



Boy Scouts of  
America  
Blue Grass Council

Eagle Scout Procedures  
Guide

March 2008

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## INTRODUCTION

Purpose of this document is to provide concise guidance to Scouters in the Blue Grass Council on the policies and procedures relating only to the Eagle rank. This information is intended to supplement the BSA publications listed in the References section, below. National BSA policies and procedures, as stated in national publications, will have precedence over this Blue Grass Council document. In the event of conflicting information between revisions of national documents, the later publication will prevail, unless specifically stated herein.

Specifically, this document addresses those areas in which the BSA policy allows council discretion and presents procedures for carrying out BSA policy within the Blue Grass Council. An electronic version of this document is posted on the Blue Grass Council web site (Ref. 1).

The requirements for the Eagle Rank are clearly listed in the Boy Scout Handbook (Ref 2). Further requirements and limitations concerning the Eagle Leadership Service Project are presented in the Eagle Leadership Service Project Workbook (Ref. 3). While other BSA publications provide added discussion, these two resources provide all the requirements. As stated in Advancement Committee Policies & Procedures (Ref. 4), these requirements must be strictly adhered to and nothing shall be added, changed, or waived except as authorized and approved for Scouts with Disabilities (Ref.6). It is the duty of the Scouters in the Blue Grass Council to ensure fair, consistent adherence to these requirements. A Scout who earns the Eagle rank in one district should be held to the same standards as a Scout in another district.

All monies earned for the Eagle project will be used for the project. Any residual funds left **will not** be put into the troop account, but will be turned over to the beneficiary of the project for up keep of the project.

## REFERENCES

BSA publications are frequently updated and the most current revision of these documents should be used for reference. This Blue Grass Council document will only be revised when newer versions of these references dictate a change in the information provided herein. While every effort will be made to disseminate any new Eagle policies and procedures information within the council through training, publications, the Internet, appropriate committees, and Roundtables, it is the individual Scouts and Scouters' responsibility to follow the policies presented in the most current BSA publications.

Blue Grass Council Internet Website, <http://www.bgbsa.org>.

Boy Scouts of America, Boy Scout Handbook, Publication #33105.

Boy Scouts of America, Eagle Leadership Service Project Workbook, Publication #18-927E.

Boy Scouts of America, Advancement Committee Policies & Procedures, Publication #33088.

Boy Scouts of America, Eagle Scout Rank Application, Form #58-728A.

Boy Scouts of America, Disabilities Manual, Publication #34059.

**NO PUBLIC ANNOUNCEMENT** about the project should be issued before a project has been approved by the District Board

# Blue Grass Council Eagle Scout Procedures Guide

**Process Step Codes:** C= Council, D = District Advancement Committee, N = National, S = Scout  
U = Unit Representative

- 1S** Scout request that his unit begin the Eagle board of review process
- 2U** Unit requests a person profile print out from the Scout Office (Registrar) if not using Internet Advancement.
- 3C** Registrar receives request, prints out person profile information on Scout, and sends information back to unit representative for reconciliation to unit records
- 4U** Unit representative reconciles person profile records with Troop records and if required, contacts office to make any necessary adjustments
- 5C** Registrar adjusts advancement records where appropriate
- 6U** Unit prepares and submits Eagle Scout Application to the Council Registrar for validation and signature. Usually takes 10-15 minutes Monday thru Friday only.
- 7C** Council Registrar validates and signs Original Eagle Scout Application and returns form to Unit.
- 8U** Unit representative receives signed form
- 9U** Unit representative contacts District Advancement Committee to set up a Board of Review
- 10U** Scout and Unit Representative prepares and gathers the material necessary to be presented at the Board of Review (See Required Eagle Board of Review Scout Roles and Responsibilities)
- 11U** Unit representative and prospective Eagle bring the requested materials to the Board of Review at their appointed time.
- 12D** Board of Review Members conduct the board of review, return the Eagle Project Book and the Eagle Application and other information that the Scout used in the board to the unit representative, with the exception of the reference letters. **(District Representative destroys the Reference Letters)**
- 13U** Unit Representative brings the completed Original Eagle Application form to the Scout Office for use by the Registrar
- 14C** Registrar reviews the form for proper signatures, and issues a request to the Scout Executive for approval to send to National
- 15C** Scout Executive receives request, approves or denies the Scout's ability to be an Eagle, requests the registrar to either submit to Eagle Application to National (approval) or contacts the Council Advancement Chair to discuss next steps if he does not approve the Eagle Application

- 16C** Registrar submits to National that the Scout Executive has approved the Eagle Application form and National inserts the date when the Scout passed his board of review
- 17N** Certification is issued by National and sent to Council Office.
- 18C** Registrar notifies the Unit representative that the Eagle Certificate is ready for pick-up at the Council Office.
- 19U** Unit notifies Scout that all paperwork has been completed and the Scout can have his Court of Honor

# Scout

## Roles and Responsibilities Checklist

**Actions listed below are to be completed prior to the Scout's 18th birthday**

### Pre Board

- 1 Complete the Rank of Life Scout and request a Council Eagle Packet from the unit or council office
- 2 Be active in your troop and patrol for a minimum of 6 months after completion of the Life Rank
- 3 Demonstrate Scout spirit by living the Scout Oath and Scout Law, while being an active Life Scout
- 4 Earn 21 Merit Badges of which 12 are Eagle Required and are in the proper category
- 5 Serve actively in a position of responsibility in your troop for 6 months as a Life Scout
- 6 Using the most current Eagle Project workbook (form 18-927), plan and submit information on your selected Eagle project. Obtain the necessary approval signatures from the benefiting organization and your unit prior to submitting to the district advancement committee. A workbook can also be downloaded from the National BSA website and be completed using a computer software program. **If not using the computer software, use pen (not pencil) to complete the forms.** Workbook (form 18-927) can be obtained from the Boy Scouts of America – National Council Web Site <http://www.Scouting.org/>
- 7 Present workbook to the district advancement committee to obtain approval to start your project.
- 8 Conduct, complete, and document the previously approved Eagle Project using the Eagle Scout Leadership Service Project Workbook Form 18-927. Obtain the necessary signatures to approve the completed project.
- 9 Discuss with the Unit Representative what (if any) advancement steps are necessary prior to the unit's approval of the Eagle Application, including any additional reviews or interviews that the Unit would like to conduct.
- 10 Request and participate in a Scoutmaster Conference for Eagle Rank
- 11 The Scout should inform his unit representative that he is seeking an Eagle Board of Review and request them to contact the District Advancement Committee Representative for a board of review appointment.
- 12 Request the Unit Representative to acquire an official Scout Advancement Report from the Council Registrar.
- 13 **Submit a list of at least five names of people, their addresses, and relationship according to the Eagle application categories for his required reference letters to his unit representative.** (See Enclosure 1 and 3)
- 14 Work with your unit representative to order and prepare the Eagle Application
- 15 Prepare and write the Goals and Ambition page for the Board of Review (See Enclosure 2)
- 16 Produce a summary statement of no longer than one page of the Eagle Service Project including what was the project, when was it conducted, how many service hours were performed in the completion of the project, who received the benefit of the project, where was the project conducted, the Scout and the Unit involved

### Board of Review

- 1 Prospective Eagle Scout should be properly attired in his Class A (Field) uniform including his merit badge sash and other awards (i.e. Arrow of Light, etc.) according to his troop's uniform policy
- 2 Bring his Eagle Service Project Book and the Service Project Summary for review and discussion. Scrapbooks, pictures, and other pertinent information regarding the project is welcomed
- 3 Bring the Boy Scout Handbook (with the advancement sections filled in) – Optional + Board will provide their signature at end of the successful Board of Review.
- 4 Bring Other memorabilia that Scout would like Board to see
- 5 Bring Life Goals and Ambitions page (Requirement 6) and present to the Board for review and comment
- 6 Be ready to RELAX and ENJOY his Board of Review

### Post Board

- 1 Receive back at the end of the Board the Eagle Service Project book, Scout Handbook, and other related materials.
- 2 Reference Letters will be destroyed by the district member of the Eagle board. The Scout is never allowed to view the letters.
- 3 Request his Unit Representative to submit the signed Eagle Application to the Council office.
- 4 Check with his Unit Representative after 2 weeks if he has not already been informed as to the status of the application
- 5 Upon notification that he has become an Eagle Scout, plan whatever ceremony he would like to have in recognition of his achievement

# Unit Representative

## Roles and Responsibilities Checklist

### Pre-Board

- 1 Periodically monitors the Scout's progress and counsels him as needed or requested to see that the Scout has the opportunity to complete all of the Eagle requirements prior to the Scout's 18th birthday.
- 2 Obtains the latest Council Eagle Packet and provides/explains the material included to the new Life Scout
- 3 Helps the Life Scout, when requested, find a suitable Eagle Service Project and mentors the Scout in the proper and adequate preparation/ submittal of his Project to the unit committee and the District Advancement Committee for approval
- 4 Works with the Scout to complete the one-page Life Ambitions and Goals statement. (See *Enclosure 2*)
- 5 Works with the Scout to complete the Eagle Scout Project Workbook, and one-page project summary.
- 6 Requests an official advancement record from the Council Registrar and reconciles it with the Unit's records. If required, works with the council registrar to make adjustments to the official records.
- 7 Submits the Eagle Application Form to the Council Registrar
- 8 Requests a validated and signed copy of the Eagle Scout Application from the Council Registrar
- 9 Requests a listing from the Life Scout that contains the names, addresses, and phone numbers of his five character references in the categories listed on the Eagle Scout application
- 10 Creates and mails the required Eagle Reference Letters allowing adequate time to follow up to receive the letters before the Board (See *enclosure 1 and 3*)
- 11 Performs or initiates any unit directed review of the Scout's skills along with advancement and attendance records prior to the Scoutmaster conference.
- 12 Arrange for Unit Board of Review members to take part in the District Board of Review as requested by the District Advancement Committee.
- 13 Contacts the District Advancement committee to schedule a board of review for the Eagle candidate.
- 14 Notifies the Scout and other interested parties of the date, time, and place of the District Board
- 15 Discusses with the Scout the required materials and the role of the Scout before and during the district board of review.
- 16 Provides periodic training to the Scouts, parents, and leaders in the unit in the process of a Scout achieving the rank of Eagle

### Board of Review

- 1 Insures that the Scout and the requested material (see Scout Role and Responsibility Section) are at the board of review site at the review's appointed time.
- 2 Introduces the Unit representatives that will sit on the board with the District representatives
- 3 Delivers the Verified Eagle application form with all the required unit signatures to the Board of Review
- 4 Brings the received Eagle reference letters and delivers them **UNOPENED** to the Board of Review
- 5 Introduces the Scout to the members of the board of review
- 6 Receives back both the Scout's personal material and the approved, signed Eagle Application Form
- 7 The unit representative may sit in as a member of the board if they are not the Scout's Scoutmaster, Assistant Scoutmaster, relative, parent ,or guardian

### Post Board

- 1 Insures the delivery of the signed Eagle Application form to the Council Registrar (suggest the unit make a copy of the application form and hold till Registrar informs the Unit that National has approved the Eagle applicant)
- 2 Awaits to hear the status of the application at National from the Council Registrar
- 3 Informs the Scout of the status of the application
- 4 Works with the Scout and parents, if requested, to prepare for the Court of Honor
- 5 Makes arrangements for any troop awards for the Eagle Scout



# **Parents**

## **Roles and Responsibilities**

### **Pre-Board**

- 1 Parents as a rule are not present at their son's Eagle Board of Review.
- 2 If special circumstances warrant their attendance, they may petition a request to the board through their son's unit representative.
- 3 The District board then discusses the request and determines if parental attendance would be appropriate and reports their decision to the unit representative

### **Board of Review**

- 1 Be present in the Board of Review room, if approved ahead of time (see Pre-Board #3). Parents do not take part unless there is a need for clarification.

### **Post Board**

- 1 The parents may be invited into the board room after the decision is made on the rank advancement for further instructions from the members of the board.
- 2 Help their son prepare for his Court of Honor.
- 3 Should the Scout not be awarded the rank of Eagle Scout, the parents can work with their son to complete any necessary items for a future Board of Review.

# **Scoutmaster**

## **Roles and Responsibilities**

### **Pre-Board**

- 1 Conduct the Scoutmaster Conference with the prospective Eagle candidate and note the event in the Scout's handbook
- 2 Complete the appropriate section of the Eagle Application

### **Board of Review**

- 1 The Scoutmaster may be in attendance at the board, to introduce the Scout, and cannot take part in the actual interview

### **Post Board**

- 1 Participate in Eagle Ceremonies as requested

# **District Advancement Committee**

## **Roles and Responsibilities**

### **Pre-board**

- 1 Stay current on the process and requirements of obtaining the rank of Eagle
- 2 Provide training in the process of a Life Scout achieving the rank of Eagle (either periodically, or upon request)-to the Units of the district.
- 3 Establish a set day, appropriate number of time slots, and a consistent place to hold the Eagle board of review
- 4 As requested, establish and communicate with the unit representative the board of review date, time, and place
- 5 Enlist people to sit on the Board and provide them information which will allow them to participate fully in the Board of Review.
- 6 Receive input from the unit representative of any unusual situations that the members of the board of review should take into consideration during the board of review.

### **Board of Review**

- 1 A board member may be excused from the board if the member knows the Scout and feels that this would influence the board in a undesirable manner
- 2 Assign the Board of Review Chairperson
- 3 If required, inform the Chairperson of the suggested Board agenda and request that the Board be conducted in approximately 1 hour.
- 4 Welcome the Unit representatives to the Board
- 5 Provide any pre-board communication required for the members of the board to insure all reviewers understand their duties and responsibilities
- 6 Receive the applicable Scout material from Unit Representative and conduct appropriate reviews prior to the interview
- 7 The Unit Scoutmaster may introduce the Eagle Candidate to the board, but may not take part in the board of review.
- 8 Insure that the Board Chairperson welcomes the Eagle Candidate, introduce him to the Board members, and try to put the Scout at ease in order to have a better review.
- 9 The members of the board take turns in questioning the Scout.
- 10 The Scout is excused from the room while the members of the board vote to accept or deny the rank of Eagle to the candidate. This vote is to be unanimous.
- 11 If the vote is unanimous, the District Advancement Committee member is to insure that the appropriate signatures are added to the Eagle Application form, along with the Scout Handbook if available. The District Advancement Committee member is to describe the next steps. Letters of reference are to be destroyed by District Representative at another location.
- 12 If the vote is not unanimous, the District Advancement Committee member is to insure that a discussion should be held with the Scout as to his options. The District Advancement Committee member is to describe the next steps to the Scout. Letters of reference are to be retained for the appeals board.

### **Post Board**

- 1 Provide documentation on Eagle advancement information to the Council Advancement committee as requested.
- 2 Invite the Eagle Scouts to the Council Recognition Dinners.
- 3 Participate as requested in Council Recognition activities
- 4 Participate in the unit's Eagle Court of Honor if requested to take part.

# **Blue Grass Council**

## **Roles and Responsibilities**

### **Council Scout Executive**

- 1 Provides oversight as required of the Council Advancement Committee and the District Advancement Committees
- 2 Reviews the completed Eagle application and provides concurrence or denial to the Council Registrar
- 3 If the application is denied, notifies the Council Advancement Committee Chair of the situation and requests further actions to be taken to ascertain whether the Scout should be given the rank of Eagle.
- 4 Participates on any disputed application that has already gone through the District Appeal Process

### **Registrar**

- 1 Provide capability to obtain necessary forms and information via electronic means
- 2 Prepare the Person Profile upon request for the Eagle candidate and submits it to the unit.
- 3 Notify the Council Advancement Committee of changes in requirements or processes dictated by the National Scout Office
- 4 Verify the Eagle Application and sign then return to the Unit Representative
- 5 Receive the completed Eagle Application (after the Board of Review) and review if for completeness. If not complete, bring it to the Unit Representative's attention for correction.
- 6 Submit the completed Eagle Application to the Council Scout Executive for final approval
- 7 Submit the approved Electronic Eagle Application to the National office in a timely fashion
- 8 Monitor the return of the application and notifies the unit representative of the status of the application
- 9 Enter pertinent data into Council databases for future use

### **Council Advancement Committee**

- 1 Ensure that the adequate personnel are available to conduct Eagle Board of Reviews as required
- 2 Monitor any issues or situations that come forth from the Eagle Boards of Review and if required, take appropriate action after consultation with Advancement Committee and Council Scout Executive
- 3 Insure that changes in process or requirements are communicated to the Units in the Blue Grass Council
- 4 Insure that training is provided either periodically or upon request in the process of a Scout achieving the rank of Eagle
- 5 Conduct Lifesaving or Meritorious Action Awards as directed by the Executive Board.
- 6 Conduct Boards for any awards as directed by the Executive Board.

### **District Executive - Council Advancement Representative**

- 1 Along with the Registrar, notify the Council Advancement Committee of changes in requirements or processes dictated by the National Scout Office

## Other Resources

### Websites

Boy Scouts of America – National Council Web Site <http://www.Scouting.org>

Blue Grass Council Web Site <http://www.bgsa.org>

### Forms

Forms available on Blue Grass Council Web site

- Eagle Scout Leadership Project Application

- Eagle Scout Application

- Eagle Reference Letter

### District Advancement Committee Members

See Blue Grass Council Web Site – Applicable District or call Scout Office

### Other Notes

There is about a 30 day period of time that National will create a second certificate (without charge) if there is a mistake made on the first one.

If a Scout has ever registered with a Crew, Scout net will put the Crew on the certificate; the Scout needs to let the registrar know the problem and the correct Troop and City.

## Enclosure 1

The Eagle Scout Rank Application lists six requirements. Requirement number two provides for six references (five if the Scout is not employed) to be listed who are willing to furnish a recommendation of the Scout's behalf concerning his demonstration of the Scout Oath and Law.

In order to fulfill this requirement in the Blue Grass Council, it will be the Scout's responsibility to supply the names and address of the individuals to the unit representative. The Unit Representative will send the attached letter to the individuals explaining their role in his advancement. The letters of reference should be sent to the Chairman of the Eagle Board, in care of the **Scout's unit leader** (Troop Scoutmaster, Crew Advisor, or Team Coach). These unopened envelopes should be submitted with the Eagle Scout Application at the time it is submitted to the District Representative for the Board of review. (*Minimum of 3 letters.*)

All letters of reference will be treated with strict confidence as appropriate and destroyed by the District Representative after the Board of Review, if the applicant has been awarded the rank of Eagle, if not they will be retained for the appeal board.

If you have any questions concerning this policy, please contact your district advancement committee.

## Enclosure 2

The Eagle Scout Rank Application lists six requirements. Requirement number six provides for a statement of your ambitions and life purpose, including a list of leadership positions held in your religious institution, school, camp, community, or other organization. Include honors and awards received during the service.

This statement should be two to three paragraphs long. It is an opportunity to share your life. Your values and ambitions indicate who you are and the impact Scouting has had on your life. You can tell us what you want to do next and what your plans in life might be. Sharing your achievements helps the Board of Review see you are a well-rounded person who benefits the community by being involved outside of Scouting. Don't be shy about bragging! Lists medals, plaques, certificates, academic and sports honors, etc.

If you have any questions concerning this policy, please contact your district advancement committee.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Dear \_\_\_\_\_,



Eagle candidate \_\_\_\_\_ is applying for the rank of Eagle Scout. He will be undergoing a District Eagle Scout Board of Review. To facilitate review of his character, he is asked to provide confidential letters of recommendation, and has suggested you as a reference.

Would you please e-mail a letter or write a letter and mail to his troop's Scoutmaster or the Advancement Chairperson. In turn, they will collect the letters in (SEALED) envelopes and have the scout bring them to the Eagle Board Chairman when his binder is turned over (prior to the Eagle Board).

Send the letters to: \_\_\_\_\_ District Eagle Board of Review

Attention: Scoutmaster or the Advancement Chairperson \_\_\_\_\_

Mailing address: \_\_\_\_\_

Or @ E-mailing address: \_\_\_\_\_

Your letter of recommendation should explain why you think this candidate is worthy of the rank of Eagle Scout. Your letter will be read by the Eagle Board of Review Committee prior to meeting with the Eagle Scout Candidate. The information below helps define what an Eagle Scout should be, and may help you formulate your recommendation. If you have any questions about this request or your letter, please contact the Eagle Scout candidate and or Scoutmaster/Advancement Chairperson listed above.

A Scout is expected to show a sense of duty to God, to Country and to other people. He should be a leader or have the ability to lead. He should have a sense of morality. He should be prepared and capable of caring for himself and helping others. These criteria are covered in the Scout Oath, Law, Motto and Slogan.

**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.

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

**Motto:** Be prepared.

**Slogan:** Do a good turn daily.

To help us direct your letter please write the name of the Eagle Scout candidate and what type of referral (parent, religious, education, employer or other) in the lower left hand corner of the envelope or in subject line of e-mail. If you do not want your letter given to the Eagle Scout candidate after the Board of review, please indicate in your letter.

Letter should be received by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Thank you for your assistance.

Sincerely,





Blue Grass Council  
Boy Scouts of America  
3445 Richmond Road  
Lexington, Kentucky 40509

**CONFIDENTIAL**  
**EAGLE SCOUT REFERENCE**

FOR: \_\_\_\_\_

Unit Advancement Chairman

Unit Number: \_\_\_\_\_

*Enter Address of your Unit Committee  
person responsible for collecting Eagle  
reference letters.*

*The Eagle Candidate is not to take  
possession of this letter after it is written...  
(an editable version of the envelope is  
available on the council website)*