

# LIFE TO EAGLE



# BLACK HILL DISTRICT GUIDELINES

LIFE TO EAGLE GUIDE  
BLACK HILL  
Revised 11/01/04

**Introduction** - The NCAC has delegated many of the procedures in the Eagle approval process to the District level. As such, guidelines are enacted by the Eagle Board Chair as a member of the Black Hill District Advancement Committee.

**Eagle Leadership Service Project Approval Procedures**

Obtain a copy of the Eagle Leadership Service Project Workbook from the Service Center or online at: <http://www.scouting.org/boyscouts/eagleproject/index.html>

Read the 12-steps to Eagle that is included in the workbook.

Discuss project topics with your scoutmaster, troop Eagle coordinator or other members of your troop committee.

Complete all sections of the workbook up to the approval signatures. The actual work book does not have to be used, but all sections must be completed.

Use separate pages for the planning details. The planning description must be able to "stand alone". Sufficient detail must be provided so that anyone not familiar with the project could reasonably describe the project by reading the planning details. Your project plan should describe the present condition of the project. Describe the tasks that need to be accomplished and the method that will be employed to get it done. Estimate how much time these tasks will take. Itemize the materials that you estimate you will need. Where will you get the materials? How will they be paid for? Estimate how many people will be recruited to help you carry out the project. Where will you get the help? When possible, include (rough scale) drawings of the current state of your project and the planned end-state. Describe any safety issues you may have. How will you ensure the safety of the people working on the project? How will you handle any safety issues? When do you think you will schedule your project to be carried out? If appropriate, include photographs of the area before you begin your project. Providing photographs before, during and after your project greatly aids in the description of your project.

Discuss the project plans thoroughly with your scoutmaster or troop Eagle coordinator. Then have the workbook signed and dated indicating approval by your supervisor, scoutmaster and committee chair.

Actual work on the project cannot begin until District approval has been granted. Allow enough time prior to your anticipated start date to get approval. Approval is the responsibility of the Black Hill District Eagle Board Chair, Christine Jeffrey (301-466-9717), [c.m.jeffrey@hotmail.com](mailto:c.m.jeffrey@hotmail.com). Project approval requires a one-on-one discussion. If the chair is not at home, leave a message. Speak clearly and distinctly. Be sure to leave your name and phone number. The chair will call you back as soon as possible. If the project is not initially approved, you will be asked to provide follow-up with the chair. You must call the chair to make arrangements to discuss your project. You will be asked to meet with the chair at her residence. A parent must accompany you. You must be in uniform.

10 \_\_\_\_\_ Submit copies and the original to the District Eagle Board representative at least 14 days prior to the next Board of Review

**Request for Character Reference**

TO: \_\_\_\_\_ Date: \_\_\_\_\_

REGARDING: \_\_\_\_\_ UNIT: \_\_\_\_\_

The Scout/Venturer named above is an applicant for the Eagle Scout rank, which is the highest rank in Boy Scouting. The applicant is currently working on the final requirements for the Eagle rank. Before the award of Eagle rank is approved a Board of Review must be thoroughly convinced that the applicant has made a sincere effort to live the Scout Oath and the Scout Law, and to demonstrate Scout Spirit and participation.

I would appreciate a statement from yourself giving your frank opinion of the applicant's conduct and leadership ability. Please provide a statement on his behalf, addressing the extent to which he exemplifies the principals of the Scout Oath and Scout Law in his personal life. Your personal knowledge of the applicant is also solicited concerning his character and leadership attributes. You may make your statement on the back of this letter.

Thank you in advance for your letter on behalf of the applicant and for your support of the Boy Scout program. Please return your letter to the name and address noted below. It will be reviewed only by the members of the Eagle Scout Board of Review.

UNIT LEADER: \_\_\_\_\_

RETURN TO: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One of the main purposes of the service project is to demonstrate leadership. The amount of time spent on the project must be sufficient for you to clearly demonstrate leadership skills. There is no minimum number of hours. However, within Black Hill District, the average service project requires 110 to 120 hours. Volunteers who assist in the accomplishment of the project generate the majority of these hours.

**Completing the Project**

Complete all sections of the workbook. Most of these sections will require attached pages so write "See Attachment". Type or print the information legibly using good grammar, spelling, and punctuation. Attached pages should be typewritten.

The Service Project final report is a narrative describing the project. It should show beyond question that you planned, developed, and gave *leadership* to others. It is highly recommended that the report should be multiple pages. Note that the Service Project narrative is not an actual section found in the workbook. Here are some suggestions on what to include:

1. Why did you choose this project?
2. What was the value of the project?
3. Who or what did it help or serve?
4. What was the process you used in planning and developing the project?
5. What was accomplished?
6. How were things done? When?
7. What plans that you made did not work? Why?
8. Who worked on what, in what capacity, and how many hours did each spend? (give names of the workers, including adults and youth)
9. What materials, if any, were used? What were the costs involved? Who paid for these costs, or were they donated, and by who?
11. What was done to ensure safety on the project? Where did the safety-related items come from? (Safety glasses, gloves, etc.) Were safety precautions or procedures discussed ahead of time? What were your emergency plans if someone was injured?
12. How did you demonstrate leadership?
13. What did you personally learn from this experience?
14. What recommendations do you have for other Eagle candidates?

Photos and drawings should be included and can be returned after the Board of Review. It is strongly recommended that photocopies of drawings and photos be included with booklet copies. Black and white photocopies are acceptable. Captions for pictures and drawings are recommended.

Include a cover page titled EAGLE SCOUT SERVICE PROJECT, and include your name, unit number, and date.

Your scoutmaster and you must sign and date the workbook stipulating completion of the project. A letter from the benefiting organization or Eagle project supervisor certifying completion of the project is desirable but not required when the supervisor or beneficiary signs and dates the workbook stating that the project was completed. If you

have such a letter, then this signature is not required. In such an event, state "See letter" in this section.

Changes from the original plans must be described. If no changes were required, then so state.

You must carefully track the hours that you spent planning, carrying out the project and hours others helped carrying out the project. A list of others that helped is required.

### Completing the Eagle Application

Obtain a copy of the Eagle Scout Rank Application from the Scout Service Center, National Capital Area Council (NCAC), 9190 Rockville Pike, Bethesda, MD 20814-3897 (301) 530-9360 or from your troop or at <http://www.scouting.org> and search for "Eagle Scout Rank Application".

You **must** use the most current form, currently form # 58-728, dated 2004. A color copy is preferred. If however, a black and white copy is used, all entries and signatures must be in **blue** ink.

Read all instructions carefully BEFORE starting. Type or print the information legibly. Typing is strongly recommended. When entering all dates, be sure to enter month, day, and 2-digit year (example: 03/27/01).

Your application must have all of the names, addresses, and phone numbers complete in Section Two (Personal References). If you are not a member of an organized church and cannot provide the name of a clergy member, your parent's name must be written in affirming your belief in God. If you do not have an employer, then N/A needs to be written in on the employer line. Failure to fill out Section Two completely will prevent your application from being processed.

You must be a registered scout at the time of your Board of Review. Your current personnel registration card or unit's registration roster satisfactorily documents registration and should be included in your application. If no documentation is available at the time of the Board of Review, then registration will be confirmed and the application signed at the Scout Service Center when the application is turned in. If you will be 18 on the day of your Board of Review and are registered on your unit's current roster as a scout, then registration as an adult is NOT required. Registration as an adult is required when your unit's charter is due after your 18<sup>th</sup> birthday but before the Board of Review convenes.

Ensure that merit badge and rank Board of Review dates are legible and match the appropriate records in your application. For merit badges, the preferred documentation is the Applicant's Record portion of the blue merit badge application card. The card must indicate the applicant's name, the name of the MB, the date the MB was earned and the

### Eagle Scout Pre-Board of Review Certification

LIFE SCOUT \_\_\_\_\_

Crew/Ship/Team/Troop \_\_\_\_\_

- \_\_\_ All information neat, legible (preferably typed) and complete
- \_\_\_ Applicant's address has NO ABBREVIATIONS (except state)
- \_\_\_ Unit type, local number, and location has NO ABBREVIATIONS (except state)
- \_\_\_ Accurate dates for entry into Scouting and for First Class, Star Scout, and Life Scout Boards of Review
- \_\_\_ Webelos Scout and Arrow of Light questions answered
- \_\_\_ If the Board of review is three to six months after the applicant's 18<sup>th</sup> birthday, attach documentation stating reason for delay.
- \_\_\_ At least 4 months between First Class and Star Scout Board of Review dates
- \_\_\_ At least 6 months between Star Scout and Life Scout Board of Review dates
- \_\_\_ At least 6 months between Life Scout and Eagle Scout Board of Review dates
- \_\_\_ Date of Birth
- \_\_\_ All references are complete including Religious. Only exception can be Employer.
- \_\_\_ 21 merit badges earned, including all required. Day, month, and year listed for each merit badge and all **must** agree with appropriate documentation
- \_\_\_ Any 4 required merit badges and a total of 6 merit badges earned prior to Star Scout Board of Review
- \_\_\_ Any 7 required merit badges and a total of 11 merit badges earned prior to Life Scout Board of Review date
- \_\_\_ Served for a minimum of 6 months in a leadership position(s) (application lists authorized positions) between Life Scout and Eagle Board of Review dates
- \_\_\_ Eagle Scout Service Project begun and completed between Life Scout and Eagle Scout Board of Review dates and prior to 18<sup>th</sup> birthday
- \_\_\_ Growth Conference date prior to the Eagle Board of Review date and prior to 18<sup>th</sup> birthday.
- \_\_\_ Applicant's signature and date
- \_\_\_ Unit Leader's signature and date
- \_\_\_ Unit Committee Chairperson's signature and date
- \_\_\_ Life's ambition statement complete
- \_\_\_ List of leadership positions complete
- \_\_\_ District or Council signature and date to verify Eagle Scout is **currently** BSA registered (registration card or unit roster).
- \_\_\_ Signatures of Eagle Scout Board of Review Chairperson and District Advancement (obtained at the Board of Review)
- \_\_\_ Three character reference letters are attached or will be presented at the Board of Review. They are **NOT** to be forwarded to Council.
- \_\_\_ Blue MB cards are in the same order as listed on the application.
- \_\_\_ All dates and MB names on the blue cards are legible on the copies.
- \_\_\_ Each blue card is signed by the counselor and troop leader.
- \_\_\_ Two complete copies of the full application package

Each troop sponsoring an Eagle candidate is responsible for having two adults and an adult leader, usually the scoutmaster, for each Eagle candidate present at the Board. The two adults will serve as members on another candidate's board. The Board will interview the leader and then he/she will present you to the Board. If you concur and the leader is not your parent or guardian, he/she may observe the Board but may not participate. If only one troop is sponsoring a candidate at a Board, then that troop is responsible for providing board members that are not closely familiar with the candidate. Such individuals may be committee members or adults that are not associated with the day-to-day operations of the troop. The Chairperson of the Board will be appointed by the District Eagle Board Chair.

Boards of Review are traditionally scheduled for the 4<sup>th</sup> Friday of each month, except November and December in which a single Board is held, usually the first week of December. Boards are usually held at the Gaithersburg Presbyterian Church on Highway 355. It is the responsibility of the candidate to confirm the date and location. All participants should be present between 7:00pm & 7:10pm.

The troop's adult leadership is responsible for taking the finalized application to the Scout Service Center after the successful completion of the Board of Review. The original merit badge cards should be returned to the scout and copies of the cards submitted in the application.

counselor's and unit leader's signatures. Other sources to verify completion of merit badges are the Advancement Report (Form #34403) or the unit's Individual Scout Record signed by a committee member. For rank advancement, a copy of the Scout's Boy Scout Handbook (initialed by Board of Review members), the unit's Individual Scout Record signed by a committee member, a copy of the Advancement Report (Form #34403), or green rank advancement card are acceptable records for verification. To aid in record review, MB cards should be filed in the same sequence as listed on the application. If Advancement Report (Form #34403) is used, your name should be highlighted. If any MB or Advancement cards are not available, do not construct duplicate cards. Instead, use an alternate form of documentation as described above.

Ensure that for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out and that Cycling, Swimming, or Hiking (2 of 3) are crossed out. If any of those crossed off were earned, they are to be entered in number 13 to 21, or later on an Eagle Palm application.

Credit for Star and Life may be given if you have earned both Emergency Preparedness and Lifesaving merit badges. The same is true for earning Cycling, Swimming, and Hiking Merit badges. The total number of required merit badges needed for the Star and Life ranks can be satisfied completely with the required merit badges (optional, or elective merit badges are not necessary).

Personal Fitness MB is required; it is no longer a choice, and has replaced Safety which is no longer a required merit badge. The triple choice of merit badges has been changed to Hiking or Swimming or Cycling. (Hiking has replaced Personal Fitness and Cycling has replaced Sports). Sports is no longer in the required merit badge category. If you have earned Safety or Sports for Star or Life before April 1, 1999, they will still count for those ranks but you must still receive all 12 required merit badges to include Cycling, Hiking, or Swimming as well as Emergency Preparedness or Lifesaving. Safety or Sports would then be listed on the application as an optional merit badge.

List only 21 merit badges that are required. Enter optional merit badges (number 13 to 21) in the order in which they were earned to satisfy Star, Life, and Eagle. Do not enter merit badges earned later on because they "look better." This can cause confusion when the Star and Life dates are verified.

List only leadership positions occupied since your Life Board of Review. If you continued in a leadership position after you obtained Life, enter the date of your Life Board of Review as the start date. Do not use the word "Present" as an end date. If you hold the leadership position at the time of your Board of Review, annotate the date of or a date prior to the Board.

At least three letters of recommendation are required. They do not have to be from references listed on the application. In most cases, you will send out the request for the letters. Your troop may have a policy that the letters are not to be returned to you in order to maintain anonymity. If letters are returned to you, they should be placed in your application. It is recommended but not required that letters be solicited from peo-

ple outside of your troop. A format to send to prospective references is attached to these guidelines.

A statement of ambitions and life purpose is a write-up (3/4 page minimum preferred) of what you plan to do with your life. What interests you, what you might want to study, what profession you may wish to pursue, what hobbies you think will follow you, etc.

A list of leadership positions, honors and awards should include all your leadership positions, honors, and awards both in and out of Scouting. Religious groups, academic organizations and awards, etc. are to be listed.

Only the information reflected above should be included in your application. No other information should be included. Do not include merit badges beyond the 21 reflected in your application, merit badge presentation cards, Tote'n Chip, Baden-Powell awards, summer camp certificates, etc. These are not necessary and may only serve to create confusion.

It is preferable for the application to be placed in a thin 3-ring binder. The application should not be bound or stapled because the merit badge cards are replaced with copies and the letters of recommendation are removed. The application should consist of the following:

- Eagle application
- Letters of recommendation (if available)
- Merit badge and rank documentation
- Service Project report – completed, documented and signed
- Statement of Life's Purpose and Ambitions
- Leadership, Honors and Awards

Your application should be assembled in the order reflected above (1-6). Tabs separating each section are helpful but not required.

### Review of the Eagle Application

Have members of your troop committee review the application using the checklist found at the end of these guidelines. **You are responsible for preparing all of your paperwork completely and on time. Your scoutmaster or committee members are responsible to ensure that your paperwork is prepared properly.** All paperwork must be completed and correct before being scheduled for your Board. The only ex-

ception is when letters of reference are not delivered directly to you. They must, however, be available at the Board of Review.

After troop review, you must meet with one of the chair at least 14 days prior to the desired date of the Board. At this meeting, you will deliver and discuss your application.

The co-chair will review the application and identify any necessary changes. After completing the changes, you must then provide the original and two **complete** copies of the application to the co-chair at least 10 days prior to the Board. The original application should be in a binder. The 2 copies should be 3-hole punched and also put into binders. Following your Board, several pages are rearranged so that it can be sent to the Scout Service Center and on to National. This configuration of binder and copies make it easier to accomplish this task. With the exception of merit badge cards in plastic cardholders, document protectors are not required or recommended.

When it is determined that all paperwork is in order, the co-chair will schedule you for your Board of Review.

### The Board of Review

It is strongly recommended that you go through one or more mock boards within your own unit before going before the real board.

Neat, clean appearance including a neat, clean, correct full scout uniform is required. Do not wear or carry an Order of the Arrow sash or beads since an Eagle Board of Review is not an OA function. An OA lodge flap on your uniform shows your OA membership.

You have a 3-month grace period after your 18<sup>th</sup> birthday to complete your Eagle Board of Review without requiring an extension or prior permission. You also do not have to obtain any signatures at the District level prior to your Board. You do need to bring your book to District before your 18th birthday to be checked. Boards of review conducted between three and six months after the candidates 18th birthday must be pre-approved by the local council. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted. The Boy Scout Division at national must be conducted for procedures to follow if a board of review is to be conducted more than six months after the candidates 18th birthday. If the Board convenes more than three but less than six months after your 18<sup>th</sup> birthday, a letter from a unit leader must be submitted with documentation stating the reason for the delay.

An Advancement Report (Form 4403B) will be provided by the Eagle Board and signed upon completion of the Board of Review. Annotating the leader's name and phone number on the Advancement form will assist in notification after the application returns from the National Scout Center in Texas.