

The 4 Steps from Life to Eagle

The following 4 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the board of review. Share these steps with each Eagle candidate so that he can fully understand the procedure that must be followed by the Scout, the district and the council.

1. **Complete all Rank Requirements.** In order to advance to the rank of Eagle, a candidate must complete all requirements:
 - a. **Tenure** – Active in troop and patrol for 6 months as a Life Scout
 - b. **Scout spirit** – Demonstrate by living to the Scout Oath and Law in your everyday life.
 - c. **10 merit badges** – 5 remaining Eagle Required and 5 non-Eagle
 - d. **Positions of responsibility** – While a Life Scout, serve actively for a period of 6 months in one or more positions of responsibility.
 - e. **Eagle service project** – While a Life Scout, plan, develop, and provide leadership to others in a service project. Using the *Eagle Scout Service Project Workbook*, No. 18-927, 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 council or district advancement committee.
 - f. **Scoutmaster conference**

2. **Eagle Scout Application.** It is imperative that all requirements for the Eagle Scout rank except for the board of review be completed prior to the candidate's 18th birthday. When all the requirements except for the board of review for the rank of Eagle, including the service project, have been completed, an Eagle Scout Rank Application must be:
 - a. Filled out.
 - i. 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.
 - ii. The *Eagle Scout Service Project Workbook*, properly filled out, must be submitted with the application
 - b. The application should be signed by the unit leader at the proper place.
 - c. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council.
 - d. The application is sent to or dropped off at the council service center promptly by the candidate.
 - e. When the completed application is received at the council service center, its contents will be verified.
 - f. **References Contacted.** The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. Reference checks that are forwarded with the applications are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

3. **Eagle Board of Review.** After the contents of an application have been verified and appropriately signed, the application, *Eagle Scout 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.
 - a. **Composition of the Board.** The board of review for an Eagle candidate is composed of at least three but not more than six members. One 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. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. 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.

- b. Candidate's unit leader introductions. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on 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.
 - c. Conduct of the Board of Review. 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 boy 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.
4. Post-Eagle Board of Review.
- a. Returned to the Council Service Center. 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.
 - b. Signed and forwarded to BSA National. 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 Service Project Workbook* and references are retained by the council. The *Eagle Scout Service Project Workbook* may be returned to the Scout after council approval. **Only the Eagle Scout Rank Application is forwarded to national Eagle Scout Service.**
 - c. BSA National Screening and Certification. The Eagle Scout Service screens the application to ascertain information such as proper signature, 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.