requirements.



### Council Advancement Committee Review

Investigate the request and provide results to the council advancement committee. Time is of the essence - review and decision should be within 4-weeks.

Members of the council advancement committee thoroughly review and discuss the case and vote on it  
Provide a recommendation to the Scout executive



### Scout Executive

Approval: Letter sent to Scout, parent or guardian, unit leader and petitioner. Copy of letter must be attached to the Eagle Scout application when submitted to the council.

Not Approved: Letter sent to Scout, parent or guardian, unit leader and petitioner. Explain reasons for decision and how to appeal to the National Council.

Council can only grant extensions up to 6-months after the Scout's 18th birthday. Any request for more than 6-months will be denied and an appeal to National will be required.

### Appeal

Scout or parent or guardian appeal by notifying council via letter or email explaining why the council's decision should be reversed and extension granted.



Council advancement committee in connection with Scout executive to complete form 'Appeal of Extension Request Denial' and assemble package of documents and submit to National. Since timing is critical this should be done within two weeks of receiving the appeal request.

Dec-21

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# Court of Honor Ceremonies

## ➤ NESA Website

<https://nesa.org/resources/ceremonies/>



## Eagle Scout Award

*suggested ceremonies*

compiled by the National Eagle Scout Association

NESA

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# QUESTIONS / SUGGESTIONS



# Thank You