



LIFE TO EAGLE SEMINAR for Scouts (2019 Version 1.1)



**National Capital Area Council
Sully District**





Why Are We Here?



- **Learn about the Life to Eagle process**
 - **Service Project, Eagle Scout Rank Application (ESRA), and Eagle Board of Review (EBOR)**
 - **District Advancement Chair and District Eagle Representative's (DER) responsibilities**
- **Help Eagle Scout Candidates succeed**
- **Maintain the high quality of our District's Eagle Advancement Program**





References



Guide to Advancement 2019, Boy Scouts of America

<https://www.scouting.org/filestore/pdf/33088.pdf>





References



Eagle Scout Procedures Guide, October 2017, National Capital Area Council, Boy Scouts of America



http://www.ncacbsa.org/wp-content/uploads/2015/10/Eagle_Scout_Procedures_Guide-1.pdf






NCAC Web Site

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ADVANCEMENT

- Eagle Scout Information
- Cub Scout Advancement
- Internet Advancement
- Merit Badge Counselors
- Special Needs Scouting
- Awards and Recognition
 - Honorary Awards
 - Meritorious Awards
 - Adult Awards
 - Silver Beaver

EAGLE SCOUT INFORMATION

The NCAC Eagle Scout Procedures Guide provides guidance to Life Scouts and Scouters in the NCAC on the policies and procedures relating to the Eagle rank and to address commonly asked questions and issues. This information is intended to supplement BSA publications. It is not intended to answer all questions. National BSA policies and procedures, as stated in national publications, have precedence over this document.

This document is divided into small, consumable sections for the Scout. The NCAC ARC recommends they read just the section with the information they need rather than trying to devour the whole document.

- [NCAC Eagle Scout Procedures Guide](#)

There is a new version of the Eagle Scout Service Project Workbook that is an "expandable" PDF. This fillable PDF document contains new functionalities for this

April 2016

- Eagle Networking Lunch- NESA DC Lunch April
- Mattaponi Spring Cub Scout Membership Forum
- Program Launch
- Piedmont OA Meeting
- Prince George's Roundtable
- Aquia District Order of the Arrow (OA) Ceremonies Meeting
- Aquia District Roundtable

[Full Calendar](#)

A two-page brochure was recently made available by the national Advancement Team and is intended for a project beneficiary interested helping a Life Scout with their Eagle Scout Service Project.

- [Navigating the Eagle Scout Service Project: Information for Project Beneficiaries](#)

The Guide to Safe Scouting provides information applicable to a Scout's Eagle Scout Service Project. The first are age guidelines for the use of hand tools and power tools, working heights and elevations, and excavations. The second is a list of service project planning guidelines that should appear in the Final Plan section of

<https://www.ncacbsa.org/advancement/eagle-scout-information/>





Life to Eagle



- **Primary Requirements**
 - **Active Participation (Registered Scout)**
 - **Merit Badges**
 - **Position of Responsibility**
 - **Eagle Scout Service Project**
 - **Scoutmaster Conference**
- **Eagle Scout Rank Application (ESRA) Package**
 - **Coordinate with Scoutmaster, Advancement Chair or Unit Eagle Coach**
- **Eagle Board of Review (EBOR)**
- **Eagle Court of Honor (ECOH)**





Getting Started



This is one approach that's been proven to work; but is by no means a requirement

- **Set up a folder on your computer**
 - Download the Eagle Scout Service Project (ESSP) Workbook
 - Download the Eagle Scout Rank Application (ESRA)
- **Get a 2 inch binder and create 5 sections:**
 - Eagle Scout Service Project
 - Eagle Scout Rank Application
 - Pictures
 - Record log of hours worked
 - Miscellaneous
- **Skim the ESSP Workbook and ESRA**
 - Read the "Message to Scouts and Parents or Guardians"
- **Make contact with your Unit Eagle Coach**





Eagle Scout Service Project (ESSP)



- While a Life Scout, **plan, develop, and give leadership** to others in a service project **helpful to any religious institution, any school, or your community**
 - The project must benefit an organization other than Boy Scouting
- A project proposal **must be approved** by the organization benefiting from the effort, your unit leader and unit committee (working with your Eagle Coach), and the council or district **before you start**
- You **must use the Eagle Scout Service Project Workbook**, No. 512-927, in meeting this requirement.





Service Project Process

Eagle Scout Service Project Workbook

BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name: _____

Please give a name to your project: _____

Eagle Scout Service Project Workbook No. 312-407
May 2015

Eagle Scout Service Project Proposal

Eagle Scout candidate's name: _____

Eagle Scout Service Project Name: _____

Project completion date: _____

Eagle Scout Requirement 1

Every Eagle Scout must plan, develop, and execute a service project as a condition of earning the Eagle Scout rank. The project must be planned, developed, and executed by the candidate, and must be a service project that benefits the community or the environment. The project must be planned, developed, and executed by the candidate, and must be a service project that benefits the community or the environment.

Propose It

Eagle Scout Service Project Final Plan

Eagle Scout candidate's name: _____

Eagle Scout Service Project Name: _____

Project completion date: _____

Project Description

Describe the project in detail, including the purpose, goals, and objectives. Include a list of the materials and supplies needed, and a list of the people who helped with the project. Include a list of the people who were involved in the project, and a list of the people who were not involved in the project.

Plan It

Eagle Scout Service Project Report

Eagle Scout candidate's name: _____

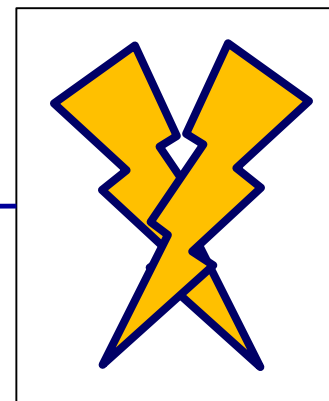
Eagle Scout Service Project Name: _____

Project completion date: _____

Project Description

Describe the project in detail, including the purpose, goals, and objectives. Include a list of the materials and supplies needed, and a list of the people who helped with the project. Include a list of the people who were involved in the project, and a list of the people who were not involved in the project.

Report It



Do it





The Workbook

Eagle Scout Service Project Workbook

Eagle Scout candidate's full legal name _____

Please give a name to your project _____

Fillable and expandable PDF

Must fill in all relevant information

Available online:
<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

Must read and use entire workbook

Excerpts and Summaries From the Guide to Advancement

Eagle Scout Service Project Coaches (See the Guide to Advancement, topic 9.0.2.9)
Many units, districts, and councils use Eagle Scout service project "coaches," because the advice they provide after approval of a project plan is invaluable. A coach can help Scouts see that if a plan is not sufficiently detailed, it may not be feasible. A coach can also help a candidate complete his planning. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and authority to dictate changes, or take any other such directive action. Instead, coaches must use association, logic, and common sense to help the candidate make the right decisions.

What Is Meant by "Give Leadership to Others ...?" (See the Guide to Advancement, topic 9.0.2.4)
The Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the project. The unit shall not establish requirements for the number of people led, or their make-up, or for time spent. The most important thing is that Eagle candidates exhibit leadership.

Project Completion (See the Guide to Advancement, topic 9.0.2.13)
The unit leader or project beneficiary chooses not to approve a project. One of the reasons was so significant that the impact of the project was insufficient. The candidate may start over with another project. He may choose to meet these requests, or he may decide to complete his Eagle Scout Rank Application and submit his project for review. He must be granted a board of review should he request it. If it is thought a unit board of review under disputed circumstances may be initiated according to the Guide to Advancement, topic 9.0.2.14.

Eagle Scout Service Projects (See the Guide to Advancement, topic 9.0.2.14)
Official Scouting activity and that are subject to Boy Scouts of America policies and procedures. It is a part of a unit's program and are treated as such with regard to policies, procedures, and section, two-deep leadership, etc. The health and safety of those working on Eagle projects is the responsibility of the unit leader. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility for safety as with any other unit activity. The unit leader or unit committee should plan projects. The candidate should plan for safe execution, but it must be understood that the unit leader is responsible for safety concerns. As with any Scouting activity, the Guide to Safe Scouting must also be consulted as a planning tool. It can be found at: www.scouting.org/16-asps. The Guide to Safe Scouting may be accessed at: www.scouting.org/scoutsource/

Projects (See the Guide to Advancement, topic 9.0.2.15)
Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA accident and sickness insurance program. It provides insurance for medical and dental bills arising from Scouting activities. If councils do not purchase it, in some cases, chartered organizations might provide insurance, but this must not be provided only secondary coverage, and are limited to registered youth and adults and those

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Expectations



Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The Guide may be accessed at www.scouting.org/advancement.

The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 33216, and this workbook, are the primary official sources in policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on www.scoutstuff.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, topic 9.0.2.1.

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.

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Message to Scouts and Parents or Guardians

Establishes expectations for Scouts, parents (or guardians), and other adults

Page 5





Keeping Track of Time



- **From the time you begin looking for a project to completion, you should be keeping track of time**
- **A small pocket notebook, a spreadsheet on a laptop, a notepad on a smart phone, or a loose leaf page in the project workbook are all acceptable**
- **Each entry should include: person's name, date, hours or fractions of hours, purpose**
 - **Accumulated data will be entered in the Project Report**
- **Time includes such things as research, making phone calls, participating in meetings, completing the Eagle Scout Service Project Workbook**
- **Record not only the time you spend on the project, but also the time others spend helping you on the project**
 - **Time spent meeting with an adult on the project**
 - **Time a parent spends driving you to and from a home improvement store**
 - **Time friends spend actually working on the project**





Photographs



- **Project photos add an important perspective to the workbook**
 - However, they are optional!
- **If the candidate elects to include photos, he is encouraged to include:**
 - Before pictures
 - Pictures of project work
 - Completion pictures
- **Captions are helpful to describe who or what are in the photos**





Selecting a Project



- **Responsibility of the Eagle Candidate**
 - **Find a project**
 - The project should be the Scout's idea
 - Something he believes in, enjoys doing, and is potentially good at accomplishing
 - There is no limitation as long as it meets service and leadership requirements
 - **Work with the project Beneficiary and the Beneficiary's Representative**
 - Share the information sheet for project beneficiaries





The form is titled "Eagle Scout Service Project Proposal" in a black box. Above the title is the Boy Scouts of America logo, featuring an eagle with a shield and a sun rising over mountains. Below the title is the Boy Scouts of America logo. The form includes two lines for the candidate's name and project name, and a section for "Eagle Scout Requirement 5" with a detailed description of the requirement.

Eagle Scout Service Project Proposal

BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name _____

Eagle Scout Service Project Name _____

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 912-927, in meeting this requirement.

PROJECT PROPOSAL





Proposal Page A

Instructions for Completing Proposal

Instructions for Completing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be completed first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to complete.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your final plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, completion of your final plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your final plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Final Plan

Once your proposal is approved, you are **strongly encouraged** to complete the final plan form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you prepare to complete it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your final planning, only then, may you begin work on your project.

Proposal Page A

Must Read Carefully
and Completely

**Meets the Five Tests of an
Acceptable ESSP**

**Work with Your Project
Beneficiary**

Next Step: Your Final Plan

**Beginning Work on Your
Project**





Proposal Page B

Contact Information



Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders, unit committees, project beneficiaries, and council or district approval representatives in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: _____ Birth date: _____
Email address: _____ BSA PID number*: _____
Address: _____ City: _____ State: _____ Zip: _____
Preferred telephone(s): _____ Life board of review date: _____
* BSA PID No., found on the BSA membership card

Current Unit Information

Check one: ☐ Troop ☐ Team ☐ Crew ☐ Ship Unit Number: _____
Name of District: _____ Name of Council: _____

Unit Leader Check one: ☐ Scoutmaster ☐ Varsity Coach ☐ Crew Advisor ☐ Skipper

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Unit Committee

Name: _____
Address: _____
Email address: _____

Unit Advancement

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Project Beneficiary (Name of)

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Your Council Service Center

Council name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Should Be Completely Filled In

Expandable

- Scout's Name
- Unit
- Unit Leader
- Committee Chair
- Advancement Coordinator
- Project Beneficiary
- Project Beneficiary Representative
- Council Service Center
- District Approval Representative (this is the District Eagle Representative (DER))
- Project Coach





Proposal Page C

Project Description and Benefit

Briefly describe your project.

Attach sketches or "before" photographs if these will help others visualize the project.

(Please click below to add images (JPEG, JPG, BMP, GIF, TIFF, PNG, etc.)

Two large blue rectangular boxes for attaching images. Each box has a small 'X' icon in the top right corner. Below each box is a text prompt: "Click above box to add an image. Click here to add an image caption."

Add Additional Image Field

Tell how your project will be helpful to the beneficiary. Why is it needed?

When do you plan to begin carrying out your project?

When do you think your project will be completed?

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

What do you think will be most difficult about leading them?

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2" x 4" or 4" x 4".

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tape, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Description & Benefit

Pictures and Captions

Giving Leadership

Materials

Supplies





Proposal Page D

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased. What tools or equipment, if any, will you need? You do not need a detailed list yet, but you must show you have a reasonable idea of what is required.

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc. What other kinds of expenses do you think you might encounter?

Permits and Permissions

Note that property owners should obtain and pay for permits. Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below:
(Include sales tax, if applicable)

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:

Supplies:

Tools:

Other:

Total costs:

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to complete your final plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Add a Phase

Proposal Page D

Tools

Other Needs

Permits & Permissions

Preliminary Cost Estimate

Project Phases





Proposal Page E



Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

Final Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.

List some action steps you will take to complete a final plan. For example "Complete a more detailed set of drawings."

Candidate's Promise*

Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed _____

Date _____

*Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed _____

Date _____

Name (Printed) _____

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal. I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed _____

Date _____

Name (Printed) _____

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

☐ Yes

☐ No

Signed _____

Date _____

Name (Printed) _____

Council or District Approval

I have read topics 90.2.0 through 90.2.35, regarding the Eagle Scout service project, in the Guide to Advancement, No. 33068. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach who has been designated for him.

Signed _____

Date _____

Name (Printed) _____

While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (). Council or district approval, however, must come after the others.

Proposal Page E

Logistics

Safety Issues

Final Planning

Candidate's Promise

Approval Signatures





Proposal Page E

Candidate's Promise

(Signed before approvals below are granted)

Candidate's Promise* *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

***Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.**

"On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary."





Proposal Page E Approvals

Unit Leader Approval* I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him. Signed _____ Date _____ Name (Printed) _____	Unit Committee Approval* This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal. Signed _____ Date _____ Name (Printed) _____
Beneficiary Approval* This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required. <i>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Signed _____ Date _____ Name (Printed) _____	Council or District Approval I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach who has been designated for him. Signed _____ Date _____ Name (Printed) _____

**While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*



"*While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (*). However, Council or District Approval must come after the others."





Project Fundraising

- Fundraising is permitted only for securing materials and otherwise facilitating a project
- Fundraising can be done without Council approval from:
 - The beneficiary
 - The candidate
 - The candidate's parents or relatives
 - The candidate's unit
 - The unit's chartered organization
 - Parents or members of the candidate's unit
- NCAC is the approving authority on the Eagle Scout Service Project Fundraising Application
 - Completed forms are faxed to 240-395-0610 or e-mailed to: ncaceaglefunds@scouting.org for approval





The form is titled "Eagle Scout Service Project Final Plan" and features the Boy Scouts of America logo at the top. It includes fields for the candidate's name, project name, start date, and completion date. Below these fields is a section with three paragraphs of text explaining the purpose and requirements of the final plan.

Eagle Scout Service Project Final Plan

BOY SCOUTS OF AMERICA

Eagle Scout candidate's name _____

Eagle Scout Service Project Name _____

Planned start date _____ Planned completion date _____

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this final plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the final plan, and then before he begins carrying out his project, he will ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your final plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a final project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

PROJECT FINAL PLAN





Words About Planning - 1



- Eagle Scout Rank Requirement #5 **requires the Scout to plan and develop his service project**
- Though this final plan is a tool for your use, and is not approved or signed, it is **important in helping to show you have done the required planning and development**
- You should take this final plan with you to your Eagle Scout Board of Review (EBOR)
 - You are not required to provide more details than are necessary for the accomplishment of your project





Words About Planning - 2



- **A Scout who is prepared will complete the final plan, and then before carrying out his project, have an Eagle Coach review it**
 - An Eagle Coach's involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes
 - Improves your chances of passing the Eagle Scout Board of Review (EBOR)
- You should also **show your final plan to your beneficiary** prior to carrying out your project
 - Helps ensure your plans agree with the beneficiary's expectations
 - The project beneficiary has the authority to require and approve a final project plan
 - Be sure to read “Navigating the Eagle Scout Service Project”





Final Plan Page A



Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

Completed by Eagle Candidate following
Proposal Approval

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation

Include "before" photographs to show the board of review in Attachments section below.

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

Project Phases

You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

1.
2.
3.
4.
5.
6.
7.
8.

Add a Phase

Comments From Your
Proposal Review

Project Description and
Benefit – Changes From
the Proposal

Will the changes make the
project more, or less, helpful
to the beneficiary? Explain:

Present Conditions or
Situation

Project Phases





Work Processes

Attachments

Add Additional Image Field

Permits and Permissions

The Tour and Activity plan has also been called the "Tour Permit."

Will a Tour and Activity Plan be needed to comply with local council policies?

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

*Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.

Materials List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Add Item

Total cost of materials

**If you plan for donations such as the one shown in the example above, you will most likely need to complete the Eagle Scout Service Project Fundraising Application. It can be found later in this workbook.*

Final Plan Page 8

Materials





Giving Leadership

Complete the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

[illegible]

Add Job Row

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommended no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

Logistics





Final Plan Page E



Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?

Add Hazard Row

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing?

Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

Comments From Your Project Coach About Your Final Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

Safety

Potential Hazard

Contingency Plans

Comments From Your
Coach About Your
Final Plan





Planning Summary



- The more planning and attention to detail you do at the beginning will help your project come together in the end
- Describe your project so **you** understand what needs to be done at every step
- Your plan should be in sufficient enough detail so that:
 - **You** and the **beneficiary** understand what is being done
 - **You** can explain it to everyone else
 - **Your** project will be successful on the planned day





Conducting The Project



- The Eagle candidate must **be the project leader**
- The project is about **leadership** and **service to others**
- Make sure **others are involved** so you demonstrate leadership
- Don't let **adults** be too helpful – have everyone provide suggestions and comments to you for decisions
- Take note of **changes** from your original plan
- Work on the **project is complete** when:
 1. The work is finished
 2. The excess materials, supplies and tools have been cleared from the site, as applicable
 3. Scout and beneficiary agree it is complete
- Enter the **completion date** on the first page of the Project Report section of your workbook and on the Eagle Scout Rank Application at Requirement 5





Project Changes



- Many successful projects require changes from the original proposal. If changes are major, it is important to confirm they are acceptable to the beneficiary and BSA.
- If any major change occurs in the project notify the project proposal approvers immediately, "...to be sure you [and the project] still are approved and have a chance of passing the board of review"





The form is titled "Eagle Scout Service Project Report" and features the Boy Scouts of America logo. It includes fields for the Eagle Scout candidate's name, the project name, the start date, and the completion date. A note at the bottom states: "This report is to be completed after your service project has been completed. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review." The background of the form features a stylized mountain range with a sun rising over it and a winding path leading up the mountain.

Eagle Scout Service Project Report

BOY SCOUTS OF AMERICA

Eagle Scout candidate's name

Eagle Scout Service Project Name

Project start date Project completion date

This report is to be completed after your service project has been completed. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

PROJECT REPORT





Project Report Page A



Project Execution:

Once planning was completed, when did the work begin? When was it finished?

Project Description

Please provide a brief description of your completed project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

Observations

What went well?

What was challenging?

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Project Execution:

Project Description

Observations

Changes





Project Report Page B



Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout candidate	1	
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (Enter here and on your Eagle Scout Rank Application,)	1	

* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Leadership

What was:

- Most Difficult
- Most Rewarding

What did you learn about Leadership...

Materials, Supplies, Tools, Other

Entering Service Project Data

*** There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**





Project Report Page C



Funding

Describe your fundraising efforts:

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over after project completion, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

Photos and Other Documentation

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

Add Additional Image Fields

Candidate's Promise

Sign below before you seek the other approvals.

On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.

Signed:

Date:

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:

Unit leader name:

Signed:

Date:

Signed:

Date:

Funding

Photos and Other Documents

Candidate's Promise

Completion Approvals

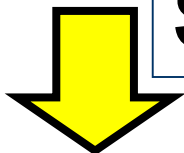




Project Report Page C

Definitely!!

Scout



Sign below before you seek the other approvals.



Candidate's Promise

Sign below before you seek the other approvals.

On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.

Signed:

Date:

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:

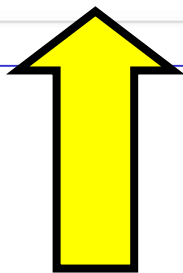
Unit leader name:

Signed:

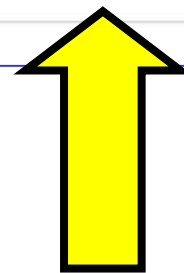
Date:

Signed:

Date:



Beneficiary



Unit Leader





Final Project Approval



- The Eagle Board of Review members are the final approval authority that the project was properly carried out and meets standards
- The following must be answered:
 - In what ways did you demonstrate leadership of others?
 - Give examples of how you directed the project rather than doing the work yourself
 - In what way did the group benefit from the project?
 - Did the project follow the plan - changes?
 - If changes were made, explain why the changes were necessary



EAGLE SCOUT RANK APPLICATION (ESRA)





Eagle Scout Rank Application



EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT: This application is to be submitted after you have completed all requirements for the Eagle Scout rank. Print in ink or type all information. List the month, day, and year for all dates. When using computer date blocks, list the date: July 8, 2010, as 07 (for July) 08 (for day) 10 (for year). When you have completed this application, sign it and submit it to your unit leader.

FULL LEGAL NAME (Use abbreviations if necessary, must fit within 40 characters, including spaces and punctuation)

DATE BORN (Month Day Year)

CITY, STATE, ZIP

TELEPHONE (Including area code) **EMAIL**

BOY SCOUTS OF AMERICA UNIT NO.

DATE BECAME A BOY SCOUT

DATE BECAME A VENTURE SCOUT

DATE OF FIRST CLASS SCOUT BOARD OF REVIEW

DATE OF STAR SCOUT BOARD OF REVIEW

WHERE YOU ARE A BOY SCOUT

WHERE YOU ARE A VENTURE SCOUT

DID YOU EARN THE ARROW OF LIGHT AWARD?

HAD YOU COMPLETED FIFTH GRADE UPON JOINING?

AGE REQUIREMENT ELIGIBILITY: Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Venture Scout, or Sea Scout. He may earn these awards until his 18th birthday. Any Venture or Sea Scout who achieved the First Class rank as a Boy Scout in a troop or Venture Scout in a team may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venture or Sea Scout up to his 18th birthday. Scouts, Venturers, and Sea Scouts who have completed all requirements prior to their 18th birthday may be renewed within three months after that date with no application. Refer to the Guide to Advancement No. 25946, section 4.0.3.1, for boards of review to be held between three and six months, or more than six months after the 18th birthday.

A Scout, Venturer, or Sea Scout with a disability may request rank advancement after he is 18 years of age if he meets the criteria for registration beyond the age of eligibility. See the Guide to Advancement, section 10.0.0.1, for details.

REQUIREMENT 1: Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

REQUIREMENT 2: Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

Name	Address	Telephone	Email
Parents/guardians			
Religious			
Educational			
Employer (if any)			
Two other references			

REQUIREMENT 3: Earn a total of 21 merit badges (required badges are listed). List the month, day and year the merit badge was earned.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPSHIP			9 EMERGENCY PREPAREDNESS OR LIFESAVING		18			
2 CITIZENSHIP IN THE COMMUNITY			10 FIRST AID		19			
3 CITIZENSHIP IN THE NATION			11 CYCLING OR HORSE OR SWIMMING		20			
4 CITIZENSHIP IN THE WORLD			12 PERSONAL FITNESS		21			
5 COMMUNICATION			13 FAMILY LIFE		22			
6 COOKING			14		23			
7 EMERGENCY PREPAREDNESS OR LIFESAVING								

*Crossed-out badges not earned. If a crossed-out badge was earned, it may be reinstated in 14 through 21.
Four of these required merit badges were earned for the Star Scout rank and three more were earned for the Life Scout rank.

BOY SCOUTS OF AMERICA

REQUIREMENT 4: While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date.

Boy Scout troop: Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scoutmaster, assistant scoutmaster, junior assistant scoutmaster, chaplain aide, instructor, Webelosmaster, Leave No Trace trainer

Venture Scout team: Captain, co-captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, Webelosmaster, Leave No Trace trainer

REQUIREMENT 5: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 37007, in meeting this requirement.

Project name: _____ Date project finished: _____

Grand total of hours: _____ (from Eagle Scout Service Project Workbook—see statistical purposes only)

REQUIREMENT 6: Take part in a unit leader conference.

Date conference was held: _____

CERTIFICATION BY APPLICANT: On my honor as a Boy Scout, Venture Scout, or Sea Scout, all statements on this application are true and correct.

All requirements, with the exception of my board of review, were completed prior to my 18th birthday.

Signature of applicant: _____ Telephone: _____ Date: _____

Signature of unit leader: _____ Telephone: _____ Date: _____

Signature of unit committee chair: _____ Telephone: _____ Date: _____

BSA LOCAL COUNCIL VERIFICATION: According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed: _____ Position: _____ Date: _____

The applicant appeared before the Eagle Scout board of review on this date, and this application was approved.

Date: _____

Signature of Eagle Scout board of review chair: _____ Signature of council board representative (if applicable): _____

I certify that all procedures, as outlined in the Guide to Advancement, have been followed. I approve this application.

Scout executive: _____ Date: _____

Presentation of the merit may not be made until the Eagle Scout credentials are received by the BSA local council.

NATIONAL EAGLE SCOUT ASSOCIATION: As an Eagle Scout, you may now join the National Eagle Scout Association, a fellowship of the top achievers of the Boy Scouts of America. Each Eagle Scout who applies for membership within six months of his board of review receives a \$15 discount off the regular five-year membership fee. Join TODAY at www.NESA.org.

NESA membership has gone toward the production of the award-winning quarterly Eagle's Call, networking opportunities for Eagle Scouts, and support of NESA's many programs such as providing college scholarships.

Lifetime NESA members are eligible to purchase the NESA life member square knot at their local Scout shops. It is the same as the Eagle Scout knot, but with a silver border, and it replaces the Eagle square knot on the uniform.

Please use the most current application found at www.scouting.org/mediatools.aspx.

512-728
2014 Printing





ESRA Personal Information



EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT. This application is to be submitted after you have completed all requirements for the Eagle Scout rank. **Print in ink or type all information. List the month, day, and year for all dates.** When using computer date blocks, list the date: July 8, 2013, as 07 (for July) 08 (for day) 13 (for year). When you have completed this application, sign it and submit it to your unit leader.

FOR COUNCIL USE ONLY	
COUNCIL NO.	TYPE OF UNIT
REGION C, N, S, W <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	NATIONAL NO.
PID NO. (REQUIRED)	
POSTHUMOUS: <input type="radio"/>	

FULL LEGAL NAME (Use abbreviations if necessary; must fit within 30 characters, including spaces and punctuation.)

Eagle Scout Name

1 Eagle Scout Street

Street address or P. O. box

Rockville, MD 20817

City, state, zip

301-555-1234 joescout@gmail.com

Telephone (Including area code)

Email

Troop 0461

Troop, team, crew, ship, or Lone Scout Unit No.

Bethesda, MD 20814

Unit city, state, zip

Date became a Boy Scout

Date became a Varsity Scout

Date became a Venturer/Sea Scout

Date of First Class Scout board of review

Date of Star Scout board of review

Were you a Cub Scout?

☐ Yes ☐ No

Were you a Webelos Scout?

☐ Yes ☐ No

Did you earn the Arrow of Light Award?

☐ Yes ☐ No

Had you completed fifth grade upon joining?

☐ Yes ☐ No

Month	Day	Year

- Use your legal name – no nicknames
- Spell out all words on the application except for State



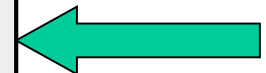


Date Became A Boy Scout



- Verify the **date you joined the Troop**
 - If in a crew, ship, or team you must have earned First Class as a Boy Scout in a Troop
 - **NOTE:** This is important because you are not allowed to earn merit badges unless you are a registered scout.

	Month		Day		Year
Date became a Boy Scout	0	5	0	5	0 2
Date became a Varsity Scout					
Date became a Venturer/Sea Scout					
Date of First Class Scout board of review					
Date of Star Scout board of review					
Were you a Cub Scout?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you a Webelos Scout?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you earn the Arrow of Light Award?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Had you completed fifth grade upon joining?					<input type="checkbox"/> Yes <input type="checkbox"/> No





Board of Review Dates

- Verify the Dates of Rank (Board of Review (BOR)) for First Class, Star, and Life Scout by using the **Member Summary Report from Internet Advancement**

	Month		Day		Year	
Date became a Boy Scout						
Date became a Varsity Scout						
Date became a Venturer/Sea Scout						
Date of First Class Scout board of review	0	1	1	8	0	4
Date of Star Scout board of review	0	5	2	3	0	4
Were you a Cub Scout?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you a Webelos Scout?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you earn the Arrow of Light Award?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Had you completed fifth grade upon joining?					<input type="checkbox"/> Yes	<input type="checkbox"/> No





ESRA – Requirement 1



- Requirement: **Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout**
- Instructions: To ensure completion, calculate difference between Life Scout Board of Review date and Eagle Scout Board of Review date

A Scout, Venturer, or Sea Scout with a disability may work toward rank advancement after he is 18 years of age if he meets the criteria for registration beyond the age of eligibility. See the *Guide to Advancement*, section 10.0.0.0, for details.

REQUIREMENT 1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

Date of birth

Month		Day		Year	

Date of Life Scout
board of review

0	7	3	0	0	6
Month		Day		Year	





ESRA – Requirement 2



- Requirement: **Demonstrate that you live by the principles of the Scout Oath and Law** in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf
- Instructions: **All lines must be filled in** – special instructions for religious, educational, and employer

REQUIREMENT 2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

	Name	Address	Telephone	Email
Parents/guardians	<u>Mr. & Mrs. Proud Parent</u>	<u>1 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1952</u>	<u>Proud.Parent @ xyz.com</u>
Religious	<u>Mr. & Mrs. Proud Parent</u>	<u>1 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1952</u>	<u>Proud.Parent @ xyz.com</u>
Educational	<u>Mr. Proud Teacher</u>	<u>2 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1953</u>	<u>Proud.teacher @ xyz.com</u>
Employer (if any)	<u>N/A or List a previous employer; N/A is used only if the scout <u>never</u> had a paying job</u>			
Two other references	<u>Mrs. Proud Neighbor</u>	<u>3 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1954</u>	<u>Proud.Neighbor1 @ xyz.com</u>
	<u>Mr. Proud Neighbor</u>	<u>4 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1955</u>	<u>Proud.Neighbor2 @ xyz.com</u>





Letters of Recommendation



- Responses should deal with the Scouts character fitness and qualifications to be an Eagle Scout
- Sealed and unopened letters are provided to the designated person
- Letters are only viewed by members of the EBOR
- Letters are not returned to the Scout or the unit leader





ESRA – Requirement 3



REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPING	033107	461	*8 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY		461	15		
2 CITIZENSHIP IN THE COMMUNITY			9 FIRST AID			16		
3 CITIZENSHIP IN THE NATION			*10 CYCLING OR HIKING OR SWIMMING			17		
4 CITIZENSHIP IN THE WORLD			11 PERSONAL MANAGEMENT			18		
5 COMMUNICATION			12 PERSONAL FITNESS			19		
6 COOKING			13 FAMILY LIFE			20		
*7 EMERGENCY PREPAREDNESS OR LIFESAVING		773	14 Mammal Study	072504	461	21		

*Cross out badges not earned. If a crossed-out badge was earned, it may be reentered in 14 through 21.

Four of these required merit badges were earned for the Star Scout rank and three more were earned for the Life Scout rank.

- Cross out the Eagle required MBs you are not using as the MB for this rank
- List optional MBs in the order earned starting from the earliest





ESRA – Requirement 4



- **Requirement:** While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility. List only those positions served after the Life board of review date.
- **Instructions:**
 - The six months do not have to be consecutive
 - Time does not have to be just prior to your application for Eagle
 - **If one position meets 6-months, only list one;** if not, list two
 - **Spell out position; no abbreviations**

REQUIREMENT 4. While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. **List only those positions served after Life board of review date.**

Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster, Leave No Trace trainer

Varsity Scout team. Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, Webmaster, Leave No Trace trainer

Venturing crew/ship. President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, Webmaster, Leave No Trace trainer

Lone Scout: Leadership responsibility in his school, religious organization, club, or elsewhere in his community

Position **Troop Quartermaster (3 months)**

Position **Patrol Leader (8 months)**

Date of Life Scout
board of review

0 7 3 0 0 6
Month Day Year

FROM 1 2 0 1 0 6
Month Day Year

TO 0 3 1 1 0 7
Month Day Year

FROM 1 0 1 8 0 7
Month Day Year

TO 0 6 2 1 0 8
Month Day Year





ESRA – Requirement 5



- Requirement: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community.
- Instructions: Use up to 50 characters
 - Enter benefiting organization and what was done
 - Grand total of hours: **Use whole numbers only** - No decimals or fractions.
 - 72 Hours and 37 minutes = 73
 - Date Project Finished: Enter when the work was done

REQUIREMENT 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Project name: **Built Arena Benches for Local School**

Date project finished

0	3	0	1	0	7
Month		Day		Year	

Grand total of hours: **73** (from *Eagle Scout Service Project Workbook*—for statistical purposes only)





ESRA – Requirement 6



- Requirement: **Take part in a unit leader conference**
 - e.g., Scoutmaster, Eagle Coach, Advisor, or Skipper
- Instructions:
 - **This date must be before your 18th birthday**
 - Doesn't need to be the last completed requirement

REQUIREMENT 6. Take part in a unit leader conference.

Date conference was held

Month		Day		Year	





ESRA – Requirement 7



- Requirement: Successfully complete an Eagle Scout Board of Review. In preparation for your board of review, **prepare and attach to your Eagle Scout Rank 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.





Certification by Applicant



- “On my honor as a Boy Scout, Varsity Scout, Venturer, or Sea Scout, all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday”.
- **Scout should sign before** the Unit Leader and Committee Chair signatures

CERTIFICATION BY APPLICANT. On my honor as a Boy Scout, Varsity Scout, Venturer, or Sea Scout, all statements on this application are true and correct.

All requirements, with the exception of my board of review, were completed prior to my 18th birthday.*

Signature of applicant

Telephone

Date

Month		Day		Year	

*Or the date established by an extension of time granted by the National Council (see the *Guide to Advancement*, section 9.0.4.0.). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the *Guide to Advancement*, section 10.0.0.0.





Unit Approval



- **These signatures indicate the unit leader and unit committee chair have made every effort to verify the accuracy of the information**
- **All three signatures must be on the application before conducting the verification process and Eagle Board of Review**

UNIT APPROVAL (personal signatures required)															
Signature of unit leader	<input type="text"/>	Telephone <input type="text"/>	Date <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Month</td><td></td><td>Day</td><td></td><td>Year</td><td></td></tr></table>							Month		Day		Year	
Month		Day		Year											
Scoutmaster, Coach, Advisor, or Skipper															
Signature of unit committee chair	<input type="text"/>	Telephone <input type="text"/>	Date <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Month</td><td></td><td>Day</td><td></td><td>Year</td><td></td></tr></table>							Month		Day		Year	
Month		Day		Year											





ESRA Verification



Plan on this being a face-to-face meeting

- **Meet with District Eagle Representative (DER) for administrative review of completed Eagle Scout Rank Application before submitting to NCAC for Verification**
- **Verifies completeness and accuracy of information listed on ESRA against Internet Advancement**
 - **A unit-provided hard copy of the Scout's Internet Advancement Member Summary Report is required during the verification**
- **DER initials approval on the ESRA before submission to NCAC**

BSA LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed

Position

Date

Month		Day		Year	





Member Summary Report

Internet Advancement - Member Unit Advancement Summary

Page 1 of 2

Member Unit Advancement Summary Boy Scouts of America

This summary of youth member ranks, merit badges, and awards only shows those items that are currently in the member records for this unit. Advancement that has not yet been submitted to the council will not appear. When awards are submitted they will not appear immediately on this summary. Please log in as a Returning User at a later time.

Unit: Troop [redacted]
Chartered Organization: [redacted]
District: [redacted]
Council: National Capital Area Council
Unit Expire Date: 01/31/2014

Advancement Processor: Richard Kessel

Report Date: Nov 2 2013

For Member ID: [redacted]

Member Name	Date Earned	Rank
Julian [redacted]	06/30/2007	Scout
Julian [redacted]	11/13/2008	Tenderfoot
Julian [redacted]	12/11/2008	Second Class
Julian [redacted]	03/18/2010	First Class
Julian [redacted]	09/16/2010	Star
Julian [redacted]	09/28/2011	Life

Member Name	Date Earned	Merit Badge
Julian [redacted]	07/04/2008	Archery
Julian [redacted]	07/06/2007	Art
Julian [redacted]	07/06/2007	Basketry
Julian [redacted]	09/13/2011	Camping*
Julian [redacted]	07/20/2012	Citizenship in the Community*
Julian [redacted]	03/10/2012	Citizenship in the Nation*
Julian [redacted]	07/09/2010	Citizenship in the World*
Julian [redacted]	10/16/2011	Communications*
Julian [redacted]	07/04/2008	Environmental Science*
Julian [redacted]	04/03/2011	Family Life*
Julian [redacted]	02/16/2008	Fingerprinting
Julian [redacted]	07/03/2008	First Aid*
Julian [redacted]	06/29/2012	Geocaching
Julian [redacted]	03/15/2008	Geology
Julian [redacted]	06/29/2012	Kayaking
Julian [redacted]	05/01/2008	Law
Julian [redacted]	07/06/2007	Leatherwork
Julian [redacted]	07/09/2010	Lifesaving*
Julian [redacted]	07/06/2007	Mammal Study

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Unit Information

Ranks

Merit Badges

This is not the Individual
History Report from
Troopmaster





NCAC Verification Overview



- Council administrative review of Scout's Eagle Scout Rank Application
 - Verifies all information listed on ESRA against data in Internet Advancement (ScoutNet)
- Scoutmaster or Unit Committee is responsible for obtaining the verification not the Scout
 - Submit only both sides of ESRA to NCAC
- Signed verification page must be provided with the ESRA at EBOR
- Must be completed and delivered before conducting an EBOR





How to Request a DER

- Go to the Sully District Eagle Candidate app at <https://morning-wave-6812.herokuapp.com> and fill out the information requested.
- Send an email to Mr. Hondo Davids, Sully District Advancement Chair at hondo.davids@Verizon.net, if you have any issues with the app.





Eagle Board of Review Mechanics



- Eagle boards are typically 30 to 45-minutes in length
- Conducted as a discussion of the Scout's values and beliefs
 - May address leadership, Scouting, current events, goals, life purpose, community, service project, etc.
- The decision of the Board **must be unanimous**
 - All members have an equal vote





Any Additional Questions?

THANK YOU

For a Copy of This Presentation; Send an Email to
hondo.davids@Verizon.net

Remember YPT Requirement to Have 2 Adults
on email

