

# **Eagle Scout Policies and Procedures Guidelines Of The Stonewall Jackson Area Council**



**A Publication of the  
Stonewall Jackson Area Council  
Advancement Committee**

**Updated July 2009**  
(Original publication: 10/08)

## INTRODUCTION

This Eagle Scout Policies and Procedures Guideline is designed and provided by the Stonewall Jackson Area Council (SJAC) Advancement Committee to leaders, Life Scouts and their parents as a tool to use as a Scout proceeds toward the rank of Eagle.

Each district maintains a District Advancement Committee and an Eagle Board of Review Chair. They do not add or modify requirements, but rather ensure National and Council standards are followed equally within all districts.

The District Advancement Committee and Eagle Board of Review Chair are specifically tasked to:

- Review and approve all Eagle service projects within the district.
- Schedule and conduct a district-level board of review.
- Accept, review and act upon an appeal of an Eagle Scout Application or an Eagle Scout board of review.

It should be noted the Boy Scouts of America publishes the *Advancement Committee Policies and Procedures* guidebook (available for purchase at our Scout Shops). It lists the National requirements and procedures for earning the rank of Eagle Scout. The National Council maintains control over fundamental elements applying to all Scouts. It delegates other judgments to the council so they may deal fairly with each candidate as local circumstances may require. Local decisions within our council are made by the SJAC Advancement Committee and comply with National standards at the time of this publication.

The candidate, parent or Scouter with questions is encouraged to contact their appropriate District Advancement Chair *prior* to moving through any step with uncertainty! Current contact information is available at our web site: [www.bsa-sjac.org](http://www.bsa-sjac.org).



## The Eagle Scout Leadership Service Project Workbook

### Page 1:

Fill this page with all the necessary information; this will be reviewed at the Eagle Board of Review and give names to the Board to contact if there are questions about your project or scouting experiences.

### Page 2-4:

These pages offer guides and information concerning the workbook and requirements in reaching the Eagle Rank. Read them over for better understanding.

### Page 5:

#### **Project Description, Project name and description.**

Project name; such as; 'building a footbridge,' or 'building benches' or 'construct a hiking path'. Describe the project you plan to do. Use this page to describe the concept of your Eagle Project.

### Page 6:

What group will benefit from the Project?

On this page tell "who will benefit from the project." Give details on how the project will be of benefit to the group. Name the representative of the group that will benefit. This representative does not need to sign on this page; the scout can print the information.

### Page 7-9:

Use this sheet and any additional sheets you feel you need to fully scope out your project. Include any sketches, diagrams, charts, lists, estimated safety concerns, estimate the time it may take to finish your project, list materials, list costs and give a detail statement of who and/or how the project will be funded. This is all-important information that needs to be addressed before the project can be approved. Add pictures of what the area looks like at present. A detailed project concept is important in the planning stage of your project. If you do not have a good plan, the work phase will be a lot harder. Think this project through before asking for approval.

#### **Approval Signatures for Project Plan:**

There are four signatures needed before you can begin the work phase of your project. Get these four signatures in order.

- (1) The representative of the organization your project will be located. He is signing a contract with you to do a project for his organization or group. You have detailed your concept with this individual and have discussed this with this group and both you and the group have reached an agreement.
- (2) Unit committee member, which may be the Eagle Advisor of your unit.
- (3) Your Unit Leader must approve the project. This is the Scoutmaster, Coach or Advisor for your unit.
- (4) A member of the District or Council Advancement Committee must also approve the project. They will check to assure that the project meets all the requirements listed by the National Council on Advancement. ALL APPROVALS must be obtained, BEFORE you begin the actual work on the project.

**Page 10:****Carrying Out The Project:**

Be sure to keep a log of all the time you have put into the planning, assembling materials, traveling and actual work you have done on the project. Also keep a log of all the time anyone else has put into your project. For example, if you and a parent went to a local lumber yard to check the prices of materials for your project, record the time you left your house, and the time you returned, if the trip took 45 minutes, this becomes 1.5 hours for your project (you, your parent = 2 individuals times 45 minutes = 1.5 hours). If you talked to a sales person for 30 minutes be sure to record this also.

Although not mentioned in the workbook, the Stonewall Jackson Area Council asks you to include in your presentation a brief project write up. What was done and how. Tell how you directed the project rather than doing the work yourself. Explain the ups and downs of the project and the successes and also what was done that you would do different if you were to do the project again. Showing your leadership and service thru this project is the number one reason for the Eagle Project.

**Page 11:****Materials Required To Complete The Project:**

Keep a list of the materials of any kind, you used on your project and the cost.

**Page 12:****Changes:**

List any changes made and explain why. Was it beneficial to your project or not? Explain why you had to make the changes, here again add additional pages if necessary. Take plenty of pictures of the work being done, and the finished project.

**The last page of the Eagle Workbook:****APPROVALS FOR COMPLETED PROJECT**

Start date of project and completion date of project. Your signature and date. ALSO the signature of the representative of group the project was done for and your unit leader, and date. These are required before a Broad of Review can be held.

**Back outside cover of Workbook:****The 12 Steps from Life to Eagle**

These 12 steps are a good guide in your climb to the Eagle advancement as they answer many questions. Please read this over with a parent. If there are questions after reading these steps please contact your Unit Advancement Chairman or the District Advancement Chair.

## Checklist for Eagle Scout Rank Application



To the Life Scout:

A brief discussion of what is necessary on this application follows. This will be a line-by-line description so you will be able to fill the application out and there will not be any glitches when the application is forwarded to the Council Service Center.

This is a checklist of items you must complete in order to qualify for the Eagle Badge. This checklist is designed to help you keep track of your progress. This is your record; it is not submitted with your Eagle application and materials. All requirements (leadership, merit badges, and service project) must be completed prior to your 18th birthday.

\_\_\_\_\_ Review and prepare your [Eagle Scout Application](#).

\_\_\_\_\_ Complete your Eagle Application down to the words **REQUIREMENT 1**. Be sure to print neatly or type. You need to verify all the dates with your Troop's Advancement chairman.

\_\_\_\_\_ Complete the section of your Eagle application entitled **REQUIREMENT 1**. You have to have been a Life Scout for at least six months. Write in the date of your Life Scout Board of Review.

\_\_\_\_\_ In **REQUIREMENT 2** you must decide who you will ask to be a reference. List six references (five if no employer, and parent if no organized religion). If your district wants you to provide written letters of recommendation from these individuals, please see "Requirement 2 Addendum" at the end of this guidebook for suggestions.

\_\_\_\_\_ Complete **REQUIREMENT 3** on the Eagle Application. You must complete the date you earned each badge. This information is on your merit badge certificate. Make certain you have all of your blue cards. Ask your troop advancement chairman to help you. This information will be verified by the Scout Service Center.

\_\_\_\_\_ Complete **REQUIREMENT 4** on the Eagle Application. Remember to list only leadership positions you held for a minimum of six months after becoming a Life Scout.

**REQUIREMENT 5** of your application asks you to state date of your Project Completion. Also include the project name, which is found on page 5 of your Eagle Scout Leadership Project Workbook and the Grand Total of hours, which is found on page 10 of your Eagle Scout Leadership Project Workbook. While there is no minimum number of hours required for an Eagle Service Project, the amount of time must be sufficient for a Scout to clearly demonstrate leadership skills. Note you are asked to provide your total hours (planning & carrying out project) and total hours other individuals.

**REQUIREMENT 6** on your application also has two parts. The first part of Requirement 6 states that you must take part in a Scoutmaster Conference.

Second, you must write a statement on your ambitions and life purpose, according to the directions stated on your application. This is a very important step as it will be read by the members of your Eagle Board of Review. Give ample time and consideration to what you want to say about yourself. Type or write neatly! When completed, sign and attach it to your application.

\_\_\_\_\_ Scoutmaster Conference completed.

\_\_\_\_\_ Ambitions & Life Purpose Statement written.

\* APPLICANT'S SIGNATURE- telephone number and date signed.

\* SCOUTMASTER'S SIGNATURE- telephone number and date signed.

\* UNIT COMMITTEE CHAIRMAN SIGNATURE- telephone number and date signed.

\* COUNCIL OFFICE REPRESENTATIVE VERIFICATION SIGNATURE and date.

To assure that all advancement dates for merit badges and rank are correct **ONLY** the application needs to be presented to the Council Office at this time. It may be taken personally or mailed to: Stonewall Jackson Area Council, P.O. Box 813, Waynesboro, Va. 22980. (always keep a copy if mailed) Facsimile copies are not accepted and will be returned to the sender unverified.

When requirements 1-4 are completed, it is OK to have the Eagle Application checked.

After you have completed all the items on the checklist, inform your unit leader that you are ready for the Eagle Board of Review and follow his instructions.

## Requirement 2 Addendum:

### Guidelines for Eagle Scout Candidate References Stonewall Jackson Area Council Advancement Committee

**REQUIREMENT 2** of the Eagle Scout Application states: Demonstrate that you live by the principals of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.


The National Council of the Boy Scouts of America permits each council to determine how it will obtain information from Scout's references. Written letters of recommendation are not mandated by the National Council. The Stonewall Jackson Area Council Advancement Committee leaves this decision to each District Advancement Committee, providing one of two options below are selected in a uniform manner with all Eagle Scout Boards of Review within the district:

- The district requires written letters of recommendation (specifics below).
- The district does not require letters submitted to the Eagle Board of Review Committee. In this case, the Eagle Scout board of review chairman ensures all references have been personally contacted by a member of the Board of Review prior to convening the board. References are checked by letter, form, telephone or personal visit. The chairman's signature on the Eagle Scout Rank Application certifies every reference freely and openly discussed with a board member the Eagle Scout candidate. An Eagle Board of Review will convene after an attempt has been made to contact all references."

It is the recommendation of the Stonewall Jackson Area Council Advancement Committee that district(s) requiring letters follow this uniform policy:

- Letters of recommendation are to be sent to the candidate's Scoutmaster are not to be opened.
- Letters must originate from the same people listed under Requirement 2 of the Eagle Scout Application.
- Form letters are accepted.
- The candidate may not use the following as part of his minimum three (3) letters: Scoutmaster, Assistant Scoutmaster or Troop Committee members, immediate family members (excluding parent/guardian reference) and any individual under the age of 21.
- Religious reference. If the candidate is a member of an organized religious institution, he is to list a reference within this organization familiar with his fulfillment of a Scout's duty to God obligation. If the candidate is not a member of an organized religious institution, his parent(s) are to write a letter stating the family has no church affiliation at this time and how he fulfills his Duty to God obligation in daily life. This letter is not the same as the Parent recommendation listed above.

Should you ask for letters of recommendation on your behalf, remember, they are not obligated to do so. Be helpful by giving that person an envelope, properly addressed, which you have stamped. You should not give a person an unstamped envelope; this person is doing you a courtesy. You provide the stamp. The envelope should be neatly addressed (preferably typed) in this manner:

|  |   |
|--|---|
| Writer's Name<br>Street Address<br>City/Town, State, Zip |  |
| <b>CONFIDENTIAL</b><br>Re: Your Name                     | Your Scoutmaster's Name<br>Street Address<br>City/Town, State, Zip                  |

## Rank Advancement and the Board of Review Process: Frequently Asked Questions

Unit leaders and other Scouters often ask the same questions about the rank advancement program and board of review process. Here is a quick reference guide of answers to some of those frequently asked questions.

**Question:** What is advancement, and what role does it play in Scouting?

**Answer:** Education and fun are functions of the Scouting movement—as is the growth of our youth members—and make up the basis of the advancement program. As the Scout meets certain requirements, he may advance in rank. The Scouting program is designed to help young people have an exciting and meaningful experience. A quality Scouting program strives for the following:

- Every young person achieves personal growth.
- Each individual learns by doing.
- Youth members progress at their own rate.
- All young people receive recognition for their individual accomplishments.
- Youth participants are encouraged to embrace Scouting ideals.

**Question:** Rank advancement requires a Scout to demonstrate Scout spirit. How is Scout spirit defined and determined?

**Answer:** Scout spirit applies to how a Scout lives and conducts his daily life. He shows Scout spirit by being a role model to his peers and by living by the Scout Oath and Law in everyday life. The concept of Scout spirit is **not** based on how many Scouting events or outings a Scout attends, but rather by how he helps bring out the best in others as a reflection of his own character and attitude in his daily life.

**Question:** In the Scout Oath, what does the phrase "duty to God" imply?

**Answer:** Scouting has an ongoing commitment to encourage moral, ethical, and spiritual growth. While the Boy Scouts of America remains a nonsectarian organization, in the Scout Oath, "duty to God" reminds everyone that a Scout is reverent, and Scout leaders are expected to be a positive religious influence. The BSA believes that, to be the best kind of citizen as possible, a Scout must recognize his obligation to God. However, religious instruction is the responsibility of the Scout's family and his religious institution.

**Question:** For the Star, Life, and Eagle Scout ranks, how is "Be active in your troop and patrol" defined?

**Answer:** A Scout is considered to be active in his unit if:

1. He is registered in his unit (registration fees are current).
2. He has not been dismissed from his unit for disciplinary reasons.
3. He is engaged by his unit leadership on a regular basis (Scoutmaster Conference, informs the Scout of upcoming unit activities, through personal contact, and so on).

The Boy Scouts of America has a comprehensive religious recognition program, and Scouts are encouraged to earn the religious emblem of their faith.

The unit leaders are responsible for maintaining contact with the Scout on a regular basis. The Scout is not required to attend any certain percentage of activities or outings. However, unit leaders must ensure that he is fulfilling the obligations of his assigned leadership position. If he is not, then they should remove the Scout from that position.

**Question:** What is a Board of Review, and what is its primary purpose?

**Answer:** The troop committee conducts a Board of Review to periodically review each Scout's progress, from Tenderfoot through Life ranks, to encourage him, to learn whether he is enjoying his Scouting experience, and to evaluate the unit's effectiveness in conducting the Scouting program to benefit him. The review presents a good opportunity to monitor the Scout's advancement and keep him on track. It also gives unit leaders a chance to measure the effectiveness of their leadership. The troop committee appoints three to six individuals to conduct the Board of Review.

**Question:** How often is a Board of Review held?

**Answer:** Whenever a Scout completes all the requirements for any rank, from Tenderfoot through Life, he appears before a Board of Review. He does so after having a conference with his Scoutmaster. Note that when a Scout has completed all the requirements for a Board of Review and then requests to have a Board of Review, he may not be denied a Board of Review.

**Question:** What is an Eagle Board of Review?

**Answer:** The Eagle Board of Review is a bit different from other boards because it is the last major step for an Eagle Scout candidate. All his efforts peak at the Eagle Board of Review. It's akin to a job interview, but it allows the panel to determine whether the candidate is worthy of the recognition. The interview focuses on the Eagle candidate's attitude and his acceptance of Scouting's ideals.

**Question:** When must an Eagle Board of Review be held?

**Answer:** Once an Eagle candidate has fulfilled all requirements of tenure, Scout spirit, merit badges, positions of responsibility, the leadership service project, and the Scoutmaster conference, arrangements must be made for the Eagle Board of Review to take place within the following 90 days. With the exception of the Eagle Board of Review, all requirements for Eagle must be completed before the Scout's 18th birthday.

The Eagle Board of Review is not a test; nor is it used to review the Scout's rank or Scouting skills.

The Board of Review can be conducted up to 90 days after the Scout's 18th birthday. A Board of Review held between 90 and 180 days after that date must be preapproved by the local council; a Board of Review that falls after the 180 days have passed must be preapproved by the BSA National Council (Eagle Scout Service). When submitting the Eagle Scout Rank Application to the Eagle Scout Service, the candidate must include a statement by an adult explaining the reason for the delay. Without this last important step, the candidate cannot advance to the Eagle Scout rank. To make this happen, it is important for unit leaders and others to get involved with this process and have a clear idea of what is required of the Scout to pass the Eagle Board of Review.

Exceptions (alternate rank requirements) are permitted in certain cases of Scouts with disabilities. See the chapter called "Scouts With Special Needs" in the Scoutmaster Handbook.

If extenuating circumstances exist, an Eagle Board of Review can be conducted after the six months following the candidate's 18th birthday. Special permission must be granted by the National Boy Scout Committee, through the Scout's local council. Extenuating circumstances are defined as conditions or situations that are totally beyond the Scout's control.

**Question:** Who decides how the Eagle Board of Review will be conducted?

**Answer:** Each local council decides at which level the Eagle board of review will be conducted (unit, district, council). In SJAC, an Eagle Scout Board of Review is conducted on the district level. The Board of Review for an Eagle candidate must have at least three members and no more than six members, all of whom must be at least 21 years of age. 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. However, the board must have at least one district or council advancement representative.

**Question:** How is the information from the Eagle Scout Rank Application assessed by the Board of Review?

**Answer:** The unit committee reviews and approves the Eagle candidate's record before his application is submitted to the local council. If a unit leader or unit committee member does not sign or approve his application, the Eagle candidate may still be granted a Board of Review. However, the failure to secure such a signature may be considered by the Board of Review in determining the Eagle candidate's qualifications.

Unit leaders, assistant unit leaders, relatives, and guardians may not serve as members of a Scout's Board of Review.

**Question:** How are the references of an Eagle candidate checked?

**Answer:** The references on the candidate's Eagle Scout Rank Application are contacted by the council advancement committee or a designated representative either by letter, form (the local council may have one for this purpose), or telephone. The council determines the method(s) to be used. The Scout is not responsible for collecting or returning any completed reference responses to be used by the Board of Review.

**Question:** About how long does an Eagle Board of Review last?

**Answer:** While a regular Board of Review will take about 15 minutes, an Eagle Scout Board of Review may last 30 minutes or more. At the review, each board member should have an opportunity to share a meaningful discussion with the Scout about important matters such as his goals, personal growth, and living up to the Scout Oath and Law in his everyday life.

Before listing his references on the Eagle Scout Rank Application, the candidate should secure the approval of those individuals he wants to include.

**Question:** Is the Scout's unit leader allowed to attend an Eagle Board of Review?

**Answer:** Yes. The Scout's unit leader introduces him to the members of the Board of Review and may remain in the room, but may not participate in the Board of Review. The Board of Review members may call on the unit leader to clarify a point in question. However, in no case should a relative or guardian of the Eagle candidate be allowed to attend the review, even as a unit leader.

**Question:** How many votes must a Scout receive from an Eagle Board of Review?

**Answer:** Because of the importance of the Eagle Scout Award, a unanimous decision must be reached when voting on the Scout's qualifications. If the board cannot reach a unanimous decision, the applicant, his unit leader, or the unit committee may request a new review.

**Question:** What happens when a Scout does not pass the Eagle Board of Review?

**Answer:** If the Eagle Board of Review does not recommend the candidate for advancement to Eagle, the board members tell the candidate why he has not met the requirements and explain why he does not qualify. They discuss with him how he might meet the requirements within a given period. If the Scout disagrees, they explain the appeal procedures to him. A follow-up letter is sent to the Scout confirming the agreements reached on the actions necessary for his advancement. If he chooses to

appeal, he is provided with the name and address of whom to contact. His unit leader, parents, or guardian also may appeal the decision on his behalf.

**Question:** What is the appeals process for a Scout who is denied the Eagle Scout rank?

**Answer:** In ascending order, appeals are made at the unit, district, and local council levels. The final decision rests with the National Boy Scout Committee. Upon receipt of an appeal, the district or council advancement committee promptly reviews the request to determine the facts. This is done by interviewing all parties either individually or as a group. Any confrontation should be avoided. A written report containing all details must be prepared for the committee responsible for a decision or for forwarding to the National Boy Scout Committee, if necessary.

All appeals to the National Boy Scout Committee must be processed through the Scout's local council. A copy of his Eagle Scout Rank Application must be included when the appeal reaches the national level.

**Question:** What kinds of resources are there for more information about the advancement process?

**Answer:** A number of helpful items are available to anyone who wants to more fully understand the Boy Scout advancement process. Here are the most practical ones.

- Every aspect of advancement procedures is discussed in the *Advancement Committee Guide Policies and Procedures* (No. 33088), which is updated and reprinted annually.
- The Eagle Scout Service Project Workbook (No. 512-927) is required for completion of the Eagle Scout leadership service project. This workbook can be downloaded from the Internet ([click here](#)) in PDF format, to be printed and completed by hand, or in DOC or RTF format, to be completed on computer.
- The 2009 printing of the Eagle Scout Rank Application (No. 512-718) is available online. ([click here](#)). The application **must** be printed and filled out by hand; it cannot be submitted online.
- The Application for Alternate Eagle Scout Rank Merit Badges (No. 58-730) includes the guidelines for advancement to Eagle Scout rank for Scouts with disabilities. To download this publication online, [click here](#).
- Every troop leader should have a copy of the *Scoutmaster Handbook* (No. 33002). This indispensable resource is a Scoutmaster's and assistant Scoutmaster's best bet for guiding a Boy Scout troop and its patrols.

The Boy Scouts of America  <http://www.scouting.org>

Advancement Committee, Stonewall Jackson Area Council

<http://www.bsa-sjac.org>

This publication available online at:

<http://www.bsa-sjac.org/advancement/life2eagle.htm>