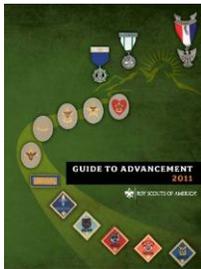


## CRADLE OF LIBERTY COUNCIL PROCEDURES FOR THE EAGLE SCOUT RANK



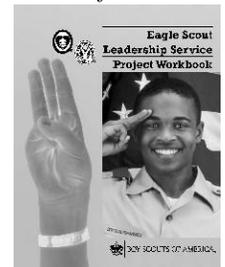
1. Secure an Eagle Scout Rank Application and an Eagle Scout Service Project Workbook. There are links on the Life to Eagle section of the Advancement page on [www.colbsa.org](http://www.colbsa.org) for both of these documents (see note at the bottom of this page).
2. Follow **all** directions in the 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.



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 No.33088, contains the official policies of the BSA regarding advancement. If in doubt on any issue, check this document. The GTA was issued in early October 2011 and replaces the *Advancement Committee Policies & Procedures*. The guide is available at <http://scouting.org/filestore/pdf/33088.pdf> and should be available in the Scout Shop.

### Service Project Approval

6. Only the official Eagle Scout Service Project Workbook is to be used. A 2011 version was issued in early October. If the project will be **approved** between October 2011 and January 1, 2012, either the 2009 or 2011 editions may be used. If the project has **not** been approved by January 1, 2012, the new printing **must** be used. The 2011 edition provides more guidance for the Eagle candidate and it is recommended that it be used rather than the 2009 edition.
7. Although adult participation is acceptable, the project must be under the direction and control of the Eagle candidate. Further, 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](http://www.scouting.org); there is also a link to it on the Life to Eagle section of the Advancement page on [www.colbsa.org](http://www.colbsa.org).
11. <<For 2009 printing>>The entire Service Project Workbook must be used in presenting the project plan for approval. The workbook can be downloaded as a form-fillable pdf file from <http://scouting.org/filestore/pdf/512-927.pdf>. If additional space is needed, indicate such in the pdf and include additional sheets, properly labeled. All pages up to and including Page 9 of the workbook must be completed, with signatures indicating the approval of the troop and project sponsor, when presenting the project to the district advancement committee. Be sure that all items listed in the "Project Details" section are addressed.



12. <<For 2011 printing>>The workbook provides several general sections: Contact Information; Project Proposal, Final Plan, Fundraising Application, and Project Report. Pages 6-10 (Contact Information and Project Proposal) should be presented for district approval. If additional space is needed, indicate such in the pdf and include additional sheets, properly labeled. A fillable pdf is available at [http://scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://scouting.org/filestore/pdf/512-927_fillable.pdf).
13. 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.
14. The service project plan (2009 printing) or project proposal (2011 printing) **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](http://www.colbsa.org).
15. Something new in the 2011 workbook is a Fundraising Application. If you will be raising funds for your project, you must submit this Fundraising Application for approval.



### **Eagle Application, Board of Review, and Processing**

16. 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\\_web.pdf](http://scouting.org/filestore/pdf/512-728_web.pdf).
17. 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.
18. 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.
19. 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 either Scout service center.
20. If the district requires that the candidate request letters from the references, the Eagle Reference Letters Policy, available on the website, must be followed.
21. 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.
22. 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.
23. 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.
24. After the board of review, allow two to four weeks for documentation to clear through National.
25. 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.)

