



# EAGLE SCOUT PROCESSING CHECKLIST



## Orange County Council, BSA Advancement Committee

Procedures for the Eagle Scout Candidate, his Unit, his District and Council are presented in the Guide to Advancement, BSA document #33088. This is the basis of the “No more, no less” rule. These are supplemented with the Orange County Council Advancement Guidelines in the Orange County Life to Eagle Packet.

The Eagle Scout Candidate should not expect or wait for others to tell him what to do. He should take the lead.

All contact with the Unit and District Scouters is to be directly between the Candidate and the reviewing Scouters.

Parents, regardless of Scouting affiliation, should not be directly involved. It is recommended that you limit participation to supplying needed transportation to appointments, physical labor on the project, and helping with food and beverages. If difficulties arise from non-cooperation, intimidation, or other disruptive behavior on the part of the Unit, the Candidate, or any other individual, the District Advancement Committee has a responsibility to stop the process until the matter is resolved. If it cannot be resolved, it is immediately referred to the District Advancement Chairperson. Any matter not properly resolved at the District level may be referred after diligent effort to the Council Advancement Chairperson by anyone involved in the process.

**ATTENTION:** To track progress toward the rank of Eagle, write in the date when the following actions have been completed. (If possible, enlist the assistance of a Life to Eagle Coach in your Unit or District).

### A. Do these things **FIRST!**

\_\_\_\_\_ As soon as you become a Life Scout, if your Unit Advancement Committee has not given you the 'Life to Eagle Packet' when you earned the rank, obtain the Eagle Packet from the Council Advancement website. This contains all of the forms and information you, the Eagle Scout Candidate, need to get started.

\_\_\_\_\_ READ all of the material in the packet carefully and completely.

\_\_\_\_\_ Complete Eagle Rank requirements #1-6 (Boy Scout Requirements Handbook, document number 33216, which is updated yearly). Requirements 1, 2, 4, 5 and 6 may be done in any order after you have passed your Life Scout Board of Review. Requirement 3 may be completed before you are a Life Scout. All of these requirements must be completed before your 18th birthday.



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### **B. Your Eagle Scout Service Project steps. DO THESE IN THE ORDER PROVIDED.**

You may add information on blank pages as needed with appropriate titles on each page. If you download the Microsoft Word or pdf formatted versions of the Eagle Scout Service Project Workbook, No. 512-927, white cover, you can fill it out on your computer, save it and print it to be submitted with appropriate signatures.

**NOTE:** Out of respect for the Eagle Scout Rank and the Scouting Program, it is recommended you wear your uniform when presenting your Project Proposal at the various steps involved.

\_\_\_\_\_ Choose an Eagle Scout Service Project which is consistent with the guidelines for an acceptable Project. **DO NOT BEGIN ANY WORK UNTIL ALL PROJECT PROPOSAL APPROVALS HAVE BEEN OBTAINED OR YOU MAY HAVE TO START YOUR PROJECT OVER FROM THE BEGINNING!** Fill out all the Proposal Pages of the “Eagle Scout Service Project Workbook,” which may be downloaded from the OCC Council website's Life to Eagle Packet page.

\_\_\_\_\_ Begin your log of planning hours and all Project-related activity. (Date / name / log in / log out)

\_\_\_\_\_ Secure the approval and signature of an official of the group or organization (beneficiary) that will benefit from the project on the last Proposal Page. Do this before securing any other signatures. It is recommended (not required) that you obtain a Letter of Need identifying the scope of the Project as well as their desire for you to do the Project. You may use “Navigating the Eagle Scout Service Project” (information for project beneficiaries) that is included in the Eagle Scout Service Project Workbook to assist you in explaining the project to your selected beneficiary.

\_\_\_\_\_ Secure the approval of your Unit Leader and obtain their signature on the last Proposal Page of the workbook.

\_\_\_\_\_ Present your Eagle Scout Service Project Proposal to your Unit Committee. Obtain the approval and signature of the Committee Chairperson (or designee). **Note:** It is the Unit Committee's responsibility to ensure the Candidate's project proposal is as complete as possible and truly represents the candidate's best effort. Signature is on the last Proposal Page of the workbook.



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- \_\_\_\_\_ Secure approval and signature of the District Advancement Chairperson (or designee) before you begin work on the Final Plan. Signature is on the last Proposal Page of the workbook. It is the task of the Unit Life to Eagle Coach and the District Life to Eagle Coach to guide you in completing your Project. These people have a great deal of experience in helping youth successfully complete their projects and their assistance will make your task less onerous.
- \_\_\_\_\_ A Tour and Activity Planning Form (if required) is the responsibility of the Unit Committee.
- \_\_\_\_\_ Complete the Project Plan on Final Plan Pages . It is highly recommended that you utilize the assistance of the Unit and District Life to Eagle Coaches in the completion of these pages.
- \_\_\_\_\_ If one is required (see Eagle Scout Service Project Fundraiser Application Guidelines and the Orange County Council Eagle Scout Service Project Fundraiser Application Policy), complete the Eagle Scout Service Project Fundraising Application on Fundraising Application Page , including Beneficiary, Unit Leader, and District approvals. Funds raised benefit the organization for which you are doing the project, and only if that organization takes tax deductible donations can your raised funds be deductible. Many companies and individuals are willing to discount or contribute reasonable amounts. Just ask for what you need well in advance.
- \_\_\_\_\_ You may now proceed to carry out your PROJECT. Take photos, before, during, and after your Project. Make notes of what went well and what did not. Make notes of all changes to your plan. You'll want to include these remarks in your final report. You will also want to track the hours spent by each person during each work day.
- \_\_\_\_\_ Complete the Project Report Pages in the Project workbook. Use blank pages as needed. Title the added pages. You should complete your final report as soon as possible after completing the project. Do it while the details are fresh in your mind. Your report will be much better if you do this. As soon as you have completed the report, get it approved by your Unit Leader and by your project beneficiary. You may be required to do some revision, but this is normal.
- \_\_\_\_\_ Have your Beneficiary and your Unit Leader sign the last Project Report Page of the workbook upon completion.
- \_\_\_\_\_ It is recommended (not required) a Letter of Completion be obtained from the recipient of your Project.



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### C. The Home Stretch (After Eagle Requirements 1-6 in the Boy Scout Requirements Handbook are completed).

**ALL of Eagle Scout requirements 1-6 MUST be completed BEFORE your 18<sup>th</sup> birthday! The following must be completed in time to hold your Eagle Board of Review no more than 90 days after your 18<sup>th</sup> birthday.**

\_\_\_\_\_ The Eagle Scout Rank Application must be completed. Use the form which can be downloaded from the Life to Eagle Packet page of the council website. Use of an outdated form may result in the form being rejected, so be sure to use the most current form. Practice on work copies first before completing the original in blue or black ink. Hint: Use your blue cards when filling in the Merit Badge dates; use your handbook with each rank Board of Review date – NOT Court of Honor/Presentation dates or Council Profile. If the Council Profile is inaccurate, have your Advancement Chairperson submit an Amended Advancement Report form or update your Internet Advancement records. You must submit an original application; photocopies are not acceptable.

\_\_\_\_\_ Provide complete names, addresses and phone numbers under application requirement #2 for references. The only line that may be left blank is the Employer reference, and that is only if you are not employed.

In Orange County Council, the following procedure has been adopted. Download the "Confidential Appraisal" form and make copies for ALL the references listed at Requirement 2 on your Eagle Scout Rank Application. Give the "Dear Friend of Scouting" introduction letter and a "Confidential Appraisal of Candidate for Eagle Scout Rank" form (with your name and personal information completed) to all of the references listed in Requirement 2. Your references must mail the appraisal forms directly to the District Advancement Chairperson (or designee). These forms are NOT to be given to you, your Unit Leader, Unit Committee or Chairperson, or the Council Service Center. Forms should be submitted between 1 week and 3 months prior to submitting the completed Eagle Application.

\* If you are not active in a religious organization, it is recommended that you write a statement of your religious beliefs and submit it with your Eagle Application, so that your beliefs will be clear in your mind for your Eagle Board of Review. You must also include your parents as the religious reference on the Eagle Application (requirement #2). Have the parent who wrote your confidential letter circle both parent and religious leader on their confidential letter.



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\_\_\_\_\_ For Requirement 3 you must list each badge, showing the exact date it was earned (signed by the counselor). If you are missing any dates, check your Unit records. In addition, when your application is reviewed, rank advancements will be checked against the merit badge dates. Merit badges for Star and Life must have been earned prior to achieving those ranks and listed on the Eagle Application.

Enter the **complete Unit number with the alpha prefix** (i.e. – Troop = S, Varsity = V, Venture = P) that corresponds to each merit badge. **DO NOT USE DITTO MARKS.** If the entries are incomplete, your application will be returned. Don't let this happen to you.

\_\_\_\_\_ For Unit Positions of Responsibility you can list any qualifying position since becoming a Life Scout. The total service time must accumulate to at least six months. Time served prior to Life rank will not be used. The Position of Responsibility must be one or more from Requirement 4 on the application. If you are still in a Position of Responsibility, use the date you sign the application as the ending date.

\_\_\_\_\_ Fill in all dates using 2 digits, i.e. 02 for the month of February. Fill in all applicable blanks.

\_\_\_\_\_ For Requirement 6 the date you enter on the application is the date of your Scoutmaster Conference. This same date needs to be entered in your Scout Handbook.

\_\_\_\_\_ 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.

\_\_\_\_\_ Sign and date the "Certification by Applicant;" this is after Requirement #6. **ALL** of requirements 1-6 **MUST** be completed **BEFORE** your 18th birthday!

### **D. Obtain Signatures and Have a Board of Review.**

\_\_\_\_\_ Signature of the Unit Leader (Scoutmaster, Team Leader or Advisor) or when he/she is non-available due to medical, employment or personal circumstances, one of the registered Assistant Unit Leaders, signs below the Certification by Applicant..

\_\_\_\_\_ The Unit Committee reviews and approves for accuracy the record of the Eagle Scout Candidate prior to Packet submission to the District Advancement Chairman. The Unit Committee Chairperson signs and dates the Eagle Scout Application.



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\_\_\_\_\_ Deliver your completed Eagle Scout Materials (Eagle Scout Rank Application, and Eagle Scout Service Project Workbook, and any supporting documents to your District Advancement Chairperson (or designee). Your Application will then be forwarded to the Council Service Center which will verify the information. If correct, the Council will sign the applications and return it to your District Advancement Chairperson (or representative) who will arrange for your Eagle Scout Board of Review.

\_\_\_\_\_ Attend your Eagle Scout Board of Review. This is normally held within 3 months of Council Approval.

**Note:** It is the responsibility of the Eagle Scout Board of Review Chairperson to ensure the Board is properly staffed. A Board which may not give the candidate objective consideration in the opinion of the Chairperson should NOT be convened. It is the responsibility of the District Advancement Chairperson (or designee) to convene a new Board. If at the conclusion of the Eagle Scout Board of Review there are any remaining issues concerning the Candidate's completion of all of the requirements for the rank of Eagle Scout, the Board Chairperson may obtain the signatures of other Board Members, but must withhold his/her own signature and retain the Rank Advancement Form and Application until those issues have been resolved. **Note:** Full field uniform with merit badge sash or business attire if 18, is recommended. If you pass, this is the date of your Eagle Scout Rank.

\_\_\_\_\_ After you pass your Eagle Scout Board of Review, your Eagle Scout Rank Application and Advancement Report form will be sent by your District to the Council Service Center. **Note:** The decision is final, subject to any conditions the Board may have placed on the Approval. The Council will record your application and forward it to National BSA for final approval. This normally takes four to six weeks. With your Unit Leader, Unit Advancement Chairperson, and Parents, you may begin to plan for an Eagle Scout Court of Honor. Allow at least eight weeks after your Eagle Scout Board of Review for the Court of Honor. You cannot hold your Eagle Scout Court of Honor until until you have received final approval by National BSA.

\_\_\_\_\_ When you receive your e-mail from the Council Service Center, either you or your Unit Advancement Chairperson or other Unit Leader should pick up your Eagle Identification Card and Information Packet from the Volunteer Services Desk at the Council Service Center located at 1211 East Dyer Road, Santa Ana, CA. Phone: (714) 546-4990. Using that Card you may then purchase the Eagle Presentation Kit, Eagle pins, badges, and rank materials.

**Note:** check your District website for specific additional information about the Eagle process in your District. If you have difficulty, ask your Eagle coach for help.