BOY SCOUTS OF AMERICA
CRADLE OF LIBERTY COUNCIL

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TO: Life Scouts of the Cradle of Liberty Council
FROM: David Chan, Council Advancement Chair
RE: Understanding the Process and Preparing for Eagle

Congratulations on becoming a Life Scout! You are now just one step away from the highest rank in Scouting; Eagle Scout! This packet was prepared to help you understand the steps necessary to complete the remaining requirements for this important rank.

This packet includes:

- Procedures for the Eagle Scout Rank
- Eagle Scout Service Project Workbook
- Eagle Scout Rank Application
- Statement of Ambitions and Life Purpose (Requirement #7)
- Eagle Scout Reference Letters Policy

These documents change from time to time, so check out the Life to Eagle section of the Advancement page at www.colbsa.org and download the latest versions before starting to fill them out. The Service Project Workbook and Eagle application are available as form-fillable pdf. Hard copies can also be obtained at the council service center.

Only the official Eagle Scout Service Project Workbook is to be used. Be sure to read it, and the other information in the packet, carefully several times throughout the process.

Review the application now so that you have plenty of time to complete the requirements and gather all the necessary dates and other support material that is required. Missing dates and information can slow the process down.

If you need help, your unit leader can help you, or he can ask the district advancement chair for assistance. Many districts host Life to Eagle presentations, normally at a regularly scheduled roundtable; check out the district calendars on the council website. This information is also summarized on the Life to Eagle section of the Advancement webpage.

ACHIEVING THE EAGLE RANK IS SOLELY YOUR RESPONSIBILITY! Many people will help you along the way, including your adult advisor, your parents, and your fellow Scouts. You will also get assistance from adults on your district advancement committee, many of whom you have probably not worked with before. **None of these people can earn the rank for you!** It is up to you to make sure that you understand the requirements, complete them in a timely manner, and submit the proper paperwork, so that **your** Eagle rank advancement can be completed.

You have come so far along the trail to Eagle. I hope you will complete the remaining requirements so we can proudly call you an Eagle Scout! Good luck along the rest of the way!

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PROCEDURES FOR THE EAGLE SCOUT RANK

1. Secure an Eagle Scout Rank Application and an Eagle Scout Service Project Workbook. There are links on www.colbsa.org (Advancement > Boy Scouts > Life to Eagle) for both of these documents, as well as other documents referenced in this document.

2. Follow **all** directions in the Service Project Workbook and on the Eagle Scout application. The Project Workbook has information to assist in selecting a project as well as detailed information on all aspects of the project.

3. All requirements, including the Scoutmaster conference, must be completed prior to the candidate's 18th birthday. Don't overlook the fact that several of the merit badges that are required for Eagle have requirements that include 90 days of recording keeping and performance. The Eagle Board of Review may occur after the candidate's 18th birthday.

4. Many units have a designated person to work with Eagle candidates (Eagle coach / advisor). It is your responsibility to initiate contact with this person and to maintain contact throughout the process.

5. The Guide to Advancement, contains the official policies of the BSA regarding advancement. If in doubt on any issue, check this document. The guide is available at http://scouting.org/filestore/pdf/33088.pdf and should be available in the Scout Shop. It is also available as an online document at http://www.scouting.org/scoutsource/guidetoadvancement.aspx

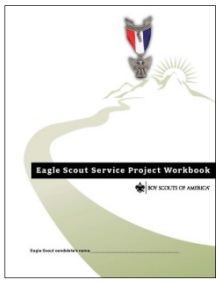
Service Project Approval

6. Only the official Eagle Scout Service Project Workbook is to be used. Information on how to download a fillable pdf is available at http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx. The fields in the workbook will expand to accommodate additional text.

7. Although adult participation is acceptable, the project must be under the direction and control of the Eagle candidate. Projects must conform to the wishes and requirements of those for whom the project is undertaken.

8. The project should be complex enough to show the candidate's skill in organizing the task, determining and scheduling manpower requirements, tools, and materials. For example, if a project included building several picnic tables, this could be broken down into a number of subtasks: selecting and purchasing lumber, cutting the wood, constructing the tables, painting and preserving the surfaces and possibly securing them to the ground. For each subtask, the candidate should demonstrate in writing what materials are required, what tools will be needed, how many man hours he estimates it will take. This exercise demonstrates that the candidate has thought through the project and knows just how he will carry it out.

9. The project should be large enough to demonstrate the candidate's ability to both plan the project and show leadership in its execution. **There is no required minimum (or maximum) number of work hours.** However, 100 work hours (including planning time) is a reasonable benchmark to consider. If the number of hours is significantly less than that, the complexity should be reviewed for appropriateness in demonstrating leadership; if significantly more, it should be reviewed to be sure it's not too complex. All of the planning time should be logged and is part of the total time logged in the Eagle Project. Planning includes time in talking to experts, working with the project sponsor and just thinking through the project.



10. All activities in scouting should be conducted in a safe and prudent manner. BSA has prepared the *Guide to Safe Scouting* to help provide guidance. Your project must be conducted in accordance with the *Guide to Safe Scouting* available on www.scouting.org; there is also a link to it on the Life to Eagle section of the Advancement page on www.colbsa.org.

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11. The workbook provides several general sections: Contact Information; Project Proposal, Final Plan, Fundraising Application, and Project Report. The Project Proposal (Pages 7-12 in a blank workbook) should be presented for district approval.

12. It is recommended that the candidate keep the project workbook in a three-ring binder. This will help to keep the papers organized, and he can keep notes, letters, and other information regarding the project in the same binder.

13. The project proposal **must** be approved by the district advancement committee **prior** to execution. Each district has different procedures for this review and approval. Check out the district web page or contact the Eagle project reviewer; a list is available on the Life to Eagle section of the Advancement page on www.colbsa.org.

14. If you will be raising funds for your project, you must submit the Fundraising Application for approval. There are some exceptions to this, as noted in the Fundraising Application.

Eagle Application, Board of Review, and Processing

15. When the project has been completed and the required merit badges have been earned, the candidate, working with his unit leader or Eagle coach / advisor, must complete the application and the Service Project Workbook. Applications need not be typed, but must be legible. The application is available at http://scouting.org/filestore/pdf/512-728_wb_fillable.pdf.

16. Pay attention to the details. Dates must include a month, day, and year. These are the dates the merit badge was completed and blue card signed, the board of review was completed, etc. These are **not** the dates of court of honors or award presentations, but the actual dates you **completed** the badge, requirement or rank. Don't leave any blanks unless a response is explicitly labeled as optional.

EAGLE SCOUT RANK APPLICATION

17. The council's advancement records should be checked using Internet Advancement, and any discrepancies between the Scout's / unit's records resolved before submitting the application.

18. Verify information; provide references; sign the application (Scout, unit leader and unit chairman); review the Service Project Workbook for details (signatures and final report); forward the package (including the application, the workbook, and the statement of Life Goals) to the Council service center.

19. If the district requires that the candidate request letters from the references, the Eagle Reference Letters Policy, available on the website, must be followed. Letters should not be delivered to the Council service center.

20. Council service center staff personnel will review the package for completeness and accuracy and forward the package to the district Eagle board of review chairman. The candidate will then be invited to a board of review.

21. A unit leader (normally the Scoutmaster) introduces the Scout to the board of review, but does not otherwise participate. The candidate is examined in terms of his Scouting history, merit badges earned, Scout Spirit and his interpretation of the Scout Oath and Law. He will be asked to describe his project to the Board who will question him on his experience. The Board is interested in what the Scout learned and the leadership demonstrated in fulfilling the tasks through the labor of others. He will not be asked to repeat his knowledge of requirements for a particular rank or merit badge.

22. Following approval by the board of review, the application is returned to the council service center. The application is signed by the Scout Executive and information forwarded to National. Eagle service project material will be returned to the Scout at his board of review.

23. After the board of review, allow two to four weeks for documentation to clear through National.

24. The unit leader will be notified by mail to have a unit representative pick up the Eagle kit and certificates at the Council service center. (Cradle of Liberty Council has secured donations to cover the cost of Eagle Scout presentation materials.)

EAGLE SCOUT APPLICANT
STATEMENT OF AMBITIONS AND LIFE PURPOSE
POSITIONS, HONORS, AND LEADERSHIP

Name: _____ Unit: _____

Requirement #7: Take part in a Scoutmaster conference (with Scoutmaster, Coach, Advisor, or Skipper). Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.

You <u>must</u> attach a statement to the Eagle Application as stated in Requirement 7.
You <u>may</u> use this form for this purpose, but is not required.

1) My ambitions and life purpose

Briefly describe your ambitions and life plans. You may want to discuss these as part of your Scoutmaster conference. Use additional paper if necessary.

2) Descriptions of Positions, Honors and Leadership Abilities

List 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. Use additional paper if necessary.

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EAGLE SCOUT REFERENCE LETTERS POLICY

GENERAL REQUIREMENTS: Requirement 2 on the Eagle Scout Application requires the listing of references, people who can attest to the Eagle Scout candidate's application of the Scout Oath and Law in his life.

- The candidate should secure the consent of the references prior to listing them on the application.
- Five references are required; only the employer reference is optional.
- If the Eagle Scout candidate is not a member of an organized religious denomination, a parent or guardian may be listed.
- It is preferred that unit leaders, other than as a parent, are not listed as references.

National policy states that councils are to determine the method of contact with the references, e.g., by phone, form, or letter. The candidate may also be asked to deliver requests for a letter of reference and envelopes to the references. Cradle of Liberty Council leaves the decision as to the method of contact to each district. However, if a district asks the candidate to deliver information to the references, the procedure below shall be followed.

PROCEDURE: The candidate is to provide a copy of the Memo to Eagle Scout Candidate References to each listed reference, along with an envelope for the return of the reference letter. Letters should be returned to a designated adult in the unit (unless otherwise directed by the district); they are **not** to be turned into the council office with the application. The candidate does not need to wait until the application is delivered to the council office to deliver the information to the references; however, it should be clear that there will be no hold-up with submitting the application. The five/six letters are to be kept sealed until the Board of Review. When the district Eagle board chair is notified that the Council office has verified the information on the application and the candidate is ready for the board of review, the unit leader will be contacted to obtain the letters.

SAMPLE ENVELOPE:

A Reference
123 Main St
Anytown, PA 99999

Mr. Joe Scoutmaster
500 Maple Street
Anytown, PA 99999

Eagle Reference Letter for Bill Scout
Reference A/B/C/D/E/F *<To help keep track of which letters have been received, include a unique label on each envelope>*

FOLLOW UP WITH REFERENCES: The candidate shall not be involved personally in transmitting any correspondence from the reference to the designated unit leader, nor shall the candidate be required to make any follow-up contact with the reference or submit other reference names. If the reference letter is not returned in a timely manner, the unit leader should follow up as necessary. However, a candidate cannot have a board of review denied or postponed because the reference letters are not received.

EXPECTATION OF PRIVACY: Persons who provide letters of reference for Eagle Scout candidates should expect that their words and thoughts will be private communications to the members of the Eagle board of review. By national policy, no one is to copy, read aloud, or give the letter to anyone other than the members of the board of review. After the board of review is conducted, the letters shall be destroyed.

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MEMO

To: **Eagle Scout Candidate Reference**
From: **Cradle of Liberty Council Advancement Committee**

You have been asked for a letter of reference by an Eagle Scout candidate. He is seeking the Boy Scouts of America's highest honor for Scouts, the rank of Eagle Scout. This rank is earned by only four percent of the young men joining the Scouting program. Thank you for helping this young man on his trail to Eagle.

A letter from you that describes the young man's adherence to the Scout Oath and Law (see below) is what is desired. Please provide your views on the candidate's character along with specific examples. Your letter, combined with four or five others, will be considered by the Eagle Scout board of review when it meets to consider the candidate's application for the rank of Eagle. He will appear before this board of review, which will consider many aspects of his scouting experience, his leadership service project, and his growth as a young man. The board of review is made up of three to six adults, who may or may not be involved in scouting; relatives of the candidate may not serve on the board.

The candidate should have given you a pre-addressed envelope (addressed to an adult leader of his unit or district) into which you should seal your response. It will not be opened until it is in the hands of those who will serve on his board of review.

SCOUT OATH: 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; and To keep myself physically strong, mentally awake, and morally straight.

SCOUT LAW: A Scout is:

Trustworthy	Friendly	Obedient	Brave
Loyal	Courteous	Cheerful	Clean
Helpful	Kind	Thrifty	Reverent

EXPECTATION OF PRIVACY: Persons who provide letters of reference for Eagle Scout candidates should expect that their words and thoughts will be private communications to the members of the Eagle board of review. By national policy, no one is to copy, read aloud, or give the letter to anyone other than the members of the board of review. After the board of review is conducted, the letters shall be destroyed.

Thank you for your response to the Eagle Scout process. Each year, about 300 boys in our council achieve Scouting's highest award. You are helping this one young man do so. To avoid delaying this process, we appreciate your timely response to this request, preferably within two weeks of receiving this request. If you have any questions, you may contact the unit leader indicated on the envelope, or you may contact John Heiple at p2blazer@aol.com.