



BOY SCOUTS OF AMERICA®

NORTH FLORIDA COUNCIL

Dear Life Scout:

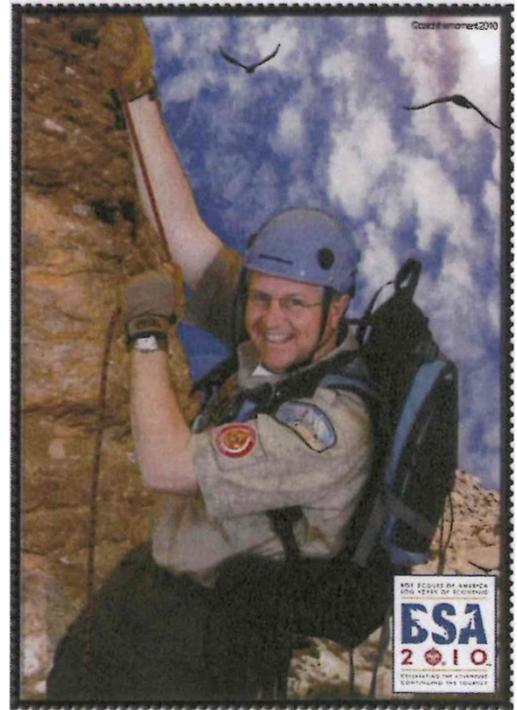
Wow! Congratulations on having achieved the Life Scout rank and please know that the Boy Scouts of America's North Florida Council is excited about your opportunity to become an Eagle Scout. You are so close.

The materials of the Boy Scouts of America as well as this council checklist and guide book has been prepared to assist you as you give thoughtful consideration to earning the rank of Eagle Scout. Your legacy of leadership through your project, community service and leadership as well as knowledge learned from the merit badge program will leave a lasting mark in our community. I look forward to your continued success.

Good luck and best wishes on your quest to reach the Rank of Eagle Scout!

Sincerely,

Jack L. Sears, Jr.
Scout Executive



NORTH FLORIDA COUNCIL – BOY SCOUTS OF AMERICA

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The 12 Steps from Life to Eagle

Must do List

- **The most current National *Eagle Scout Service Project Workbook* and *Eagle Scout Rank Application* must be used to meet this requirement.**
- **Make a list of 6 people that will recommend you for Eagle.**
- **Pay particular attention to requirement 6 on the Eagle Application.**
- **Use the Council advancement site at www.nfscouting.org**
- **Use the internet for project resources and ideas.**

The following 12 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. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed. **An asterisk * notates “North Florida Council directives”**

1. Complete all the Requirements

In order to advance to the rank of Eagle, while a Life Scout, a candidate must complete all the requirements of active participation; Scout spirit; merit badges; position of responsibility; service project; and the unit leader conference. It is imperative that all the above requirements be completed prior to the candidate's 18th birthday. (Youth members with disabilities should meet with their unit leader regarding time extensions)

2. Prepare the *Eagle Scout Service Project Workbook*

Using the **current** *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. Then reviewed and approved by the council or district advancement committee. The current workbook must be used in meeting this requirement.

3. Complete the Application

When all requirements for the rank of Eagle, except the board of review, including the service project and Scoutmaster conference have been completed, Scout is to fill out the current *Eagle Scout Rank Application*. No other form or application is permitted. Careful review and proofreading will help prevent delays. Remember everything is verified by council; discrepancies and errors will lead to a form's return.

4. Obtain Required Signatures

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. If a unit leader or unit committee fails to sign or otherwise approve an application, 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 qualification of the Eagle candidate.

*5. Submit to District Advancement Committee

The *Eagle Scout Service Project Workbook*, properly filled out, must be submitted with the *Eagle Scout Rank Application* and route sheet to the District Advancement committee for final review. Application is then sent to Council Service Center promptly.

*6. Submit to Council Service Center

The *Eagle Scout Rank Application* and Route Sheet should be delivered promptly to the council service center. Timeliness is of the essence especially if the Scout is approaching or has already turned 18. When the completed application is received at the council service center, its contents will be verified.

***7. Council Verifies Application and Board of Review Scheduled**

After the contents of an application have been verified and appropriately signed, the application and the NFC route sheet will be returned from the council service center to the district representative 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 representative. Reference forms and letters are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

8. References Contacted

The Scout shall have listed six references (five if no employer and parent if no organized religious association). The council advancement committee or its designee contacts the references on the Eagle Scout Rank Application by letter/form. The candidate should have contacted those individuals listed as references before including their names on the application. The candidate can deliver a blank reference form and envelopes to the listed references. The candidates should not be involved personally in transmitting any correspondence between person's listed as references and the advancement committee. If the initial reference letter or form is not returned to the unit leader in a timely manner, the district advancement committee could 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 denied or postponed because the advancement committee does not receive the reference letter forms he delivered. (Completed reference responses of any kind are the property of the council and are confidential and only review-board members may see them. The responses are not to be viewed by or returned to the Scout.)

***9. Schedule Board of Review**

The board of review for an Eagle candidate is composed 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 leadership 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 unit may request 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.

9. Board of Review

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. 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 disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s)

necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact.

***10. Application Returned to Council Service Center**

Immediately after the board of review and after the application has been appropriately signed, the application, the NFC route sheet and a properly completed Advancement Report are returned to the council service center.

11. Council Sends Application to National Advancement Team

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 application is then entered into the BSA system, filed and extracted from the system by the National Advancement Program Team. In special cases, such as those for Lone Scouts or Scouts more than six months past their 18th birthday, application will be submitted via email for manual processing.

12. National Advancement Program Team Returns Credentials

The National Advancement Program Team validates 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, then the National Distribution Center generates the credentials and prints, packages and mails the certificate, pocket card and congratulatory letter to the 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.

Time Extensions

If a Scout or a Venturer foresees that he will be unable to complete the requirements for the Eagle rank prior to his 18th birthday, he may file a petition in writing with the National Boy Scout Committee **through the local council** for special permission to continue to work toward the award after reaching age 18. The petition also may be filed by the unit leader or unit committee. The petition must show good and sufficient evidence and detail the extenuating circumstances that prevented the Scout from completing the requirements prior to his 18th birthday.

Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the Scout or Venturer.

If circumstances should also prevent a Scout or a Venturer from requesting the extension before he is 18, it is still permissible to ask for the extension, detailing the extenuating circumstances that prevented him from completing the requirements and from requesting the extension before age 18.

Scouts 18 or older

Scouts who have completed all requirements for a rank prior to their 18th birthday should submit their application and be reviewed and recognized within three months after that date. **Boards of review conducted between three and six months after the candidate's 18th birthday must be pre-approved by the local council. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the Eagle Scout Service.**

If an Eagle Scout board of review will be held after the six months following the candidate's 18th birthday, the Eagle Scout must petition the National Boy Scout Committee for an extension of time to hold the board of review. The petition must be processed through the local council, detailing the extenuating circumstances that prevented the board of review from being held within the six-month period following the candidate's 18th birthday, and be accompanied with a copy of the Eagle Scout Rank Application.

Eagle Scout Boards of Review

The Boy Scouts of America has placed the Eagle Scout board of review in the hands of the troop, team, crew, or ship committee or the district or council committee responsible for advancement. The council will decide and promulgate which method or methods may be used. Regardless of which method is used, an Eagle Scout candidate may only have one board of review. All steps beyond an initial board of review fall under the appeals process.

When a Scout has completed all requirements for a rank advancement, including the Scoutmaster conference, he may not be denied a board of review. The board of review for an Eagle candidate is composed of a minimum of three members and a maximum of six members, 21 years of age or older. The Scout may have no input into the selection of the board of review members.

These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle board of review.

At least one district or council advancement representative shall be a member of the Eagle board of review, when conducted at the unit level, and may serve as chairman if so requested by the unit. The board of review should take approximately 30 minutes. Because of the importance of the Eagle Scout Award, a unanimous decision in favor of awarding the Eagle badge must be reached. If a positive, unanimous decision is not reached, then two possibilities exist:

1. If the Scout's 18th birthday is not imminent and the board of review feels the Scout needs to improve in certain areas within a defined time frame, the board of review may adjourn and then reconvene at a later date and continue the review of the Scout.
2. If the vote was final, the boy must be informed of his options for appealing the decision and the proper process for an appeal.

Appealing a Decision

There are two sets of circumstances in which a Scout or his parent(s) or guardian(s), acting on his behalf, may appeal a decision.

The first situation occurs when a unit leader or unit committee does not recommend a Scout for a board of review, or refuses to sign the Eagle Scout application. In such cases, the Scout or his parent(s) or guardian(s) may appeal the decision to the committee responsible for advancement at the next level, as described below. The committee hearing the appeal shall then grant the Scout a board of review and appoint its members. In such cases, the committee hearing the appeal shall decide to grant or not to grant a board of review.

The second situation occurs when a board of review does not recommend a candidate for rank advancement. In such a situation, the Scout or his parent(s) or guardian(s) may appeal the decision. All appeals, under any circumstances, shall initially be directed to the next highest level. If the decision leading to the appeal occurred at the unit level, the appeal shall be directed to the district committee responsible for advancement. If the decision leading to the appeal occurred at the district level (i.e., an Eagle Scout board of review convened by the district), the appeal shall

be directed to the council committee responsible for advancement. A decision at either level finding in favor of the Scout shall be final. Units have no right of appeal of a decision.

If the initial committee hearing the appeal does not find in favor of the Scout, he or his parent(s) or guardian(s) may appeal that decision to the next highest level. If the initial appeal was made at the district level, the next highest level is the council advancement committee. If the initial decision was made at the council level, or if the council advancement committee upheld the unfavorable finding of the district advancement committee, the Scout or his parent(s) or guardian(s) may appeal to the national Boy Scout Committee. All requests for appeal shall be made in writing, signed by the Scout and/or his parent(s) or guardian(s), and shall set forth in detail the reasons for requesting an appeal.

Upon initial receipt of an appeal, the district and the council advancement committee charged with hearing the initial appeal shall provide for a prompt review to determine the facts. All parties must be interviewed or written statements obtained. Confrontations between opposing parties must be avoided. The appeal review is not a second board of review and thus a unanimous decision is not required. A decision may be reached by majority vote. A written report setting out all details of the appeal and the reasons for the committee's decision shall be prepared and forwarded to the council Scout executive. A copy shall be furnished to the Scout bringing the appeal.

Appeals to the national Boy Scout Committee shall be processed through the local council, and the local council shall furnish copies of all pertinent documentation to the national committee, including a statement of the council's position on the matter. If the appealed issue concerns an Eagle Scout candidate, a copy of the Scout's Eagle Scout Rank Application shall be included. If the Scout's Eagle Scout leadership service project is at issue, a copy of his Eagle Scout leadership service project workbook shall be included.

All decisions of the national Boy Scout Committee in reference to appeals shall be final.

Court of Honor

Each time a Scout advances in rank, he should be recognized on two occasions. The first should occur as soon as possible after a Scout has been approved by a board of review and an Advancement Report has been filed with the council office—preferably at the next unit meeting. This ceremony should be dignified but simple, involving not much more than presenting the Scout with his new badge of rank. The second occasion is a court of honor, a public ceremony to recognize Scouts for successful achievement and to describe the importance of the program. The main purposes of the court of honor are to furnish formal recognition for achievement and to provide incentive for other Scouts to advance.

Formal courts of honor should be conducted at least four times a year. All Scouts who have advanced since the previous court of honor are honored. Their parents and friends should be invited to attend the ceremony.

When a Scout has earned the Eagle Scout rank, he deserves a special recognition. The Eagle Scout ceremony may not be conducted until the action of the board of review has been approved by the national Eagle Scout Service.

Role of the Parent/Guardian

What is your duty, your role, as the parent or guardian of a Scout on the Eagle trail? First and foremost, you are your Scout's major source of support and encouragement. You can help him realize that achieving the rank of Eagle Scout may be the most significant

accomplishment of his youth. The Eagle rank can have both immediate and long-range effects in his life.

If your Scout is to earn his Eagle you and your family can be most helpful by supporting both your Scout and the Boy Scout program. Few boys are successful along the Eagle trail without the interest and encouragement of family members. There are many ways you can assist your Scout which will not interfere with his growth as a leader.

1. Become familiar with the ideals of Scouting as they are outlined in the Scout Oath and Scout Law and encourage your Scout to live by these standards in every facet of his life.
2. Help him remain active in his troop and patrol, his Venture Crew or his Varsity Team.
3. Recognize that boys mature at different rates. A few Scouts may be capable of completing the requirements for the Eagle rank – including the leadership service project – at 13 or 14, but most are not yet ready for this level of organization, commitment and perseverance. Know your Scout, his interests, abilities and limitations. Remember that the decision to achieve the rank of Eagle is his decision, not your decision.
4. Realize that the responsibilities of school, extracurricular activities and sports can influence your Scout's ability to advance. Understand that with high school come added responsibilities and distractions. Finding time to devote to advancement may be more difficult when homework, after-school employment and social activities are consuming your Scout's time.
5. Review the general requirements for Star, Life and Eagle ranks. It is the responsibility of your Scout to accomplish these requirements but if you know what is required of him, and the time involved to complete the requirements, you will be able to help him recognize when there is no time to procrastinate. As a parent or guardian you can also help him set reasonable goals if time or other commitments seem to be interfering with his progress.
6. Encourage him to establish priorities and to set goals, timelines and deadlines. Occasionally help him review his progress toward these goals and within his personal time frame. If his progress is satisfactory, give him a pat on the back and encourage him to continue the good work. If he is having difficulty meeting his personal goals or deadlines, help him determine what he needs to do to get back on track.
7. By the time he has completed the board of review for the Life rank, he should have a copy of the Eagle Scout Leadership Service Project workbook and the North Florida Council Eagle Scout procedures. Encourage him to read these documents thoroughly. You should read them as well. They contain important information which will assure him success as he plans and carries out his project, and as he completes the Eagle Scout application. If he has questions after reading this material, encourage him to seek the answers.
8. You should be ready and willing to answer questions he may have as he travels the trail to Eagle, and you should be ready to direct him to others when you do not know or are uncertain of the answer. Know who in your troop and who in your district can help answer questions.

9. Help your Scout brainstorm project ideas and resources. As your Scout begins the process of project selection, help him identify non-profit organizations which he might be able to help. Also, help him recognize skills and talents he already possesses which might put to use when developing his service project. A Scout with carpentry skills might choose to plan a project involving construction. A Scout who enjoys reading might choose to plan a project promoting reading or increasing access to books for a particular group of people. You can also assist your Scout as he identifies individuals who have skills or resources he lacks. He may need to discover where to locate blueprints or plans for building projects, where to find materials or supplies needed for his project, or how to learn the necessary skills he needs to accomplish some portion of his project. Point him in the right direction. Offer suggestions. Then let him do the leg work.

10. If your Scout becomes discouraged along the Eagle trail, help him re-evaluate his priorities, his goals and his deadlines. If achieving the Eagle rank continues to be a priority for him, don't let him give up. Encourage him to persevere. If he feels he has chosen a project which has become too challenging – either in terms of time, talent or funds – help him think about ways to overcome those challenges. Maybe he feels he doesn't have adequate time to complete the project he has planned. Review with him his proposed timeline and the deadlines he has already established to see if they can be adjusted or if the project needs to be altered. Rather than telling him how to solve his problems, ask him what he should do to remove the obstacles in his path. Remember, learning to solve problems as they arise is part of this process. He is the project supervisor. He is providing the leadership. You are providing the encouragement and support.

11. From the moment your Scout begins planning his project, encourage him to maintain a working notebook. Remind him to record names and phone numbers, ideas and suggestions, the number of hours which he and others give to develop and execute the project, and expenses. Remind him to keep his information, records, receipts and photos organized. Writing his final report will be much easier if everything about his project has been maintained in an orderly fashion. Taking before and after pictures is highly recommended.

12. When his project is complete remind him to show his appreciation to those who helped. He should be encouraged to write thank you notes when appropriate.

13. Before your Scout's Eagle Board of Review, help him review his uniform. A Boy Scout should appear before this board completely and properly uniformed. He should look his very best. Explain to him the importance of "first impressions." This interview is just as important as any job interview he may face in the future.

14. After your Scout successfully completes his Eagle Board of Review, and before thinking about his Eagle Court of Honor, ask about troop traditions and resources which might influence the ceremony or assist in preparing for it.

As the parent or guardian of an Eagle candidate there are also things which you *MUST NOT* do.

1. You should not force your Scout to do something which he is not mentally or emotionally ready to handle. It wasn't possible to force him to walk before he had the

physical and mental abilities to do so. Neither is it possible to “make” a boy become an Eagle before he is ready to accept the challenge of the process and the responsibilities which come with the badge. If you feel your Scout is demonstrating the maturity to accomplish this process, but feel he is merely unmotivated, you may be able to offer external motivation appropriate for your Scout and your family. If he is truly interested in becoming an Eagle Scout this may be the tool which will encourage him to do so.

2. You must not select a project for him nor acquire any plans or blueprints for his project. Certainly you may help him evaluate potential projects. As a parent or guardian you can help him recognize projects which match his interest, talents, abilities and resources.
3. You should not make phone calls on his behalf. He should make any necessary calls to the benefiting organization, to potential donors or volunteers, to businesses and/or individuals willing to help and to the district or council representatives.
4. You should not write his project proposal or statement of life ambitions. You can certainly review his rough drafts to see if he has included all the necessary information and to help him identify errors in grammar or spelling. You should encourage him to put forth his very best effort when completing these Eagle requirements and to present this work in a neat and organized manner. Teach him that what he writes and how it is presented will tell others how much he values the Eagle rank and how he feels about his accomplishments.

After your Scout has successfully completed his Eagle Board of Review, you will want to ensure he is recognized in a timely manner and on a convenient date. The Eagle Court of Honor should meet the needs and time restraints of your family. If friends or relatives are traveling to attend the ceremony, be certain it is planned for an appropriate date and time. You may want to assist in planning the Court of Honor and/or the reception, depending on troop traditions as well as personal, family and troop resources. Some boys desire an elaborate ceremony or reception; others prefer a low-key affair. Some troops or families encourage simple receptions; others may plan more formal affairs or even dinners. If you expect a large crowd, make sure the facilities are adequate. If you expect a small crowd, see that the ceremony is held in an appropriately sized room. If your Scout or your family have any preferences, be sure to inform your Scoutmaster and troop committee. You should definitely exhibit pride in your role as the parent or guardian of an Eagle Scout. Most boys who achieve the rank of Eagle do so because their families and unit leaders have been supportive. Not only should you be proud of your Scout's accomplishments, but you should also be proud of the part you played in encouraging your son to do his best.