

# **The Twelve Steps You Must Follow...**

## **From Life to Eagle**



**COLUMBIA-MONTGOMERY COUNCIL  
BOY SCOUTS OF AMERICA  
EAGLE SCOUT BOARD OF REVIEW**

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Revised: 03/05/18

### STEP 1

#### COMPLETION OF ALL REQUIREMENTS

In order to advance to the rank of Eagle Scout, you must complete all requirements of:

##### **Tenure**

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

##### **Scout Spirit**

Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.

##### **Merit Badges**

Earn a total of 21 merit badges, including the following:

- a. First Aid
- b. Citizenship in the Community
- c. Citizenship in the Nation
- d. Citizenship in the World
- e. Communication
- f. Cooking
- g. Personal Fitness
- h. Emergency Preparedness OR Lifesaving
- i. Environmental Science OR Sustainability
- j. Personal Management
- k. Swimming OR Hiking OR Cycling
- l. Camping
- m. Family Life

You must choose only one merit badge listed in items h, i, and k. If you have earned more than one of the badges listed in items h, i, and k, choose one and list the remaining badges to make your total of 21.

##### **Positions of Responsibility**

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

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

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**Varsity Scout team.** Captain, co-captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, Webmaster, or Leave No Trace Trainer.

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

### **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 must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the *Guide to Advancement* (available at [www.scouting.org](http://www.scouting.org)) topics 9.0.2.0 through 9.0.2.15.)

### **Ambitions and Life Purpose Statement**

You will need to write 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.

### **Unit Leader Conference**

You must take part in a conference with your unit leader.

### **Eagle Scout Board of Review**

You must successfully complete an Eagle Scout board of review.

### **Notes**

**AGE REQUIREMENT ELIGIBILITY.** Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Varsity Scout, or Venturer. He **may earn these awards until his 18th birthday**. Any Venturer who achieved the First Class rank as a Boy Scout in a troop or Varsity Scout in a team may continue working toward the Star, Life, and Eagle Scout ranks and Eagle Palms.

An Eagle Scout board of review may occur, without special approval, within three months after the 18th birthday. Local councils must preapprove those held three to six months afterward. To initiate approval, the candidate, his parent or guardian, the unit leader, or a unit committee member attaches to the application a statement explaining the delay. **Consult the *Guide to Advancement 2013* in the case where a board of review is to be conducted more than six months after a candidate's 18th birthday.**

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### Time Extensions

If a Scout will not be able to complete the requirements for the Eagle Scout rank by his 18<sup>th</sup> birthday due to circumstances beyond his control, he may request a limited extension of time within which to complete the requirements. Such extensions are rarely granted and are available only for the rank of Eagle Scout. The BSA procedures to be followed in requesting a time extension are explained in detail in “*Time Extensions*,” 9.0.4.0 and “*Process for Submitting and Evaluating an Extension Request*” 9.0.4.1 - *Guide to Advancement 2013*.

### Advancement for Boy Scouts and Varsity Scouts with Disabilities

#### *Alternative Merit Badges for Eagle Scout Rank*

Though individual requirements for Eagle Scout rank merit badges may *not* be modified or substituted, youth with disabilities may be approved for alternative badges they *can* complete. The policy governing the granting of such approval is explained in the *Guide to Advancement 2013*, 10.2.2.3 “*Alternative Merit Badges for Eagle Scout Rank*.”

#### *Approval for Special Needs Eagle Candidates Over Age 18*

Men over age 18, properly approved by the council executive board to register beyond the age of eligibility with a disability code, may apply for the Eagle Scout rank. Since they are considered youth members for as long as they are so registered, they do not need a time extension. More information on this topic is available in the *Guide to Advancement 2013*, 10.2.2.4 “*Approval for Special-Needs Eagle Candidates Over Age 18*.”

## STEP 2

### ***EAGLE SCOUT SERVICE PROJECT WORKBOOK, NO. 512-927***

Using the *Eagle Scout Service Project Workbook*, No. 512-927, 2012 printing, you must:

- Select your service project.
- Complete the items listed in the CMC Eagle Scout Project Approval Checklist.
- After you have completed your Eagle Scout Project Approval Binder, and have obtained all of the necessary approval signatures, submit your binder to the Council Scout Service Center. They will arrange for a member of the council Eagle Scout board of review to approve it.
- After completion of your **Eagle Scout Service Project** (and all other Requirements for the rank of Eagle Scout), complete the items listed in the CMC Eagle Scout Board of Review Checklist.

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- After you have completed your Eagle Scout Application Binder, and have again obtained all of the necessary approval signatures, submit your binder to the Council Scout Service Center. They will schedule and notify you of your board of review date.

The Columbia-Montour Council Eagle Scout board of review has developed a *Planning, Developing, and Carrying Out Your...Eagle Scout Service Project* guide to inform Life Scouts how to use the *Eagle Scout Service Project Workbook*, No. 512-927. You can download this guide by clicking on the “Advancement” section of the council website and selecting the “*The Trail to Eagle*” link.

You can download the official fillable PDF version of the *Eagle Scout Service Project Workbook*, No. 512-927 by clicking on the “Advancement” section of the council website ([www.nepabsa.org](http://www.nepabsa.org)) and selecting the “*The Trail to Eagle Scout*” link. The workbook can also be accessed on the BSA website ([www.scouting.org](http://www.scouting.org)) and the National Eagle Scout Association (NESA) website ([www.nesa.org](http://www.nesa.org)).

If you have trouble downloading this file (or any files referenced in the document) or do not have access to a computer contact the Council Service Center for assistance.

### STEP 3

#### EAGLE SCOUT RANK APPLICATION

It is essential that you complete all requirements for the Eagle Scout rank, except the Eagle Scout board of review, *prior to* your 18th birthday. When you have completed all requirements except the Eagle Scout board of review, including your service project, you must complete the Eagle Scout rank application (No. 512-728, 2013 Printing). A fillable PDF Eagle Scout rank application can be downloaded from the council website ([www.nepabsa.org](http://www.nepabsa.org)) by clicking on the “Advancement” section and selecting the “*The Trail to Eagle Scout*” link. In addition, the application is available on the BSA website at <http://www.scouting.org/forms.aspx> and on the National Eagle Scout Association (NESA) website ([www.nesa.org](http://www.nesa.org)). The application can also be printed and completed in ink by hand.

Here are some things to keep in mind as you complete your Eagle Scout rank application:

1. Print in ink or type all information requested on the form.
2. Spell your name accurately. The way you spell your name is the way it will be spelled on your official Eagle Scout certificate.
3. Make certain that all of the required signatures appear in the proper places on the application.

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4. Be sure that all of the required dates have been listed in the proper places and that they are accurate.
5. You must list the names of individuals you know personally who would be willing to provide a recommendation in support of your Eagle Scout rank application. You are to inform these individuals that you will be listing them as references before including their names on your application. If you are not a member of an organized religion, your parent or guardian should provide your religious reference. The council advancement committee has designated your unit committee as being responsible for collecting your references. You are not to be involved with this process. Finally, if after a reasonable effort no response can be obtained from any references, your Eagle Scout board of review must go on without them
6. You need to make clear which twenty-one merit badges you earned to complete the Eagle Scout merit badge requirement. In section 7 (emergency preparedness or lifesaving) and section 8 (environmental science or sustainability) you must cross out one of the merit badges. If you earned the other merit badge listed in sections 7 and/or 8, you may enter that (or those) badge(s) in sections 14 through 21. In section 10 (cycling or hiking or swimming) you must cross out two of the merit badges. If you earned one or both of the other merit badges listed in section 10, you may enter that (or those) badge(s) in sections 14 through 21. **Merit badges 14 through 21 should be listed in the chronological order in which they were earned with badge 14 being the badge earned on the earliest date.**
7. After you submit the application to the Council Office, the council registrar will check council advancement records to ensure that you are a registered member of your unit and that the information provided on your application is accurate. If warranted, the registrar will sign the application approving its accuracy.

### STEP 4

#### UNIT LEADER/COMMITTEE CHAIR SIGNATURES

Your unit leader and unit committee chair must sign your Eagle Scout application in the proper places before you submit the application to the council registrar at the Scout Service and Training Center. If your unit leader and/or unit committee chair will not approve your Eagle Scout application by signing it, you can initiate an Eagle Scout board of review under disputed circumstances by following the BSA advancement policy guidelines listed below.

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### **Note:**

#### **Initiating an Eagle Scout Board of Review Under Disputed Circumstances**

BSA advancement policy provides for initiating an Eagle Scout board of review under disputed circumstances as follows:

*It is indicated when a unit leader or committee chair does not sign the application, if a Scoutmaster conference is denied, if it is thought a unit will not provide a fair hearing, or if the unit leader or project beneficiary refuses to sign final approval for what might be considered a satisfactory service project (See "Evaluating the Project After Completion," 9.0.2.13 – Guide to Advancement 2013.).*

*If a unit leader or committee chair does not agree a Scout has met the requirements, then before a board of review is held, he or she should confer with the Scout and his parents and come to an understanding of all viewpoints. Guidance should also be sought from the district or council advancement chair to assure expectations are not more than are actually required. If the leader or chair remains unconvinced, then they may deny approval of the Eagle Scout rank application. In this case, the application is returned to the Scout or his parent or guardian, who may then choose to request a board of review under disputed circumstances.*

*In any case, if a Scout or his parent or guardian has legitimate concern that a unit cannot deliver a fair hearing, one of them may write a letter explaining the reasons and request a board of review under disputed circumstances. The letter is attached to the completed Eagle Scout application and sent with the service project workbook to the council service center. The council advancement chair or staff advisor, or other designated volunteer or professional, then guides the process through the council or district advancement committee according to local practices. (Source: Guide to Advancement 2013 - 8.0.3.2 Initiating Eagle Scout Board of Review Under Disputed Circumstances)*

### **STEP 5**

#### **PREPARING YOUR APPLICATION FOR SUBMISSION TO THE COUNCIL SCOUT SERVICE CENTER**

When your Eagle Scout application is received at the Council Scout Service Center, its contents will be reviewed. Here are some things to keep in mind as you prepare to submit your application to the center:

1. It is preferred that the application and all accompanying materials be secured in a three-ring binder that will be returned to you after your Eagle Scout board of review.

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2. You must place a cover sheet in the front of your binder containing the following information:
  1. Your Full Legal Name (no initials), Address, Telephone Number, and Unit Number
  2. Your District
  3. Your Date of Birth
  4. Your Age
  5. The Name, Address, Telephone Number of Your Scoutmaster, Advisor, or Coach
  6. Your Eagle Scout Service Project title
  7. Any comments from your Scoutmaster, Advisor, or Coach that this individual thinks the Eagle Scout Board of Review needs to consider in reviewing your Eagle Scout Rank Application.
3. Before submitting your application binder you and your unit leader **must** complete the “**COMPLETED EAGLE SCOUT APPLICATION & BINDER CHECKLIST.**” This checklist can be retrieved from the council website ([www.nepabsa.org](http://www.nepabsa.org)) by selecting “Advancement” on the home page menu, clicking on “The Trail to Eagle Scout” on the next page, and clicking on “Eagle Application Process Checklist” on the next page. Completing the checklist should ensure that you submit a properly filled out application and the required supporting materials.

### STEP 6

#### SERVICE PROJECT INFORMATION INCLUDED IN APPLICATION BINDER

The following Service Project information should be included in your finished binder:

1. Your original “Eagle Scout Service Project Proposal” write up and signature approval pages (Project Proposal Pages A through E of the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the Boy Scouts of America).
2. Your completed “Eagle Scout Service Project Final Plan” (Final Plan Pages A through E of the official *Eagle Scout Service Project Workbook*, No. 512-927). **If you did not complete this plan, be prepared to prove to your Eagle Scout board of review that your planning was sufficient for an Eagle Scout service project. The board of review may not recommend you for Eagle Scout rank if you cannot show that you engaged in sufficient planning for the project. A completed “Final Plan” will be an easily reviewed record of your planning that you can show your board of review.**
3. Approved “Eagle Scout Service Project Fundraising Application,” if applicable, (Fundraising Pages A and B of the *Eagle Scout Service Project Workbook*, No. 512-927).



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4. Your completed and signed “Eagle Scout Service Project Report” (Project Report Pages A through C of the *Eagle Scout Service Project Workbook*, No. 512-927).

### **STEP 7**

#### **REFERRAL OF MATERIALS TO THE EAGLE SCOUT BOARD OF REVIEW**

After the contents of your Eagle Scout application have been verified by the council registrar, your application, completed *Eagle Scout Service Project Workbook* materials and sealed reference letters will be forwarded to the chair of the Eagle Scout board of review. The council registrar will ensure that you are informed in writing regarding when your board will be held. Eagle Scout boards of review are held the third Wednesday of every month except July. If you hope to have a review during a particular month, you should submit your Eagle Scout Application binder to the council registrar at least 14 days before the third Wednesday of that month.

### **STEP 8**

#### **COMPOSITION OF THE EAGLE SCOUT BOARD OF REVIEW**

Your Eagle Scout board of review will have at least three, but no more than six members. One member will serve as chair for your review. No leader or assistant leader from your unit or relative or guardian of yours may serve as a member of your board. Although members of your board might not be registered in Scouting, they will have an understanding of the importance and purpose of the Eagle Scout board of review.

### **STEP 9**

#### **YOUR EAGLE SCOUT BOARD OF REVIEW**

Here are some thoughts to keep in mind about your Eagle Scout board of review:

1. The board will make every attempt to begin your review at your scheduled time, so please be on time. Understand, however, that unavoidable delays may occur that will throw your board off schedule.
2. You should be neat in appearance. A uniform (including merit badge sash) should be as correct as possible, with badges worn properly.
3. When you enter the room in which your Eagle Scout board of review will occur, the chair will ensure the board members are introduced. Your unit leader will introduce you to the members of the board and should remain in the room. Your unit leader will not participate in the review, but may be called upon to clarify a point in question.
4. No relative or guardian of yours may attend your review, even as a unit leader.

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5. The chair will ask that you begin the review by leading those present in the Pledge of Allegiance, the Scout Oath and the Scout Law.
6. The chair will tell you how the review will be conducted.
7. Each board member will spend time asking you questions he or she has prepared. There are no defined sets of questions board members use. The questions they will ask you are designed to ensure that you have participated fully in the Scouting program and are a good citizen, of high character, and mentally and physically fit. The rank of Eagle Scout is the highest Scouting award that you can achieve and, consequently, the board will engage in a thorough consideration of your successes and experiences in Scouting.
8. When the board members have completed questioning you, your unit leader will be asked to speak in support of your Eagle Scout candidacy.
9. After your unit leader addresses the board on your behalf, you and your unit leader will be asked to leave the room while the board members decide whether to recommend you to the National Advancement Team for the rank of Eagle Scout. Your Eagle Scout candidacy will be approved only if your board's decision to approve it is unanimous.
10. When the board has made its decision regarding your Eagle Scout candidacy, you and your unit leader will be asked to return to the room. The chair will inform you of the board's decision.
11. If you have been successful in meeting the requirements for Eagle Scout, a member of the board of review will administer the Eagle Scout Oath to you. Also, you will be given certain Eagle Scout related materials.
12. If you are informed that you have not met the requirements for the Eagle Scout rank and are under the age of eighteen, you will be asked to return for another Eagle Scout board of review interview. Also, you will be provided with a written explanation of the concerns and/or reasons that prompted the board not to approve your candidacy. The board will discuss with you how you may meet the Eagle Scout requirements within a given time period. If you disagree with the board's decision not to approve your candidacy, the chair will tell you how you can appeal the decision. If you need to return for another interview, an attempt will be made to have you meet with the members of your initial Eagle Scout board of review.

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### **STEP 10**

#### **IMMEDIATELY AFTER YOUR EAGLE SCOUT BOARD OF REVIEW**

Immediately after your Eagle Scout board of review your Eagle Scout application and reference letters will be returned to the council registrar. The reference letters will be shredded.

### **STEP 11**

#### **SCOUT EXECUTIVE SIGNATURE**

After your Eagle Scout application is returned to the council registrar, the council Scout Executive will sign it to certify that the procedures presented in the *Guide to Advancement 2013* have been followed in reviewing your application and that the Eagle Scout board of review has recommended you for Eagle Scout rank.

### **STEP 12**

#### **COUNCIL SENDS APPLICATION TO NATIONAL ADVANCEMENT TEAM**

Once the Scout executive signs your application, it will be entered into ScoutNET, filed locally, and sent electronically to the National Advancement Team. The Advancement Team will validate the application and generate your Eagle Scout credentials. Staff members will then print, package, and mail your Eagle Scout certificate, pocket card, and congratulatory letter to our council. **The council registrar will notify your unit leader when these materials arrive at the council service center. Your Eagle Scout court of honor should not be held beforehand.**

*(It is noted that much of the information presented in this guide consists of text paraphrased or copied verbatim from the BSA Guide to Advancement 2013 and the Eagle Scout Service Project Workbook, No. 512-927, publications.)*