to keep myself physically strong mentally awake morally straight. A Scout is…

On my honor, I will do my best to do my duty to God and my country to obey the Scout Law to help other people at all times

trustworthy loyal helpful friendly courteous kind obedient cheerful thrifty brave clean reverent.

OCCONEECHEE COUNCIL

LIFE TO EAGLE GUIDE

occoneechee council BOY SCOUTS OF AMERICA

October 2014

Be Prepared. Do a Good Turn daily.

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October 2014

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PURPOSE

A Scout advances and grows in the Boy Scout program the same way a plant grows by receiving nourishment in the right environment. ***The job of adults concerned with advancement is to provide the right environment****. One of the greatest needs of young men is confidence…* ***Self confidence*** *is developed by measuring up to a challenge or a standard.* ***Peer confidence*** *develops when the same measuring system is used for everyone - when all must meet the same challenge to receive equal recognition.* ***Confidence in leaders*** *comes when there is consistency in measuring—when leaders use a single standard of fairness.*

2008 Advancement Committee Policies & Procedures

The Occoneechee Council Advancement Committee has prepared this Life to Eagle Guide to give guidance, consistency and confidence to our scouts and our volunteers. It is posted on our council website at www.ocscouts.org. Please share this with your unit (leaders, parents and scouts).

No guide can address every possible situation. This guide provides general guidance on the topics most likely to impact the average Eagle Scout candidate. We also recommend the Eagle Scout Rank Application, the Eagle Scout Service Project Workbook, and the Guide to Advancement 2013. Comments or suggestions for future editions may be sent to me at EMillerBSA@aol.com.

Ed Miller, Chairman
Occoneechee Council Advancement Committee

COUNCIL RESPONSIBILITIES

In matters set by the National council that are unambiguous, the Occoneechee Council Advancement Committee is charged with educating our units and enforcing national policy and regulations. In matters set by the National office that allow for more than one interpretation, the council advancement committee is responsible for interpreting such policies, then educating our units and enforcing the policy. When the policy or regulation of the national office permits a choice between one or more options, the council advancement committee selects the option that best meets the needs of our council, then distributes the decision to the districts and units, and serves to enforce the decision.

DISTRICT RESPONSIBILITIES

For purposes of advancement to Eagle Scout, the two most important responsibilities of our district advancement committees are:

- Reviewing and approving Eagle Scout Service Project proposals.
- Conducting Eagle Scout boards of review.

Districts establish procedures to implement the Eagle advancement requirements for local units and Eagle candidates. Areas governed by the district include the location, time and date during which Eagle project proposals will be reviewed and boards of review conducted, and the frequency with which each takes place. District procedures must conform to national and council policies.

The district Eagle board chairman is the individual who receives the verified Eagle Scout package directly from the Council Eagle Service Desk. He or she is responsible for assigning a chairman for each candidate's board of review, ensuring that the board is conducted promptly and in accordance with National and council standards, and that the paperwork is returned promptly to the council Eagle Service Desk upon conclusion of the board.

When requested, the district will assign a qualified Eagle adviser who can help the scout understand what is expected of him as well as monitor the scout's progress

UNIT RESPONSIBILITIES

For purposes of advancement to Eagle Scout, important unit responsibilities include:

- Ensure that the scout's record of advancement is accurate in ScoutNet.
- Be supportive of the scout in his quest for Eagle Scout, but insist that the scout take ownership of his candidacy, especially the leadership of his Eagle Scout Service Project.
- Provide to the scout the name(s) and telephone number(s) of the District Eagle Board Chairman for his district so that the **scout can make contact** to set a time and place for the district review and approval of his Eagle Service Project proposal.

CANDIDATE RESPONSIBILITIES

For purposes of advancement to Eagle Scout, important responsibilities of the candidate include:

- Be the driving force behind his quest to attain the rank of Eagle Scout. Your scoutmaster and your parents are great resources, but they are not responsible for earning your Eagle or completing your paperwork.
- Complete all requirements for Eagle Scout as set by the Boy Scouts of America, and do so to good standards before your 18th birthday..
- Select and complete an Eagle Scout Service Project during which you must plan, develop and give leadership to others so as to make a genuine impact on behalf of your project recipient.
- Use only the current, approved version of the Eagle Scout Service Project workbook and do not begin your project until you have had your proposal approved by your unit leader, unit committee, project recipient and your district Eagle Scout board representative.
- Complete all paperwork – the Eagle Scout Rank Application, the Eagle Scout Service Project Workbook and the statement of life purpose.
- Submit all paperwork, at the same time (i.e. not piecemeal) to the Occoneechee Eagle Service Desk on or before your 18th birthday, or as soon thereafter as is practical.
- Select and contact each of your references, request that they send a letter of reference on your behalf, and provide them the council office address and council reference form.
- Provide an Eagle Project Registration to the council for use at our Eagle Banquet, in our Annual Report to the Governor, and other opportunities to share with our community.

Remember: It is <u>your</u> work and <u>your</u> dedication that is being measured and rewarded.

EAGLE SERVICE DESK

For purposes of the Eagle Scout advancement process, important responsibilities of the Occoneechee Council Eagle Service Desk include:

- Receiving and logging all Eagle packets (e.g. the scout's Eagle application, his Eagle project workbook and his statement of life purpose) for all candidates in all districts of Occoneechee Council. All items submitted should be originals, with original signatures; the candidate is encouraged to make and retain a copy as backup.
- Verifying the contents of each Eagle Scout Rank Application before it is sent to the district for a board of review to be scheduled.
- Administering the Eagle reference letters for each candidate. That is, the Eagle Service Desk receives the letters, places them in the candidate's file, forwards the letters to the district for use by the board of review, receives the letters at the conclusion of the board of review, and destroys the letters in accordance with the privacy provisions set by the national office.
- Forwarding to the district the candidate's Eagle Scout application, his Eagle service project workbook, his statement of life purpose his reference letters, a blank unit advancement report and a blank Eagle Project registration form. *The district Eagle board chairman may have the packets held at the Eagle desk until they can be personally retrieved, or (s)he may have them mailed from the council office.*
- Forwarding completed Eagle Scout Rank Applications to the National Eagle Scout Service for approval upon the candidate's successful completion of his Eagle Scout board of review.
- Processing the Eagle Scout credentials (The Eagle Scout Certificate, Eagle Scout wallet card, etc…) when returned from the National Eagle Scout Service.
- Informing the Eagle candidate's unit leader or appropriate unit committee member that they may pick up the scout's Eagle kit and documents.
- Maintaining the Council Eagle Scout Register and filing the Unit Advancement Report.
- If an Eagle application is returned unapproved by the National Eagle Scout Service, contacting the unit to determine corrective action.

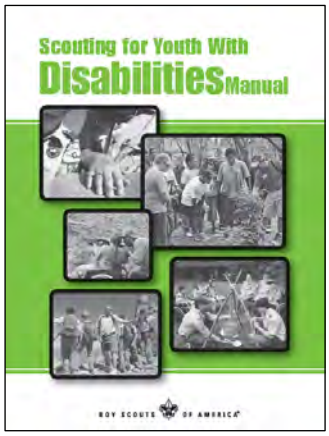
IMPORTANT RESOURCES

2014 Eagle Scout Rank Application

2014 Eagle Scout Service Project Workbook

These are the two most important paperwork items needed by each Eagle candidate to successfully earn the Eagle Scout rank.

Guide to Advancement 2013



Scouting for Youth with Disabilities

These resources, published by the National office, provide a wealth of information pertaining to all manner of advancement as well as meeting the special needs of scouts with disabilities.

EAGLE SERVICE PROJECT REGISTRATION FORM

The council asks that each new Eagle Scout complete an Eagle Project Registration form at the conclusion of his Eagle board of review. The registrations are used to help other scouts, and are also shown at the Eagle Recognition Dinner.

Scouts using ***EagleRefs.org*** may also register their Eagle Scout service project electronically.

EAGLE SCOUT REQUIREMENTS

REQUIREMENT 1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

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

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed).

REQUIREMENT 4. While a Life Scout, serve actively for a period of six months in one or more of the positions of responsibility shown on the Eagle Scout Rank Application.

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 this requirement.

REQUIREMENT 6. Take part in a unit leader conference.

REQUIREMENT 7. Attach a statement of your ambitions and life purpose and a list 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.

REQUIREMENT 1

Be Active in Your Unit

A scout will be deemed "active" if he meets the following three-part sequential standard:

1. The Scout is registered. The youth is registered in his unit for at least the time period indicated in the requirement, and he has indicated in some way, through word or action, that he considers himself a member.

2. The Scout is in good standing. He has not been dismissed for disciplinary reasons.

3. The Scout meets the unit's reasonable expectations; or, if not, a lesser level of activity is explained. Time counted as "active" need not be consecutive. A boy may piece together any times he has been active and still qualify.

ACTIVE

1. Registered in his unit (fees current)

2. Not dismissed for disciplinary reasons.

3. Meets reasonable expectations of his unit.

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.

REQUIREMENT 2

Live the Values of Scouting

1. The scout must list all six references on his Eagle Scout Rank Application (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference.

2. Occoneechee Council uses letters as its means for obtaining references.

3. Each Eagle candidate must obtain the permission of the references before listing them on the Eagle Scout Rank Application,

4. Each Eagle candidate should provide his references with an envelope pre-addressed to the Council Eagle Service Desk as well as a copy of the Occoneechee Letter of Reference form. Once that is done, the scout has no further role in the process. ***Neither he, nor his family, nor his unit leaders should be engaged in any way in retrieving or delivering the letters of reference to the Eagle Service Desk***.

5. 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. Doing so could discourage the submission of negative information.

6. For the same reason, those providing references shall not be given the option of waiving confidentiality.

7. Once a review has been held, reference letters shall be returned to the council, where they will be destroyed.

REQUIREMENT 3

Earn 21 Merit Badges

1. The Eagle candidate must have completed at least 21 merit badges, of which at least 13 must be from the list of Eagle-required badges as shown on the Eagle Scout Rank Application.

2. The merit badges must be recorded in ScoutNet. Having the badge on a sash or recorded in the troop's records is insufficient. It is the scout's and troop's responsibility to work with the Eagle Service Desk to correct errors in the scout's advancement records.

REQUIREMENT 4

Serve in a Unit Position of Responsibility

1. The position(s) used by the scout to fulfill this requirement must be listed in the position of responsibility requirement shown in the most current edition of Boy Scout Requirements, No. 34765.

2. Since more than one member may hold some positions - "instructor," for example - even very large units are able to provide sufficient opportunities within the list.

3. The requirement calls for a period of months. Any number of positions may be held as long as total service time equals at least six months.

4. Holding simultaneous positions does not shorten the required number of months.

5. Positions need not flow from one to the other; there may be gaps between them.

6. If the unit has established expectations for positions of responsibility, and if, within reason, based on his personal skill set, the Scout meets them, he fulfills the requirement.

7. When a Scout assumes a position, ***something related to the desired results must happen***. It is a disservice to the Scout and to the unit to reward work that has not been done. Holding a position and doing nothing, producing no results, is unacceptable.

The requirement for advancement is that the Scout participates in a Scoutmaster conference, not that he must "pass" the conference.

REQUIREMENT 5

Complete an Eagle Scout Service Project

1. The most current workbook must be used. It can be found at http://www.scouting.org. The workbook shows the project proposal was approved ahead of time, then accepted by all parties when finished.

2. Using workbook, No. 512-927 guides the candidate and helps avoid pitfalls. If properly used, it nearly assures success. It shows approvals were secured, lists important limitations, suggests questions for those approving the project, and includes outlines for the proposal and the more detailed final plan that should come next.

3. Projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials and otherwise facilitating a project.

4. Unless it involves contributions only from the beneficiary, or from the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, a fundraising application must be submitted for approval to the district. ***See page 11 for Occoneechee pre-approved dollar amounts***.

5. The Scout must make it clear to all donors or event participants that the money is being raised on behalf of the project beneficiary, which will retain leftover funds.

6. Project restrictions (e.g. not for BSA, not commercial in nature) are listed in the current Eagle Scout Service Project Workbook.

7. All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc.

8. The scout must have his Eagle Scout Service Project proposal approved by his unit leader, his unit committee, his project beneficiary and his district Eagle board before he proceeds with planning and carrying out his project.

9. At the Eagle Scout board of review, the Eagle Scout Service Project must be evaluated primarily on **impact** - the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. Fancy notebooks or binders filled with massive amounts of paperwork do not contribute to the value a board places on the project. The project, well led and resulting in a worthy outcome, is the standard by which this requirement is judged.

REQUIREMENT 6

SM Conference

1. The Eagle candidate must attempt to complete a unit leader (Scoutmaster) conference.

2. There is no requirement that the Eagle candidate "pass" the scoutmaster conference. A scoutmaster may find that the candidate is lacking in one or more areas, and will offer to meet again with the scout to help him grow. A wise scout, under those conditions, would be well served to accept the offer.

3. If the scoutmaster refuses to grant a scoutmaster conference, or refuses to sign off on a conference that was held, the scout can submit his application with a request that a board of review be conducted under disputed circumstances.

REQUIREMENT 7

Statement of Life Purpose

1. The scout must also prepare a statement of life purpose, including a list of leadership positions held and honors and award he has received.

2. The statement of life purpose should be a forward-looking document. A diary of past events does not fulfill this requirement. What's needed is a statement of what you plan to do with the rest of your life – school, work, family, community service – and how Scouting will shape your future.

BOARD of REVIEW

1. The board of review for an Eagle candidate is composed of at least three but not more than six members, at least 21 years of age or older. The Scout may have no input into the selection of the board of review members. One member serves as chairman. A Scout's unit leader (scoutmaster, coach or advisor), assistant unit leaders, relatives, or guardians may not serve as members of his board.

2. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle Scout board of review.

3. In Occoneechee Council, all Eagle Scout boards of review are conducted at the district level. Unit Eagle boards of review are not permitted. An Eagle Scout candidate may have only one board of review. All steps beyond an initial board of review fall under the appeals process.

4. Eagle boards of review will be scheduled without unnecessary or arbitrary delay.

5. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and service project report.

6. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

7. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader.

8. The Scout should be neat in his appearance. If in uniform, it should be as correct as possible, with the badges worn properly.

9. The board of review should take approximately 30 minutes, and should rarely exceed 45 minutes.

10. The review is not an examination. The Scout has learned his skills and has been examined. This is a review. The Scout should be asked where he learned his skills, who taught him, and the value he gained from passing this requirement.

11. The board should attempt to determine the Scout's attitude and his acceptance of Scouting's ideals. The board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the scout recognizes and understands the value of Scouting in his home, unit, school, and community.

12. Suggested topics for the board to cover should include, but not be limited to:

Scout Spirit - living the Scout Oath and Law in his daily life.

Scout Participation - what has he accomplished in Scouting.

Merit Badges - what they mean to him; his assessment of their value.

Eagle Scout Service Project - Did he demonstrate leadership of others? Did his project impact the religious institution, school or community group significantly?

Future Plans - Discuss his Life Purpose Statement; his personal, educational, and Scouting future.

13. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision to approve must be unanimous**.

14. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. The Eagle board chairman signs the application in the scout's presence. The Eagle board chairman also completes the unit advancement report and ensures that all members of the board sign it, and he ensures that the scout completes the Eagle Project registration and provides one picture that best represents his Eagle Scout project. The Eagle Service Project Workbook and the scout's statement of life purpose should be returned to the new Eagle Scout. The unit (pink) copy of the unit advancement report should be given to the unit leader.

15. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. Appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, provide the name and address of the person he is to contact.

16. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center. *The chairman of the board of review is responsible for ensuring that these items are returned to the council office and that the confidentiality of the references is maintained.*

BOARDS AFTER 18th BIRTHDAY

1. A scout who has completed all requirements for Eagle prior to his 18th birthday may be reviewed up to three months after his 18th birthday.
2. Boards of review conducted between three and six months after the candidate's 18th birthday must be pre-approved by the local council advancement committee. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the national Eagle Scout Service.
3. If an Eagle Scout board of review will be held after the six months following the candidate's 18th birthday, the Eagle Scout must petition the National Boy Scout Committee for an extension of time to hold the board of review. *The petition must be processed through the local council*, detailing the extenuating circumstances that prevented the board of review from being held within the six-month period following the candidate's 18th birthday, and be accompanied with a copy of the Eagle Scout Rank Application.

POWER TOOLS / SAFETY

1. The provisions of the *Guide to Safe Scouting* apply to Eagle Scout service projects, as well as travel to and from those service projects.
2. As part of the *Guide to Safe Scouting*, the BSA publishes ***Age Guidelines for Tool Use and Work at Elevations or Excavations***.
3. Occoneechee Council ***requires*** that every Eagle Scout candidate familiarize himself with these guidelines before engaging in any of the activities listed in this document.
4. These guidelines are updated quarterly and available at **www.scouting.org**. A copy of the guidelines available August 24, 2014 is included in this guide.
5. Scouting activities may not include activities for youth that, by law, are prohibited in the workplace. It is important to obey restrictions manufacturers impose or suggest for the use of their tools or other products, or potentially hazardous chemicals such as paints, stains, lacquers, etc.

TIME EXTENSION REQUESTS

1. If a youth foresees that, due to no fault or choice of his own, he will be unable to complete the Eagle Scout rank requirements before age 18, he may apply for a limited time extension. **These are rarely granted** and reserved only for work on Eagle. For a request to qualify, the following tests are applied.
2. The member joined or rejoined—or became active again after a period of inactivity—in time to complete all requirements before turning 18.
3. A circumstance came to exist that now precludes completion before the deadline.
4. The circumstance is totally beyond the control of the youth member.
5. The circumstance is severe and not the norm of the Scout's life. In most cases, Scouts are expected to overcome life's ordinary trials.
6. The circumstance could not have been planned for or anticipated. If it is health-related, it should have been unforeseen and of recent onset, or a complication or intensification of an ongoing issue.
7. The council advancement committee's role is to collect and evaluate evidence, recommend action to the Scout, and if requested, provide the evidence with a position statement to the national Advancement Team. ***The local council does not grant time extensions***. These are granted only through the national Advancement Team after consideration of local council recommendations.
8. The Scout, his parent or guardian, his unit leader, or a member of the unit committee may file the request. It is sent to the council service center to the attention of the council advancement committee. It is preferred that requests be submitted before the 18th birthday. The request must indicate the number of months after the 18th birthday that will be necessary to complete the requirements.
9. The council advancement committee must review the evidence and prepare a position statement. This is shared with the Scout, his parent or guardian, and his unit leader.
10. The Scout then decides whether to pursue the extension with the national Advancement Team. If affirmative, the Request for Extension of Time to Earn Eagle Scout Rank form must be completed and then signed by the Scout executive.
11. An answer from the National Advancement Team is usually provided in two to four weeks. The decision of the National Advancement Team is final.

EAGLE SCOUT COURT OF HONOR

1. The Eagle Scout Court of Honor is a momentous occasion in the scout's life, marked by dignity and distinction. It deserves special attention.
2. Conducting the Eagle Scout Court of Honor is a unit responsibility. Resources available to the troop include local Eagle Scouts, the National Eagle Scout Association representative, the Scoutmaster Handbook, and internet sites (www.eaglescout.org).
3. When setting the date for an Eagle Scout Court of Honor, allow time for the national office to process the application, and for the council office to complete the processing when the national credentials are received. Until the National Eagle Scout Service sends the Eagle Scout certificate to our council office, the Eagle Award cannot be made available to the unit, nor can the court of honor be held.
4. Occoneechee Council does not maintain a registry of addresses for requesting congratulatory letters from public officials. Eaglescout.org has proven to be valuable site for such information.

EAGLE CANDIDATES WITH DISABILITIES / SPECIAL NEEDS

No individual, unit, district or council is authorized to waive or alter any advancement requirements.

Special Needs designation can be applied for on behalf of a severely handicapped child, one who, because of the intensity of his physical, mental, or emotional problems, or a combination of such problems, needs educational, social, psychological, and medical services beyond those that have been offered by traditional regular and special educational programs. Such children include those classified as seriously emotionally disturbed or profoundly and severely mentally retarded, and those with two or more serious handicapping conditions, such as the mentally retarded blind, or the cerebral-palsied deaf.

The medical condition of all candidates for membership beyond the normal registration age must be certified by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator. Any corrective measures, restrictions, limitations, or abnormalities must be noted. In the case of mentally disabled or emotionally disturbed candidates for membership, their condition must be certified by a statement signed by a licensed psychologist or psychiatrist. Current health, medical, or certification records of all youth members beyond the normal registration age who have disabilities are to be retained in the unit file at the council service center.

AGE EXTENSION FOR SPECIAL NEEDS SCOUTS

An Eagle candidate designated as Special Needs by the National office (through the Council Advancement Committee) may continue his work towards Eagle Scout beyond his 18th birthday. **The unit decides whether or not a candidate may remain registered.**

ALTERNATE MERIT BADGES FOR SPECIAL NEEDS EAGLE CANDIDATES

1. The Eagle Scout rank may be achieved by a Scout who has a physical or mental disability by qualifying for alternate merit badges. **This does not apply to individual requirements for merit badges**. Merit badges are awarded only when all requirements are met as stated.
2. The physical or mental disability may be of a permanent or a temporary nature.
3. A clear and concise medical statement concerning the Scout's disabilities must be made by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator.
4. The candidate must earn as many of the required merit badges as his ability permits before applying for alternate Eagle Scout merit badges.
5. The Application for Alternate Eagle Scout Rank Merit Badges, No. 58-730, must be completed prior to qualifying for alternate merit badges.
6. The alternate merit badges chosen must be of such a nature that they are as demanding of effort as the required merit badges.
7. When alternates chosen involve physical activity, they must be approved by the physician.
8. The unit leader and the board of review must explain that to attain the Eagle Scout rank, a candidate is expected to do his best in developing himself to the limit of his resources
9. The application must be approved by the council committee responsible for advancement, utilizing the expertise of professional persons involved in Scouting for people with special needs.
10. The candidate's application for Eagle must be made on the Eagle Scout Rank Application, with the Application for Alternate Eagle Scout Award Merit Badges attached.

In the application of these policies for Scouts with special needs, reasonable accommodation in the performance of requirements for advancement may be made. These may include such things as the extension of time, adaptation of facilities, or the use of equipment or necessary devices consistent with the known physical or mental limitations of the handicapped individual. It is urged that common sense be employed.

OBTAINING A REFERENCE LETTER

The references listed under Requirement 2 of the Eagle Application must be the persons writing the "Letters of Reference". The religious reference should be from the scout's religious institution and the educational reference should be from the scout's school. **Letters must come from the individuals listed on the application!**

If the scout is not a member of an organized religious institution, his parent(s) should write a letter to the attention of the "Eagle Board of Review" stating that the family has no church affiliation. The letter should state whether or not the scout has a belief in God, and how he fulfills his Duty to God in his daily life.

Letters of Reference from people other than those listed on the Eagle Application are welcome and will be submitted to the Board of Review for its use. It is the intent of the reference requirement to have persons who will enthusiastically confirm your demonstration of Scout Spirit based on their observation of your actions.

All letters submitted for a candidate will be made available to his board of review for consideration of the candidate's fitness for the rank of Eagle Scout.

AUTHORIZED METHODS

The authorized methods for obtaining a letter or reference in Occoneechee Council are:

1. The candidate asks his references to write a letter of reference and to send the letter to the council electronically to eaglereference@aol.com .

2. The candidate asks his references to write a letter of reference and to send the letter to the council service center street address via US Postal Service.

3. The scout creates an account for himself at www.eaglerefs.org which will contact his references electronically as well as monitor the receipt of his letters 24/7.

No other methods are authorized for use in Occoneechee Council.

RELIGIOUS PRINCIPLES

The Boy Scouts of America requires that all members – youth and adult – subscribe to the Declaration of Religious Principles published on the membership application (see Article IX, Section 1, *Clause 1).* The following interpretative statement may help clarify this position.

1. The Boy Scouts of America does not define what constitutes belief in God or the practice of religion.

2. The Boy Scouts of America does not require membership in a religious organization or association for enrollment in the movement but does prefer, and strongly encourages, membership and participation in the religious programs and activities of a church, synagogue, or other religious association.

3. The Boy Scouts of America respects the convictions of those who exercise their constitutional freedom to practice religion as individuals without formal membership in religious organizations.

4. If a boy says he is a member of a religious body, the standards by which he should be evaluated are those of that group. This is why the application for the Eagle Scout Award requests a reference from his religious leader to indicate whether he has lived up to their expectations.

5. If a boy is not a member of a religious body, his parent(s) must serve as his religious reference on the Eagle Scout Rank Application, and must provide his religious reference which shall include whether or not their son believes in God (or a Supreme Being) and examples of how he fulfills his Duty to God.

6. It is not the function of any council, district, unit or individual, including persons serving on Eagle Scout boards or review, to alter or waive this requirement.

EXTENDED ABSENCE from SCOUTING

Many times Scouts become active again after dropping from other units because of other interests, moving within the community, or relocating to another part of the country. Youth who were members of a ''dropped'' unit also may become active again. The proper term for such a Scout is ''separated-reregistered.''

Upon re-registration, the youth should assume the last attained rank verified by documentation from the council service center. His previous verifiable service time in that rank applies toward qualification for the next rank and should commence with his re-registration and with guidelines set down by his new unit leader.

DUAL REGISTRATION

Scouts who earn the First Class rank while a registered member of a Boy Scout troop or Varsity team may elect to continue working toward Eagle as a registered member in the Boy Scout troop or a registered member in a Venturing crew, or while retaining dual membership registration in both a troop/team and a Venturing crew. Whichever registration status a boy elects, both Scoutmaster and crew Advisor need to confirm which adult leader

the boy plans to have oversee his advancement process toward the rank of Eagle.

In no case will a scout be credited for simultaneous dual service, whether within the same program or across programs.

BOARD UNDER DISPUTED CIRCUMSTANCES

If the unit leader or unit committee refuses to sign off the scout's Eagle application, or if the unit leader refuses to grant a scout a scoutmaster conference, the scout or his parents may request a board of review under disputed circumstances.

The scout will submit his paperwork in the normal fashion, along with a letter explaining that he is applying for a board of review under disputed circumstances. The application will be verified, the letters of reference collected,the packet will be forwarded to the district and a board of review held.

All parties are cautioned that, while a board of review will be conducted, there is no guarantee that the board of review will advance him to Eagle. The unit leader(s) and the unit committee will be encouraged to provide their side of the story, explaining why they do not believe the scout is ready for advancement. It would be better for all concerned to discuss this as reasonable parties, including using the unit commissioner and similar persons as resources to help mediate the dispute.

APPEALING A DECISION

If the scout's Eagle board of review does not recommend a candidate for advancement to the rank of Eagle Scout, the Scout or his parent(s) or guardian(s) may appeal the decision. Since all Eagle boards in Occoneechee take place at the district level, all appeals shall initially be directed to the council advancement committee. A decision at the council level finding in favor of the Scout shall be final. **Units have no right of appeal of a decision.**

If the council advancement committee does not find in favor of the Scout, he or his parent(s) or guardian(s) may appeal that decision to the National Advancement Team. All requests for appeal shall be made in writing, signed by the Scout and/or his parent(s) or guardian(s), and shall set forth in detail the reasons for requesting an appeal.

Upon initial receipt of an appeal, the council advancement committee shall provide for a prompt review to determine the facts. All parties must be interviewed or written statements obtained. Confrontations between opposing parties must be avoided. **The appeal review is not a second board of review and thus a unanimous decision is not required. A decision may be reached by majority vote.** A written report setting out all details of the appeal and the reasons for the committee's decision shall be prepared and forwarded to the council Scout executive. A copy shall be furnished to the Scout bringing the appeal.

Appeals to the national Boy Scout Advancement Committee shall be processed through the local council, and the local council shall furnish copies of all pertinent documentation to the national committee, including a statement of the council's position on the matter. A copy of the Scout's Eagle Scout Rank Application shall be included. If the Scout's Eagle Scout leadership service project is at issue, a copy of his Eagle Scout leadership service project workbook shall be included. All decisions of the national Boy Scout Committee in reference to appeals shall be final.

FUNDRAISING GUIDELINES

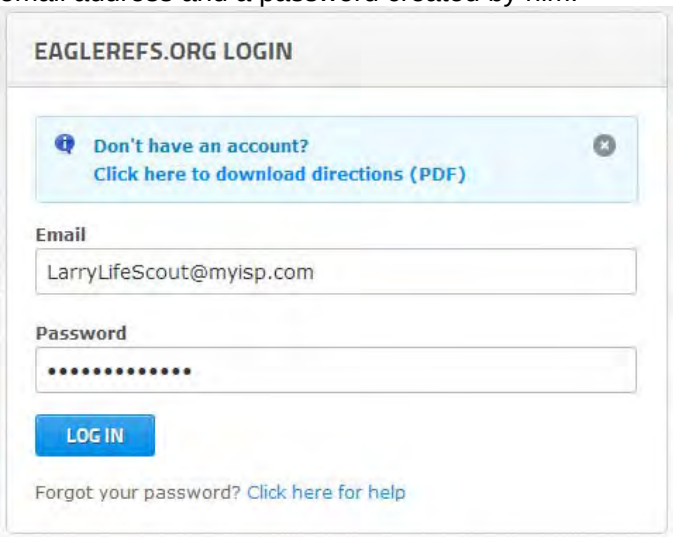
Effective May 28, 2014, the following policy is approved for Eagle Scout candidates of Occoneechee Council:

No fundraising application shall be required for public fundraisers such as car washes, bake sales, spaghetti suppers and similar events for which the anticipated fundraising amount is less than or equal to $500. Further, donations of materials to be used in the carrying out of an Eagle Scout service project in amounts up to $1000 shall not require a fundraising application.

REQUESTING REFERENCES USING EAGLEREFS.ORG

Occoneechee Council has introduced a fast, easy and secure method for Eagle Scout candidates to request letters of reference that will be used by the Eagle Scout board of review: EagleRefs.org !

The Eagle Scout candidate simply visits EagleRefs.org and creates an account, individual to him, using his email address and a password created by him.



Upon creating his account, the scout then enters the names, addresses and email addresses of each of his references he wishes to have contacted by EagleRefs.org. If he has one or more references that he wishes to have send a letter the old fashioned way, that is acceptable, too!

Each of the scout's references will receive an email from EagleRefs.org with a unique log-on so that the reference can prepare and send his/her reference. The entry and sending is a one-time only usage, which maintains the confidentiality of the reference. The reference cannot be forwarded or shared, also preserving confidentiality.

Best of all, the scout can monitor his reference requests anytime day or night. When the requests are sent and received at a confirmed email address, a yellow triangle will appear:

First Name	Last Name ▲	Unit	District	BSA Scout Id	Parental	Religious	Educational	Employer	Other 1	Other 2	Eagle Project
Scout		Troop 888	Crosswinds	[redacted]	⚠	⚠	⚠	✗	⚠	⚠	⚠

References not requested appear with a red X as in the example shown above.

As references send their electronic references via the EagleRefs.org system, the yellow triangle changes to a green checkmark:

First Name	Last Name ▲	Unit	District	BSA Scout Id	Parental	Religious	Educational	Employer	Other 1	Other 2	Eagle Project
Scout		Troop 888	Crosswinds	[redacted]	⚠	⚠	✓	✗	⚠	✓	⚠

When all references are received, you'll know it by seeing all the green checkmarks. The Eagle Desk is notified electronically so the references can be printed and placed with your file to send to the Eagle board. There is even a place for you to register your Eagle Scout service project!

First Name	Last Name ▲	Unit	District	BSA Scout Id	Parental	Religious	Educational	Employer	Other 1	Other 2	Eagle Project
Scout		Troop 888	Crosswinds	[redacted]	✓	✓	✓	✗	✓	✓	✓

This program was piloted for over a year in one of our larger districts and has been available council-wide for over six months. EagleRefs.org has proven to be 100% reliable (no letters lost in the mail), 100% confidential and has received high scores from scouts for ease of use and for ease of monitoring the reference process.

Use of EagleRefs.org is ***optional***. Occoneechee Council also accepts hard-copy letters via USPS and electronic references at eaglereference@aol.com.

A Letter of Recommendation Request on behalf of Eagle Scout Candidate

_____
(Eagle Scout Candidate's Name)

Complete for each reference

Reference's Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

The Eagle candidate has designated you as his:
___ **Parent reference**
___ **Religious reference**
___ **Educational reference**
___ **Employer reference**
___ **Other**

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

1) Living and practicing the values of the Scout Oath and Scout Law at home, school, job, religious organization, or wherever he is.
2) Attitude towards duty and responsibility to God
3) Reliability in meeting commitments he makes
4) General scholastic ability and record
5) Effectiveness of leadership in his activities
6) Respect for other's rights, property and convictions.
7) Effectiveness in working with others.
8) Attitude towards duly constituted authority
9) Ability to handle an emergency situation.
10) Community involvement outside of Scouting.
11) Exemplary personal achievements, honors, awards.

Comment on any of which you have personal knowledge. Feel free to mention other areas not listed to further reveal the character and ability of this Eagle Scout candidate. Examples of events that demonstrate the candidate's character and ability are very effective.

Please mail your letter directly to the address below:

Chairman of the Eagle Board of Review for (*candidate's name*)
Eagle Scout Service Desk
Occoneechee Council, BSA
3231 Atlantic Avenue
Raleigh, NC 27604

For fastest and cost-free delivery, email your letter to **eaglereference@aol.com**

This Eagle Scout candidate's board of review will depend upon this reference. **Please do your best to submit this reference within 14 days**. Your promptness in responding to this request is appreciated.

The Boy Scouts of America requires that the contents of your letter remain confidential. Only the council Eagle Service Desk and members of the candidate's Eagle Board of Review will see the letter. We will not share your letter with the candidate. We ask that you maintain the same degree of confidentiality.

If you have questions, please contact the Occoneechee Council Eagle Service Desk at 1-800-662-7102 (Raleigh 919-872-4884). Thank you for your cooperation and prompt response.

The Occoneechee Council Advancement Committee

SCOUT OATH
On my honor, I will do my best,
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake and morally straight.

SCOUT LAW
A Scout is …
trustworthy loyal helpful
friendly courteous kind
obedient cheerful thrifty
brave clean reverent.

SCOUT MOTTO
Be prepared.

SCOUT SLOGAN
Do a good turn daily.

OCCONEECHEE COUNCIL EAGLE SERVICE PROJECT REGISTRATION FORM

Occoneechee Council, Eagle Service Desk, 3231 Atlantic Ave, Raleigh NC 27604

Name _____ Unit _____ District _____

City _____ State _____ Board of Review Date _____

Name of Institution, organization or community for which the project was done _____

Address of institution, organization or community _____

TOTAL NUMBER OF SERVICE HOURS PERFORMED ON THIS PROJECT _____

Name / Description of Eagle Scout Service Project (Ex: benches for high school; sandbox for playground)

_____

_____

-------- Attach photo below ---------

1) **Attach a <u>single</u> photo of your completed Eagle project.**
2) **Sharp, bright photos at least 3.5” x 5” (4”x6” or larger is better).**
3) **Landscape (wider than it is tall) is best.**
4) **Photos should be in color – not b/w or photocopies.**

occoneechee council

Note to Eagle Board volunteers and to our new Eagle Scout

The Eagle Project Registration is how we acquire the photos and descriptions for the slide show at the annual Eagle Scout Banquet and for our annual Report to the Governor. Small (less than 2”) photos and photocopied photos are impossible to scan and use. Please help us share the contributions of **<u>ALL</u>** our Eagle Scouts by completing a project registration form at the conclusion of each board of review.

MEM 8/14/2014

Age Guidelines for Tool Use and Work at Elevations or Excavations

Training and Supervision

The use of tools, by any youth or adult, requires training in the proper use of those tools before a project starts and continuous, qualified adult supervision and discipline during the project. Manufacturers' literature and age and skill restrictions shall supersede the recommendations on the chart below. If there is a conflict, leaders shall follow the most restrictive guidelines. The table below is not comprehensive; if in doubt, adults should be recruited for all tool use or job functions that might be dangerous.

Note on Personal Protective Equipment

Appropriate personal protective equipment (PPE) must be used at all times when using hand or power tools. Types of personal protective equipment include the following:

- Work gloves
- Safety glasses
- Safety helmets
- Earplugs or muffs
- Steel-toed shoes
- Protective aprons
- Safety face shields
- Other personal safety equipment as defined by OSHA standards

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	Not authorized		
Mattock	Not authorized		
Posthole digger	Not authorized		
Wheel cart (1-, 2-, or 4-wheeled)	Not authorized		
Paint roller with extension pole	Not authorized		

Note: Shaded areas indicate age-appropriate use.

Power Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Screwdriver (electric)	Not authorized		
Handheld sander (small)	Not authorized		
Cutting tools (e.g., Dremel®, small)	Not authorized		
Paint sprayer (small, less than 50 psi)	Not authorized		
Residential lawn mower (self-propelled, riding)	Not authorized	Not authorized	
Commercial lawn mower (push, self-propelled, riding)	Not authorized	Not authorized	
Line trimmer (electric, gas-powered)	Not authorized	Not authorized	
Edger (electric, gas-powered)	Not authorized	Not authorized	
Leaf/grass blower (electric, gas-powered)	Not authorized	Not authorized	
Hedge trimmer (electric, gas-powered)	Not authorized	Not authorized	
Belt sander (electric, cordless)	Not authorized	Not authorized	
Pressure washer (>50 but <100 PSI)	Not authorized	Not authorized	
Circular, reciprocating, jig, or radial saw	Not authorized	Not authorized	Age 18 and older
Band and scroll saws	Not authorized	Not authorized	Age 18 and older
Router/planer	Not authorized	Not authorized	Age 18 and older
Chain saws	Not authorized	Not authorized	Age 18 and older
Log splitters	Not authorized	Not authorized	Age 18 and older
Wood chippers	Not authorized	Not authorized	Age 18 and older

Note: Shaded areas indicate age-appropriate use.

A SPECIAL NOTE TO DISTRICT VOLUNTEERS and UNIT LEADERS

It is common to have scouts plan to use tools, or to supervise other youth in using tools, that are on the BSA "not authorized" list. Many times, the scout will justify the plan with an explanation such as "I've taken shop class for xx years" or "I've used power tools in my dad's shop since I was xx years old."

While that scout may have significant experience with power tools, perhaps more than most adults, he is still a minor in the eyes of the law. There are significant differences between using a saw in shop class (a controlled environment under the supervision of one or more faculty) and supervising a 15-year-old fellow scout.

The Boy Scouts of America has established these standards for the health and safety of all our Eagle Scouts and their helpers. Please help us to make every Eagle project a safe Eagle project.

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.

A SPECIAL NOTE TO DISTRICT VOLUNTEERS and UNIT LEADERS

We have few projects in our council that involve excavations, but we often see projects (kiosks, benches, shelters, bridges) that involve post holes, many times in areas where underground utilities may be located. While it can be a great learning experience for the scout to make the call to "No Cuts", the legal responsibility for damages that might result from hitting an electric line or gas line will rest with an adult, either the owner / manager of the property where the damage occurred, the adult or organization that (should have) supervised the digging, or both. MAKE SURE THAT A RESPONSIBLE ADULT IS IDENTIFIED TO ENSURE THAT THE CALL IS MADE, THAT THE UTILITIES ARE MARKED AND THAT ANY AMBIGUITIES ARE CLEARED.

Projects that involve work at elevation are more common. Shelter and kiosks are often shingled after the roof is in place, and projects involving installing bird houses, bat houses or exterior painting will commonly involve heights more than 4 feet of the ground. The BSA limits the height of the ladder to six (6) feet when used by youth 14 – 18 years old.

The Boy Scouts of America has established these standards for the health and safety of all our Eagle Scouts and their helpers. Please help us to make every Eagle project a safe Eagle project.

Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community.* Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a final, comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before final planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Final Plans

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Final Plan" form in your *Scout's Eagle Scout Service* Project Workbook, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.

Navigating the Eagle Scout Service Project **is a publication of the National Council of the Boy Scouts of America. It is intended to be provided to all recipients of an Eagle Scout service project, in particular those recipients that are new to the Eagle Scout service project process.**