

LIFE TO EAGLE INSTRUCTIONS



NORTH STAR DISTRICT EAGLE BOARD OF REVIEW
GREATER ST. LOUIS AREA COUCIL
BOY SCOUTS OF AMERICA

REV. 2011

NORTH STAR DISTRICT EAGLE BOARD OF REVIEW

LIFE TO EAGLE SEMINAR

1. Introductions.
2. Meeting dates, times and location.
3. Questions:
 - A. What are the requirements for an Eagle Project?
 - B. Does a Scout have to use the new Eagle Scout Packet Workbook?
 - C. Where can a Scout get ideas for a project?
 - D. Can a Scout do a project for the Council? A private organization?
 - E. Can a Scout conduct a blood drive for an Eagle Project?
 - F. Who has to approve a Scout's project before they call for an appointment?
 - G. Should a Scout keep a journal?
 - H. Can a Scout work on his project before he goes to the Eagle Board?
 - I. Will the Eagle Board reject an incomplete Eagle Scout Packet Workbook?
 - J. What does a unit do if they feel that a Scout is not practicing good Scout Spirit?
 - K. What happens when the Scout finishes his project?
 - L. What kinds of questions are asked of Scouts for project approval? Eagle?
 - M. Who can present a Scout with his Eagle?
 - N. Is there a time limit on the Eagle Scout Application Form or Eagle Scout Project Workbook?
 - O. Can a Scout who will turn 18 before he completes his project receive his Eagle?

GREATER ST. LOUIS AREA COUNCIL BSA
LIFE TO EAGLE INSTRUCTIONS
NORTH STAR DISTRICT

EAGLE SCOUT SERVICE PROJECT

Unlike a service project for Star or Life, you must develop a plan and give leadership to others.

The Eagle Service Project is an individual matter.
Only one Eagle candidate may claim credit for the project.

Your Eagle Service Project cannot include service to any phase of the Scouting movement or be a fund raising activity.

The Project should be helpful to a religious institution, school, or your community.

The Eagle Service Project need not be original, but you must :

- Plan the details.
- Develop the project by organizing the work and recruiting the manpower to complete the project.
- Give leadership to others by directing the actual carrying out of the project.

SELECTING AND PLANNING THE SERVICE PROJECT.

You may want to interview more than one key individual before making your selection of a project. The project should meet an identifiable need.

Total time involvement should be considerable and represent your best possible effort. Include planning time and actual working time in the project plans.

A journal, listing all contacts, suggestions given, plan development ideas, etc., should be started. This will be of value when discussing your project with the District Eagle Board of Review.

All service project requirements and requirements 1-6 on the Eagle Scout Rank Application must be completed after you become a Life Scout and before your 18th birthday.

APPROVAL OF PLANS PRIOR TO EAGLE BOARD OF REVIEW.

The plans must be reviewed and approved by the person in the religious institution, school, or community who will benefit from the project; the Scoutmaster; and the Unit Committee. Signatures must be obtained for the concept (page 6) and the planning details (page 9) before securing the approval of the District Eagle Board of Review.

APPROVAL OF PLANS BY THE DISTRICT EAGLE BOARD OF REVIEW.

Contact the chairman of the district Eagle Board of Review, Charley Seris at home, 314-524-6612. **You must call at least 10 days before the Board of Review meeting date you wish to be invited to.**

The Eagle Board usually meets on the **Second Sunday of the month at St. Andrew United Methodist Church.** 3975 North US Highway 67 Florissant, MO 63034

You may invite your Scoutmaster, assistant Scoutmaster or Unit Commissioner to attend with you. You must have your unit's approval and be in full Scout uniform to appear before the Board of Review.

Please bring 3 photo copies of all paperwork, attachments and pictures to speed the review process and provide a copy for the District archives.

A project will not be accepted unless you get the approval of the Eagle Board of Review before the project is started.

Remember, this will be the first time the board has seen the project and will ask numerous questions regarding the concept and planning details. Bring your journal, sketches or anything else that might help the reviewers better understand your proposed project.

Funding of the project will also be discussed. A special fundraiser can be completed which will be considered as a part of the project or donations can be accepted from businesses to help underwrite the cost of the project. A Scout or his family is not expected to pay the cost of his project.

After the Eagle Board of Review has approved your project, if you or the institution propose to change the project scope of work, the changed must be discussed with your unit leader and approved by the Eagle Board of Review before implementing the proposed changes. Any changes to the project during the execution phase must be noted on page 12 of the Service Project Workbook.

COMPLETING THE PROJECT AND PREPARING THE REPORT.

Use the workbook to keep track of all details (pages 10 – 13) as the project progresses.

When the project is completed, make your written report completing pages 10 through 13 in the workbook. Add additional pages if necessary.

Secure the signature of the representative of the group or organization that will benefit from the project and your Scoutmaster.

EAGLE SCOUT RANK APPLICATION STEPS: COMPLETING THE FORM.

Read the application carefully.

Fill in all dates, including day, requested on the application form, i.e., 01 for January and 09 for day of month.

Make sure the time periods of your registration and leadership positions tenure are currently filled in and meet the requirements. Requirement number 4 on the Eagle Scout Rank Application requires that a Scout serve in a leadership position after becoming a Life Scout for a period of at least six months. Leadership tenure can include more than one approved position.

SECURING LETTERS OF RECOMMENDATION.

This step can be done while filling in the Eagle Scout Rank Application.

The letters of recommendation are to be from individuals, other than your parents, listed as references on the front page of the Eagle Scout Rank Application. **Do not list your Scoutmaster as a reference.** The letters should testify to your conduct, character, participation, and fulfillment of your obligations as a Scout citizen.

The letters of recommendation are confidential and should be placed in a sealed envelope, addressed to the District Eagle Board of Review, by the person writing the letter. The letters of recommendation, unopened, must be submitted to Council when the project has been completed (see below.)

STATEMENT OF AMBITIONS AND LIFE PURPOSE.

On a separate sheet of paper, write your ambitions and life purpose. This is an opportunity for you to explain your personal and future goals: what you want to do with your life.

Include in your statement 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.

Attach your statement to your Eagle Scout Rank Application and be prepared to discuss your statement with your Scoutmaster during your Scoutmaster conference, and with the members of the District Eagle Board of Review.

COMPLETE SCOUTMASTER CONFERENCE AND OBTAIN UNIT APPROVAL.

Make an appointment with your Scoutmaster for a conference.

Present the completed Eagle Scout Rank Application form, with your Life Purpose and Ambitions attached, to your Scoutmaster for review and approval.

Present the completed Eagle Scout Rank Application form to your Unit Committee for their review and approval.

After obtaining the approval and signatures of the Scoutmaster and Unit Committee you have completed all but two steps towards achieving the Eagle Scout Rank.

SUBMITTING THE EAGLE SCOUT RANK APPLICATION TO THE COUNCIL FOR APPROVAL.

When all requirements have been completed, the signed application, all merit badge cards, statement of Life Purpose and Ambitions, Eagle Service Project Workbook, the unopened four letters of recommendation, and a completed advancement report form must be presented to the Advancement Director at the Council Service Center for review and approval.

If you have any merit badge applications which are completed but have not been turned in, they must be given to the Council Office at this time along with the completed advancement report form.

Note: Do not bind, or insert the application, merit badge cards and Service Project Workbook in binders, notebooks or plastic sleeves. **Make a photocopy of everything before submitting to the Council Service Center.**

When the signed Eagle Scout Rank Application is returned from the Council, contact the Chairman of the District Eagle Board of Review for your final review.

NATIONAL SCOUT OFFICE APPROVAL:

Upon receipt of your completed Eagle Scout Rank Application and after giving Council approval the form will be sent to the National Scout Office for final approval. **This process usually takes four to six weeks.**

The Council Service Center will notify your Scoutmaster when National approval has been received. At this time, your Scoutmaster can pick up the Eagle Scout badge, certificates, etc.

EAGLE SCOUT COURT OF HONOR:

Every Eagle Scout deserves a quality Eagle Court of Honor.

It is recommended that you utilize a Council Eagle Presenter (a current list of approved presenters is available from the Advancement Director at the Council Service Center) for your Eagle Court of Honor. Council Eagle Presenters are not required, but are experienced and can make a dignified and prestigious presentation that this special occasion deserves.

A model Eagle Court of Honor ceremony and additional resources or materials are available from the Council Advancement Director.

NORTH STAR DISTRICT EAGLE BOARD OF REVIEW

Eagle Project Preparation Information

At your Eagle Project review, reviewers will ask for detailed information regarding the items listed below. You should carefully think through each item as you develop your project details.

1. Clearly identify the group/organization that will benefit from your project. Give the complete address and tell, in sufficient detail, how the project will benefit the group/organization.
2. List complete details under the Planning Details section of page 4. Use additional paper if needed.
3. Attach a detailed drawing or diagram.
4. Identify supplies/materials needed, who will provide and how they will arrive at the project work site.
5. List safety concerns and how you plan to provide for necessary safety equipment.
6. Determine location of available rest rooms nearest to the project work site.
7. Schedule volunteers to avoid having too few or too many workers when working on the project.
8. Plan frequent breaks for younger scouts or because of weather conditions.
9. Plan for food and/or water being present and distribution at the project work site.
10. Plan for transportation needs to and from the project work site.
11. Discuss with volunteers the type of clothing and shoes that they should wear when working on the project, especially around power tools.
12. Consider weather conditions and have alternate plans if it rains, or becomes too hot or too cold.
13. Determine how you will show leadership. You must plan and guide others in completing your project.
14. Keep a log of all contacts with others regarding your project. Record the date, name of individual(s) you talked with, the topic discussed, and the amount of time it took.

Attach additional pages to your Eagle Scout Service Project Workbook. Clearly identify these attachments in the workbook. Indicate on the attachments the corresponding area in the workbook, i.e., attachments necessary to further explain Planning Details on page 8 should be labeled "Planning Details, page 8, attachment #_."

GREATER ST LOUIS AREA COUNCIL BSA NORTH STAR DISTRICT EAGLE BOARD OF REVIEW

Eagle Scout Service Project Completion Information for Scouts

Congratulations, the Eagle Board of Review has approved your Eagle Project. If all requirements are completed by your 18th birthday and you follow the steps listed below, you will be fully prepared for your final Board of Review for Eagle Scout. Note: Items 2, 3, and 4 can be done at any time while you are a Life Scout. They can be completed before or after you have completed your Eagle Project.

1. Begin to work the plan of your approved project. Keep detailed records for completing pages 10 – 13 of the project booklet. Remember to properly label any and all additional pages. After completing your project:
 - a. Secure the appropriate signatures on page 13.
 - b. Sign your name on page 13.
 - c. Schedule a unit review and signatures on page 13.
2. Complete your merit badge work. Assemble all the merit badge cards for the merit badges you have listed on your Eagle Application.
3. Write your Goals and Ambition statement.
4. Select the 4 individuals that you wish to write letters of recommendation for you and secure these letters in sealed envelopes with your name and their name written on the front of the envelop. Do not solicit letters from your parents or Scoutmaster.
5. Complete the Eagle Rank Application through the Unit approval section of the application.
6. Take or send the following items to the Council Service Center for approval:
 - Merit Badge Cards
 - Completed Eagle Scout Service Project Workbook
 - Written Goals and Ambition Statement
 - Completed Eagle Scout Application Form. Make sure all dates are accurate to the day and month of beginning and completion of age, advancement and leadership position requirements.
 - The unopened letters of recommendation matching the listed names on the application.

7. When the information in #6 is returned to you from Council, contact **Charley Seris**, the Eagle Board Chairman at **314-524-6612**, for an appointment for your final review.

You must call for an appointment at least 10 days in advance in order to be invited to the Eagle Board of Review.

Eagle reviews are by appointment only and are scheduled for 1:30pm, the 2nd Sunday of each month at St. Andrew United Methodist Church 3975 North US Highway 67 Florissant, MO 63034. Bring your original, 6e and 3 copies of 6a-6d to your review. Invite your Scoutmaster, Assistant Scoutmaster, Advancement Chair or Troop Committee Chair to attend your Eagle Review.

NUMBER OF WORKERS

TIME

JOB	ESTIMATED	ACTUAL		ESTIMATED	ACTUAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
TOTALS					

JOB DESCRIPTION

1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

SCOUT SIGN-IN

TIME IN

TIME OUT

HOURS

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

ADULT SIGN-IN

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		TOTAL	

The 12 Steps from Life to Eagle

The following 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the board of review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.

1. In order to advance to the rank of Eagle, while a Life Scout, a candidate must complete all the requirements of active tenure; Scout spirit; any remaining merit badges; positions of responsibility; planning, developing, and providing leadership to others in a service project; and the Scoutmaster conference.

2. Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. This workbook must be used in meeting this requirement.

3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the leadership service project and Scoutmaster conference, have been completed, the enclosed Eagle Scout Rank Application must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their unit leader regarding time extensions.)

4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.

5. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.

6. When the completed application is received at the council service center, its contents will be verified and the references contacted. The Scout shall have listed six references (five if no employer, and parent if no organized religious association). The council advancement committee or its designee contacts the references on the Eagle Scout Rank Application by letter, form, or telephone checklist. (The council determines the method or methods to be used.) The candidate should have contacted those individuals listed as references before including their names on the application. If desired by the council, the candidate may be asked to deliver a blank reference form and envelopes to the listed references. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center or advancement committee. If the initial reference letter or form is not returned to the council in a timely manner, the council advancement committee must make direct contact with the reference(s) listed on the Eagle Scout Rank Application on its own, by follow-up letter, phone contact, or other methods as it chooses. The candidate shall not be required to make a follow-up contact with the reference or submit other reference names. A Scout cannot have a board of review denied or postponed because the council office or council advancement committee does not receive the reference letter forms he delivered.

7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. 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.

8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. 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 board of review.

9. 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. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. 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 must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See "Appealing a Decision" in *Advancement Committee Policies and Procedures*, No. 33088.)

10. 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.

11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval.

Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.

12. The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials. After earning the Eagle Scout Award, a Scout may work to earn Eagle Palms. An Eagle Palm or Palms must be earned before the Scout's 18th birthday. Palms must be earned one at a time, in the order of Bronze, Gold, and then Silver. Each Palm level can only be earned after a three-month tenure since earning the last Palm and by satisfactory completion of all of the other requirements for the next Palm.