

FLINT RIVER COUNCIL

Life to Eagle Guidebook

*FOR LIFE SCOUTS, PARENTS, UNITS, AND
BOARDS OF REVIEW*



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SECTION I **Guidelines for Scouts**

1. A Letter to Life Scouts

Greetings from the the Flint River Council Advancement Committee:

Congratulations on achieving the rank of Life Scout! You're only one step away from the highest rank Scouting has to offer, Eagle Scout.

Achieving the Eagle rank is ***your*** responsibility. Many people will help you along the way, including your adult advisor, your parents, and your fellow Scouts. You will also get assistance from adults on your District Advancement Committee, many of whom you have probably not worked with before. None of these people can earn the rank for you. It is up to you to make sure that you understand the requirements, complete them in a timely manner, and submit the proper paperwork, so that your rank advancement can be completed.

The Flint River Council is providing this guidebook to help you understand the required steps to advance from Life to Eagle. The main purpose of this document is to provide a single reference to the resources you will need to complete the trail to Eagle. You will also find Flint River Council policies for those parts of the process that national policies leave to local councils for implementation. If you follow this guide carefully, you should find that the process is not difficult.

Please take the time necessary to read through this guide. If you are unsure about anything you read, please check with your adult leaders, or a member of the district advancement committee. In particular, it is especially important that you understand the procedures for developing your Eagle project before you start.

Good luck as you begin this final step on the trail to Eagle!

2. What You Will Need

By reaching the rank of Life Scout, you have demonstrated your Scouting skills, Scout spirit, and leadership ability. You will need all of these to complete the requirements for the Eagle rank. In addition, you will need the following resources:

1. <i>The Boy Scout Handbook (33105):</i>	Your handbook contains requirements for all ranks including Eagle, and it should have a signed record of your advancements from Boy Scout badge through Life rank. Your own advancement pages, properly signed off in your Boy Scout Handbook, are your best record of your advancement. It is your responsibility to make sure those records are complete and up to date.
2. Your advancement records	In addition to your Boy Scout Handbook, you may keep other personal records, such as signed merit badge cards. Your unit leaders may also have records of your advancements.
3. <i>The Flint River Council Life to Eagle Guidebook (this document)</i>	This will serve as your overall guide, explaining the process and directing you to information sources you will need to use.
4. <i>The Eagle Scout Leadership Service Project Workbook (18-927)</i>	The paper version contains useful information, which is referred to in this document. There is also an electronic version, which many Scouts use to submit their projects. A PDF version of the workbook, and the electronic version that you can use with a word processor, are available on the BSA National website, www.scouting.org .
5. The Eagle Scout Rank Application (58-728)	This is available in the Council Service Center. It is also available in PDF format on the BSA National website, www.scouting.org .
6. <i>The Guide to Safe Scouting (34416)</i>	This document represents the official BSA policy about what kinds of activities are allowed and not allowed in Scouting, as well as safety procedures that must be followed. Your project must be conducted in accordance with the Guide to Safe Scouting.

3. Eagle Scout Rank Requirements

The requirements for the Eagle rank are similar in many ways to the requirements for the previous ranks you earned in Scouting. You should have little trouble understanding most of the requirements as they are listed in *The Boy Scout Handbook* and on the Eagle Scout Rank Application.

In particular, to achieve the Eagle rank you must plan and lead a service project yourself. This will be one of the most challenging and time-consuming parts of your advancement to Eagle. The Eagle Scout leadership service project is discussed in more detail later in this document.

Age Requirements

The following must all be completed **before your 18th birthday**:

- All six requirements listed on the Eagle Scout Rank Application, which includes all work on your Eagle Scout leadership service project.

The following **may happen after your 18th birthday**:

- Delivery of the Eagle Scout Rank Application and your scout record to the Council Service Center.
- Council certification of the Eagle Scout Rank Application.
- Eagle Scout Board of Review.

Please note the following additional requirements:

Scouts and Venturers who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date with no explanation. Boards of review conducted between three and six months after the candidate's 18th birthday must be preapproved by the local council. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the Eagle Scout Service. The Boy Scout Division at the national office must be contacted for procedures to follow if a Board of Review is to be conducted more than six months after a candidate's 18th birthday.

-Eagle Scout Rank Application

Earning your Eagle rank will take longer than you think. This is especially true of your project. Provide yourself enough time to complete all requirements, including your service project, well before your 18th birthday. The requirements will not be relaxed just because you're close to your 18th birthday. Also, if it happens that any problems with your requirements are discovered during council certification and the Board of Review, you will still have time to correct the problems if you haven't yet turned 18.

4. The Eagle Scout Leadership Service Project

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 should benefit an organization other than Boy Scouting.) The project idea must be approved by the organization benefiting and the council or district before your start. You must use the Life to Eagle Packet, BSA publication No. 18-927, in meeting this requirement.

-Boy Scout Handbook p447

4.1. **The Purpose of the Project**

The Eagle Scout leadership service project differs from the service requirements of other ranks in an important way: **You** must plan, develop, and lead the entire project. In order to achieve the rank of Eagle Scout, you must demonstrate leadership, and your Eagle project is one of the important ways you do that. The project will also provide an opportunity for you to use many of the skills you have learned while earning merit badges, such as Communication, Citizenship in the Community and Personal Management.

4.2. **About Leadership**

Your Eagle project is called an Eagle Scout *leadership* service project, and one of the major goals of your project is to demonstrate the leadership skills you have learned in Scouting. Your project proposal should show that you understand leadership. Here are some of the factors that show your understanding of leadership:

- Initiative and effective communication with the benefiting organization.
- Thorough planning.
- Understanding how the Scouts will be organized and instructed – *by you* – to complete the work of the project.
- Leading the work yourself, and assigning tasks to Scouts and other peers, rather than relying on adults to provide leadership or to do tasks that can be performed by youth.
- Inspecting the work to assure that it was done properly.
- Dealing with change and unexpected obstacles.
- Developing a financial plan for the project

For other ideas on what leadership means, review the leadership principles you have learned in any leader training you have received as a Scout (Junior Leader Training, Greenbar, National Youth Leadership Training, etc.). Incorporate these principles into your project plan.

4.3. The Steps of an Eagle Scout Project

1. ***The scout*** selects a project idea.
2. ***The scout*** discusses the project idea with his unit leader.
3. ***The scout*** discusses the project with representatives of the benefiting organization.
4. ***The scout*** develops a detailed plan for his project, using the Eagle Scout Leadership Service Project Workbook.
5. ***The scout*** obtains approval for his plan by the representative of the benefiting organization, his unit leader and a unit committee representative.
6. ***The scout*** submit his plan to the District Advancement Committee. He may have to revise his plan and resubmit it if the advancement committee does not approve his project plan as submitted.
7. Only after the District Advancement Committee approves the project plan may he begin working on your project.
8. ***The scout*** carries out the project.
9. ***The scout*** completes the *Eagle Scout Leadership Service Project Workbook* section entitled “Carrying Out the Project.”
10. ***The scout*** obtains signatures for approval of project completion, as listed in the workbook.
11. ***The scout*** submits his completed Eagle Scout Rank Application and scout record to the Council Service Center when he has finished all requirements for Eagle rank.
12. ***The scout*** schedules an Eagle Board of Review with the District Advancement Committee
13. ***The scout*** submits his completed project workbook at his Eagle Board of Review.

4.4. Selecting a Project

There are many organizations that would be happy for you to do an Eagle project for their benefit. Your church, or any school that you have attended, is a good place to start. Project opportunities can be found at public parks and community organizations. Refer to the Eagle Scout Leadership Service Project Workbook (available at Scout shops) for examples of Eagle service projects.

There are restrictions, however, on the type of organization for which you may do your project, so it is important that you make sure the organization that benefits from your project meets the BSA guidelines:

Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fund-raiser. Routine labor, a job or service normally rendered, should not be considered.

- Advancement Committee Policies and Procedures

4.5. Project Approval by the District Advancement Committee

You may not begin your project until it is signed by a member of your District Advancement Committee.

Before you submit your project plan to the District Advancement Committee for approval, it must be signed by a representative of the benefiting organization, your unit leader, and a member of your unit committee. Your unit leaders should make sure that your project meets the guidelines for approval by the District Advancement Committee before they sign it; otherwise, the advancement committee may return the project to you for revision.

It is important that you and your adult advisors understand the BSA requirements, which the District Advancement Committee will be looking for in considering your project plan for approval. A checklist to help you with this is provided in Appendix 1. Keep in mind that your project plan is the only information that the District Advancement Committee has about your project. Therefore, your plan must be as complete as possible, so that District Advancement Committee members will be able to understand exactly *what* you plan to do, and *how* you plan to do it.

Check with your District Advancement Committee for instructions on where and how to submit your project proposal for District approval. You should submit the original proposal using the Eagle Scout Leadership Project Workbook discussed in the next section.

The best way to determine whether you have included enough information in your proposal is the following: your proposal should be complete enough that another Scout would be able to use it to do your project from beginning to end, exactly as you would do it, without you being present.

4.6. Resources You Can Use

There are many resources you can use to help you create a successful Eagle Project proposal. Often, it is helpful to look at projects that have been done by other Scouts in the past. Your District Advancement Committee and your adult leaders may be able to provide examples for you. There are also several good websites that have very helpful information about how to choose your project and write your proposal.

4.7. Tracking Your Hours

As you come up with a project idea and begin to develop your Eagle project, you should keep good notes of everything that happens and record the time you spend on any activity related to your project. When you have completed your project, and you complete your project workbook, you will need to include the hours you spent during the planning stage, along with the hours your workers spent in carrying out your project.

4.8. Changing Your Eagle Project

You are expected to carry out the project that was approved by the District Advancement Committee. You may need to make some changes when you carry out the project, due to unexpected circumstances. ***However, if you need to change the nature of the project (e.g., what you are doing, who you are doing it for), contact your District Advancement Committee to determine whether you need to resubmit your changed project for approval.*** Completing a project that differs substantially from what you proposed puts you at risk of not passing your Board of Review.

5. The Eagle Scout Leadership Service Project Workbook

The *Eagle Scout Leadership Service Project Workbook* is essential to completing your Eagle project. You must use the official workbook, 18-927, or its electronic equivalent. The official electronic form, which can be used with word processing software, is available on the BSA website, www.scouting.org. If you use the electronic version, make sure that you include all of the required information. If you delete information from the workbook, it could delay approval of your project.

The workbook is divided into two major sections. The first section is for writing your project plan, which must be approved by your District Advancement Committee before you begin work on your project. The second section, “Carrying Out Your Project,” is for reporting on the completed project.

The completed workbook will be presented at your Eagle Scout Board of Review. For your Eagle Board of Review, you will need to make three copies of your workbook.

The information that follows will help you understand how to complete the first part of the workbook so that you can increase the likelihood that your project plan will be approved. Make sure you read this section very carefully, and that you include all the information necessary to completely describe your proposed project.

5.1. **Project Description**

This is the easy part of the workbook. The information is straightforward. The first item, “Describe the project you plan to do,” deserves some explanation. Here, you should give a simple description of your project. It should only take a couple of sentences to describe your project. Be specific about what you are doing. Be sure to give quantities of whatever product your project will produce, for example, the number of benches, the number of trees, or the length of a trail section. In order to approve your project, your District Advancement Committee needs to know *exactly* what you plan to do. This is not the place to tell how you are going to build something, how long it is going to take, what materials you are going to use, or any details of that nature. Those things will come later in the workbook.

This section includes a number of blanks that must be filled in. Provide accurate information identifying the group that will benefit from the project, including the name, address and phone number of the group, explain how the group will benefit from your project, when you discussed the project with your unit leader, what representative of the benefiting organization you met with, and when you met with that person. This section only requires names of individuals, not signatures. Those come later.

5.2. **Project Details**

The instructions for this section of the *Eagle Scout Leadership Service Project Workbook* are very broad:

“Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project. If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.”

The “Project Details” section should include **complete** details on how your project will be done. Here are some suggestions on how to write this section:

Present Condition

Describe what the existing situation is in the area where you will be doing your project. If your project involves building something, explain what the current condition of the building site is. If it does not involve building something, describe the current situation within the benefiting organization that your project will change. “Before” photographs, appropriately marked with what is being shown in the picture, can be very helpful in describing the present condition.

Method

Several things should be included in order to completely describe the method you will use to complete your project:

1. **Plans and/or Drawings:** If your project involves building something, you should have complete plans for what you are going to build. This includes drawings of the area where the construction will take place (floor plan or map of the site), as well as plans for the items being built. These plans should include complete, accurate dimensions of what you will be building. Floor plans and maps should indicate exactly how the elements of the project will be situated, with as precise measurements as possible.
2. **Instructions:** Divide your project into logical tasks, and include complete, specific instructions on how to accomplish each task. These should be the instructions you would give your workers, and they must be written in such a way that your workers will know exactly what they are to do. (You probably won't actually give your workers written instructions, but by writing them in your proposal, you demonstrate that you have planned the project thoroughly and that you clearly understand how the work is to be done.) The instructions should be complete enough that someone could use them to do your project exactly as you will do it, with no additional direction from you.
3. **Organization and Leadership:** How will you organize your workers to do the work of the project? Will they be organized into teams? Will you assign jobs to individuals? Remember, you are the leader of the project, and it is up to you to decide how the workers will be directed to accomplish the work. It is OK to demonstrate what you need your workers to do, but the bulk of the work should be done by them, under your direction.
4. **Funding:** Most projects require funding. Describe how you will obtain the funds for the project. You should have a definite plan for obtaining funding, and you should know who will be providing the funds. Often, the benefiting organization will provide some or all of the funds. You can seek donations from individuals or organizations that are interested in your project. Having your family provide all of the funding for the project is discouraged. Organizing the funding is one important aspect of leadership.

Materials

“Materials” is actually a broad category including materials that will become part of your project, supplies that will be used up or discarded, but are necessary to do the work, and tools. You should list all materials, supplies and tools in a chart or table, including where you are going to obtain them, and how much each will cost. Your list should be complete, including everything that will be needed to complete the project.

Project Helpers

You do not have to list individuals by name, but you should have an idea of how many helpers you will need for the project and where you will recruit them. The most common source of helpers is your own troop, crew or team. You may also be able to recruit school friends, or people you know from other organizations to which you belong.

*Adults are required to be present, but **you need to be the one in charge of the project**. Family members are permitted to help, but your project should involve a team of helpers, allowing you to better demonstrate your leadership skills. Ideally, most of the hours spent on the project should be done by Scouts and other youth, under your leadership.*

It is helpful to list in a chart or table the number of workers you will need, keeping youth and adults separate, for each part of your project. The chart should be broken down by task, and should show the number of workers and the amount of time each task should take. These times should be multiplied and totaled, to show your estimate of the number of man-hours your project will take. This estimate should help you develop a realistic schedule for completing the project. There is no specific requirement for the number of hours that must be in your project, but this estimate is necessary to help you understand how many workers you will need, and for how long you will need them.

Your discussion of workers should also address the presence of adults. The *Guide to Safe Scouting* discusses BSA policies for two-deep leadership and other youth protection issues. Your project proposal should demonstrate that you understand the requirements for adult participation. You should discuss what adults will be present and what their roles in the project will be. Adults should not be a major part of your work force. Their role is to advise, when needed, and there are some things that Scouts are not permitted to do (such as the use of chain saws – see *Guide to Safe Scouting*). If much of the work is done by adults, you are not fulfilling your leadership role.

Schedule of activities

Your time schedule should indicate how many workdays you expect your project to require, as well as how the time will be spent on each of those days. It should also show, tentatively, when the workdays will take place. The benefiting organization will be interested to know when the project will be finished, and you should commit to a deadline. However, please communicate to the benefiting organization that your schedule is tentative - You may need to adjust your planned schedule if the advancement committee requests a change to your plan before they will approve it.

A table or chart is the most effective way of showing all of your schedule information. The schedule estimates that you give should be consistent with the time estimates discussed in the “Project helpers” section above. Most projects consist of multiple workdays. This estimate will also help the District Advancement Committee determine the scope of your project, which is an indication of the leadership opportunity it will provide.

Safety Hazards

Almost every Eagle project has some potential safety hazards. Anticipating the hazards your workers will face, and developing ways to make sure your workers are safe, are important aspects of leadership. The *Guide to Safe Scouting* represents BSA policy on what kinds of activities Scouts are permitted to participate in, as well as safety requirements for activities. You should consult the *Guide to Safe Scouting* to make sure that your project plan conforms. One common misconception is the belief that Scouts are not permitted to use power tools. The *Guide to Safe Scouting* specifies that older Scouts are permitted to use most power tools (chain saws and log splitters are specific exceptions). Make sure that Scouts, rather than adults, do all of the work they are permitted to do, but make sure that you have taken steps to assure safety, and that they have adequate instruction and supervision.

Safety considerations should also include your workers’ health. Dehydration, hypothermia, and heat-induced illnesses are hazards you should take into account. You should tell what precautions you will take against them, and what provisions you will make for first aid and emergency medical treatment should they be needed.

Helpful hints for documenting your project proposal

1. Use the Project Approval checklist in Appendix 1 to make sure the Eagle project proposal contains sufficient information to facilitate approval by the District Advancement Committee.
2. Make it easy for your advancement committee to approve your project. Give them all the information they need. The more detail the better, as long as the detail is relevant. Remember that your project proposal is the only information the advancement committee has about your project. If there are details you don’t include, the committee will not know them.
3. Write clearly and format your project neatly.
4. Number the pages. (PC word processing programs make this easy to do.)
5. Do not staple the pages. Use a paper clip or binder clip to hold the pages together.

5.3. *Carrying Out Your Project*

As you carry out your Eagle project, you should keep good notes of everything that happens and record the time spent by every individual who works on your project. The section entitled “Carrying Out Your Project” is where you should report on what actually happened during the project. Take pictures during the project. It will help explain the project and help you document what you did. In this section, the more detail you include about how your project was done, the better.

The Eagle Scout Board of Review must approve your completed project. If you do a good job of reporting on the project in your workbook, it will be easier for board members to understand what happened during your project, and you’ll have to spend less time during your Board of Review answering questions about information you may have left out.

There are specific pieces of information required in this section of the workbook. In your project workbook, you list your own hours separately from others. List the hours you spent planning the project, the hours you spent carrying out the project, and the total hours you spent on the project. List every person who worked on your project, and the number of hours they worked. In this section of the workbook you should discuss any changes from your original plan and include “after” photographs, if appropriate.

5.4. *The Completed Workbook*

Use the Project Completion checklist in Appendix 1 to make sure that you have completed your project workbook properly, after your project is completed

After you have completed the final section of the workbook, you should sign the workbook and get approval signatures from your unit leader and the representative of the benefiting organization who originally authorized the project.

Do not send the workbook to the Council Service Center with your Eagle Scout Rank application. Your completed workbook will be presented at your Eagle Scout Board of Review. It will be returned to your unit after the Board of Review.

6. The Eagle Scout Rank Application

Use the Eagle Application checklist in Appendix 1 to make sure that your Eagle Scout Rank Application is filled out properly. Read through the Eagle Scout Rank application carefully so you know what information is required. No changes can be made to the application, so it's a good idea to make a copy and use it as a worksheet. On the original application, print legibly and in black ink.

6.1. References

When the completed application is received at the Council Service Center, its contents will be verified and the references contacted. The Scout shall have listed six references (five if no employer, and parent if no organized religious association). The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. (The council determines the method or methods to be used.) The candidate should have contacted those individuals listed as references before including their names on the application. If desired by council, the candidate may be asked to deliver a blank reference form and envelopes to the listed references. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the Council Service Center or advancement committee. If the initial reference letter or form is not returned to the council in a timely manner, the council advancement committee must make direct contact with the reference(s) listed on the Eagle Scout Rank Application on its own, by follow-up letter, phone contact, or other methods as it chooses. The candidate shall not be required to make a follow-up contact with the reference or submit other reference names. A Scout cannot have a board of review denied or postponed because the council office or council advancement committee does not receive the reference letter forms he delivered.

-The 12 Steps from Life to Eagle

Several references are required on the application: (1) your parents/guardians, (2) a religious reference, (3) an educational reference, (4) your employer, if any, and (5-6) two other references. The requirement is to "Demonstrate that you live by the principles of the Scout Oath and Law in your daily life." Therefore, you should choose references other than people who only know you through your Scouting unit.

Provide each of your references with a stamped envelope for mailing their letter of recommendation. Address the envelope as follows (fill in real name and address of Unit Committee Chair):

Eagle Board Chair

c/o name of your Unit Committee Chair

address of your Unit Committee Chair

Your references can then insert a letter into the envelope and mail it. Hand-written letters are fine.

Since your references may not have an understanding of the ideals of Scouting, it may be helpful to provide them with some background on the Scout Oath and Law.

6.2. *What to Submit to the Council Service Center*

To apply for Eagle Scout Rank, you must submit the Eagle Scout Rank Application completed and signed to the Flint River Council Service Center. (Make sure you get the most recent printing. The application is modified periodically.)

Make copies of the application for yourself prior to sending. The original application is sent to the Council Service Center. The council program office will review your application and certify that it is completed correctly. The length of time it takes for review by the council office will vary, depending on the number of applications that have been received.

If there are problems with your application, it will be returned to you for correction. Depending upon the nature of the problem, you may have to resubmit the packet before it can be certified. If the problem is minor, the application will be certified, but you must correct the application prior to your Eagle Scout Board of Review. If it is certified, the original copy of your packet will be returned to you, the Eagle applicant, along with instructions on whom to contact to arrange for your Eagle Board of Review.

7. The Eagle Scout Board of Review

The Eagle Scout Board of Review is the final requirement for earning your Eagle rank. Follow the instructions on the letter that is returned with your certified application from the council office. After you receive this letter, you may schedule the Board of Review through the District Advancement Committee.

7.1. Preparing for Your Board of Review

Before coming to your Eagle Scout Board of Review, remember the Scout Motto – “Be Prepared.” You should prepare for your Board of Review by thinking back over your Scouting career. No two boards of review are exactly alike, so it is impossible to anticipate the exact questions you’ll be asked. If you spend some time thinking about your Scouting experiences, including your advancements, outdoor activities, ways you demonstrated leadership, patrol and troop positions you held and what you accomplished, service to the community, religious activities, and anything else you have learned, you should be able to handle any question that you will be asked. The board wants to hear about you and your Scouting career; they are not there to ask you questions that will put you on the spot or trick you. You should also review your completed project workbook carefully. The Board of Review is when your completed project gets its final approval. You should be familiar with every aspect of your project and be prepared to answer questions about it.

7.2. What to Bring and What to Wear

In preparation for your Board of Review, you should bring the following:

- Your original Eagle Scout Rank Application and three copies. The copies are needed so that the members of the Board of Review can expeditiously review your application.
- Your original Eagle Scout Leadership Service Project workbook and three copies.
- You might also want to bring your *Boy Scout Handbook*, so it can be signed by the Board of Review members.

You should be dressed in your complete, proper uniform. All appropriate badges should be sewn on properly. You should wear your merit badge sash properly. The OA sash should not be worn at a Board of Review. An Eagle candidate who has

turned 18, and is no longer a registered youth member of Scouting, should dress appropriately (i.e., clothes appropriate for an interview).

8. Council Certification of the Board of Review

When the candidate receives the Board's recommendation for the Eagle award, he will receive the signed Eagle Scout Rank Application from the Board. Copies of the signed form should be made for safekeeping.

The scout is responsible for submitting the signed application to the Council Service Center. When the application arrives at the Council Service Center, the Scout Executive signs it to certify that the proper procedure has been followed and that the Board of Review has recommended the candidate for the Eagle Scout rank. The Eagle Scout Rank Application is then electronically forwarded to the national Eagle Scout Service.

9. Processing by National Council

Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the scout is certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. The Eagle Scout Service then mails the official Eagle Scout materials directly to the council. The date used on the Eagle certificate will be the date of the Board of Review.

10. The Eagle Court of Honor

A full discussion of the Eagle Court of Honor is beyond the scope of this document. There are many resources available to help your unit plan your Eagle Court of Honor. At least one book has been published about Eagle Courts of Honor, and many websites have information, including sample ceremonies. Your unit may also have traditions it follows for Eagle Courts of Honor.

SECTION II Information for Parents

1. A Letter to Parents

Greetings from the Flint River Council Advancement Committee:

Congratulations! And thank you for the great support that you have shown your son on his journey. He's only one step away from the highest rank that Scouting has to offer, Eagle Scout.

Achieving the Eagle rank is his responsibility. It is up to him to make sure that he understands the requirements, completes them in a timely manner, and submits the proper paperwork, so that his rank advancement can be completed.

The Flint River Council has provided scouts with this Life-to-Eagle guidebook to help them understand the required steps to advance from Life to Eagle. If he follows the guide carefully, he should find that the process is not difficult.

The Flint River Council is providing you with this brief note to help you understand the Life-to-Eagle process. In particular, it is especially important that you understand that the Eagle service project must demonstrate your son's leadership.

If you have any questions on the process, please ask one of your son's unit leaders or a member of the District Advancement Committee.

2. Eagle Scout Rank Requirements

The requirements for the Eagle rank are listed in *The Boy Scout Handbook* and on the Eagle Scout Rank Application.

In particular, to achieve the Eagle rank, your son must plan and lead a service project himself. This will be one of the most challenging and time-consuming parts of his advancement to Eagle.

3. What Parents Should Know about The Eagle Scout Leadership Service Project

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 should benefit an organization other than Boy Scouting.) The project idea must be approved by the organization benefiting and the council or district before your start. You must use the Life to Eagle Packet, BSA publication No. 18-927, in meeting this requirement.

-Boy Scout Handbook p447

3.1. **The Purpose of the Project**

The Eagle Scout leadership service project differs from the service requirements of other ranks in an important way: **The scout** must plan, develop, and lead the entire project. In order to achieve the rank of Eagle Scout, he must demonstrate leadership, and his Eagle project is one of the important ways he does that.

3.2. **Leadership**

The Eagle project is called an Eagle Scout *leadership* service project, and one of the major goals of the project is for the scout to demonstrate the leadership skills that he has learned in Scouting. Although parents want their son to succeed in his Eagle project, **it is important the parents refrain from leading any step in the process.**

4. The Board of Review

No two boards of review are exactly alike. The board wants to hear about your son and his Scouting career; they are not there to ask him questions that will put him on the spot or trick him.

The Board of Review is when his completed service project gets its final approval. Your son should be familiar with every aspect of his project and be prepared to answer questions about it.

4.1. **Members of the Board of Review**

In the Flint River Council, Eagle boards of review are organized by the District Advancement Committee. The Board of Review for an Eagle candidate is composed

of at least three but not more than six members. Relatives and guardians of the candidate are prohibited from being board members.

4.2. *After the Board of Review*

If the candidate was found acceptable, the Eagle Scout Rank application is signed by the Board of Review members. Immediately after the Board of Review and after the Eagle application has been appropriately signed, the application is returned to the scout. The Eagle Scout Rank Application is then turned in at the Council Service Center. The scout should keep a copy of the Application for his records.

5. Processing by National Council

If the application is in order, the scout is certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. The Eagle Scout Service then mails the official Eagle Scout materials directly to the council. The date used on the Eagle certificate will be the date of the Board of Review.

6. The Eagle Court of Honor

The Eagle Court of Honor should be a special occasion. Out-of-state family members will want to attend this event. The Scout and his family will remember it for the rest of their lives. The Eagle Court of Honor should be held separately from a troop court of honor. The unit should plan the Eagle Court of Honor as you would any other event that celebrates a major milestone in life. Make it a ceremony worthy of the young man who has achieved Scouting's highest award.

SECTION III Information for Units

1. A Letter to Units

Greetings and congratulations on your successful program! The Flint River Council Advancement Committee is providing this section of the guidebook to help you understand the unit's role in supporting your scouts in the required steps to advance from Life to Eagle. Please take the time necessary to read through this brief guide. If you are unsure about anything you read, please check with a member of the District Advancement Committee.

2. Eagle Scout Rank Requirements

The requirements for the Eagle rank are similar in many ways to the requirements for the previous ranks earned in Scouting. The scout should have little trouble understanding the requirements as they are listed in *The Boy Scout Handbook* and on the Eagle Scout Rank Application.

3. The Eagle Scout Leadership Service Project

3.1. *About Leadership*

It is expected that the unit will monitor the scout's progress and provide helpful advice, when needed. However, the Eagle project is called an Eagle Scout *leadership* service project. Although units want their scouts to succeed in their Eagle project, **it is important the unit leaders refrain from leading any step in the process.** The project must show that the scout understands and has demonstrated leadership.

3.2. *Approving an Eagle Project Plan*

Standards governing Eagle projects are contained in the Boy Scout Handbook. The key to any project is, **Does it require the Scout to plan and develop the project, and exercise leadership in its execution?**

Standards governing Eagle Projects come from the requirement itself:

Eagle 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 idea must be approved by your Scoutmaster, your troop committee, the beneficiary of the project, and approved by the council or district before you start. You must use the Eagle Scout Service Project Workbook No.18-927, in meeting this requirement.

All four signatures in that workbook (district or council committee, troop committee, scoutmaster and organization representative) are required **before** work commences.

- Hold the Eagle candidate to a high standard. Your signature on the project proposal indicates that you have reviewed the project and that it conforms to guidelines for an Eagle project.
- Make sure that the project proposal is complete. If you don't identify important information that the scout left out, the District Advancement Committee will, and your lack of thoroughness may cost the scout time.
- Don't accept sloppy work, including poor grammar and spelling. The Eagle Scout project workbook is an important document, and the care taken in developing it is an indication of the scout's leadership ability and scout spirit.
- If you find any problem with the project, don't sign it until the problem is corrected. Never let a scout submit a project that you know will not be approved.

NOTE: There are restrictions on the type of organization for which scouts may do their project, so it is important that the unit makes sure the organization that benefits from your project meets the BSA guidelines:

Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fund-raiser. Routine labor, a job or service normally rendered, should not be considered.

- Advancement Committee Policies and Procedures

3.3. Proposal Resources

There are many resources that a scout can use to help him create a successful Eagle Project proposal. Often, it is helpful to look at previous projects that have been done by other Scouts in the unit. In addition, there are also several good websites that have very helpful information about how to choose a project and write a proposal.

3.4. Carrying Out The Project

The Unit can support the scout in the execution of the project; however, the scout should request and arrange for the participation of other members. Most of the hours spent on the project should be done by Scouts and other youth, under the candidate's leadership.

4. The Eagle Scout Rank Application

The Unit should read through the Eagle Scout Rank application carefully and verify the information on the application. The quality of the application reflects on the unit.

4.1. References

All letters of reference will be sent to the Eagle Board Chair c/o your Unit Committee Chair. The Unit Committee Chair must provide these letters to the Eagle Board of Review.

5. The Eagle Board of Review

After the scout has received certification of his Eagle application from council, he contacts the District Advancement Committee to schedule his Eagle Board of Review.

The District Advancement Committee will then organize the Eagle Board of Review unless the scout requests a troop Eagle Board of Review which will consist of members of the District Advancement Committee and Unit adult leaders.

The Unit Committee Chair or Unit Advancement Chair should be a member of the Board of Review. For a troop Board of Review, the Unit Committee Chair or Unit Advancement Chair should serve as the Board Chairman.

6. The Eagle Court of Honor

The Eagle Court of Honor should be a special occasion. The Scout and his family will remember it for the rest of their lives. The Eagle Court of Honor should be held separately from a troop court of honor. The Unit Leadership should plan the Eagle Court of Honor as they would any other event that celebrates a major milestone in life. Make it a ceremony worthy of the young man who has achieved Scouting's highest award.

SECTION IV Eagle Board of Review Guidelines

1. A Letter to Eagle Boards

From the Flint River Council Advancement Committee:

Greetings and Thank you for volunteering to participate in an Eagle Board of Review! Your help is greatly appreciated.

The Flint River Council is providing this section of the guidebook to help you understand what is expected of the Eagle Board of Review.

Please take the time necessary to read through this section. If you are unsure about anything you read, please check with the District Advancement Committee. In particular, it is especially important that you understand the procedures for the Eagle Board of Review process.

2. The Board of Review

2.1. **Selecting Members of the Board of Review**

In the Flint River Council, Eagle boards of review are organized as follows:

- The Board of Review for an Eagle candidate is composed of at least three but not more than six members.
- At least one board member must be from the District Advancement Committee.
- Either the Unit Committee Chair or the Unit Advancement Chair should participate on the Board of Review.
- Neither the Scoutmaster nor Assistant Scoutmasters are allowed to participate as board members.
- Relatives and guardians of the candidate are prohibited from being board members.
- Board of Review members must be 21 years of age or older.
- Members are not required to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review.

Scouts may request a troop Board of Review which will consist of members of the District Advancement Committee and/or Unit adult leaders who have an understanding of the importance of the Eagle Board of Review. For this board, the Unit Committee Chair or Unit Advancement Chair should serve as the Chairman.

2.2. Before the actual interview

The Board members need to convene prior to interviewing the candidate (15 to 30 minutes). The purpose of this meeting before the actual interview is to:

- Review the prospective Eagle Scout's application
- Review references and their feedback
- Become familiar with the candidate's service project by accessing his final report and any available pictures
- Review Board of Review guidelines to help formulate pertinent questions

During this initial meeting, the Chairman makes sure that everyone is introduced to one another, sees that everyone has an opportunity to review all the paperwork and determines that all understand the goals of this Board, which are:

- The Board verifies that the Eagle Rank Application and Service project paperwork are in proper order:
 - Read through the application carefully to verify all dates, information, and signatures are correct. As one example, the Eagle Leadership service project must be completed before the Scoutmaster review.
 - Five references are required: (1) parents/guardians, (2) a religious reference, (3) an educational reference, and (4-5) two other references. If the candidate has a current or former employer, the employer may be used as an optional reference. The requirement is to "Demonstrate that you live by the principles of the Scout Oath and Law in your daily life." Therefore, the scout should provide references other than people who only know him through your Scouting unit. While five references are required, more may be submitted.
- The Board should be assured of the candidate's participation in and understanding of the Scouting program.
- A thorough discussion of the candidate's successes and experiences in Scouting must take place
- The Board reviews the Eagle Leadership Service project and determines that the project was successfully carried out:
 - Did the candidate demonstrate leadership?
 - Did he indeed direct the project himself, rather than do all the work himself, or allow someone else to direct the project?
 - Who from the benefiting group may be contacted to verify the value of the project?
 - Did the project follow the plan, or were modifications necessary to complete it? What did the candidate learn from making the modifications?

As documents are reviewed during this meeting, the Chairman should also share any additional relevant data of which he is aware. It is best if the Chairman has personally viewed the completed project. If that is not possible, a phone call to the benefiting group's representative to discuss the merits of the project will do.

2.3. Examining the Service Project

2.3.1. The Requirement

The Eagle Scout leadership service project differs from the service requirements of other ranks in an important way: *the scout* must plan, develop, and lead the entire project. In order to achieve the rank of Eagle Scout, he must demonstrate leadership, and the Eagle project is one of the important ways that he does that. The project will also provide an opportunity for him to use many of the skills you have learned while earning merit badges, such as Communication, Citizenship in the Community and Personal Management.

Standards governing Eagle projects are contained in the Boy Scout Handbook. The key to any project is, **Does it require the Scout to plan and develop the project, and exercise leadership in its execution?** The project should satisfy this requirement. When a project proposal has been properly approved, the Board of Review focuses on how the scout performed on the project.

2.3.2. About Leadership

The Eagle project is called an Eagle Scout *leadership* service project, and one of the major goals of the project is for the candidate to demonstrate the leadership skills he has learned in Scouting. It is important that the Board of Review verifies that the scout has indeed demonstrated leadership in the project. Here are some of the factors that should be reviewed:

- Initiative in formulating the project proposal
- Initiative and effective communication with the benefiting organization.
- Thorough planning.
- Developing a financial plan and securing funding for the project, rather than asking his family to pay for it. How the Scouts were organized and instructed – *by the scout* – to complete the work of the project.
- Leadership of the work, including assigning tasks to Scouts and other peers, rather than relying on adults to provide leadership or to do tasks that can be performed by youth.
- Inspecting the work to assure that it was done properly.
- Dealing with change and unexpected obstacles.

2.4. Conducting the Interview

Specific guidelines on the Eagle Board of Review interview process are provided in a separate Flint River Council document.

2.5. The Decision of the Board

The decision of the Board must be unanimous.

If the candidate meets the requirements, the Eagle Scout Rank application is signed by the Board of Review members. The scout is then informed that he will receive the Board's recommendation for the Eagle award. Immediately after the Board of Review, the application is returned to the scout. The Eagle Scout Rank Application is then turned in at the Council Service Center. The scout should keep a copy of the Application for his records.

If the candidate is not found acceptable, he is told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. If the Scout chooses to appeal, provide the name and address of the person he is to contact.

2.6. For Board Members: Signing the Eagle Scout Rank Application

Your signature on the Eagle Scout Rank Application signifies that you approve the Scout's completion of the requirements, and that you recommend him for advancement to the rank of Eagle. If you have reason to withhold your approval of his advancement, you should not sign the application. The Board of Review considers your signature to be your endorsement of the Scout's advancement.

When you, as a Board of Review member, sign your name to the Eagle Scout Rank Application, you are certifying that the Eagle candidate has fulfilled the highest ideals of the Boy Scouts of America.

Appendix 1: Checklists

This section contains checklists that are helpful in making sure that certain parts of the Life-to-Eagle process are completed properly. The checklists are not part of the required paperwork; they are tools for you to use in making sure you haven't missed any steps. The following checklists are in this Appendix:

1. *Eagle Scout Leadership Service Project Workbook* Project **Approval** Checklist:
Use this checklist to make sure that you have included all the information needed by the District Advancement Committee in approving your project proposal. Your District Advancement Committee should use a checklist like this one in their review of your project.
2. *Eagle Scout Leadership Service Project Workbook* Project **Completion** Checklist:
Use this checklist to help you complete your workbook, after your project is completed. The completed workbook will be submitted along with your Eagle Scout Rank Application.
3. Eagle Scout Rank Application Checklist: For use by Scouts and unit leaders, this checklist is to make sure the application is filled out completely and correctly prior to submission to the Council Service Center.

Eagle Scout Leadership Service Project Workbook

Project Approval Checklist

Use this checklist to make sure the Eagle project proposal contains sufficient information to facilitate approval by the District Advancement Committee. The workbook must be approved by the District Advancement Committee ***prior to the start of the project.***

<input type="checkbox"/>	All information is legible.
<input type="checkbox"/>	Cover page: Names, addresses and phone numbers of Scout, unit leader and advancement person are complete and correct.
<input type="checkbox"/>	Project description is brief, specific and accurate.
<input type="checkbox"/>	Name of group, telephone number and address that will benefit from the project is shown. Project will benefit a school, church or community, not a business or an individual.
<input type="checkbox"/>	Detail on how the project will be of benefit to the group is included.
<input type="checkbox"/>	Date concept was discussed with unit leader is shown.
<input type="checkbox"/>	Representative's name/title/phone number of the benefiting group and date of the Meeting is shown.
<input type="checkbox"/>	The present condition is clearly described.
<input type="checkbox"/>	"Before" photographs are attached if appropriate.
<input type="checkbox"/>	Drawings, maps, and plans are included, legible, and comprehensive.
<input type="checkbox"/>	Project scope requires substantial leadership of other youth by the Life Scout.
<input type="checkbox"/>	o Youth and adult hours are clearly itemized and totaled.
<input type="checkbox"/>	o Adults are invited for supervision and logistics.
<input type="checkbox"/>	o Hours are estimated reasonably for the work described.
<input type="checkbox"/>	Materials, supplies and tools are listed, with cost and source, and are sufficient for the project.
<input type="checkbox"/>	A specific plan for funding is included.
<input type="checkbox"/>	Plan is sufficiently complete that another person could use it to complete the project, in the Eagle candidate's absence.
<input type="checkbox"/>	Signatures are included.
<input type="checkbox"/>	o Original approval signature/date for benefiting organization is shown.
<input type="checkbox"/>	o Signature of the Scoutmaster.
<input type="checkbox"/>	o Signature of the unit committee member.
<input type="checkbox"/>	Project workbook sent to the District Advancement Committee for review and approval. (If your district requires it, include a self-addressed stamped envelope with sufficient postage to cover the costs of mailing the report back to you.)

Eagle Scout Service Leadership Project Workbook **Project Completion Checklist**

Use this checklist to make sure that you have completed your project workbook properly, after your project is completed. **The completed *Eagle Scout Leadership Service Project Workbook* should not be sent with the Eagle Scout Rank application submitted to the Council office.** (This checklist should **not** be submitted with your application.)

<input type="checkbox"/>	All information is legible.
<input type="checkbox"/>	Total time spent by the Eagle candidate on planning the project is included.
<input type="checkbox"/>	Total time spent by the Eagle candidate on carrying out the project is included.
<input type="checkbox"/>	Total time spent by the Eagle candidate working on the project is included (Planning Hours + Carrying Out Hours.)
<input type="checkbox"/>	Detail list of names, dates, and hours of those who worked on the project is included in the workbook and/or attached.
<input type="checkbox"/>	Total number of youth/peer hours spent working on the project is included.
<input type="checkbox"/>	Total number of hours spent by the Eagle Candidate and youth working on the project is included.
<input type="checkbox"/>	List of materials used in the project and their costs is included in the workbook and/or attached.
<input type="checkbox"/>	Changes to the project, after approval, which occurred before or during the completion of the project, have been identified.
<input type="checkbox"/>	“After” photographs are attached if appropriate.
<input type="checkbox"/>	Date shown when the project was started.
<input type="checkbox"/>	Date shown when the project was completed.
<input type="checkbox"/>	Signature/date of the Eagle candidate acknowledging that the project was started and completed after the Life rank was earned is shown.
<input type="checkbox"/>	Signature/date of the unit leader attesting that the project was planned, developed, and carried out by the Eagle candidate is shown.
<input type="checkbox"/>	Signature/date of the representative of the benefiting group is shown.
<input type="checkbox"/>	All signatures on the original workbook are original signatures (no copies).

Eagle Scout Rank Application Checklist

Use this checklist to make sure that your Eagle Scout Rank Application is filled out properly. *Do not submit this checklist with the Eagle Scout Rank Application.*

<input type="checkbox"/>	Current official BSA Eagle Scout Rank Application form is used.
<input type="checkbox"/>	All information is legible.
<input type="checkbox"/>	Applicant's full name and address are correct. No nicknames or abbreviations.
<input type="checkbox"/>	Unit type, local number, and location are entered. No abbreviations.
<input type="checkbox"/>	Date joined Boy Scout troop is entered (if applicable).
<input type="checkbox"/>	Date became a Varsity Scout is entered (if applicable).
<input type="checkbox"/>	Date became a Venturer is entered (if applicable).
<input type="checkbox"/>	Date of First Class Scout Board of Review entered.
<input type="checkbox"/>	Date of Star Scout Board of Review entered.
<input type="checkbox"/>	Cub Scout, Webelos Scout, Arrow of Light, and fifth grade questions answered.
<input type="checkbox"/>	Date of birth entered and age criterion met.
<input type="checkbox"/>	Life Scout Board of Review date entered.
<input type="checkbox"/>	At least 6 months has passed between Life Scout Board of Review and Eagle application date and before applicant's 18th birthday.
<input type="checkbox"/>	References are listed on the application.
<input type="checkbox"/>	21 merit badges are listed with date and unit number on each.
<input type="checkbox"/>	On merit badge line 6 and 9, merit badges that do not apply have a line drawn through them. If any of the marked off merit badges are to be counted as part of the 21 total merit badges, the badges must be put in one of the other boxes (13 through 21).
<input type="checkbox"/>	4 Eagle required merit badges have a date prior to the Star Scout Board of Review date. Credit may be given if the Scout earned both Emergency Preparedness and Lifesaving or any combination of Swimming, Hiking, and Cycling.
<input type="checkbox"/>	2 additional merit badges must have a date prior to the Star Scout Board of Review date.
<input type="checkbox"/>	3 Eagle required merit badges have a date prior to the Life Scout Board of Review. These Eagle required merit badges are in addition to the ones earned for Star Scout rank. Credit may be given if the Scout earned both Emergency Preparedness and Lifesaving or any combination of Swimming, Hiking, and Cycling, as long as they are not used for credit for Star Scout rank.
<input type="checkbox"/>	2 additional merit badges have a completion date prior to the Life Scout board of Review. These merit badges are in addition to those earned for Star Scout rank.
<input type="checkbox"/>	Date of Life Scout Board of Review entered on second page of the application and matches the Life Scout Board of Review date on the front page.

(Continued on next page)

Eagle Scout Rank Application Checklist

(continued)

<input type="checkbox"/>	Has served in a qualified position of leadership for at least 6 months between the Life Scout Board of Review and the Eagle Scout Rank Application date and before the candidate's 18th birthday. The position(s) of leadership are listed on the application.
<input type="checkbox"/>	Project completion date entered is the same as the date in the project workbook. Date must be between Life Scout Board of Review and Eagle Scout Rank Application dates and before applicant's 18th birthday.
<input type="checkbox"/>	Scoutmaster conference date entered and before applicant's 18th birthday.
<input type="checkbox"/>	Applicant's signature, applicant's telephone number, and date signed entered.
<input type="checkbox"/>	Unit leader's signature, unit leader's telephone number, and date signed entered.
<input type="checkbox"/>	Unit committee chair's signature, unit committee chair's telephone number, and date signed entered.
<input type="checkbox"/>	Statement of ambitions/life purpose/list of leadership positions/ honors and awards are attached to the Eagle Scout Rank application.