

Training for Unit Eagle Advisors and Coaches



**CHAIN BRIDGE
DISTRICT
2024**



CBD Guidance

- ❖ In the Chain Bridge District, we recommend that Eagle Advisors and Eagle Project Coaches be combined as a single unit level position.
- ❖ District Eagle Board Representatives have important responsibilities, but day-to-day guidance for Eagle candidates should be provided at the unit level.
- ❖ Check with your District Advancement Chairperson if you are registered with another District.



Unit Eagle Advisors must:

- ♣ Be registered as Adult Leaders with BSA.
- ♣ Have current YPT status and follow BSA policies.
- ♣ Understand the BSA Eagle advancement process (See ***Guide to Advancement*** Sections 2, 8 and 9).
- ♣ Understand NCAC and CBD policies and procedures.
- ♣ Review Scouts' completed Eagle Packages.



Critical Advisor Tasks

- ♣ Provide positive adult association.
- ♣ Help Parents understand their role.
- ♣ Help Scouts understand the requirements and discuss how they plan to meet them.
- ♣ Discuss the Scout's planned schedule and monitor progress.
- ♣ Offer assistance and guidance as Scouts complete their Eagle Project Workbook and ESRA application.
- ♣ Coordinate steps leading to the Scout's Eagle Board of Review.



Steps on the Journey from Life to Eagle

- ♣ Active Participation (6 months)
- ♣ Demonstrate Scout Spirit
- ♣ Earn Required Merit Badges
- ♣ 6 Months Service in Leadership Position as a Life Scout
- ♣ Plan and Conduct an Eagle Service Project
- ♣ Participate in a Scoutmaster Conference
- ♣ Eagle Application & Scout Statements
- ♣ Eagle Board of Review



Eagle Scout Service Project

Scouts must use the official BSA
Eagle Project Workbook

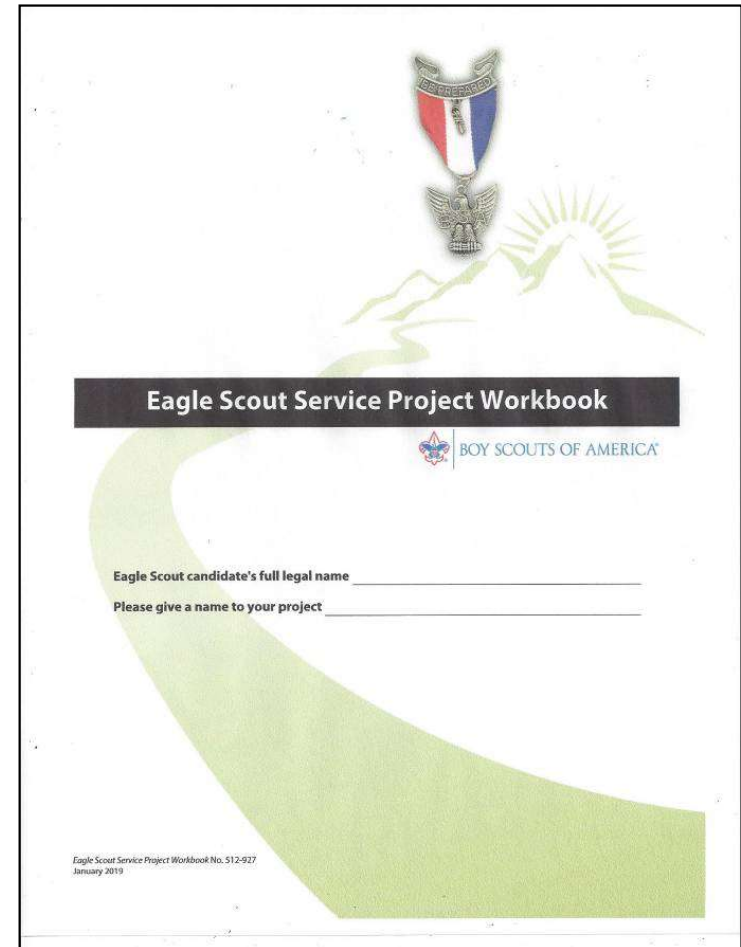
- ❖ Review the entire workbook with the Scout.
- ❖ Scouts should use the February 2023a version
- ❖ Scouts should use a computer if possible.



Become Familiar with the Workbook

The main sections include:

- **Introductory Material (Message for Parents, Excerpts from the GTA, etc.)**
- **Proposal & Contact Info**
- **Project Plan**
- **Fundraising Application**
- **Project Report**
- **Navigating the Eagle Scout Service Project (Info for Beneficiaries)**



Project Proposal

The Scout should propose a project that will:

1. Produce real benefits for the sponsor.
 2. Require planning.
 3. Permit the Scout to demonstrate leadership.
 4. Be appropriate – not too small and not too big.
- ❖ Ask the Scout to prepare a draft Proposal and suggest improvements.
 - ❖ The project Proposal must be approved by the beneficiary, the unit and the Dist. Eagle Rep.
 - ❖ Additional project planning is necessary.



Service Project Fundraising

- ❖ Projects may not be primarily fundraisers.
- ❖ Fundraising is permitted to support a project and should be described in the Project Proposal.
- ❖ Contributions from the candidate, parents, relatives, unit, chartered organization, or beneficiary do not require a fundraising application.
- ❖ Other fundraising must be approved by the council if it exceeds \$500.



Project Plan

The **Project Plan** may (and should) be started before the Proposal is approved:

- ♣ Learning how to plan a complex project is a valuable benefit of the Eagle process.
- ♣ Help the Scout develop a Management Plan with “task leaders” who have assigned responsibilities.
- ♣ Ask the Scout, how could this project fail? The plan should describe how potential problems will be avoided or resolved.



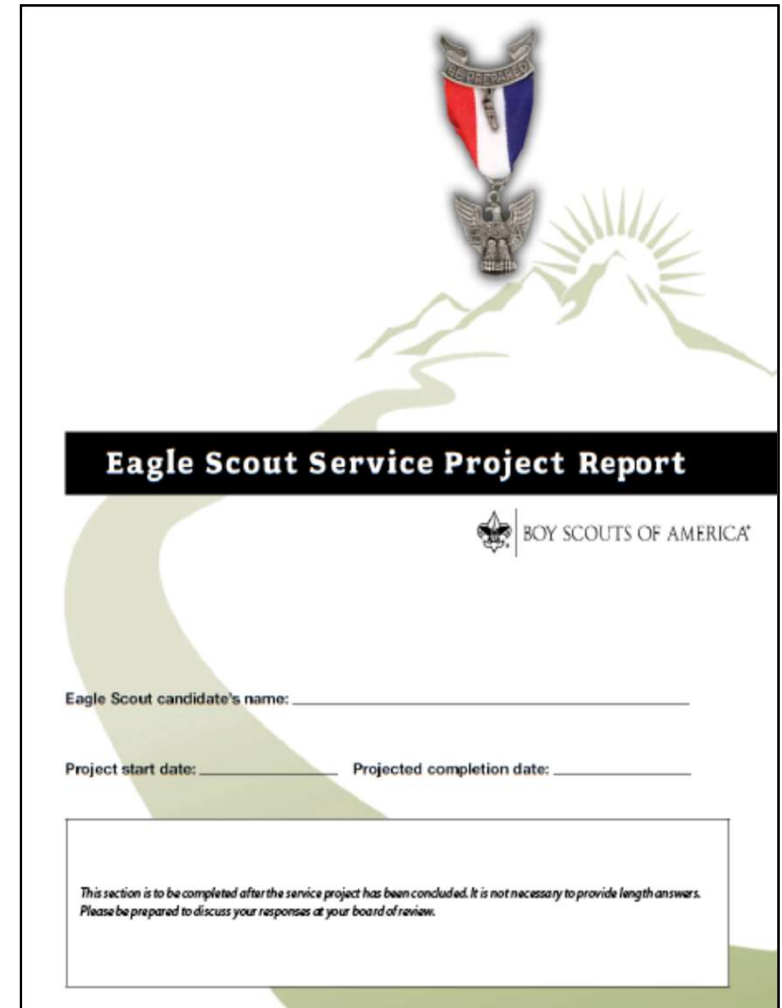
Reviewing the Project Plan

- ♣ Ask the Scout to prepare a draft Plan and suggest improvements.
- ♣ Discuss leadership challenges the Scout may face (e.g., adults who are tempted to “take charge”.)
- ♣ The Project Plan is not “re-approved”, but it **MUST** be shown to the beneficiary.
- ♣ The Beneficiary can delay the project if the plan is not satisfactory.



The Project Report

- ❖ Emphasize timely completion of the Project Report.
- ❖ Ask the Scout if you can review their Project Report before it is approved and suggest improvements if needed.
- ❖ Remind the Scout that their Report will be reviewed by the Scout's Eagle Board



The image shows the cover of the Eagle Scout Service Project Report form. At the top is the Boy Scouts of America logo, featuring an eagle with a shield and the words "BOY SCOUTS OF AMERICA". Below the logo is a stylized mountain range with a sun rising behind it. The title "Eagle Scout Service Project Report" is printed in white on a black background. Below the title is the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA". The form includes fields for "Eagle Scout candidate's name:", "Project start date:", and "Projected completion date:". At the bottom, there is a large rectangular box for the report content, with a note stating: "This section is to be completed after the service project has been concluded. It is not necessary to provide lengthy answers. Please be prepared to discuss your responses at your board of review."

Eagle Scout Service Project Report

BOY SCOUTS OF AMERICA

Eagle Scout candidate's name: _____

Project start date: _____ Projected completion date: _____

This section is to be completed after the service project has been concluded. It is not necessary to provide lengthy answers. Please be prepared to discuss your responses at your board of review.




Project Report Sections

- ♣ Project Description & Planning
- ♣ Observations (Positive & Negative)
- ♣ Changes Made
- ♣ Leadership Issues
- ♣ Materials, Supplies, Tools used
- ♣ Project Data (Planning and work hours)
- ♣ Funding Summary
- ♣ Project Photos
- ♣ Candidate's Promise
- ♣ Approval Signatures – Beneficiary and Unit Leader



Eagle Scout Rank Application (ESRA)



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 entering dates please use the format mm/dd/yyyy – for example, list the date July 8, 2022, as 07/08/22. 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 30 characters, including spaces and punctuation.)

 Street address or P.O. box _____
 City _____ State _____ ZIP code _____
 Telephone (including area code) _____ Email _____
 Troop, crew, ship, or Lone Scout Unit No. _____
 Unit City _____ State _____ ZIP code _____

Date joined Scouts BSA _____
 Date joined a Venturing crew _____
 Date joined a Sea Scout ship _____
 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

AGE REQUIREMENT ELIGIBILITY: Merit badges, badges of rank, and Eagle Palms may only be earned by registered Scouts, and qualified Venturers and Sea Scouts. They may earn these awards until their 18th birthday. Any Venturer or Sea Scout who achieved the First Class rank in a Scout troop or as a Lone Scout may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer or Sea Scout up to their 18th birthday. Scouts, Venturers, and Sea Scouts who have completed all requirements prior to their 18th birthday may be reviewed within 24 months after that date with no explanation. Refer to the Guide to Advancement, No. 33095, section 6.0.3.1, for boards of review beyond that period.

A Scout, Venturer, or Sea Scout approved to be registered beyond the age of eligibility may work toward Scouts BSA rank advancement after their 18th birthday. See the Guide to Advancement, section 10.0.0.0, for details.

REQUIREMENT 1: Be active in your troop, crew, or ship for at least six months as a Life Scout.


REQUIREMENT 2: As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. 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 and the unit number it was earned in.

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

*Cross out badges not earned. If a crossed-out badge in #6, #9, or #11 was earned, it may be reentered in 15 through 21.
 You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).


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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.

Scout troop, Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, outdoor ethics guide.

Venturing crew/Sea Scout ship, President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, chaplain aide, outdoor ethics guide, crew leader, media specialist, specialist or webmaster.
 Lone Scout: Leadership responsibility in your school, religious organization, or club, or elsewhere in your community.

Position _____ FROM _____ TO _____
 Position _____ FROM _____ TO _____

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 the Boy Scouts of America.) 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. 512-627, in meeting this requirement.

Project name: _____ Date project finished _____
 Grand total of hours: _____ (from Eagle Scout Service Project Workbook—for statistical purposes only)

REQUIREMENT 6: While a Life Scout, participate in a unit leader conference.

Date conference was held _____

CERTIFICATION BY APPLICANT: On my honor as a 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. 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.

Signature of applicant _____ Telephone _____ Date _____
*Or the date established by an extension of time granted by the National Council (see the Guide to Advancement, section 5.0.4.0). 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 (personal signatures required)

Signature of unit leader _____ Telephone _____ Date _____
Scoutmaster, Advisor, or Skipper

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 _____


REQUIREMENT 7: Successfully complete your board of review for the Eagle Scout rank. The applicant appeared before the Eagle Scout board of review on this date, and this application was approved.

Signature of Eagle Scout board of review chair _____ Signature of council/district 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 rank 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. As a NESA member, you have networking opportunities with other Eagles and will stay connected to the latest Scouting news. A portion of your membership fee supports NESA's many programs such as providing college scholarships.
 Apply for your NESA membership <https://nesa.org/why-join/>

512-728
June 2022 Revision



BOY SCOUTS OF AMERICA

Prepared. For Life.®

Eagle Scout Rank Application (ESRA)

- ❖ Current ESRA is dated June 2022.
- ❖ Encourage Scouts to use a computer, if possible.
- ❖ Requirements 1-6 must be completed before Scout's 18th birthday.
- ❖ Ask the Scout for the reference list (Requirement 2) early to request reference letters.
- ❖ Accurate, complete information is essential.
- ❖ Eagle Advisors are responsible for performing a quality review of the Scout's ESRA before it is submitted to the District Eagle Representative (DER) for review.



Req. #3 - Merit Badges

- ❖ 21 Total
- ❖ 14 Required Badges
 - Camping
 - Citizenship in the Community
 - Citizenship in the Nation
 - Citizenship in Society
 - Citizenship in the World
 - Communication
 - Cooking
 - Emergency Preparedness OR Lifesaving
 - Environmental Science OR Sustainability
 - First Aid
 - Cycling OR Hiking OR Swimming
 - Personal Management
 - Personal Fitness
 - Family Life
- ❖ Cross out badges not used
- ❖ List non-required badges in chronological order
- ❖ Date must agree with BSA Scoutnet information



Req. #4 - Leadership Positions

- ❖ Discuss with the Scout your unit's standards for successful performance. **A failure to perform duties adequately can be catastrophic for Scouts nearing Age 18.**
- ❖ Start date may not precede the Scout's Life Board of Review.
- ❖ End date must be before the Scout's 18th birthday.
- ❖ Troop positions are:
 - Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of the Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, Outdoor Ethics Guide.



Two Attachments to Eagle Application:

**Statement of Life Purpose and Ambitions
(Forward-looking)**

**Statement of Leadership Positions and
Accomplishments (Like a resume)**

Normally, these statements should be prepared for discussion during the Scoutmaster Conference. However, BSA permits them to be prepared later. They must be prepared before the Scout's EBOR.



Eagle Package Review

Unit Eagle Advisors MUST conduct a quality review of the Scout's Eagle Package.

- ❖ Ensure the Scout's Project Workbook is complete.
- ❖ Review the Scout's draft ESRA before it is signed.
 - Check all dates against blue cards and unit advancement records.
 - Use NCAC Attachment C – Eagle Scout Verification Checklist. (Handout)
- ❖ If Possible, review the Scout's Statements of Accomplishments and Life Purpose.
- ❖ This review should be timely and may not delay the Scout's Eagle Board of Review.



Eagle Package Review

Once the Unit Eagle Advisor's review is complete, the District Eagle Representative (DER) will verify the Eagle Package.

- ❖ If possible, the Scout's entire Eagle Package should be submitted to the DER for review. The minimum submittal must include:
 - The ESRA with original signatures.
 - The Scout's Advancement History Report from Scoutbook or Internet Advancement.
- ❖ If the ESRA is complete and consistent with BSA records, the District Eagle Representative will sign and date for "BSA LOCAL COUNCIL VERIFICATION".



Eagle Board of Review Preparation

The Unit Eagle Advisor should:

- ❖ Coordinate and confirm ESRA verification approval by the District Eagle Board Rep.
- ❖ Obtain confidential reference letters. Restrict access to Eagle Board of Review (EBOR) members.
- ❖ Coordinate with District Eagle Board Rep. to schedule the EBOR meeting time and place.
- ❖ If a Troop Committee member, the unit Eagle Advisor/Coach may participate on the EBOR.



Post Eagle Board of Review Procedures

Following a successful EBOR:

- ❖ The Unit Eagle Advisor (or other responsible adult) scans the approved ESRA and emails it to Council.
 - The message should be sent to 082NCAC_EagleCert@scouting.org.
 - Include documentation for approved extension request if applicable.
 - See additional instructions (Handout).
- ❖ Council will coordinate approval by BSA Headquarters and provide notification to the unit.



Eagle Extensions

- ❖ Scouts must complete requirements 1-6 before their 18th birthday, or a time extension must be approved.
- ❖ Scouts have 2 years after age 18 to get ESRA signatures and have their EBOR – ***No extension or BSA registration required.***
- ❖ If an extension is required, the Unit Eagle Advisor should help and provide guidance.
 - ❖ Use Form 512-077 (Handout).
 - ❖ Life rank must be earned 6 months before age 18.
 - ❖ Extension must be due to unexpected circumstances beyond the Scout's control.



Eagle Court of Honor

Usually parents take the lead in planning this ceremony. Remember, the ECOH should not be scheduled before Council provides notification of approval.

The ceremony should:

- ❖ Recognize the Scout's accomplishments
- ❖ Deliver the Eagle Charge
- ❖ Recite the Eagle Promise
- ❖ Inspire other Scouts



Conclusion

- ♣ The Path to Eagle is experiential learning. It educates and expands the Scout's horizons.
- ♣ The goal is personal growth. Scouts learn new skills and gain confidence to succeed in life.

