

EAGLE SCOUT ADVANCEMENT PROCEDURE

New Birth of Freedom Council

The Eagle Board of Review will be a district model with the minimum of 3 and maximum of 6 members on the Board of Review. The makeup would be of a minimum of 2 district representatives with the remaining 1 to 4 members coming from the community at large, members of the unit committee or additional members of the district board of review committee as per the district advancement chair. The intent of the council advancement committee is that up to two members of the eagle Board of Review should come from the unit committee, with remaining members from the district Eagle Board of Review committee and the community at large. Only one signature is needed on the form (from the district representative serving as the chair of the Eagle Board of Review).

The procedures found in the 12 steps of the Eagle Process (as found on the Eagle Scout Leadership Service Project Workbook) shall be followed by all parties in this process. They are:

1. In order to advance to the rank of Eagle, while a Life Scout, a candidate must complete all the requirements of:

- Active tenure
- Scout Spirit
- Any remaining merit badges
- Positions of responsibility
- Planning, developing, and providing leadership to others in a service project
- The Scoutmaster conference
- A written statement of life purpose and ambitions as well as other leadership positions outside of Scouting

2. Using the Eagle Scout Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the district advancement committee (see Advancement Committee Guide "Service Projects--Eagle Scout Rank," page 27). The Eagle Scout Service Leadership Project Workbook, No. 18-927D (or most current printing) , must be used in meeting this requirement.

3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements

except the board of review for the rank of Eagle, including the service project and Scoutmaster conference, have been completed, an Eagle Scout Rank Application must be filled out and sent to the council service center promptly

4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the Board of Review in determining the qualifications of the Eagle candidate.

5. The Eagle Scout Leadership Service Project Workbook properly filled out, must be submitted with the application.

6. 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 registrar contacts the references on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The candidate should have contacted those individuals listed as references before including their names on the application.

The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center. If the initial reference letter or form is not returned to the council in a timely manner (14 calendar days), the district 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 (within 30 calendar days) denied or postponed because the council office or district advancement committee does not receive the reference letter form.

7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the District Advancement Chair or district designee. Reference checks that are forwarded with

the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One district member serves as chairman. Unit leaders, assistant unit leaders, relatives or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and service project report. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.

9. The candidate's unit leader introduces him to members of the board of review. The unit leader may remain in the room, but he does not participate in the board of review. The unit leader may be called upon to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and 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 be denied the Eagle rank, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout within 3 calendar days confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, provide the name and address of the person he needs to contact.

10. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.

11. 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 Leadership Service Project Workbook and references are retained by the council. The Eagle Scout Leadership Service Project Workbook may be returned to the Scout after council approval.

12. The Eagle Scout Service screens the application to ascertain information such as proper signatures, positions of responsibility, tenure between ranks, and age of the candidate. 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 then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials. After earning the Eagle Scout Award, a Scout may work to earn Eagle Palms. An Eagle Palm or Palms must be earned before the Scout's 18th birthday. Palms must be earned one at a time, in the order of bronze, Gold and then Silver. Each Palm level can only be earned after three month tenure since earning the last Palm and by satisfactory completion of all of the other requirements for the next Palm.