

## **EAGLE SCOUT LEADERSHIP SERVICE PROJECT** **WORKBOOK AND EAGLE PROCEDURE**

To help Life Scouts attain the Eagle Scout rank, the National Council of the Boy Scouts of America is providing an *Eagle Scout Service Project Workbook*. This is to be used in planning, receiving approvals, carrying out and then reporting on the completed project. An Eagle Scout application accompanies the workbook as part of a Life to Eagle packet.

### **THE FOLLOWING OUTLINES THE STEPS TO EAGLE**

1. Using the *Eagle Project Workbook*, the Scout describes a project that will benefit a religious organization, school, or community. He then develops a plan that must be approved by the unit leader, unit committee, benefiting organization representative, and district advancement committee **before** he may proceed to carry out the project.
2. As he carries out the project, the Scout uses the workbook to keep a record and make notes. This, along with other information required by the workbook, becomes the projects' report. When the report is completed, the Scout, the unit leader, and benefiting organization representative signs the workbook. The report is delivered to the district Eagle board chairman who then signs a blue *Receipt of Eagle Documentation* form and issues it as evidence that a completed project was turned into the district.

**All work on the project must be completed before the Scout's 18<sup>th</sup> birthday, and while he is a Life Scout.**

3. If the other requirements for Eagle have been met, the Scout fills out the Eagle Scout application included with the packet. This is done with the help of the unit leader and/or unit advancement chairman. The unit leader and the unit committee chairman then approve the application. At this time the completed application, requirement #6 (Scout's personal statement), and the signed blue *Receipt of Eagle Documentation* are submitted to the council service center.
4. The council service center accepts and date-stamps the Eagle Application. NOTE: The service center will NOT accept any application without an accompanying signed *Receipt of Eagle Documentation* form. The service center will then certify the contents of the application and will contact the named references by mail. When a reply has been obtained from at least four references, the application, requirement #6, and reference replies are sent to the district Eagle board chairman. The Eagle board chairman arranges for the Eagle Scout Board of Review.
5. The Eagle Board of Review consists of two to four responsible community people, a member of the unit committee (other than the unit leader or assistant unit leader, parent, or other family member), and a member of the district advancement committee who serves as the Eagle board chairman. This board reviews the Scout in the areas of citizenship, current events, leadership skills, and his Eagle project. A unanimous approval by the board is required. The approved application will be returned to the council service center with an advancement form completed by the board of review. A unanimous vote will be immediately advised by the board as to its findings and recommendations.

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Scouts who do not receive a unanimous vote will be immediately advised by the board as to its findings and recommendations.

6. After approval by the board of review and certification by the Scout executive, the application only is forwarded to the National Eagle Scout Service. The National Council checks the application and if there are neither errors nor deficiencies, validates the application and issues the Eagle Scout certificate. In cases where problems are encountered, the Scout will be advised as such in writing, with a detailed explanation of what is needed to take appropriate action.

**Only after receipt of the Eagle Scout certificate has been returned from the National Council may the service center issue the Eagle kit. UNITS SHOULD NOT SCHEDULE EAGLE COURTS OF HONOR UNTIL THIS CERTIFICATE HAS BEEN RECEIVED.**

7. The unit conducts the Eagle Court of Honor. The public recognition of the Eagle recipient should be conducted with a significant ceremony and in a fashion appropriate to the honor being given at this stage in the Scout's life.

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