

GULF STREAM COUNCIL
LIFE-TO-EAGLE SCOUT PROCEDURES

The following procedures describe the basic steps necessary for advancement from Life to Eagle Scout. They are intended to ensure that your service project is done in accordance with national standards and that the Eagle Scout Rank Application is complete. They are also to assist with prompt review and processing of the required paperwork in presenting you to the National Council of the Boy Scouts of America for approval of the rank of Eagle Scout.

Step 1: Gather Information:

Prior to starting, it is suggested that you and your unit leader have a meeting to discuss these procedures for your final steps towards becoming an Eagle Scout.

The entire contents of the Life-to-Eagle packet, especially this document, should be thoroughly reviewed. You should contact your unit advancement chairperson to review unit advancement records to be sure of the correct dates required. Remember that the only acceptable record is the *Merit Badge Application* (the date the counselor signed the “Blue Card”) or the *Advancement Report* which reflects the Board of Review date for rank that is turned in to the Council Service Center by the unit advancement committee. Information recorded in your *Boy Scout Handbook* or any other document is not the official date of record.

If any confusion or questions exist, contact your district advancement or Eagle Scout board of review chairperson before you proceed. (Contact the council office for their telephone number.)

Your unit leader, committee chairperson, advancement chairperson or other adults may help you. However, it is your responsibility to fill in the forms and paperwork as you proceed through the steps.

Be sure that you have the current requirements for advancement. These can be found in the *Boy Scout Requirements* book, BSA #33215. Remember that it is your responsibility to meet all current requirements.

Step 2: Plan Service Project and Obtain Approvals:

Using the *Eagle Scout Leadership Service Project Workbook*, you formally propose to supervise the accomplishment of a service project worthy of the Eagle Scout rank in scope and design. The project can benefit a school, religious organization or the community. It cannot benefit the Boy Scouts of America and cannot consist solely of fundraising. Remember that the object of the project is to show your leadership of others.

You must use the *Eagle Scout Leadership Service Project Workbook* to submit your project. You may obtain a copy at the Council Service Center or from the BSA web site at www.bsa.scouting.org . Attachments may be added to the workbook as needed.

The workbook has three parts:

1. *Project Description*: This section describes what you plan to do and who will benefit from it.
2. *Project Details*: This section details exactly how you will complete the project. You must include the following information:
 - Describe the present conditions
 - The method to be used—how is the work to be done.
 - List any materials that will be needed
 - List project helpers. Must be two or more individuals. (Does not have to be Scouts.) You must be specific. You cannot say, “I will try to get my troop to help.” or, “I will ask my church youth group to help me.” You must have a commitment from your workers before you start.
 - Show a time schedule for carrying out the project. There is no specific number of hours required. The length of time required should be adequate as necessary for you to demonstrate your leadership.
 - List safety hazards and how you will ensure the safety of those carrying out the project.
 - If appropriate, include photographs of the area before you begin your project.

3. *Carrying Out The Project*: This section is a record of your progress. Keep a record of how much time you spent planning and carrying out the project, a record of all workers and their time spent on the project, a complete list of materials used and any changes to the original project idea.

Your district Eagle Scout board of review must approve the project concept and plan before you start work. The start date for the project should not be set until approval is complete. If the project is started before securing proper approval, it may be rejected. If you are unsure as to procedure, you should contact your district advancement or board of review chairperson for advice.

When you seek approval for your project, make sure that the *Eagle Scout Leadership Service Project Workbook* is completed up to the *Carrying Out The Project* section. Although the board of review chairperson is always available for advice, the signatures of the unit committee member, unit leader and benefiting organization representative must be obtained prior to seeking final approval from the board of review.

Step 3: Completing the Project:

1. The Eagle Scout candidate's job is to demonstrate and give leadership to others. Remember you are being evaluated on the process. Concentrate on how you are managing the project.
2. Keep detailed notes and records at all stages. These notes will be used in preparing the final parts of the workbook. Keep detailed records of how much time you spent planning and carrying out the project and hours spent by all workers.
3. Keep a record of all materials used.
4. Keep a record of any changes to the original project plan and explain why those changes were made.
5. Keep the benefiting organization and unit leader informed of your progress.
6. If appropriate, take photographs of the project before, during and after the work is completed. This can enhance the credibility of the work you and your team accomplish.
7. After completion of the project, complete and sign your workbook then have your unit leader and the representative of the religious organization, school or community sign the workbook.

Step 4: Complete the Eagle Scout Rank Application:

Obtain a current version of the *Eagle Scout Rank Application* from the Council Service Center. Make a photocopy to use as a draft copy. Use the attached Eagle Scout Rank Application Work Sheet and the draft copy of the application first. Before you apply for a board of review, fill out the original application form carefully and neatly.

You should contact your unit advancement chairperson to review unit advancement records to be sure of the correct dates required. Remember that the only acceptable record is the Merit Badge Application (the date the counselor signed the "Blue Card") or the *Troop Advancement Report* which reflects the Board of Review date for rank that is turned in to the Council Service Center by the unit advancement committee. The unit keeps a copy of this record. Information recorded in your *Boy Scout Handbook* or any other document is not an official date of record.

Additional Information:

- All dates on the application must have the month, day, and year. (Example: 01/02/ 00) Fill in all the blanks.
- Make sure that the dates of the board of reviews agree with time in rank requirements and proper merit badges are listed and dated to qualify for those ranks.
- The date to be entered for merit badges is the date the counselor signed the *Merit Badge Application* ("blue card"). Cross out merit badges not earned on lines 6 and 9 of the requirement #3. Only one badge in each required category can be used for Eagle Rank. If a crossed-out badge was earned for the rank of Star or Life a re-enter it in lines 13 through 21 among the optional badges earned.

- The dates for leadership positions must be for at least six months (counting by the day) since earning the Life Rank and before your 18th birthday. Use only leadership positions held since the Life board of review date and only those that satisfy Eagle Scout requirements. You must be active in the positions, and not hold the position in name only.
- Do not use the words such as 'Present' or 'Current' for leadership position dates.
- Be careful! Many applicants encounter delays in processing when advancement in rank dates and merit badge earned dates do not match council records and BSA standards.

Step 5: Request Letters of Reference:

Requirement #2 requires you to list references who you personally know and would be willing to provide a recommendation on your behalf. The district advancement committee will contact these references to see if you live by the Scout Oath and Law in your daily life. You should contact these individuals before including their names on the application. However, you should not be involved personally in transmitting any correspondence between persons listed as references and the district advancement committee. You are not permitted to view the completed letters. Reference checks are confidential and their contents will not be disclosed to any one who is not a member of the board of review.

Step 6: Statement of Ambitions and Life Purpose and List of Positions Outside of Scouting:

You must include a statement of your ambitions and life purpose with the application. Essentially this is a discussion of what you want to do with your self over the next few years. Discuss long term education plans, work, family, Scouting etc.

You also need a list of leadership positions held outside of Scouting such as religious, school and community. Include honors and awards received during this service

Step 7: Scoutmaster's Conference

You must have a Scoutmaster's conference after completion of all requirements.

Step 8: Application Signature:

You must sign and date the application certifying that all statements made are true and correct and all requirements were completed prior to your 18th birthday

Step 9: Unit Approval:

Your unit reviews and approves your Eagle Scout application before it is submitted to the district advancement committee. There is no unit board of review within the Gulf Stream Council. The district advancement committee does board of reviews only.

You, your unit leader and advancement chairperson should review your project workbook, Eagle application and other required documentation for correctness.

The unit leader signs and dates the application to certify that a satisfactory conference has been held and that the candidate is considered ready for the Eagle Board of review. The unit leader should not sign the application until all Eagle requirements have been completed.

The troop committee chairperson signs and dates the form certifying that the application is correct, that all merit badges and rank advancements were earned as listed and advancement reports were submitted to the Council.

The blocks for *BSA Local Council Certification* and for *Actions By Eagle Scout Board Of Review* are to be left blank. They will be completed at the board of review and the Council Service Center.

Step 10: Submit Completed Documents to Eagle Scout Board of Review:

After unit approval, the package should be forwarded to the district Eagle Scout board of review chairperson. Contact your district chairperson for more information. The package should include:

- *Eagle Scout Rank Application*
- *Eagle Scout Leadership Service Project Workbook*
- Statement of your ambitions and life purpose.
- List of leadership positions outside of Scouting

The district Eagle Scout board of review will examine the documents to be sure that they meet the standards established by the National Council of the Boy Scouts of America. The committee will contact the references listed in requirement # 2 to see if you live by the Scout Oath and Law in your daily life. This may take a few weeks. After a complete review of your application, the district Eagle Scout board of review chairperson will contact you to schedule a board of review.

A board of review may be held after a Scout turns 18, provided all of the requirements were complete prior to his 18th birthday. If the board of review is conducted between three and six months after the candidate's 18th birthday, a statement explaining the reason(s) must accompany the application and be submitted to the council advancement committee. When a board of review is going to be held more than six months after his 18th birthday, the Scout must petition the National Advancement Committee, through the council advancement committee, for an extension of time to conduct the board of review.

The successful candidate should not set his Court of Honor too soon after his board of review. At least eight weeks should be allowed for the paperwork to be processed and the credentials sent back to the council service center. For successful candidates with extenuating circumstances, Eagle Scout Awards may be expedited by contacting the Council Service Center.

How To Avoid The Most Common Paperwork Mistakes:

Fill out the paperwork neatly! Make a photocopy of the Eagle Scout application to use as a working copy. Use the Eagle Scout Merit Badge Check List to fill in the merit badges in the order that they were used for ranks earned, then pencil in the working copy of the Eagle Scout Application. Then, after taking those steps, fill in the final original Eagle Scout application as neatly as you can. This is the only document that goes to the National Office so it is the only impression they have of you.

The date you joined Scouting must be within the eligibility requirements of the Boy Scouts of America. Compare the date of joining with the date of birth to be sure the requirement is met. . No ranks or merit badges can be dated before the joining date.

Strike through the alternate merit badges not used as Eagle required badges in Requirement #3, items #6 and #9

If Safety or an alternate merit badge (in items #6 and/or #9) was earned for Star or Life, list them first under the nine optional Merit Badges.

Seven Eagle required badges must be earned on or before the date of the Life board of review.

Leadership tenure must reflect six FULL months served AFTER Life board of review.

The Scoutmaster conference should not occur until after all requirements are met.

The dates on the reverse side of the application page from requirement #5 through all unit approvals must be in chronological order.