



**Potomac District**  
National Capital Area Council, Boy Scouts of America  
**RECOMMENDED PROCEDURES FOR**  
**TROOP/CREW/SHIP EAGLE SCOUT ADVISORS**  
**Updated March 13, 2017**

This information is provided to the unit Eagle Scouting Advisor to assist them in providing guidance to Eagle Scout candidates. If you have questions, please feel free to call George Gadbois, District Advancement Chairman at 301-440-9248.

1. The Eagle Candidate should make an appointment with the Unit Eagle Advisor to discuss the start of an Eagle process.
2. The Advisor schedules a quiet time and discusses the following:
  - a. The Advisor checks the Scout's Merit Badges to be sure he has completed or is working toward the Merit Badges he needs. This is a great time to get the Scout to understand he is responsible for his advancement program and the need for him to be aware of what he needs and what he is doing to meet these needs. Make sure he is eligible to begin work on the Eagle rank.
  - b. The Scout may continue to work on Merit Badges while working on his Eagle Project.
  - c. The Advisor has the Scout begin to keep a time log of all time he has spent discussing, planning and implementing his project. In addition, the time log should include whom his discussions were with and the subject matter. He should also keep track of his leadership activities, because he will need to include with his project write-up a description of how he demonstrated leadership in accomplishing his project.
  - d. An Eagle Project has to meet the following criteria:
    - 1) Service to a nonprofit organization (community, church, school, etc.) showing a significant benefit to the organization.
    - 2) Not for Scouting or solely a fundraiser.
    - 3) The Scout must show significant planning, development of the project and give leadership to others in carrying out the project.
    - 4) If the Advisor is not sure of the suitability of the project, it should be discussed with the District Eagle Chairman.
    - 5) Remember, this is the candidate's project and he is responsible for all aspects of the project. It is not your role to find a project or to assist him in developing the plan, working with the sponsor, or in the management of his project, You are a counselor and your role is to provide the scout with the necessary information for him to successfully plan and execute the project. Do your best not to tell him what to do, but rather guide him on what needs to be done by him.**
  - e. The Scout **cannot start WORK on a project** unless he has completed the Eagle Leadership Service Project Workbook Proposal section and the proposal includes all the required signatures. Projects for which work has been started before receiving all approvals **will not be approved.**

f. The Advisor should not secure a project for the Scout, but he can suggest areas to look for a project, such as religious organizations, schools, community or State, local, or federal parks. This is an important counseling role of the Eagle Scout Advisor and is fundamental to developing the leadership element of this project for the candidate.

1) The project concepts should come from the Scout based on what he likes to do, is good at, has a strong support for, or belief in. Outdoor, indoor, mechanical, painting or anything of interest to the Scout. There are no limitations on the nature of the project other than it provides significant leadership opportunities.

g. Have the Scout start assembling his copies of the merit badge cards. If blue cards are missing, the Unit or Counselor copy of their section of the blue card and/or the Internet Advancement Report may be used as a substitute.

**Attention to detail in record keeping is essential for Eagle Scout advancement. This is an excellent opportunity to review the Units's advancement process and make sure records are proper and current,**

h. The official Boy Scout requirement states: "The project must provide service to the community and a significant opportunity for the Eagle Scout Candidate to demonstrate their leadership skills and ability."

i. The BSA, NCAC and the District have no specific amount of required hours for an Eagle Project. Time involved in the project should be significant and represent the Scout's best possible effort. The nature of the project should be such that it offers a scope of leadership opportunities and is significantly challenging as would be appropriate for an Eagle Scout.

j. In planning the project, the Scout should refer to and implement any appropriate Leadership Skills. An example would be to understand the abilities of his work crew and as a safety factor, not let younger Scouts use power or inappropriate tools.

k. The Project must conform to the wishes and regulations of the organization that will benefit from the project. It is important the representative of the project sponsoring organization sign the Eagle Leadership Service Project Workbook. This establishes the acceptance of the plan and the project.

l. Work involving Council property or other BSA activities is not acceptable for an Eagle Scout Leadership Service Project. The Leadership Service Project may not be performed for a profit business or be of a commercial nature or be solely a fundraiser.

Routine labor or cleanup that is usually done will not be considered as an Eagle Project.

m. All work on the Eagle Project must be done while a Life Scout and completed before the Scout's 18th birthday. For significant extenuating circumstances, such as serious illness or disability, an extension beyond the 18th birthday may be requested in writing. Prior to contacting the Program Office at the National Capitol Area Council Scout Service Center, prior to the candidate's 18<sup>th</sup> birthday, the District Advancement Committee should be notified.

n. Two Eagle candidates may not claim credit for the same project, nor may they work together on the same project as their own.

o. The Advisor, with the Eagle Candidate, should see the project. The Advisor should determine if the project is valid and one that can be accomplished with the resources available to the Eagle Candidate.

p. If the spokesperson for the sponsoring organization wants to meet with the candidate while the Advisor is there, the Advisor should not participate in the discussions and let the candidate handle the details of the project. This same advice is applicable to parents and

other leaders. Again this is an important element of the leadership opportunity for the Eagle Scout Candidate.

q. The Eagle Candidate should work with the sponsoring organization about expenses. The organization should fund the project. The Unit cannot. If the Scout's family is willing to support the costs, this is acceptable. Fund raising related to the project is the responsibility of the candidate. The Candidate can look for the lowest price supplies and try to get a discount or donations from suppliers. On occasion organizations will donate materials and supplies. The search for this should be part of the leadership experience.

3. Eagle Leadership Service Project Workbook (**PROPOSAL SECTION**) **must to be completed before any work starts on the project** including all signatures from the sponsoring organization, Committee Chairman, Scoutmaster, and District Eagle Area Coordinator. **Projects for which work has already begun before the final approval has been completed will not be approved as an Eagle Project.**

a. The Eagle Leadership Service Project Workbook form is available to the Scout from the NCAC web site and is a required element of the Eagle application.

b. Read the instructions in the Leadership Service Project Workbook.

c. Fill out the (**PROPOSAL SECTION**).

d. At this time, **do not** fill out the **REPORT SECTION**.

e. The Scout may insert and attach additional sheets of information if necessary. It is important that the proposal include a **detailed plan** that shows clearly what the candidate will do, what he will need to do it with and how he will proceed. It should include designs, schedules, materials lists, maps, diagrams, etc. as appropriate.

f. The write up must be neat in ink not pencil; it may be preferable to type from a computer and then print the information.

g. After the Scout has received the necessary approval and obtained the required signatures from the sponsoring organization, Committee Chairman, and Scoutmaster on the last page of the **PROPOSAL SECTION**, the Eagle Scout Candidate then meets with the District Eagle Chairman to review his project, to discuss the project and the Life to Eagle process and approve the project. The candidate should schedule this appointment by calling the District Eagle Chairman. The signed copy with original signatures and initials will be returned to the Scout to **be included with the Project Plan & Report when it is submitted with the Eagle Scout Award Application.**

h. The Scout is encouraged to arrange for the taking pictures of the project area before, during and after completion of the project. Pictures of participants working add significantly to the final report, however, photographs are optional.

i. If any significant change should occur in the project, the candidate **must** advise the District Eagle Chairman as soon as possible to insure the project will continue to fulfill the requirements. "Significant" in this case does not mean a color change or something going from 4 feet to 3 feet. It means the complexity and scope of the project has changed and thus may jeopardize the continued approval of the project. The primary concern is that the project still constitutes a significant opportunity to demonstrate leadership.

4a. Project Written Workbook Plan (**PLANNING SECTION**)

a. After the project has been approved, the Scout fills out the **PLANNING SECTION** prior to starting the actual project execution. This section needs to be completed in its entirety.

#### 4b. Project Write Up (**REPORTING SECTIONS**)

a. After the project has been completed the Scout can fill out the **REPORTING SECTION**.

1) The Scout should ask the sponsoring organization for a letter of acceptance of the completed project written on the organization's letterhead, if possible, and signed by the "point of contact" or sponsoring organization representative for the project. This letter is required in the final Eagle application package

b. The Project write-up or report should be organized and placed in some form of binder (large thick binders are discouraged) and include:

- 1) The completed Workbook, including signatures
- 2) Letter of acceptance from sponsor
- 3) Any addendum sheets with sketches and/or measurements as applicable (optional)
- 4) Additional photos (optional)
- 5) Sign-in sheets (optional)
- 6) Copy of flyer or email notifying participants (optional)

#### 5. Eagle Scout Rank Application (ESRA)

a. This is a color printed form that is available to the Scout by downloading it from the NCAC web page. The form presented must be on a single sheet of paper (two-sided). Make certain the 2016 edition is used; previous dates of the form will not be accepted. The form includes a place for the scout's PID in the upper right hand corner. The candidate's PID may be obtained from the scout's membership card, the Unit registration roster, or the Scout Service Center Registration Office and must be on the application form. The Scout fills out the application by printing neatly and legible in blue or black ink, typed or by computer; pencil is not accepted.

b. When completed, the Eagle Advisor should check for the following:

1) Applicant's full legal name. No nicknames. Use upper AND lower case as applicable.

1) Applicant's address. No abbreviations (except state).

2) Unit type, local number, location. No abbreviations (except state).

3) Date of entry in Scouting. The First Class, Star, and Life Boards of Review dates.

i) **Note:** This is not the Court of Honor date. Provide a copy of the Scout's Internet Advancement Report

2) Be active at least four (4) months between First Class and Star Board of Review dates.

3) Be active at least six (6) months between Star Scout and Life Scout Board of Review dates.

4) Webelos Scout and Arrow of Light questions answered.

5) Date of Birth (month.day.year).

6) Does applicant meet age requirement criterion. Is the Scout younger than 18 years old or have completed all requirements before his 18th birthday.

7) The Scout is required to have three recommendations from the community attesting his readiness for the Eagle Scout rank. Note: See item #6 below for more details.

8) 21 Merit Badges (13 required, 8 elective) earned (month, day, year completed and unit listed for all 21).

**9) A Scoutmaster's Conference. The Scoutmaster conference must take place before the candidate's 18th birthday.**

10) Any four (4) of the required Merit Badges prior to Star Scout Board of Review, plus two (2) optional for a total of 6.

11) An additional three (3) required Merit Badges (7 total) plus two (2) more optional for a total of 11, prior to Life Scout Board of Review date. For the groupings of “Emergency Preparedness and Lifesaving “ or “Hiking, Swimming and Cycling“ credit may only be given for one of each group as a required merit badge for Star and Life. The other merit badges are considered not “required”.

12) Must serve at least six months in a position of responsibility after his Life Scout Board of Review and the date of the Eagle Scout Board of Review. See Eagle Scout Rank Application for list of approved positions.

13) Leadership Service Project completed between Life Scout and Eagle Scout Board of Review dates and prior to 18th birthday.

14) Scoutmaster Conference date. (**completed Before 18th birthday**)

15) Applicant’s signature and date. (**Normally Before 18th birthday**)

16) Unit Leader’s signature and date. (**Normally Before 18th birthday**)

17) Unit Committee Chairman’s signature and date. (**Normally Before 18<sup>th</sup> birthday**)

18) Eagle Board of Review (EBOR) after 18<sup>th</sup> Birthday

a) If EBOR is going to be more than 90 days after applicant’s 18th birthday, the Scoutmaster must submit the request in writing to the District Eagle Chairman or directly to the District Advancement Chairman **before** the initial 90 days is up stating the reason for extension. There must be a reasonable justification for the extension such as extended severe illness, hospitalization, military service, or away from the area attending school. Once verbal approval is given, the unit leader or parent must then provide a signed letter officially requesting the delay and stipulating the specific reason for the extra time. A letter or e-mail from the District Advancement Chairman will be provided to the Scout acknowledging the approval. If approved, the EBOR must be completed within an additional 90 days but no more than 180 days after applicant’s 18th birthday. If the EBOR is more than 90 but less than 180 days after applicant’s 18th birthday, the Scout must submit with his application the signed approval documentation granting the extension.

b) If the EBOR is to be conducted more than 180 days after applicant’s 18<sup>th</sup> birthday, the Scoutmaster must follow the same procedures previously stated and contact the Program Office at NCAC Marriott Scout Center who will then advise the procedures for requesting approval from the Boy Scout Division at the National Office. That request must be prior to the completion of the 180 days and before scheduling the EBOR. Extensions beyond 180 days are only granted for the most compelling reasons. This final time extension request is normally accomplished via the District Advancement Chairman to the NCAC Advancement Committee.

19) Eagle Board of Review signatures and date (to be signed after successful completion of the Eagle Board of Review).

20) Council certification signature and date. (To be signed after successful completion of Eagle Board of Review).

c. The Advisor checks the dates of ranks on rank cards or the Internet Advancement Report assuring the Scout was in all the ranks for the appropriate period of time.

d. The Advisor checks the Merit Badge cards for signatures, completion dates and proper Merit Badges earned. (Merit badges should be arranged in the 1 – 21 order that they appear

on the rank application form) Trading card pocket sheet protectors are commonly used to organize them.

- e. Have the Scout prepare a statement of his (1) ambitions, (2) life purpose. (Life Purpose asks the scout to ask why he is here and ambitions are to look into the future. It is worthy of serious consideration. This may represent the first time they have asked this question of themselves.) Have the Scout prepare a (3) listing of positions that demonstrated leadership skills from Scouting, religious institutions, schools, camp, community or other organizations outside of scouting, and (4) honors or awards received. This should be considered as four separate elements of requirement #6 on the Rank Application form; all need to be addressed.
- f. Have the Scout get all the required signatures.

#### 6. Letters of Recommendation:

The Scout is required to have at least three signed letters of recommendation for the Board of Review. The scout may use a pre-printed form for this letter or ask each person providing a reference to prepare a letter containing the information. These recommendations should be from members of the community and not his Scout Leaders and family members.

- a. The Unit Leader or the Eagle Advisor may fill out the front of three "Request for Character Reference" type letters and give it to the Scout.
- b. The Scout may send the letter (or use any other respectful request method) to persons willing to give a good reference to the character of the Scout, with a stamped envelope addressed to the Scoutmaster or the Unit Eagle Advisor.
- c. References from family members or Scout Leaders may be in addition to the 3 required.
- d. The letters are not to be opened by anyone in the Unit. They are to be provided to the District Eagle Chairman unopened when the Scout submits his application package for the EBOR.
- e. The letters of recommendation will not be returned to the Scout or the unit.

#### 7. Putting it all together into a single application presentation packet:

A possible ordering for placement of the material would have it reflect the same sequence listed on the Eagle Scout application. Place all the material in a report-type folder or small ring binder.

Please DO NOT USE large ring binders.

- a. The EAGLE SCOUT RANK APPLICATION remains separate.
- b. Written presentations of scout's (1) ambition, (2) life purpose, (3) listing of community leadership positions, and (4) honors and awards received.
- c. Internet Advancement Report
- d. 21 Merit Badge blue cards (if possible in plastic trading card sheets) [Note: It is recommended that the Scout have on hand the blue cards for all of the merit badges he has earned. If there is a problem with one of those listed on the application another may be selected that would be qualifying.]
- e. Completed & signed Eagle Scout Leadership Service Workbook.
- f. The signed project completion letter from the sponsoring organization on their letterhead.
- g. The three unopened letters of character reference in the binder pocket of the original.
- h. Optional- Signed and dated copies of: 1) the appropriate pages of the Scout Handbook or 2) rank cards for First Class, Star & Life
- i. Optional – any documents the Scout believes supports his application.

j. After the Unit leader or Unit eagle advisor approves that all the above material is properly prepared, the Scout makes at least 2 copies of the entire Eagle Scout Award application package.

- 1) The original and two copies go to the District Eagle Chairman conducting the EBOR
- 2) (Optional not required) One copy to the Unit Eagle Advisor. Note: The 2 copies of the packet will be returned to the Scout following his board of review; the original (minus the Eagle Rank Application Form) will be returned to the Scout following approval by National.

8. The Candidate should contact the District Eagle Chairman to arrange a second meeting to review his completed application package and arrange for a Board of Review.

9. After the District Eagle Chairman approves all the material, they will work with the Scout and set up a date for the Eagle Board of Review.

10. The Scout should arrange to have these people come to the District Eagle Board of Review:
- a. Two adults, 21 years or age or older, to sit on other Boards. The adults are normally the Scout's parents but may be any adult familiar with Scouting and the significance of the Eagle Rank. If this is the only Board being held, family members may not serve on a candidate's Board of Review.
  - b. A Scout Leader who personally knows the Eagle Candidate and his performance who will introduce him to the Board; this is normally the Scoutmaster/Advisor/Skipper or a designated Assistant Unit leader. The person introducing the Eagle Candidate should not be a parent and must be over 18 years old.

11. The Eagle Candidate must appear before the Eagle Board in a complete, clean, Class A uniform, including all honors and Merit Badges earned. This means wearing an official Scout shirt with appropriate and properly placed patches, scout belt, trousers or shorts/with Scout socks, and a merit badge sash containing at least all of the merit badges listed on the Eagle application. Candidates from venturing crews or ships must be in their official uniform.

12. When requested by the Scout or Unit Leader, individual Unit Boards of Review will be arranged by the District Eagle Chairman.

13. If you have questions, please call your District Eagle Chairman or your District Advancement Chairman.

Good luck with your Scouts.

George Gadbois  
Acting District Eagle Chairman  
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