Pioneer Express District Life to Eagle Tools for Scouts BSA Unit Leaders

For use with February 2023 Eagle Scout Workbook (512-927) and January 2025 Eagle Scout Rank Application

Items indicated by **<u>bold and underlined font</u>**, or where the word "must" is used are requirements of the Eagle Rank. All other items in this document are optional and are provided as tools for you in guiding your Scouts toward their goal.

RESOURCES:

All documents are available at **http://www.scouting.org/advancement.aspx** unless otherwise noted.

EAGLE SCOUT SERVICE PROJECT WORKBOOK – February 2023 or later printing

EAGLE SCOUT RANK APPLICATION – January 2025 or later printing

GUIDE TO ADVANCEMENT – 2025 or later printing

BOY SCOUT REQUIREMENTS – book updated annually

SAFE Checklist – https://www.scouting.org/health-and-safety/safe/.

The *Guide to Safe Scouting* – https://www.scouting.org/health-and-safety/gss/

Eagle Scout Rank Requirements

Rank requirements may change from time to time. Refer to the current *Boy Scout Requirements* book to confirm that the rank requirements in the Scout's Handbook are still current.

All requirements except the Eagle Scout Board of Review must be completed no later than the day before the candidate's 18th birthday. The Eagle Scout packet may be submitted to the District Advancement Chair or Eagle Advisor on or shortly after the candidate's 18th birthday. Submitting the required materials late can imply the work on the requirements continued after the Candidate's 18th birthday.

1. **Be active in your troop, crew, or ship for a period of at least six months as a Life Scout.** Please make sure that you and the Scout are in agreement as to what constitutes being active.
2. **Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life and how you have done your duty to God.** The Scout should provide all the contact information requested on the application for the references listed. The Scout is required to request letters of recommendation from the 4 individuals listed on their application.
3. **Earn a total of 21 merit badges.** If the Scout earned more than the 21 required, he/she should use the MB's that were actually used for the Star and Life Ranks on the application. The unit number should be provided for the unit the Scout was registered in when the merit badge was earned.
4. **While a Life Scout, serve actively in your unit for a period of six months in one or more of the listed positions of responsibility.** Acceptable positions are listed on the Eagle Scout Rank Application. The dates should start after the Life Board of Review and end before the Scout signs his/her application.
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 Scout cannot start <u>any</u> work on the project prior to his/her Life Board of Review.
6. **While a Life Scout, participate in a Unit Leader Conference.** This is the conference for Eagle, not Life, and usually is held near the end of the journey.

Eagle Scout Service Project

❖ **The Eagle Scout Service Project Workbook No. 512-927 must be used to document the Eagle Scout Service Project** and is available as a fillable PDF document on-line at http://www.scouting.org/advancement.aspx. Please make sure the Scout is using the current version of the workbook when he/she starts the process. The workbooks are updated and improved for usability and content, so please have the Scout download the most up-to-date version (currently 2023).

The Scout should not use a web browser to locate the workbook. The workbook is free at the above site. If the Scout is being charged or the Contact Information page is prefilled in with addresses in another state, then he/she did not go to the correct website. If the workbook is filled in on-line, the Scout may lose his/her work. It must be downloaded to a computer the Scout has access to. A Scout who chooses to fill out the workbook by hand runs the risk of losing everything should he/she misplace the workbook. *(Yes these have happened!)*

❖ **The project must meet *The Five Tests of an Acceptable Eagle Scout Service Project*** as outlined on Proposal Page A in the *Eagle Scout Service Project Workbook:*

1. The project provides sufficient opportunity to meet the requirement *(plan, develop & give leadership to others and there is a benefit to a religious institution, school, or community).*
2. The project appears to be feasible *(does the Scout demonstrate that the project can realistically be carried out?).*
3. Safety issues will be addressed *(does the Scout understand what must be done to guard against injury?).*
4. Action steps for further detailed planning are included *(did the Scout provide key steps that will be taken during the planning process to ensure the project plan will have enough details to be carried out successfully?).*
5. The Scout is on the right track with a reasonable chance for a positive experience. *(Will this project provide enough of a challenge or growth potential without being overwhelming?)*

❖ **Restrictions and Other Considerations**
  - There are no required minimum hours for a project.
  - Routine labor is not normally appropriate for a project, but can be one part of the project.
  - Projects may not be of a commercial nature or for a business, but community institutions, such as museums and service agencies (like homes for the elderly, for example) are acceptable.
  - A project may not be a fundraiser. Fundraising is permitted only for securing materials and facilitating a project.
  - No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
  - Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

❖ **Proposal**
The proposal only requires enough detail to show a reviewer that the Scout can meet the five tests listed above. The detailed planning comes in the Project Plan phase where the majority of planning and development of the project requirement takes place. The Scout should not begin work, raise any money, or obtain any materials until the project proposal has been approved.

Don't sign the proposal if you are not sure it qualifies as an Eagle Project. You can and should make recommendations for improvements or modifications. You know the Scout & his/her abilities, so please make sure the project will provide growth potential without being overwhelming for the Scout. By signing the application you are stating that you: 1) Have reviewed this proposal and discussed it with the candidate; 2) You believe it provides impact worthy of an Eagle Scout service project, and will involve an appropriate level of planning, development, and leadership; 3) You are comfortable the Scout understands what to do, and how to lead the effort; and 4) You will see that the project is monitored, and that adults or others present (parents) will not overshadow him.

❖ **Project Plan**
This is the tool the Scout will use to implement his/her project and show the Board members that he/she planned and developed the project as required in Eagle Requirement #5. The Scout is not required to use the Project Plan section of the workbook, but he/she MUST demonstrate the planning and development of the project. If the workbook is not used to develop the plan, the questions from this section of the workbook still need to be answered in whatever way works for them. Encourage the Scout to find a mentor (coach) to answer questions and guide the Scout without taking over the project.

❖ **Financing the Project**
It is okay if family wants to pay for the project. If the Scout conducts fundraising activities to finance the project he/she may need to submit an Eagle Scout Fundraising Application included in the *Eagle Scout Service Project Workbook.* We will discuss the need for this at the time the proposal is reviewed by the District reviewer. The fundraising application is signed by the unit leader, the beneficiary and District Executive.

Anyone donating to the project must be aware that the funds are for the project and the benefiting organization, not Scouting America. Any cash donations must go through the Beneficiary's or the Unit's treasury. Any remaining donations must be given to the benefiting organization or to a charity the beneficiary designates.

❖ **Project Report**
This is where the Scout reflects on what he/she has done and what he/she has learned. Pictures are a good way to demonstrate what has transpired. The completion date is the date when the Beneficiary has accepted the project as complete, not necessarily the last work session or the date the Beneficiary signs off on the Project Report.

❖ **Leadership**
The number of volunteers needed to complete a project is determined by the type and scope of the project. "Others" means at least two people besides the Scout. Helpers may be Scouts, Scouters, or not, and of any age appropriate for the work. Scouts should be encouraged to seek non-family volunteers.

❖ **Risk Management and Eagle Scout Service Projects**
All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. As with any Scouting activity, the *Guide to Safe Scouting* applies.

❖ **Insurance and Eagle Scout Projects**

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance.

Eagle Scout Packet

The effort required in the trail from Life to Eagle is most likely the biggest, most complex effort that the Scout has ever made. He/she should take pride in his/her work and present it in a neat and orderly fashion.

The Eagle Packet must include the following and should be put together in the following order:

Section 1 <u>**The completed Eagle Scout Rank Application**</u>
The application needs to be filled completely and requires three signatures (the Scout and the REGISTERED Unit Leader and Committee Chair). Please don't sign the Application until you have read the completed Eagle packet and believe it is the Scout's best effort.

Section 2 <u>**Statement of Ambitions and Life Purpose**</u>
As stated on the Eagle application. ***"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 organization during which you demonstrated leadership skills. Include honors and awards received during this service."*** This is the Scout's Statement of why he/she should be an Eagle Scout and should be more than just a couple of sentences.

Section 3 <u>**The Eagle Scout Service Project Workbook**</u> **including any supplemental pages**
This is the entire *Eagle Scout Service Project Workbook* with all signatures, including any before and after photos of the project and any plans, drawings, brochures, pictures, or other supporting materials that demonstrate the planning, development and leadership that went into the project.

The following items are optional. They assist the Scout I preparing the Eagle Scout Rank Application, and assist the District Advancement Chair or Eagle Advisor in processing the Eagle documents.

Blue Cards for Merit Badges
The Blue Cards should have both the MB Counselor and Unit Leader signatures. The Blue cards, camp printouts and the Scout's handbook are used to verify the accuracy of the application. Discrepancies are corrected with the dates on the blue cards and in the handbook.

Unit Advancement Record
Used when a blue card is not available.

Letters of Recommendation
The Scout is now required to request the letters of recommendation. The letters may be sent directly to the District Advancement Chair or Eagle Advisor, or they may be returned to the Scout in a sealed envelope. Scouts should be given the attached form to assist the references in writing the letters of recommendation.

The Eagle Scout Board of Review

The Eagle Board of Review panel consists of three to six members.

The Candidate should be in complete uniform. For units that are belt up units, the Scout should wear appropriate pants/shorts. If it is impractical for any reason to wear all or part of the uniform, then the candidate should be clean and neat in his appearance.