

Eagle Scout Procedures Guide

September

2025



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NATIONAL CAPITAL AREA COUNCIL SCOUTING AMERICA

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FOREWORD

This Eagle Scout Procedures Guide is for Life Scouts who are working towards the Eagle rank in the National Capital Area Council (NCAC) and their parents/guardians and adult leaders. This Guide reflects changes from the 2021 Guide to Advancement (GTA) as well as the most recent Eagle Scout Service Project Workbook, Eagle Scout Rank Application and The Guide to Safe Scouting.

Before a backpacking trek, you look at a map and check out a guidebook so you have some sense of the terrain you will traverse. We suggest you treat this Guide to the Eagle trail in a similar fashion. We recommend quickly skimming the entire Guide, paying special attention to the checklist at the front and the tips at the beginning of each section but avoid trying to devour the whole document in one reading.

Each night you spend time closely reading about the next day's trail and carefully going over the map for that portion of the trek. You stop periodically during the day to compare the map and guidebook with the trail signs and landmarks you are observing. Do the same thing with this Guide. The document is divided into small usable sections. As you get to a new stage in the Eagle Trail, read that section carefully.

Scouts, you are not alone in this process. The District Advancement and Recognition Committees (ARC) exist to advise and serve you and the adult Scouters in your respective Districts. The NCAC, the Districts, their Units, and individuals do not have the authority to impose additional standards or requirements for any merit badge or rank. Rather, they ensure adherence to the requirements established by National level authorities. With the encouragement of the NCAC ARC, the District ARCs are particularly attentive to advancement from Life to Eagle rank.

We strongly recommend that all Scouters involved in the Life-to-Eagle process become well versed in this information and encourage every Eagle Scout candidate to use this publication.

We work hard to keep this document useful for all Scouts and Scouters. We look forward to working with you as advancement policies and procedures evolve. Please contact us or your District ARC Chairperson with questions and/or comments.



Matthew Burns,

Chair Advancement and
Recognition Committee



Kelly Wratkowski

NCAC Program Director

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PURPOSE

The purpose of this document is to provide guidance to Life Scouts, parents/guardians, and Scouters in the NCAC on the policies and procedures relating to the Eagle rank and to address commonly asked questions and issues. This information supplements the Scouting America publications listed in the Reference Resources section. It is not intended to answer all questions. National Scouting America policies and procedures, as stated in national publications, have precedence over this NCAC document. In the event of conflicting information between revisions of national documents, the most current publication will prevail, unless specifically stated herein.

The guide is primarily addressed to the Scout. As a result, when we say “you” or “yours,” we are speaking to the Scout. Throughout this document, use of the title ‘Scout’ also refers to a member of a Venturing Crew, or Sea Scout Ship. Likewise, ‘Unit Leader’ implies Troop Scoutmaster, Venturing Crew Advisor, or Sea Scout Skipper. There will be other areas of the document where we speak in the third person. In those instances, we largely are addressing adults.

This document addresses those areas in which the Scouting America policies allow Council discretion and presents procedures for carrying out Scouting America policy within the NCAC. An electronic version of this document is posted on the NCAC website at <https://ncacscouting.org/advancement/eagle-scout-information/>.

If you — an Eagle Scout candidate, parent, guardian, or Unit Leader — are unsure of a particular step or requirement, you should contact your District ARC Chairperson. A few minutes in phone calls at the right time can save days or weeks of confusion for the Eagle Scout candidate, their parents/guardians, or their leaders.

Many Districts conduct Life-to-Eagle Seminars/Conferences. All Life Scouts, parents/guardians of Life Scouts, and interested Scouters are strongly encouraged to attend one of these seminars/conferences. In addition to providing the most current information on the Eagle Scout Service Project and other Eagle Scout rank requirements, these seminars/conferences provide the opportunity to address recent issues and answer questions. If an Eagle Scout candidate's home District does not offer a Life-to-Eagle Seminar/Conference, or if it is more convenient, the Scout may attend a seminar/conference in a neighboring District.

If you have any suggestions on how to improve this Guide, please contact your District ARC Chairperson who will in turn pass your suggestions to the NCAC ARC. The Committee meets on a regular basis, usually once every two months and will review this Guide periodically, making revisions as necessary, and publishing it electronically.

SIGNIFICANT CHANGES FROM PREVIOUS VERSION

The following is a list of significant changes between this version of the NCAC Eagle Scout Procedures Guide and the now replaced 2022 edition. Many small adjustments were also made to this Guide to address comments we received after publication of the previous version so please review the document thoroughly.

1. Changed BSA to Scouting America where appropriate.
2. Clarified that leaders who have an affiliation with a unit cannot simultaneously serve as a District Eagle Representative for the youth in that unit.
3. Addressed the 2025 Guide to Advancement change in rules around “active participation.”
4. A Scoutmaster conference need not be the last requirement completed and also can include “determining all requirements were met.”
5. Added 2025 Guide to Advancement requirement that Scouts must first meet with Scoutmaster before starting a merit badge.
6. Section on Scouts with Special Needs was updated to reflect the revisions in the 2025 Guide to Advancement
7. Changed number of references required (4 versus 6), removed the five categories and made all four references elective.
8. Scouts now are responsible for requesting Eagle references per 2025 Guide to Advancement.
9. Eagle Scout projects are a unit activity, must follow SAFE Checklist and include two registered adults.
10. Extensions of time to earn Eagle are available only for Life Scouts and only for work on Eagle, although any merit badges earned during an approved extension can count toward an Eagle Palm.
11. Changed references to Youth Protection training to Safeguarding Youth training.
12. Boards of review, when requested by a Scout, must be scheduled promptly.
Recording a board of review is prohibited.

TRAIL TO EAGLE CHECKLIST


You may find the following checklist useful as you proceed along your trail to Eagle. Please note that while the general flow of this checklist is intended to be sequential, not all the items listed must be completed before the next one on the list.

	Task	Date Completed
<input type="checkbox"/>	Complete your Life Board of Review.	
<input type="checkbox"/>	Make sure you are registered with each unit (Scouts BSA Troop, Venture Crew, Sea Scout Ship) that you participate in.	
<input type="checkbox"/>	Requirement 1. - Be active in your unit for at least six months as a Life Scout. See GTA 4.2.3.1. The time need not be consecutive or recent.	
<input type="checkbox"/>	Requirement 2. - Demonstrate Scout spirit by living the Scout Oath and Law.	
<input type="checkbox"/>	Requirement 3. – Complete 21 merit badges (14 required and 7 electives)	
<input type="checkbox"/>	Requirement 4. - Serve actively in your troop for six months in one or more of the approved positions of responsibility (see ESRA) and fulfill your unit's reasonable expectations. Detailed on pages 15 and 16.	
<input type="checkbox"/>	Requirement 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.	
<input type="checkbox"/>	Start talking with others about a possible Eagle service project. Follow Guide to Safe Scouting requirements for safeguarding youth. Make sure you have a parent or appropriate number of registered leaders with you when talking to adults and copy a parent or registered leader on all messages or texts.	
<input type="checkbox"/>	Download the most recent edition of fillable/savable Eagle Scout Service Project Workbook.	
<input type="checkbox"/>	Read the entire workbook. Make sure you understand it. If you have questions, now is the time to talk with your unit's adult leaders.	
<input type="checkbox"/>	Fill in all the information on the "Contacts Page."	
<input type="checkbox"/>	If you are interested in conservation AND have sufficient time left before you age out (18 for Scouts and 21 for Venturers or Sea Scouts), consider talking with a Distinguished Conservation Service Award advisor about doing a project that meets both the requirements of the Distinguished Conservation Service Award program and the Eagle Scout Service Project.	

	Task	Date Completed
<input type="checkbox"/>	Begin keeping a log of the time that YOU and others invest in the project, starting with time spent exploring different project ideas.	
<input type="checkbox"/>	Provide potential beneficiaries with a copy of the two pages entitled, “Navigating the Eagle Scout Service Project – Information for Project Beneficiaries” (two of the last three pages – of the Eagle Scout Project Workbook).	
<input type="checkbox"/>	Discuss the beneficiary representative’s expectations with them. Do your best to clearly understand their expectations before starting work on your project proposal.	
<input type="checkbox"/>	Talk with your unit leaders about your idea. Incorporate their feedback into your thinking.	
<input type="checkbox"/>	Fill in the Project Proposal portion of the workbook.	
<input type="checkbox"/>	Show the draft Project Proposal to your beneficiary’s representative.	
<input type="checkbox"/>	Once you and the beneficiary’s representative agree on the Project Proposal, ask the beneficiary’s representative to sign it.	
<input type="checkbox"/>	Discuss your project proposal with your unit leader and get his/her signature on the Project Proposal.	
<input type="checkbox"/>	Talk with your unit’s Committee Chair and, when he/she understands and agrees with your Project Proposal, get his/her signature.	
<input type="checkbox"/>	Contact one of your District’s Eagle Representatives (DERs) to meet and go over your Project Proposal. DER must not be affiliated with the unit of the Scout. After explaining your project, discussing your approach to safety and fund raising, and making any edits suggested by the DER, obtain the DER’s signature. <u>The DER’s signature must be the last signature you obtain.</u>	
<input type="checkbox"/>	DO NOT START ACTUAL PROJECT WORK UNTIL YOU HAVE ALL FOUR SIGNATURES ON YOUR PROJECT PROPOSAL.	
<input type="checkbox"/>	Complete the Project Plan portion of the Eagle Service Project workbook or engage in similar planning efforts that you document.	

	Task	Date Completed
<input type="checkbox"/>	Permits and Permissions – This is a beneficiary responsibility but, as it could involve the safety of you and your volunteers, double-check with the beneficiary and Eagle Scout Service Project Coach/Advisor to make sure they have any needed permits and permissions.	
<input type="checkbox"/>	Recruiting - Recruit people to help you.	
<input type="checkbox"/>	Giving leadership – Make sure the work processes are organized in a way that you can demonstrate your ability to give leadership on the project.	
<input type="checkbox"/>	Fund Raising – If you need to raise money to do your project, see the “Fund Raising Application” section.	
<input type="checkbox"/>	Conduct the Project – This is where your plan comes together – actually doing the work.	
<input type="checkbox"/>	Complete the Project Report – Fill out the project report as soon as you can while the experience is fresh in your mind.	
<input type="checkbox"/>	Beneficiary Representative Signature – Get the beneficiary’s representative to sign your project report, signifying he/she accepts your completion of the project.	
<input type="checkbox"/>	Unit Leader Signature – Get your unit leader to sign your project report, signifying they accept your completion of the project.	
<input type="checkbox"/>	ESRA - Download the current copy of the Eagle Scout Rank Application (ESRA) from the National Capital Area Council (NCAC) website. Use the current version.	
<input type="checkbox"/>	Start filling out the application on your computer. Note: If your unit uses Scoutbook Plus, download an auto-populated ESRA to get started. This can help avoid common errors.	
<input type="checkbox"/>	Make sure you list elective merit badges.	
<input type="checkbox"/>	Requirement 6. Unit Leader Conference – Participate in a conference with your unit leader.	
YOUR 18TH BIRTHDAY – Everything to this point HAS to be done by your 18 th birthday. From this point on, the work should be done promptly but can be done soon after you turn 18.		

	Task	Date Completed
<input type="checkbox"/>	Start filling in your ESRA, if possible, and bring it to your Unit Leader Conference. – This does not have to be done before your 18 th birthday, but you should try to have it done so your draft ESRA can be discussed with your Unit Leader.	
<input type="checkbox"/>	Complete Your ESRA.	
<input type="checkbox"/>	References – Contact four references. Ask them if they are comfortable with giving you a reference and can do so quickly. Provide them the delivery instructions on how to return the reference letter to the unit/district adult collecting them. (Delivery instructions come from your unit/district. Letters must be delivered to and held by a unit/district adult. A Scout or family members must never handle the letters.).	
<input type="checkbox"/>	Sign Your ESRA – Once all your requirements have been met, sign and date your ESRA. Your signature must be dated before or on the same date as your unit leader (Scoutmaster) and/or unit Committee.	
<input type="checkbox"/>	Complete a Statement of Ambitions and Life's Purpose including honors, leadership positions and awards.	
<input type="checkbox"/>	Unit Leader Signature – Present the ESRA and Statement of Ambitions and Life Purpose to your unit leader and ask him/her to sign the ESRA.	
<input type="checkbox"/>	Unit Committee Signature – Ask your unit committee chair to sign your ESRA.	
<input type="checkbox"/>	Verification Initiation – You and your unit leadership will work together to provide the DER with your ESRA and, Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary for him/her to verify and sign. The DER, after signing your ESRA, will provide the unit authorization to schedule the Board of Review. Verification can be done either in person or virtually.	
<input type="checkbox"/>	Board of Review - Attend your Board of Review.	

	Task	Date Completed
	Board Decision - If the Board of Review results in a recommendation for Eagle Scout, you become an Eagle Scout when the Scouting America National office approves your application. Your date of rank is the date of your Board of Review. You can begin Court of Honor planning. If the Board's decision is negative, the Board has to promptly give you a written explanation of its decision. Consider filing an appeal (GTA 8.0.4.0).	

THE JOURNEY FROM LIFE TO EAGLE

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Start working on your Eagle requirements early – you'll be 18 sooner than you think! - Participate actively and demonstrate Scout spirit. - Attend a Life to Eagle seminar. - Complete Eagle-required merit badges – recognize some require tracking activity over time. - Understand and fulfill position of responsibility requirements. Ask your unit leader for feedback. - Start thinking about a Service Project. Talk to your Eagle Advisor, Unit Leader and parents/guardians about it. 	<ul style="list-style-type: none"> - Keep your eye on the clock; youth sense of time is untrained. - Give the Scout space to grow and lead. Encourage participation. - Ask whether feedback would be welcome and provide it if it is. 	<ul style="list-style-type: none"> - Attend Life to Eagle seminars and encourage attendance by others in the unit. - Encourage Scout to grow and explore new interests. - Recommend a range of merit badges and instructors in addition to the required MBs. Only recommend registered, District-approved counselors with current Safeguarding Youth certification. Check with District Merit Badge Dean if there are any doubts. - Offer to identify an Eagle Advisor and/or Project Coach for the Scout. - Explain clearly, and in advance, the requirements for the position of responsibility and provide regular feedback. - Monitor Scout's progress. Determine whether the Scout intends to earn Eagle Rank. 	<ul style="list-style-type: none"> - Conduct and participate in Life to Eagle seminars. Be available to answer questions from Scouts, parents/guardians and unit leaders.

To advance to the rank of Eagle while a Life Scout, a candidate must complete all requirements before their 18th birthday:

1. Active Participation
2. Scout Spirit
3. Merit Badges
4. Position of Responsibility
5. Eagle Scout Service Project
6. Unit Leader Conference.

(GTA 4.2.3.1 through 4.2.3.5 <http://www.scouting.org/filestore/pdf/33088.pdf>)

Requirement 1 - Active Participation. Be active in your troop for at least six months as a Life Scout (that is, at least six months after the Life Board of Review date). A Scout will be considered “active” in their Unit if the Scout:

- Is registered
- Is in good standing
- Meets the Unit’s reasonable expectations; or, if not, a lesser level of activity is explained but there must be at least six months of active participation. The period of activity does not have to be consecutive nor does it need to be recent

Troops, Crews, or Ships may not create their own definition of active beyond what is delineated in the Guide to Advancement; this is a national standard. Units are free to establish expectations on uniforming, supplies for outings, payment of dues, parental involvement, etc., but these and any other standards outside a level of activity shall not be considered in evaluating this requirement. (GTA 4.2.3.1)

Requirement 2 - Demonstrate Scout Spirit. As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. Scout spirit applies to how a Scout lives and conducts their daily life. Scouts show Scout spirit by being role models to their peers, living by the Scout Oath and Law. The concept of Scout Spirit is not based on how many Scouting events or outings a Scout attends, but rather by how the Scout helps bring out the best in others as a reflection of their own character and attitude in their daily life. (GTA 4.2.3.2)

Requirement 3 - Merit Badges. Earn a total of 21 merit badges (10 more than required for the Life rank), including these 14 merit badges: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in Society, (e) Citizenship in the World, (f) Communication, (g) Cooking, (h) Personal Fitness, (i) Emergency Preparedness OR Lifesaving, (j) Environmental Science OR Sustainability, (k) Personal Management, (l) Swimming OR Hiking OR Cycling, (m) Camping, and (n) Family Life. Before meeting with a Merit Badge Counselor be sure to discuss your intention to earn the badge with your Scoutmaster. Effective January 2025, Scouts MUST discuss their intention to earn a merit badge with their Scoutmaster and get the Scoutmaster’s signature on a blue card or check in Scoutbook Plus confirming the meeting before meeting with a merit badge counselor. Scouts who ignore the Scoutmaster and meet with a Merit Badge Counselor without first discussing their intentions with a Scoutmaster will have to satisfy another merit badge counselor chosen by the Scoutmaster before the badge can be recorded as “earned.”

Requirement 4 - Position(s) of Responsibility. While a Life Scout, serve actively in your troop for six months in one or more of the following positions of responsibility:

Scouts BSA troop. Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of the Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, Outdoor Ethics Guide.

Venturing crew. President, Vice President, Secretary, Historian, Den Chief, Treasurer, Guide, Quartermaster, Chaplain Aide, Outdoor Ethics Guide

Sea Scout ship. Boatswain, Boatswain's Mate, Purser, Yeoman, Storekeeper, Crew Leader, Media Specialist, Specialist, Den Chief, Chaplain Aide.

Lone Scout. Leadership responsibility in your school, religious organization, club, or elsewhere in your community. [Note: Lone Scout membership in Scouting America is reserved for youth that are not able to register in a traditional unit (Troop, Venture Crew or Sea Scout Ship). It is not available for youth who hold, or can hold, membership in a unit.]

Note: Assistant patrol leader and bugler are not approved positions of responsibility for the Eagle Scout rank. Also, a unit leader-approved leadership project can be used in lieu of serving in a position of responsibility only for Star and Life ranks, not for Eagle (GTA 4.2.3.4.1).

The key to fulfilling the requirement is **active service**. See GTA 4.2.3.4.1 through 4.2.3.4.6 for a detailed discussion of this requirement.

The highlights of this discussion include:

- Using only positions listed in the position of responsibility requirement shown in the most current version of Scouts BSA Requirements.
- Meeting the time requirement may involve multiple positions, but holding simultaneous positions does not shorten the required number of months.
- Establishing unit expectations for positions of responsibility. Ultimately, a board of review shall decide what is reasonable and what is not, using common sense and taking into account balance in a youth's life.
- When situations occur where expectations for responsibilities are not met; communication is the key and credit for time served is the norm.

Requirement 5 - Service Project. 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 project must benefit an organization other than Scouting America or Scouts BSA.) A project proposal must be approved by the organization benefiting

from the effort, your Unit Leader and Unit Committee, and the Council or District before you start. You must use the current *Eagle Scout Service Project Workbook*, No. 512-927, ([Eagle Scout Service Project Workbook | Scouting America](#)) in meeting this requirement. (To learn more about the Eagle Scout service project, see GTA 9.0.2.0 through 9.0.2.16.)

Requirement 6 - Unit Leader Conference. While a Life Scout, participate in a unit leader conference.

TIME REQUIREMENTS

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Participate actively - Develop a plan for getting everything done. Allow for family, religious, school, sports and other activities. - Track your progress and adjust if needed. 	<ul style="list-style-type: none"> - Discuss time management. - Give the Scout space. Intervene only if risk of failure is rising. - Ask whether feedback is welcome and provide when it is. 	<ul style="list-style-type: none"> - Dialogue with the Scout regularly. Ask how the Scout is doing against the plan. - Ask whether feedback is welcome and provide when it is. Remind Scout you are available for help. - Focus on Scouts who are running out of time at Star, Life and especially Eagle rank. 	<ul style="list-style-type: none"> - Guide unit leaders to NCAC ARC for advice if a request for extension is needed.

All requirements for the Eagle Scout rank (except the board of review) must be completed prior to your 18th birthday. This includes the Eagle service project, 6 months in a position of responsibility, 21 merit badges and a unit leader conference. The formal deadline is midnight the night prior to your 18th birthday.

If you wait until the deadline, you leave yourself no room for error. A delay in your project, unfinished or partial merit badges, or mistakes in your rank requirements would be unfortunate because once you turn 18, by Scouting America rules, you cannot earn any further Scout requirements or be credited for finishing an incomplete project.

For these reasons, the NCAC ARC strongly counsels all Scouts who are attempting to earn Eagle Scout rank to be very mindful of their remaining months of eligibility. They should plan and work accordingly.

Scouts who face exceptional circumstances beyond their control may apply for an extension of the time to earn Eagle (See attachment E). All requests must be reviewed by Council. Requests take a significant amount of time to research, document and process. Continue working on the project and other requirements while awaiting an extension decision.

RECORD KEEPING

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Keep your Scouts BSA Handbook up to date. - Get Blue Cards signed and keep them safe – make a copy or take a photo with your phone as soon as signed. - Give your Handbook and Blue Cards to unit advancement coordinator to update unit records. - Obtain a copy of your Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary Report for an individual Scout to Identify and resolve any issues. 	<ul style="list-style-type: none"> - Recommend to the Scout that they ask the unit advancement coordinator for Scout's Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary report for an individual Scout. Check it and ask for updates/corrections, if needed. - Provide guidance to the Scout on how to maintain their advancement records. 	<ul style="list-style-type: none"> - Ensure unit advancement coordinator regularly updates unit records. - Regularly recognize Scout accomplishments, not just at COH. - Remind Scouts to file their Blue Cards and other advancement awards as soon as they get them.

Record keeping is a critical element in the advancement program. Units must ensure advancement records (either Scoutbook Plus or Internet Advancement 2.0) are accurate for completing an advancement records review of an Eagle Scout Candidate. We recommend units do an audit of a Life Scout's advancement records before providing the Scout with a populated ESRA, Scouts BSA History Report from Scoutbook Plus or Internet Advancement 2.0 Unit Advancement Summary for an individual Scout. Districts and the NCAC will only use the following, in order of preference (most authoritative to least authoritative), to resolve discrepancies leading to Eagle Scout Rank Application (ESRA) verification. All discrepancies must be reconciled prior to submission of the ESRA. If reconciliation is not possible, a detailed explanation must be sent with the application to the DER and may be needed to accompany the ESRA after the Board of Review when it is submitted to NCAC.

For rank advancement (Caution: Items 3 and 4 are subject to transcription errors):

1. Rank Advancement date in the Scout's Scouts BSA Handbook, that was initialed and dated by Board of Review members;
2. A Scouts BSA History Report from Scoutbook Plus or an Internet Advancement 2.0 Unit Advancement Summary for an Individual Scout showing the date of the Board of Review;

3. Paper copy of a Board of Review summary sheet, as generated by Scoutbook Plus, Internet Advancement or a third-party software, that was signed by the Board of Review members; or transfer record from another Council;
4. Rank Advancement award card.

For merit badges (Caution: Items 3-5 are subject to transcription errors):

1. Troop's portion of the Application for Merit Badge, signed by the Unit Leader and merit badge counselor or the Summer Camp merit badge printout;
2. Applicant's portion of the Application for Merit Badge, signed by the Unit Leader and merit badge counselor;
3. Advancement Report, Scouts BSA History Report from Scoutbook Plus or Internet Advancement 2.0 Unit Advancement Summary for an individual Scout showing the date the merit badge counselor signed off on the merit badge application card;
4. Troop's Advancement Records from any third-party software or a transfer record;
5. Merit badge completion signed off by the Merit Badge Counselor or Unit Advancement Chair in the Scout's Scouts BSA Handbook.

A merit badge is earned on the date provided by the Merit Badge Counselor when the merit badge card is signed. Scouting ranks are earned on the date of the successful Board of Review, not the date of the Court of Honor.

For units that use Scoutbook Plus to keep track of Scout advancement records, Scoutbook Plus can auto-populate an ESRA with whatever advancement information is contained in the application for that Scout. This helps avoid many of the common errors that plague youth and units when it comes to getting an ESRA verified by the DER on behalf of Council and obtaining authorization to schedule a Board of Review.

SCOUTS WITH SPECIAL NEEDS AND DISABILITIES

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT ADVANCEMENT CHAIR AND/OR DISTRICT SPECIAL NEEDS COORDINATOR
<p>- There are two advancement areas that are available to assist you as a Special Needs Scout at the Life Rank:</p> <p>Alternate Merit Badges</p> <p>- If you cannot complete an Eagle-required Merit Badge, because of a permanent or long-term disability, you may substitute an alternate Merit Badge. Do as many Eagle-Required merit badges as possible and discuss alternate badges with your Scoutmaster.</p> <p>Registration beyond the age of eligibility.</p> <p>- If you cannot complete all the Eagle Rank requirements by age 18, you can request to continue being registered as a youth.</p>	<p>-- Look carefully at the advancement requirements through First Class rank and for the requirements for Eagle-required merit badges.</p> <p>- Continue working closely with the Scout and unit leaders on the Scout's Individual Scout Achievement Plan. Update, if needed.</p> <p>- Talk with unit leaders about whether alternative merit badges might be appropriate. Work with unit leaders to complete the Application for Alternative Eagle Scout Rank Merit Badges.</p> <p>- Discuss with Scout's physician and other medical professionals whether registration beyond the age of eligibility would benefit the Scout. Help the Scout complete the process if the Scout asks for it.</p>	<p>- Continue providing the Scout and parents/ guardians with guidance and support.</p> <p>- Work with the Scout and parents regarding progress on the Individual Scout Achievement Plan.</p> <p>- Help the Scout and parents apply, if needed, for alternative merit badges or registration beyond the age of eligibility.</p>	<p>- Be a resource for the Scout, parents/guardians and unit leaders.</p> <p>- Help the Scout, parents/guardians and unit leaders understand the application for alternative merit badges and registration beyond the age of eligibility.</p> <p>- Work with the Council Advancement Committee to process any applications for either alternate advancement requirements or alternative merit badges.</p>

The basic premise of Scouting for youth with disabilities is that every young person wants to participate fully and be treated and respected like every other member of the troop. Many Scouts with disabilities can accomplish the basic skills of Scouting but may require extra time to learn them. Working with these youth will require patience and understanding on the part of troop leaders and other Scouts. A clear and open understanding should exist between the troop leadership and the parents or guardians

of the Scout with a disability. Both will be required to give extra effort, but the effort will be well worth it.

Eagle Scout Requirements - Members must meet current advancement requirements as written for merit badges, and the Eagle rank— no more and no less—and they are to do exactly what is stated. If it says, “Show or demonstrate,” that is what they must do; just “telling” isn’t enough. The same holds for words and phrases such as “make,” “list,” “in the field,” “collect,” “identify,” and “label.” However, words and phrases such as “list,” “report,” and “make a presentation” do not specify that the product has to be in a particular format – for example, handwritten, typed, a verbal address, memorized, or through the use of photographs. Alternatives are not available for the Star, Life, and Eagle rank requirements. Scouts may request approval for alternative merit badges, but the other requirements for those three ranks must be fulfilled as written.

That said, allowances for Scouts BSA members may be made in three ways:

1. Open-minded flexibility
2. Accommodations
3. Modifications

Open-Minded Flexibility – is simply an open-minded reading of the requirement, after learning about the Scout and how the special need or disability affects that Scout. If the requirement can be met as written, but in an unconventional or creative way, that is sufficient.

Accommodation – An accommodation changes how the requirement is completed without changing the requirement itself. An accommodation is authorized at the unit level and does not require supplemental documentation (see chart at the end of this section).

Modification – A “modification” is a change in the requirement itself or the substitution of one requirement for another. The only modification available for the Eagle rank is approval of alternative merit badges which must be done at the Council level.

Alternative Merit Badges - By qualifying for alternative merit badges, a Scout, qualified Venturer, or Sea Scout who has a physical or mental disability may achieve Eagle Scout rank. (In order for a Venturer or Sea Scout to be an Eagle Scout candidate, the Scout must have achieved First Class rank as a Scout.) This does not apply to individual requirements for merit badges. Open-minded flexibility (10.1.2.1) and accommodations (10.1.2.2) are allowed for individual requirements. .

A Scout is expected to do as much as possible on an Eagle-required merit badge before an alternative is requested. This is because Eagle-required merit badges teach

crucial life skills, and all Scouts should achieve as much as they can in each of these areas. The alternative suggested must be a badge that the Scout has not yet started.

A clear and concise medical statement concerning the Scout's disabilities must be made by a licensed health-care provider with qualifications related to the nature of the disability.

A Scout who has earned at least First Class may apply for an alternative merit badge without waiting until all other Eagle-required merit badges are complete.

The Application for Alternative Eagle Scout Rank Merit Badges must be completed prior to qualifying for alternative merit badges. This application, No. 512-730, is available on the Scouting America website at www.scouting.org. (<http://www.scouting.org/filestore/pdf/512-730.pdf>)

The District will propose alternative merit badges to Council which will approve the alternatives. The alternative merit badges proposed must demand as much effort as the required merit badges.

When alternatives chosen involve physical activity, the activities must be approved by the Scout's licensed health-care provider.

The application must be approved by the council committee responsible for advancement, utilizing the expertise of professional persons involved in Scouting for people with disabilities.

If a Scout is approved for alternative merit badges, the Scout must attach the approved Application for Alternative Eagle Scout Rank Merit Badges to the ESRA when providing to the DER for verification.

Registration Beyond the Age of Eligibility - Scouts with permanent disabilities may register beyond the age of eligibility, which for youth pursuing the Eagle rank, would be 18. Requests to extend registration beyond the age of eligibility for youth members and adults on the basis of developmental disability or cognitive impairment may be submitted at any time. Requests for Scouts BSA youth members on the basis of severe physical challenges must be received before they reach 18 (GTA 10.2.0.0).

Note that Registration Beyond the Age of Eligibility is not referred to as an "extension." Extensions, which are not related to Special Needs, are covered in the GTA, Chapter 9 and attachment E of this Guide.

The application for registration beyond the age of eligibility can be found at GTA 11.4.0.0.

	ACCOMMODATION	MODIFICATION (rare)
Definition	Change HOW Scouts are learning	Change WHAT Scouts are learning
Example	Offer extra time; take swim test at quieter time of day; allow assistive devices (glasses, hearing aids, augmentative and alternative communication devices, etc.)	Earn Pioneering merit badge instead of Camping merit badge
Who Can Approve	Unit-level decision, by Cubmaster, Scoutmaster, merit badge counselor	Council Advancement Committee
Documentation Required	None	Individual Scout Advancement Plan (rank) and/or Alternative Eagle Scout Rank Merit Badges Application

THE EAGLE SCOUT SERVICE PROJECT WORKBOOK

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Download the most current version of the workbook. - Read the entire workbook with special focus on page five of the Workbook – ““Message to Scouts and Parents or Guardians.” - Read and understand the “Five Tests of an Acceptable Eagle Scout Service Project” on Proposal Page A. - Ask your Eagle Adviser and Unit Leader questions to clarify any concerns. - Be neat and organized. Show that the project is important to you. Organization saves you time. - Keep a back-up copy on something separate from your device (CD or flash drive) just in case. - Protect your Project Proposal signature page. Make a copy and place it in a safe location 	<ul style="list-style-type: none"> - Read page five on the Workbook on “Message to Scouts and Parents or Guardians.” And ask questions to clarify any concerns. - Be available to help if Scout asks for it. Assist the Scout in being neat and organized. - Remind the Scout about making a back-up copy. Be prepared. Accidents happen 	<ul style="list-style-type: none"> - Help the Scout find the current workbook file. - Help the Scout with ideas on how to organize their materials. - Encourage the Scout to enter information using a computer. - Remind the Scout to protect their Project Proposal signature page as it demonstrates the time when the Scout can start work on their project. - Encourage the Scout to print and discuss workbook sections in draft form.

☐ **Obtain a copy of the Eagle Scout Service Project Workbook.**

You can find the most recent version of the Eagle Scout Service Project Workbook on the NCAC Advancement Eagle Scout Information page.

[Eagle Scout Service Project Workbook | Boy Scouts of America \(scouting.org\)](https://www.scouting.org/eagle-scout-service-project-workbook/)

☐ **You and your parents or guardians should review the entire Workbook and focus on pages 2 thru 6. Four important points:**

- Keep the entire project in mind by understanding how the Workbook is organized – You make a project proposal, develop a plan, accomplish the project, and write a report on the project (page 2)
- “In addition to providing service and fulfilling the part of the Scout Oath, “To help other people at all times,” one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are

important lessons in project management and taking responsibility for a significant accomplishment.” (page 3)


- “The Eagle Scout service project belongs to the Eagle Scout candidate.” (page 4)
- More information is available for you, your parents or guardian, and Scouters in the Scouting America Guide to Advancement (GTA)



Understand the importance of utilizing the entire Workbook, especially the Project Plan section.

When you begin your project (Eagle Scout requirement 5) you must use the most current Eagle Scout Service Project Workbook to meet this requirement. It is best to use the fillable/savable version of the Workbook that can be edited as the project proceeds. Once you have started, if a new version of the workbook is released, it is your choice whether to switch to the new version or continue with the previous version, regardless of where you are in the proposal, planning, or development process. (*GTA 9.0.2.0 through 9.0.2.15*).

The downloadable workbook works with all computing platforms.

Note: Many Scouts have learned the hard way that it’s always best to save the file to your hard drive – rather than opening it in your browser – and then opening it with Adobe. (Most browsers inhibit much of the file’s intended functionality.) If you see the message, “To view the full contents of this document, you need a later version of the PDF viewer”, you need to open it in [Adobe Reader](#) . You may also see “Protected View” with an Enable All Features button. Click this so the workbook displays all the fields and functionality. Most .pdfs are readable in a preview app or web browser because they are not editable. For the Eagle app, you must download the file, then open Adobe Reader. Once Adobe Reader is open, search for the PDA and open it from *within* Adobe Reader.

The workbook is essential to the successful completion of your project and should be thoroughly reviewed - front to back - before you begin. We recommend that you put the printed pages of your Eagle Scout Service Project Workbook in a three-ring binder. You may consider making a working copy of the Workbook that can be used to take notes and show to all those involved with the initial planning stages and a second copy of the Workbook after you have completed your Project Report that you can bring to the Eagle Board of Review.

The workbook lists the four parts of the Eagle Scout Service Project:

1. Proposal
2. Project Plan
3. Fundraising Application

4. Project Report

The Workbook can be supplemented with additional information such as drawings and plans, additional photographs, endorsement letters and other information related to the accomplishment of the project. These help your workers, and those reviewing the project, understand the key elements of your project.

Before beginning, you should review and understand the Workbook, starting with page 2 – “How to Use This Workbook.” You are encouraged to bring a paper copy of the workbook to meetings so you can make notes on feedback you receive.

The execution phase of the project – is supported by the project plan – and assessed in the project report. The members of the Eagle Board of Review are responsible for final evaluation of your project and whether you have demonstrated sufficient planning, development, leadership, and positive impact for the beneficiary. (GTA 9.0.2.1(4) and 9.0.2.13). Project success is much more likely if you fully complete the Workbook Project Plan section.

CONTACT INFORMATION

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Get complete contact information for the key people that will help you. - Be neat. Use the fillable/savable version whenever possible. 	<ul style="list-style-type: none"> - Help the Scout if the Scout asks for it. 	<ul style="list-style-type: none"> - Give the Scout a "cheat sheet" with contact information on unit Scouters. - Help the Scout find resources, especially if they are doing a project that requires special skill like carpentry, plumbing, etc. - Encourage the Scout to fill in the workbook using a computer, if possible. 	<ul style="list-style-type: none"> - Provide your complete contact information to the unit or Scout, as appropriate.

- ☐ **Complete the Contact Information page in the Workbook (Proposal Page B)**
- ☐ **The unit leader should identify an Eagle Advisor within the Unit.**
- ☐ **The Eagle Advisor should offer to assist you in finding an Eagle Project Coach (if you need or desire one) – a subject matter expert appointed by the District who can assist you with planning and executing your project.**
- ☐ **The unit leader or your Eagle Advisor connects you with the District Eagle Representative(s) for your project proposal review.**

The Contact Information page should be a one-stop shop for the contact information of all the adults involved in their project. You will be well served if you take the time to contact each person on this page and fill in the information before working on your project. The following are a few notes concerning some of the fields in this section.

1. Scouting America PID No. This is your Personal Identification Number assigned to you by Scouting America. You can find it on your membership card, on the My.Scouting website, or on the Unit Roster.

2. Council Service Center Information:

- a. Council Name: NCAC
- b. Phone No: 301-530-9360
- c. Address: 9190 Rockville Pike
- d. City: Bethesda
- e. State: Maryland
- f. Zip: 20814

3. Project Beneficiary, Project Beneficiary Representative, and Eagle Advisor or Project Coach Information. You might not be able to fill in this information until you have selected your project.

For an Eagle Scout Service Project coach to be listed on the contact page, the Coach must meet the requirements of, and apply for, the position and be approved by the District Committee as a Project Coach (See [Attachment A, Supporting Life Scouts Working on Eagle Projects](#)). Units wishing to nominate someone as an Eagle Scout Service Project coach should complete the application ([Eagle Scout Service Project Coach Application](#)) and submit it to the chair of the District Advancement and Recognition Committee (ARC).

You should receive guidance, even before project inception, from an experienced person in the Unit or District who is qualified to advise the candidate and has knowledge of the work to be performed. This person is known as the Eagle Advisor. (See [Attachment A, Supporting Life Scouts Working on Eagle Projects](#))

You should obtain the remaining contact information for the Unit leader, Committee Chairperson, and District Eagle Representative (DER). The DER is a registered adult leader who is not affiliated with the unit in any way (i.e. is not registered in any unit position or has a child in the unit) and is appointed by the District Advancement Chair as a representative of the Council Advancement Committee per GTA 8.0.3.0. Note that in some Districts, each Unit has a pre-assigned District representative and a backup. The DER will have final approval authority for the service project proposal and may be a member of your Eagle Board of Review. (See [Attachment B, Guidance for the District Eagle Representative](#))

TRACKING SERVICE PROJECT HOURS

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Start tracking your hours from the moment when you first begin thinking about project ideas. - Include time invested by potential beneficiaries, your parents/guardians, Scout leaders and other adults you worked with to select and accomplish a project - Give a list of service hours earned to your unit advancement coordinator so that the Scouts helping you can get credit for service hours. 	<ul style="list-style-type: none"> - Remind the Scout occasionally about tracking the hours they and others invest on the project. - Offer to take the Scout to appointments if the Scout does not drive. 	<ul style="list-style-type: none"> - Encourage the Scout to keep a careful count of the hours they and others invest in the project starting with their initial planning steps. - Make sure the hours, when the project is completed, get entered into the unit's Service Hour record on the Scouting America Service Hour Reporting website so participating Scouts are recognized for their service. 	<ul style="list-style-type: none"> - Talk with the Scout, when reviewing the project proposal, about counting their hours.

- ☐ **Develop worksheet to record service hours or use the Excel spreadsheet available on the NCAC Eagle Scout Information website.**

[Eagle Scout Information - National Capital Area Council \(ncacscouting.org\)](http://ncacscouting.org)

- ☐ **Enter hours after each activity onto the worksheet and provide a report to the unit advancement coordinator so participating Scouts receive service credit for rank advancement.**

- ☐ **At project completion, the unit reports the service hours on the Scouting America Service Hour Reporting website.**

- ☐ **Report the total hours (whole numbers only, not fractions or decimals) spent by you and all participants on your Eagle Scout Rank Application.**

There has been a steady increase in questions and problems regarding the tracking and reporting of the hours devoted to Eagle Scout Service Projects.

This section is provided to clarify recommended procedures for Scouts, parents/guardians, and Scouters.

From the time you begin looking for a project to the completion of the project, you should be keeping track of your time. A small pocket notebook, a spreadsheet on a laptop, a notepad on your smartphone, or a loose-leaf page in your project workbook are all acceptable ways to accomplish this task. Each entry should include the name of the person, the date, the hours or fractions of hours, and the purpose of the activity. You will add the accumulated information in your Project Report, in the section titled Entering Service Project Data. The total number of service hours also is reported on your Eagle Scout Rank Application. If the project has a long duration, you should provide periodic reports to the unit Advancement Coordinator so participating Scouts can receive service hour credit. After completion of the project, the unit should include your project's service hours in their Service Hour Report.

Your service time includes research, making phone calls, participating in meetings, entering information into the Eagle Scout Service Project Workbook, completing the report, plus numerous other activities.

You should record not only the time you spend on the project but also the time others invest in helping you with the project. This could be:

- Time spent meeting with one or more beneficiaries as you are selecting your project,
- Discussions with adults as you develop the project,
- Time a parent/guardian spends driving you to and from different locations,
- Time friends, Scouts, Scouters, or other volunteers spend actually working on the project,
- Time invested by your Eagle Adviser, Eagle Project Coach, Unit Leader, Committee Chair, and District Eagle Representative as they assist with the development of your project.

Below are two examples of a way to keep track of service hours. The first example is a manual method to collect the information. The second is an Excel spreadsheet available on the NCAC website. The advantage of the Excel spreadsheet is that it automatically accumulates the information required for the report section of the Eagle Scout Workbook.

Sample Tracking Log

Date	Activity Description	Eagle Candidate	Scouts	Other Youth	Registered Adults	Other Adults	Total

Excel Spreadsheet Tracking Log

Eagle Sout Service Project								
	Project Name:							
	Project Date:					Life Scout Project Leader:		
	Total Hours	0						
	Total Participants	0						
Subtotal	0	0	0	0	0	0	0	0
	Scout	Hours	Scouter	Hours	Youth (not Scouts)	Hours	Adults (not Scouters)	Hours

SELECTING A PROJECT

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Participate in other Scouts Eagle Projects to learn what they do. - Talk to other Scouts, leaders, family and friends about project ideas. - Look on the internet. NESA has notable Eagle projects and Adams Award Service Project winners for multiple years. - Check with your unit's Chartered Organization. What help do they need? - Attend a District Life to Eagle seminar. - Your religious organization, school, local parks authority, municipality or local charities are a good source of project ideas. - Read your local community newspaper or newsletter. News articles are great sources for project ideas. - After you find a beneficiary, talk with your unit leader to ensure you are on the right track. 	<ul style="list-style-type: none"> - If the Scout asks, suggest project ideas. - Help the Scout contact people if they ask for your assistance. 	<ul style="list-style-type: none"> - Discuss the Scout's interests and initial ideas. Suggest possible projects and sponsors. - Maintain a list of possible project locations with contact information. - Counsel the Scout about scope (not too big and not too small) and choosing a project that the Scout will feel passionate about. - Review the "Five Tests" on Proposal, page A, for an acceptable Eagle Project. - Help the Scout research project ideas. - Help the Scout "right-size" their project. Help the Scout develop a game plan. 	<ul style="list-style-type: none"> - DER should have a clear understanding of an acceptable Eagle Scout Service Project.

☐ **Select a service project and discuss it with the right people.**

☐ **Ideas for an Eagle Project.** The idea can be original or something that has been done in the past. There are hundreds of organizations that need assistance. Some examples are:

- City parks, county parks, state parks, United States Forest Service, Potomac Appalachian Trail Club, Bureau of Land Management, religious organizations, and local schools.
- Be sure to consider your Unit's chartering organization.

- You can find ideas online (search “Eagle Scout Service Project Ideas”) or your Unit leader may have some ideas for you.

- For a successful project, you should identify a project that is:
 - (1) interesting,
 - (2) challenging,
 - (3) provides service to the community, and
 - (4) provides an opportunity for planning, development, and leadership. (Refer to Eagle Scout Service Project Workbook (page 3) for limitations and what the project is not.)

- **Scouting America Distinguished Conservation Service Award.** The Scout may want to consider combining their Eagle Scout project with a Distinguished Conservation Service Award project. Information on how this is possible can be obtained from the Scouting America website:

[Scouting America Distinguished Conservation Service Award Program | Boy Scouts of America \(scouting.org\)](#)

The Distinguished Conservation Service award is one of the few instances in Scouts when a single project can be used to qualify for two ranks/awards. The Distinguished Conservation Service program involves significant project design work, so if you are interested, be sure to talk with an NCAC Distinguished Conservation Service advisor BEFORE beginning your Project Proposal. Just remember that, while a First Class Scout, you can begin the process for a Distinguished Conservation Service project, **but** you can only start work on an Eagle Scout Service Project after you become a Life Scout.

- **Glenn and Melinda Adams Award.** Each year, the National Eagle Scout Association recognizes outstanding Eagle Scout Projects at the Council, Territory, and National level – and awards scholarships to the winners. More information on the Glenn A and Melinda W. Adams National Eagle Scout Service Project of the Year Award can be found on the NCAC Eagle Scout Information website.

<https://www.ncacscouting.org/advancement/eagle-scout-information/>

- **Contact Benefiting Organization.** Once you have a project idea, you should contact the benefiting organization to gain their acceptance and approval of the project. You will need a main contact person, known as the Project Beneficiary Representative, to work through the planning and leadership phase of the project. This person should be someone who is authorized by the benefiting organization to approve the project and will work with you to make sure it meets the organization's needs. Their information will go on Proposal Page B of the Eagle Scout Service Project Workbook.

You should bring along a copy of the 2-page brochure "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries" to discuss with the beneficiary representative. You should read and understand this paper BEFORE presenting it to the beneficiary. It is the last two pages of the Eagle Scout Service Project Workbook. The project beneficiary will acknowledge receipt when they approve the proposal and sign Proposal Page H.

- **Review Idea with Unit Leader.** Once you have an idea and have talked to the benefiting organization, you should review your idea with your Eagle Advisor (and/or Unit Leader). Up to now, you do not have to have anything in writing except maybe a rough drawing or some pictures. If your Eagle Advisor and/or Unit Leader agrees with the project concept, you should move on to developing your proposal – if not, consider the constructive suggestions you have received and start again. Your Eagle Advisor or Unit Leader may also help you find a subject matter expert relevant for your project who can assist you. For example, if the project is to build a stairway at a church, a local carpenter may be a good choice.

PROJECT SAFETY

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Read the "SAFE Checklist" and the "Guide to Safe Scouting" on-line. - Follow Safeguarding Youth requirements when meeting with adults and copy a parent/guardian or unit leader on all messages and texts. - Download and read the "SAFE Service Project Planning Checklist" and "SAFE Project Tool Use". Use them to shape your project to reduce risk. - Think about what could go wrong in all aspects of your project – use your imagination. - Discuss risks (what could go wrong and safety hazards) with your beneficiary, unit leaders Eagle Advisor or Project Coach and the DER. Listen carefully to the advice and change your plan if needed. - Ensure the beneficiary has called "Miss Utility (811)" if the project requires digging and make sure this was done before you break ground. - Develop a contingency plan for adverse weather. 	<ul style="list-style-type: none"> - Ask "what could go wrong?" Advise the Scout to think broadly about risk. - Visit the site with the Scout – look around for things the Scout might not notice. - Ensure the Scout talks with the beneficiary, unit leaders and DER about safety. - Accompany the Scout to meetings with other adults while planning the project or ensure that appropriate unit leader coverage will be available. 	<ul style="list-style-type: none"> - Encourage use of Guide to Safe Scouting. Look for risks when talking with the Scout about project ideas. - Guide Scout to manage risk. - Ensure the Scout talked with the beneficiary about risks and safety. - Talk with parents/guardians if the Scout is not making changes needed to ensure safety. Escalate to other leaders if the parents/guardians and/or Scout resist. - Remind the Scout that anybody can stop their Eagle Project if they observe an unsafe situation. - The candidate should plan for safe execution, but it must be understood that minors cannot, and must not, be held responsible for safety concerns. - Be familiar with "SAFE Service Project Planning Checklist" and its companion, "SAFE Project Tool Use." (4.2.3.3) - Ensure the Scout develops a safety plan that reflects risks specific to their project. <p>Make sure that unit leader coverage follows Guide to Safe Scouting requirements.</p>	<ul style="list-style-type: none"> - Discuss with Scout the ways to build safety into their plan. Encourage using the Guide to Safe Scouting. Give Scout feedback to improve safety aspects of their project proposal. - Ensure the Scout has discussed safety aspects of the project plan with the beneficiary and unit. - Help unit leaders if the Scout and/or parents/guardians resist making changes to reduce risk.

An Eagle Scout service project is a unit activity, and the unit leaders have the same responsibility to assure safety during the project as they would with any other unit

activity. Be sure to follow the Guide to Safe Scouting, (<https://www.scouting.org/health-and-safety/gss/>) and the “SAFE Checklist (<https://www.scouting.org/health-and-safety/safe/>). .

The National Health and Safety Committee has issued two documents that work together to assist youth and adult leaders in planning and safely conducting service projects:

- a. SAFE Service Project Planning Checklist, No. 680-027, ([SAFE Service Project Planning Checklist](#)) and,
- b. SAFE Project Tool Use, No. 680-028 ([SAFE Project Tool Use](#)).

Unit leadership must be familiar with both documents (4.2.3.3).

You have a responsibility to plan, develop and accomplish a safely run project. You document this in both the “Proposal” and “Project Plan” sections of your workbook. The Beneficiary Representative, unit and District Scouters review the proposal. They should question you about your understanding of the project’s hazards as well as the health and safety of everyone involved during the project’s execution. You should plan for safe execution, but it must be understood that minors cannot, and must not, be held responsible for safety concerns. You should designate a Scouter or parent as the safety person who also will make the decision if it is necessary to call “911.”

The unit leaders, the Eagle Advisor, and the unit committee should work with the Scout on selecting inherently safe projects, rejecting those that are not, and making sure, they keep abreast of safety issues during project planning through periodic communication with the Scout.

PROJECT PROPOSAL

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Go through each section; make sure you understand what is needed and how you will apply it to your project. - Neatly write up your project proposal. If possible, use a computer to fill in the workbook. Keep a copy. - Practice talking about your proposal with family or friends so you can do it confidently with the beneficiary and Scout leaders. - Use complete sentences. If a section doesn't apply, put "N/A" so that leaders, advisors and the Board of Review know it wasn't filled in on purpose. 	<ul style="list-style-type: none"> - Be a sounding board if the Scout asks. - Continue providing positive encouragement. 	<ul style="list-style-type: none"> - Review the Proposal sections with the Scout and provide guidance on things to do and things to avoid. - Be a resource for the Scout as they work through the details of the proposal. - Encourage the Scout to use a computer to fill in the information. - Make sure the Scout has access to the technical help the Scout needs. - Review the document "Navigating the Eagle Scout Service Project" with the Scout and emphasize its importance when the Scout meets with the project beneficiary. - The candidate should plan for safe execution, but it must be understood that minors cannot, and must not, be held responsible for safety concerns.

☐ Eagle Scout Service Project Proposal.

Once you have chosen a project idea and have had initial discussions with your Eagle Advisor, your unit leader, and representatives of an interested beneficiary, it's time to start work on the "Project Proposal" section of the workbook. The proposal is an overview and the beginning of the project planning process. You need to describe, in general terms, what will be done.

As you prepare to enter information in the workbook, you should consider whether your project will meet the "Five Tests" of acceptability:

1. The project provides sufficient opportunity to meet the requirement.
2. The project appears to be feasible.
3. Safety issues will be addressed.
4. Action steps for further detailed planning are included.

5. The youth is on the right track with a reasonable chance for a positive experience. (GTA 9.0.2.7)

The Project Proposal should be readable, grammatically correct, and express complete thoughts. If possible, you should use a computer to fill in the workbook. Your first draft may need some revision, and it's much easier to edit a computerized document.

Project details that might be too extensive for the Proposal section may be entered in the Project Plan section before the Proposal is complete. It is also acceptable to attach extra pages, pictures or other documents to supplement the Proposal.

- ☐ **Project Description and Benefit.** This first section should provide an adequate description of your project. You should identify the beneficiary and mention the conditions that will be changed or affected by the project. If possible, you should upload photos and possibly maps or sketches of existing conditions. Then in a few sentences, you should describe how your project would be useful for the beneficiary. Possible benefits include helping members of the local community, improving safety, functionality, or appearance of a facility, or helping disadvantaged people. Then you should answer two questions regarding your project schedule: When will it start, and when will it be complete?

- ☐ **Giving Leadership.** One of the key components of Eagle Scout Requirement 5 is to “**give leadership to others**”. You should record the approximate number of helpers you will need to accomplish your project and indicate how you plan to recruit them. These volunteers can come from your unit, school, religious organization, friends, or anywhere else you can find them. Your volunteers may be adults, but they must understand you are the leader. Volunteers can offer you (and only you) suggestions but, in the end, the project is yours and they must be willing to follow your directions.

Then you should record what you think will be difficult in terms of leading your project. For example, you may need to find volunteers with special skills (e.g., mason, carpenter, etc.). You may need to organize and manage separate work teams or you may be concerned about your ability to recruit productive workers who will follow instructions.

- ☐ **Materials/Supplies/Tools/Other Needs.** These four sections are for you to list the items needed to complete the project. Each section mirrors a more detailed table in the Project Plan, so you are encouraged to work on

both at the same time. If materials, supplies, or tools are not required for the project, you may enter “Not Applicable” or “N/A.”

- Materials are what you use to make a finished item for your project such as lumber, nails, river rock, concrete, paint, etc.
- Supplies are consumable items that are not part of the finished product but are used to complete it. This includes items such as food, drinks, poster board, gas, trash bags, pens, sandpaper, etc.
- Tools are the items used to accomplish the work. This includes hammers, saws, shovels, tables, water jugs, rental equipment, etc.
- The Other Needs block is for anything not covered by the above categories like parking, postage, printing, etc.



Permits and Permissions. Not every project will require formal permits or approved documents, but some will. This section should be completed if the project is subject to local laws, zoning standards, homeowner association covenants, etc.

Ask your Eagle Advisor, parents/guardians or Scout leaders if you need help in determining whether permits or permissions are needed. If you are building something, think about a building permit. If the project will generate trash, think about dumping fees and waste disposal regulations. If the project will use hazardous materials (paints, solvents, fertilizer, etc.), you should review warning labels and hazardous waste regulations. If digging is required, you will want to ensure the beneficiary called “Miss Utility” in Maryland or the District of Columbia. Contact VA 811 in Virginia. It is the law to check the area prior to digging to mark any underground utility lines such as electrical and natural gas lines. It would be helpful to mark your site with white paint so “Miss Utility (or VA 811)” can ensure they look at your worksite. For more information on Miss Utility and why you should use white paint, go to:

<https://www.missutility.net/>

<http://va811.com/homeowners/what-do-the-markings-mean/>

Coordinate with the project beneficiary to ensure that you can get access to the worksite on the days you intend to conduct your project.

Advance preparation is the key to success, and you should perform adequate due-diligence to avoid unpleasant surprises when you try to

conduct your project. When permits are required, you should ask the benefiting organization to obtain them and confirm they were obtained.

- ☐ **Preliminary Cost Estimate.** Once you've determined the materials, supplies, and tools that will be needed, you should estimate their costs and find a way to pay for them. You can go to a store, look online or speak with your project coach or other adults to help complete your cost estimate.

You should record preliminary cost estimates for all materials and supplies, even if these materials or supplies will be donated by the benefiting organization, your family, or others. They have real value, even if the cost to you is zero.

Tools to be used should be listed, but they may have zero cost if they will be loaned. If, however, a tool must be purchased or rented, the cost should be estimated. This applies to both the Proposal and Project Plan sections of the Workbook.

Projects may not be fundraisers (9.0.2.10), but you may conduct a fundraiser to finance your project. An explanation of how you plan to raise funds must be provided here. It is appropriate to include a description of the fundraiser, proposed dates, amount of money to be raised, and whether contracts will need to be signed. In the Project Plan, you will show how expenses and revenue will be balanced.

Read the [Eagle Scout Fundraising Application](#) section of this document for more information.

- ☐ **Project Phases.** You should think about the phases of your project like chapters in a book or legs of a journey. You should describe the major steps you will take to prepare for and accomplish your project. Some examples of typical project phases include:

- Complete the Project Plan
- Obtain funds and donations
- Purchase materials and supplies
- Recruit volunteer workers
- Select and train crew leaders with specific assignments
- Assemble components and stage materials
- Conduct the project

- Complete the project report



Logistics. The movement of materials, supplies, tools, and people to and from a project will almost always be necessary. In this section, you identify how you plan to do this. The details should be recorded in the Project Plan section of the Workbook.



Safety Issues. Safety is the highest concern for all Scouting America activities and Eagle Projects" are no exception. Important information on "Risk Management and Eagle Scout Service Projects" is provided in GTA 9.0.2.14. Eagle Advisors should help Scouts understand applicable policies in the GTA (<http://www.scouting.org/filestore/pdf/33088.pdf>), to help you plan a safe project. In this proposal section, you should list all of the hazards and safety concerns that should to be addressed in your Project Plan. You should pay special attention to Scouting America policies on fuels, vehicle operation, and adult leadership. In addition, you should review your tool list for safety hazards, and working at height, and identify them in this section. Do not overlook common health and safety issues like sunburn, poison ivy, ticks, heat stroke, heat exhaustion, hyper / hypothermia, and dehydration. Make sure to advise your workers to bring their own personal protective equipment such as gloves and eye protection. For more information, see the [Project Safety](#) section in this guide.



Project Planning. In this section, you should record the steps you intend to take to prepare a more detailed and complete Project Plan. For example, you may indicate that you need to make additional phone calls, complete drawings, research material costs, or prepare a management plan, or detailed plan for fundraising. These are additional planning tasks to accomplish to ensure that your project is successful. In all cases, you should share your Project Plan with your project beneficiary to confirm that it meets their needs and expectations.

APPROVAL OF THE PROJECT PROPOSAL

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Describe the project to your beneficiary and Scout leaders. - Bring paper and pen to each discussion to record feedback. - Make changes to your proposal based on the feedback from each reviewer. - Collect all the signatures with the DER being last. Keep a copy. 	<ul style="list-style-type: none"> - Remind the Scout to pay attention to any feedback and bring paper and pen to write it down. - Coach the Scout that feedback is a normal part of a proposal review process. It is designed to help improve the project, not criticize the Scout. 	<ul style="list-style-type: none"> - Provide an honest but diplomatic review of the Scout's Proposal. Give the youth feedback on the project scope, the probability for success and a positive experience. - Pay special attention to the safety aspects of the project. - Remind the Scout that it is their project and that the Scout needs to demonstrate leadership. - Verify that the Scout gave the beneficiary a copy of "Navigating the Eagle Scout Service Project". 	<ul style="list-style-type: none"> - Approves the project on behalf of the Council/District. - Review the project and pay critical attention to the scope, probability for success, and a positive experience. Talk with the Scout about showing leadership and remind the Scout to record all hours. - Pay special attention to the safety aspects of the project. Ask the Scout to explain how they will organize and carry out the project. - Remind the Scout that they need to discuss any changes with the beneficiary before implementing the project. - Offer to be a resource for the Scout if questions/issues arise.



Obtain approvals of the Project Proposal. You must have the dated signatures of all four approving officials in the workbook before starting the actual work on your project. If any of the approvers does not sign the project proposal, you must review, resubmit, and/or restart the project proposal. To avoid this unfortunate situation, you should discuss your project idea with your unit leader at an early stage and then work closely with an experienced Eagle Advisor to identify and avoid potential problems. Your signature should be the first one. Then the only required sequence for obtaining approval is that the District approval must follow all the others. The District Eagle Representative approves Eagle Scout Service projects on behalf of the Council/District.



Candidate's Promise. Remember that you are stating "on your honor as a Scout" that you have "read the entire workbook". Youth tend to skim through the introductory section of the workbook, but it contains valuable guidance that can help you plan, develop, and lead a successful project.

- ☐ **Unit Leader Approval.** You should present your proposal to your Unit Leader (i.e., Scoutmaster, Coach, Advisor, or Skipper) and obtain his/her signature. In signing, they certify that they have reviewed this proposal and discussed it with you. They agree it provides impact worthy of an Eagle Scout service project and will involve planning, development, and leadership. They are comfortable you understand what to do and how to lead the effort. They also agree to monitor the project so adults or others present will not overshadow you.
- ☐ **Unit Committee Approval.** You should present your proposal to a designated member of your Unit Committee and obtain their signature. In signing, they agree you have achieved the rank of Life Scout and are registered in the unit. They certify that they have reviewed the proposal, are comfortable that the project is feasible, and will do everything they can to see that the unit measures up to the level of support they have agreed to provide (if any). They also certify that they have been authorized by the unit committee to approve the proposal.
- ☐ **Beneficiary Approval.** You should present your proposal to the Beneficiary Representative and obtain their signature. To avoid a conflict of interest, you should avoid using an immediate relative as a beneficiary representative. If an immediate relative might normally represent the beneficiary, look for an alternative such as the relative's supervisor. For situations such as a Lone Scout where use of an immediate relative as the beneficiary's representative is unavoidable, seek approval of the District ARC Chair before proceeding with the project. In signing, they agree the service project will provide significant benefit, and they will do all they can to see it through. They have informed you of the financial support (if any) that they have agreed to provide. They also understand any fundraising you conduct will be in their name and that funds left over will go to the benefiting organization. They agree to provide receipts to donors as required. Note that the beneficiary must indicate whether they have, or have not, received a copy of the document "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries". If the "Yes" box is not checked, the approval process should pause until this document is received by the beneficiary and they understand its content.
- ☐ **Council or District Approval.** NCAC has identified one or more District Eagle Representatives in each district who are authorized to review and approve Eagle Project Proposals. Approval by the District Eagle Representative indicates they have read GTA 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project. They agree on their honor to

apply the procedures as written, and in compliance with the policy on “Unauthorized Changes to Advancement.” Additionally, they will encourage you to complete a Project Plan and further encourage you to share it with your Eagle Advisor. Note that the “Navigating the Eagle Scout Service Project” document requires that you share your Project Plan with the project beneficiary before conducting the project.

Keep your approved project proposal in a safe place because it, and other sections in the Eagle Scout Service Project Workbook, must be submitted along with your Eagle Scout Application to your Eagle Board of Review.

As you develop your Project Plan, it is normal for there to be minor changes from what was recorded in the Proposal document. These changes should be noted in the Project Report after the project has been done. However, if you want to make more significant changes from what was approved, a formal review by the Proposal approvers may be needed. What constitutes a “significant” change in the scope or leadership opportunities of a project must be evaluated on a case-by-case basis. For example, the denial of a required permit, or a request by the benefiting organization to increase, decrease or change the scope of the project in a major way should raise a “red flag.”

If you want to make substantive changes from what you originally proposed, you should discuss the situation with your Eagle Advisor or Unit Leader for advice. Additionally, you may need to share these changes with the Project Beneficiary representative and others who approved your Project Proposal. You should discuss why the changes are needed and seek advice. Only under extreme circumstances should approval of your Project Proposal be withdrawn. Additional guidance is provided by GTA 9.0.2.7.

PROJECT PLAN

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Complete applicable sections. Work carefully through each section. Use complete sentences. If something doesn't apply, use "N/A." - Ask for help if you need it. A more complete plan ensures a better executed project - Keep beneficiary's representative informed of your progress. - Do a detailed project budget. Don't short change this part. Identify funding sources and expected contributions. - Manage beneficiary expectations. - Record comments after Project Plan review by the beneficiary and Project Coach or Eagle Advisor. 	<ul style="list-style-type: none"> - Be a resource if the Scout has questions. - If the Scout seems to be struggling, ask the Scout who could help or what the Eagle Advisor or Project Coach recommended. - Offer to review the revenue and expenses. 	<ul style="list-style-type: none"> - Review the Scout's <u>draft</u> Plan and offer suggestions for strengthening the document to help the Scout avoid common problems and ensure success. - Be a resource if the Scout has questions. Recommend resources if needed. - Keep in touch with Scout to make sure planning meets scheduled dates. - Mentor the Scout as necessary - Review revenue, expenses, and the fundraising plan for potential problems.



Complete the Project Plan.

"Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this Project Plan is a tool for your use, and is not approved or signed, it is important to help to show you have done the required planning and development. Your entire Eagle Scout Service Project Workbook will be reviewed by the members of your Eagle Board of Review, so if this is not completed, you will need to find an alternate means of proving to the Board that you planned the project. Note that you are not required to provide more details than are necessary to accomplish your project.

A Scout who is prepared will complete the Project Plan, and then before the Scout begins carrying out the project, will ask the Eagle Advisor or a Project Coach to review it. The District Representative who approved your proposal may have agreed to serve as your Project Coach, or someone else may be designated to take this important role. A Project Coach's involvement and review of your Plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout Board of Review.

You should also show your Plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. – Eagle Scout Service Project Workbook

Make every effort to present a readable and complete representation of the Project Plan. If you need to add pages to the Workbook to describe your plan or to add photos, please do so.

- ☐ **Comments from Your Proposal Review.** Complete this section with comments from the review by your District Eagle Representative. Comments made by the three previous approvers should already be incorporated into your proposal.
- ☐ **Project Description and Benefit – Changes from the Proposal.** As you accomplish detailed planning after completion of the Proposal, changes will likely be necessary. Use the two areas in this section to document those changes and explain why they may be more or less helpful to the Benefiting Organization.
- ☐ **Present Condition or Situation.** Use this section to describe the current condition or situation you want to change. Use words, photographs, or drawings to explain the current condition or situation so others can understand why your project is important. Make sure pictures and drawings have captions and/or labels. Remember, others may never have the opportunity to visit the religious organization, school, park, or facility where your project will be taking place.
- ☐ **Project Phases.** Return to your Project Proposal and review the project phases you outlined there. Now look at this section as a top-level schedule that provides a guide for how you intend to be successful. This is different from the step-by-step instructions you need on the day of your project.
A good schedule shows a sequence for getting tasks done. Because this may be your first time planning a big project, you need to give your best estimate of how long tasks will take and in what order they will be done. These project phases could be a list of tasks, depicted on a calendar, or flow chart.

Don't forget to track and record the time you spend planning, coordinating, and obtaining approval from different organizations and people.

☐ **Work Processes.** This is a step-by-step, well-thought-out plan describing how you will conduct the project. It is the recipe for making your project. The steps should include all the preparation - work that needs to be done by you and your team of volunteers, the workday plan from the time you get up until you return home, and any follow-up actions.

☐ **Attachments.** Almost every Eagle project will have one or more items for this section.

For example, if you are building something, you may need tables, charts, lists, diagrams, drawings, or figures to help you assemble and/or construct the item(s). Drawing should show the layout, dimensions, and colors (if painted) of each item. Be sure to label each figure with a number and descriptive title. And remember to refer to these figures in your step-by-step instructions or other sections of the workbook.

If you are planning an event or activity, this would be a great place to include a program outline, lesson plan, or script.

If you are unable to attach items or they don't attach satisfactorily, then include them as separate documents with your workbook.

☐ **Permits and Permissions.** This is an expansion of the permits and permissions section of your proposal. There you listed what you thought you might need. Now you need to dig into the details, confirm you need it, how you are going to get it, and how long it will take. If the project beneficiary needs to obtain a permit, your Plan should indicate whether the permit has been obtained. If the permit has not been obtained, you should record the date when the beneficiary expects it will be obtained.

☐ **Materials, Supplies, Tools, and Other Needs.** These four tables give you the opportunity to list everything you will need for your project. A substantial amount of time can be saved on the day of your project by properly filling in these tables and making sure you haven't forgotten anything.

Remember that all materials and supplies have value, so record the estimated cost, even if the item will be supplied/donated by the benefiting organization, your family, or others.

☐ **Expenses and Revenue.** This mini spreadsheet will help you determine how much your project is going to cost and how much fundraising you need to do. Include a description of how you and your

helpers will get the money for your project. If you can't find all the funding for your project, then look at reducing your costs or scope of your project. Make sure your revenue equals your expenses! Go to the [Eagle Scout Fundraising Application](#) section for more information.

You should discuss how to handle monetary donations from receipt, safekeeping, to payout. Make sure your Project Beneficiary, parents/guardians, and Unit leaders agree with your plan. Remember to turn over excess funds raised from outside sources to the beneficiary at the conclusion of the project as the funds were raised on their behalf.

- ☐ **Giving Leadership.** Using your previously developed Work Processes as a guide, complete the chart so it shows what specific jobs need to be done for each process, the necessary skills for that job, whether an adult and/or youth can do the job, and how many people are needed to do the job. Recruit at least one person that is not an immediate relative to work on your project. That will give you an objective resource if questions arise later.

The bottom two sections are reserved for your communications plan. There are many ways you can select for communicating information to your helpers. You should decide what works best for your leadership style. In many cases, it is helpful to divide the work into subtasks assigned to separate crews, each with a crew leader. The crew leaders can manage the detailed work, and you can focus on the big picture. This is also a good section to discuss how you are going to advertise your project.

- ☐ **Logistics.** A good logistics plan is a key component of a smoothly run project. You are not only concerned about the safe movement of people to and from your project, but also materials, supplies and tools that may be delivered beforehand by a supplier or brought to the project by your helpers. This includes how you will dispose of trash, etc. resulting from the conduct of the project.

It's a good idea to attach one or more maps that provide details.

Don't forget to discuss essential things like feeding and hydrating your crew and providing restroom facilities. Think too about the possible need and availability of electric power at your work site(s).

- ☐ **Safety (GTA 9.0.2.14).** You must address safety considerations in your Eagle Scout project. Answering the questions and completing the table in

this section will help ensure you conduct the service project in a safe manner. Make sure you have a suitable first aid kit that is available, properly stocked, and organized for immediate use. You should include time in your project schedule for a safety briefing before work begins and include a copy of the briefing script in this section.

For hazardous chemicals or power tools, make sure there will be enough qualified volunteers to safely use them. Refer to the Scouting America [SAFE Project Tool Use "](#) and SAFE Checklist in the Guide to Safe Scouting.

If digging will be part of your Eagle Scout Service Project, Miss Utility (VA-811 in Virginia) is your partner for safe digging! There may be a variety of lines or pipes running underground in the area of the project. Miss Utility (VA-811 in Virginia) is an online or one-call notification center that will inform facility and utility owners of your proposed excavation. The facility and utility owners will locate and mark underground lines at the dig site or verify the site is clear

Additionally, you should know the location and phone numbers for the local emergency facilities (e.g., hospital, fire station, etc.). It's also a very good idea to have someone present who is experienced in first aid.

Since an Eagle Scout Service Project is a unit activity, units have the same responsibility to ensure there is adequate adult leadership to safely conduct the project as any other unit activity. The Scout should plan for safe execution; however, it must be understood that minors cannot and must not be held responsible for safety concerns. Units must adhere to the Guide to Safe Scouting requirements regarding registered leader coverage for all Scouting activities, including Eagle Scout Service Projects.

See [Project Safety](#) in this guide for additional information.



Contingency Plans. Discuss what could cause postponement or cancellation of your project and how you will deal with it. For example, if your project will be conducted outdoors, don't forget to identify a plan for adverse weather.

- ☐ **Comments from your Eagle Advisor About Your Project Plan.** You are strongly encouraged to take advantage of the suggestions and guidance that an Eagle Advisor and/or Project Coach can provide. This is your first Eagle Project, but your Advisor and/or Coach likely has worked with other Scouts and may be able to help you avoid mistakes that could make your project more difficult to complete with success. Ask them for constructive comments and confirm that you have not missed anything important. Then record their comments and suggestions and revise your Project Plan as appropriate.
- ☐ **Review by the Benefitting Organization.** As indicated in the "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries", you should share your Project Plan with the benefitting organization so they can confirm that it is acceptable. They may also let you know if they have suggestions or concerns that the project might not produce the results they want. If problems are identified, the benefitting organization may require improvements before work begins.

EAGLE SCOUT SERVICE PROJECT FUNDRAISING APPLICATION

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Share your plan with beneficiary and obtain its approval. - Complete the fundraising application if you will need more than \$750 from sources NCAC must approve. - If less than \$750 from other than approved sources, the Unit approves. 	<ul style="list-style-type: none"> - Periodically ask the Scout how the Scout is doing and how you can help. - Give the Scout feedback on budgeting for fund raising and probability they will receive hoped for contributions. - Understand any fund-raising contractual requirements and sign contracts on the Scout's behalf. 	<ul style="list-style-type: none"> - Confirm with the Scout that their project requires a major fundraising component. Encourage the Scout to develop a fundable scope. - Guide the Scout to sources of funds that are known and low risk. Discuss the details of providing receipts and protecting donations. - Ensure Scout shares their fund-raising plan with beneficiary. - Ensure that the fundraising application is transmitted to NCAC and the Scout receives approval.



Complete the Eagle Scout Service Project Fundraising Application (if required).

The top half of the form completes automatically when you use a computer to complete the Contact Information sheet in your Workbook Proposal. The application is only one page as a PDF fillable document included in the Eagle Scout Service Project Workbook. If you need to submit one, fill it in, print it out, get it signed, scan it and e-mail it, or fax it, to the National Capital Area Council.

In keeping with National Capital Area Council's Unit Money Earning Application procedures, the Council is the approving authority on the Eagle Scout Service Project Fundraising Application. The completed forms can be sent to this email address for approval: ncaceaglefunds@scouting.org or faxed to: 301-564-9513.

It is important to remember that Eagle Scout service projects may not be fundraisers. In other words, you may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project.

Funds raised from individuals associated with your project can be done without the need for securing Council approval. Those individuals are:

- The beneficiary
- The candidate
- The candidate's parents/guardians or relatives
- The candidate's unit
- The unit's chartered organization
- Parents/guardians or members of the candidate's unit.

If you intend to raise a total of \$750 or more from fundraising sources that **do not** fit into those listed above, NCAC requires the submission of an Eagle Scout Service Project Fundraising Application for Council approval. Fund raising for amounts less than \$750 are approved by the Unit.

Regardless of the goal amount, all fundraising efforts must be described in appropriate detail in the [Eagle Scout Service Project Workbook Proposal](#) (in the Proposal Fundraising block under Preliminary Cost Estimate) and in the Project Plan (in the Revenue block).

Using fundraising websites such as GoFundMe is acceptable. Parents/Guardians are responsible for all contractual obligations. Some things to keep in mind if considering the use of a 'crowdfunding' source include:

- A Fundraising Application is required if the amount raised will exceed \$750.00 or if the site does not provide the ability to cap the amount raised at \$749.99.
- Eagle projects might not comply with the website's terms of service.
- If a contract is required, it must be signed by an adult.
- The website might take a 'cut' of the funds raised, plan accordingly.
- Funds must be raised in the name of the beneficiary, not Scouting America.
- Website must allow excess funds to go to the project beneficiary or the project beneficiary's designee.

Use the standards listed below from the Eagle Scout Service Project Workbook when planning and developing your fundraising efforts, and then discussing them with your unit leader, unit committee, beneficiary, and others. Following these standards also increases the likelihood of approval.

- It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.

- Any contracts must be signed by a responsible adult, acting as an individual, without reference to Scouting America. The person who signs the contract is personally liable. Contracts must not, and cannot, bind Scouting America, National Capital Area Council, or the unit's chartered organization.
- If something is to be sold, people should buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
- Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of Scouting America. For example, they must not include raffles or other games of chance.
- Should any donors want documentation of a gift, this must be provided through the project beneficiary, not Scouting America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
- Youth are not normally permitted to solicit funds on behalf of other organizations. However, the National Capital Area Council may allow an exception for Eagle Scout service projects when fundraising is approved by the unit (below \$750) or by Council (over \$750).

CONDUCT THE PROJECT

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Have fun, stay calm. - Expect the unexpected. Don't be surprised if something you haven't thought of turns up or if you need to make adjustments on the fly. That's part of leadership too. - Make sure you delegate and communicate. - Write down your notes about conducting the project as soon as possible, preferably before going to bed. That way you'll be better prepared to do your report. - Take photos. Pictures are worth 1,000 words. - Designate a safety person. 	<ul style="list-style-type: none"> - Be there to support if you can. - Give the Scout space so the Scout can lead their project. 	<ul style="list-style-type: none"> - Be there to support if you can. - Discuss contingency plans and project go/no-go situations. - Discuss the Scout's "management plan" and "management team". - Remind the Scout to record their notes immediately and then start their workbook write-up promptly. - Remind adults to refrain from taking charge as it is the Scout's responsibility to lead the effort. - Remind the Scout to have their parents/guardians or someone else take photos to help document their project.



Conduct the project.

Once the benefitting organization (and Project Coach, if applicable) are satisfied with your Project Plan, it is time to carry out your project.

This is your opportunity to shine by demonstrating how you have planned and developed the project and your readiness to demonstrate your leadership skills. Your unit leaders and potential board of review members will most certainly be watching.

Note that some adults may try to be too helpful. If you see that someone is giving directions, but they are not part of your designated management team, you may need to gently ask them to direct their comments to you, so you can consider the best way to communicate the information to your work crew(s) or teams.

Start by implementing the schedule you should have developed during the project planning phase. Obtain and prepare the materials, including the necessary tools, for the project.

If it is an outdoor project, pay attention to the weather as your project day approaches. Have a 'bad-weather' plan (Be Prepared!), and make sure volunteers are kept informed.

Make sure you follow-up on preparation items delegated to others! Use your Unit's youth and adult leadership. They can help you fulfill transportation, photography, and food requirements. Instruct and organize your participants. Lead the project, observe the work, make corrections, if necessary, troubleshoot problems, and ensure everyone's safety! Have your first aid kit on-hand and designate a safety person who will call "911" if necessary.

You should take notes of anything that changed from your original plan. You should continue to track the number of hours you and each volunteer spends on the project. You should maintain a list of all materials, supplies, and tools used and donations received so they can be included in the Project Report.

Work on the project is complete when:

1. The work is finished
2. Any excess materials, supplies and tools have been cleared from the site, as applicable
3. You and beneficiary agree it is complete.

Enter this date on the ESRA at Requirement 5 and on the first page of the Project Report section of your workbook.

PROJECT REPORT

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Using your notes from the day of the project, write up your report as quickly as possible. If you do it when conducting the project is fresh in your mind, it will be easier. - Use complete sentences. If something doesn't apply, use "N/A." - Be as complete as you can. The Board of Review needs this info. If you skimp and write only short sentences, the Board will need to ask about it. Good reports lead to easier Boards. - Use your imagination. How could you have done the project differently? What could you have planned for but didn't? What did you learn? - Make sure you type the report neatly. Make it look like you care. Pick out some good photos for the report. 	<ul style="list-style-type: none"> - If the Scout asks, provide him/her feedback. - If the Scout seems to be struggling with writing the report, ask open-ended questions about what the Scout was expecting, what was experienced and how the Scout felt when planning and then doing the project. 	<ul style="list-style-type: none"> - Be a resource if the Scout needs help writing the report. - Encourage the Scout to use a computer to record their Project Report.



Complete the Eagle Scout Service Project Report.

After you complete the project work, you will need to complete the Eagle Scout Service Project Report. As you complete each section, be sure to focus your information on how you led the group through the project, what worked and what didn't work, what you learned from the project, what you would have done differently if you had to do it all over again, plus changes that were made and how you adjusted for them. Include as many pictures as possible – during and after shots.

Unit leaders and coaches must remember this section is for the Scout to report on their project and not for an adult to report observations on the Scout's project.

Likewise, Scouts must remember the Project Report should reflect their best effort as an Eagle Scout candidate.

Attach additional pages if needed. You should make every effort to present a readable and complete representation of your project.

- ☐ **Project Execution.** Record when work began on your project and when it was finished using the definition from the previous section.
- ☐ **Project Description.** Now that you have completed the work on your project, take a moment to describe what you have done and the impact it will have. Did it turn out the way you expected it to? Is the impact consistent with what you described in your proposal? In your Proposal, you listed some action steps to complete your project plan. For the second part of this section, describe what really happened after approval of your Project Proposal.
- ☐ **Observations.** Recount what went well and what was challenging during your project. Talk to friends, your parents/guardians, and Unit Leaders for their observations. In preparation for completing this section, you should have recorded notes describing how things went. It's fair to expect this will be a topic of conversation at your Eagle Board of Review.
- ☐ **Changes.** List any changes made during the conduct of the project. You should use your Project Proposal and Project Plan as guides. You should explain why those changes were made, and the effect they had on the conduct and success of your project.
- ☐ **Leadership.** This is a great opportunity to describe how you satisfied the "...giving leadership to others..." portion of Requirement 5. This section should include both difficult and rewarding aspects of being leader of your project. As you complete this section, consider how your Unit Leader, Eagle Advisor/Project Coach, District Eagle Representative and others have helped you develop and demonstrate your leadership skills.
- ☐ **Material, Supplies, Tools, Other.** This section will help your Unit Leader and the members of your Eagle Board of Review understand the extent and success of your planning efforts. You should review your notes from the day of the project and the tables in your Project Plan in order to correctly respond to the questions.
- ☐ **Entering Service Project Data.** Make sure the hours you and others spent on the project are recorded and totaled correctly. Review the section on [Tracking Service Project Hours](#) for more information. Make sure you provide your unit with the detailed information so they can give service-hour credit to those who helped you. You may attach the original sign-in sheets or rosters as part of your report. These do not need to be typed or re-typed.

- **Funding.** The summary in this section will reveal how well you estimated your project's expenses and revenues in your Project Plan. If you encountered problems in this area, be sure to describe them and how they were resolved. If you haven't done it already, make sure any money or left-over materials from your project are turned over to the Project Beneficiary.

Thank-you letters/notes are recommended and will be appreciated by anyone who donated materials or the use of equipment for the project. Don't confuse this with donor receipts for funds or materials which should come from the Project Beneficiary. Copies of these thank-you letters/notes or receipts may be included as attachments to the report. Alternatively, you may list those who received recognition in the "How were the donors thanked?" block.

- **Photos or Other Documentation.** Whenever possible, be sure to upload and include pictures of your project. They will help the members of your Eagle Board of Review to understand your project. Photographs of your completed project (along with "before" photographs included in the Project Proposal section) help provide a clear and understandable presentation of your efforts and their results.

Consider designating a project photographer or multiple photographers to capture your project. You are not limited to the number of photographs, so consider including pictures of volunteers working, completed work, and even a group picture. Clearly label photographs with descriptive captions. You are not restricted to putting photographs in the specific area provided in the Workbook. You may provide photographs separately, for example, as an attachment to the workbook, mounted or printed on paper, or inserted into a binder's pocket.

APPROVAL OF THE PROJECT

KEY FOCUS ITEMS	
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Take your project report to the beneficiary. Talk about how the project went. Get their feedback. Then ask them to sign the project report. - After the beneficiary signs, contact your unit leader to get his/her signature. 	<ul style="list-style-type: none"> - Talk with the Scout about how the Scout views the project and what was learned. Ask how the beneficiary feels about the project. - Sign and date the report.

- ☐ **Obtain completion approvals for the Project.** Once the Project Report is complete, you must sign the workbook and obtain the dated signatures of the Unit Leader and Project Beneficiary Representative.
- ☐ **Candidate's Promise.** Read and sign the promise before presenting your completed Eagle Scout Service Project Workbook to the approvers.
- ☐ **Beneficiary Approval.** Discuss your Project Workbook with the Beneficiary Representative and obtain their signature. In signing, they agree that your Eagle Scout Service Project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.
- ☐ **Unit Leader Approval.** Discuss your Project Workbook with your Unit Leader (i.e., Scoutmaster, Coach, Advisor, or Skipper) and obtain their signature. In signing, they also agree that your Eagle Scout Service Project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.

EAGLE SCOUT CANDIDATE REFERENCES

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT COMMITTEE/BoR CHAIR
<ul style="list-style-type: none"> - Talk with your parents/guardians about who might be good references. - Look for references that can discuss different parts of your life. The Board will benefit from hearing about you from multiple perspectives. - Obtain delivery instructions from the unit/district adult that will hold the references. - Talk to the references and make sure they have the time and desire to write a letter of recommendation for you. - Put their complete contact details on the ESRA. (Requirement 2; Name, Address, phone number, e-mail) 	<ul style="list-style-type: none"> - Provide the Scout with feedback about potential references. - Encourage the Scout to get a variety of references. The Board benefits from multiple perspectives. - Encourage the Scout to talk with potential references to make sure they are able and available to help. 	<ul style="list-style-type: none"> - Provide the Scout with instructions on to whom the reference letters should be sent. - Follow up with the Scout and the references if you do not get a timely response. Enlist DER for help if needed. - Make sure that neither the Scout, the parents/guardians, unit leaders or anyone else who is not on the Eagle Board of Review have access to or involvement with the confidential reference letters.



Request and receive recommendations on the Eagle Scout Candidate.

On the ESRA, four references are required. Scouts are responsible for contacting potential references and requesting letters. You must list full contact information for all references on your ESRA. Reach out to prospective references in advance and ask whether they would be comfortable in writing a reference for you. It also is a good idea to ask whether they will have the time to provide a reference promptly. Keep in mind the timing. Trying to locate teachers during vacation periods can be challenging. The same applies to religious leaders during high holidays or tax accountants during March/April. Obtain delivery instructions from your unit/district and provide them to your references. The references must send their letters or emails to the unit/district adult who will collect them and bring them to your Board of Review.

Councils are responsible for determining how reference letters will be received and held prior to the Board of Review. In the National Capital Area Council, it is Council policy that all Eagle reference letters will be delivered to and held by a unit/district adult prior to the Eagle Board of Review. Under no circumstances should you or your family receive, hold, read or see the references. Reference letters are the

property of the National Capital Area Council. are to be kept confidential and held by a unit/district adult. You need to stay in frequent communication with the adult collecting the reference letters so that you can follow up with any references that remain outstanding. Remember that references are an important element of your Eagle Board of Review and the more references the better.

Reference request forms may be used but should not suggest answers or provide a pre-determined list of topics. Although not required, a standard reference letter request format has been developed (See [Attachment D - NCAC Sample Request for a Letter of Recommendation](#)). This 'form' may be sent to the references you list on your ESRA. You also can find some tips on requesting reference letters.

You can request reference letters from anyone that knows you well. You may ask Scout leaders, teachers, employers, religious leaders/ministers, coaches, other Scouts, etc. References do not need to be 21 or older. Parents and other relatives are strongly discouraged from serving as references. Your Scoutmaster and Committee Chair are prohibited from writing reference letters. Their signature on your ESRA constitutes their endorsement of your candidacy for Eagle.

NOTE: UNDER NO CIRCUMSTANCES should a Scout or their parent/guardians(s) be tasked with sending, receiving or holding the responses!

As many responses as can be reasonably obtained should be available for review at the Eagle Scout Board of Review. If a reference is non-responsive, then the Scout or unit/district adult receiving the references should contact the reference to ensure they received the request. Ask the reference whether a response has been, or will be, sent. Every effort should be made to obtain a response. If responses are not received in a timely manner, the Scout must decide whether to proceed with a Board of Review even though all the references have not been received. A Scout's Eagle Board of Review cannot be delayed or denied simply because all the references haven't been received.

Remember, reference letters are confidential, and their contents are not to be disclosed to any person who was not a member of the Eagle Board of Review (9.0.1.7). Under no circumstances should reference letters be distributed electronically to board members in advance. The individual responsible for bringing

the letters to the unit/district board should print them out and bring them to the board where members will read them prior to meeting with the Scout.

Responses from references should be destroyed by either the Board of Review Chairperson or the District Eagle Representative at the completion of a **successful** Board of Review and notification that the Scout's credentials have been received by NCAC. (GTA 9.0.1.7)

The NCAC, under any circumstances, does not want the reference letters to be included as part of the final Eagle Scout Package submitted to Council.

EAGLE SCOUT RANK APPLICATION

KEY FOCUS ITEMS		
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Download the form and save it to your hard drive. - Carefully fill in all the information. Use the correct date for when you joined Scouts – it usually is right after your first meeting, not when you earned Scout. - Make sure your position of responsibility is listed on the ESRA and that you were registered in the unit (particularly important for Venture or Sea Scout members) during your service. - Write down a project name that includes the beneficiary and project scope. - Make sure you put down the TOTAL number of hours for the project and that the number of hours recorded on the ESRA is the same as the total number of hours in the Eagle Scout Service Project Workbook. Use whole numbers. - When you are confident everything is okay, submit to your unit leader. 	<ul style="list-style-type: none"> - Encourage the Scout to fill in the ESRA, using a computer, if possible. - Help the Scout figure out the date they joined Scouts. The date you signed the application to join Scouts BSA is the one you want. If the Scout was a Cub, it usually is right after they bridged. If the Scout was not a Cub, it was usually at their first or second meeting. 	<ul style="list-style-type: none"> - Be a resource – answer questions if the Scout has them. - Help the Scout obtain unit advancement reports to ensure they are consistent with the information recorded on the ESRA. - Confirm that the Scout successfully completed their assigned duties for their position(s) of responsibility. - Review the Scout's completed form and back-up documents to ensure the information recorded is complete and accurate.



Fill-in the Eagle Scout Rank Application (ESRA).

When all requirements for the rank of Eagle (except the Board of Review) have been completed, you must complete the Eagle Scout Rank Application, sign and date it, and submit it to your Unit Leader. You can find the most current ESRA on the Eagle Information section of the NCAC Advancement page at:

[Eagle Scout Information - National Capital Area Council \(ncacscouting.org\)](http://ncacscouting.org)

The electronic, fillable form should be completed and saved using a computer whenever possible. This will save considerable time when changes or edits must be made. However, when it's time to record signatures, print out the form.

The paper version of the application must contain original (not photocopied) signatures. Electronic (digital) signatures are only supported for the Scout Executive.

All information on the Eagle Scout Rank Application must agree with the data recorded on Scoutbook Plus or Internet Advancement 2.0 and found on the Scoutbook Plus History Report or the IA 2.0 Unit Advancement Summary for an individual Scout. You can also use a different report if the Unit uses a third-party software for record-keeping, but what is reported on Internet Advancement 2.0 takes priority. The unit should have the Advancement Chairperson print an Internet Advancement 2.0 Unit Advancement Summary for an individual Scout, or comparable report from a third-party software program to assist in the review of dates. See section on [Record Keeping](#) for additional information.

Here are a few hints on filling out this form.

1. **Name:** Use your full legal name (i.e., first, middle, and last name) using upper and lower-case letters on the top line of the application. Use an initial for your middle name only if the full name is too long to fit on the ESRA. Do NOT use all capital letters.
2. **Only use abbreviations** on the application for mailing address locations recognized by the United States Postal Service, such as St., Dr., or Pl. for Street, Drive, or Place, respectively. The standard state/district abbreviations may be used, such as DC for the District of Columbia, MD for Maryland, and VA for Virginia. Additionally, standard name suffixes (e.g., Jr., III, etc.) should be used.
3. **Membership Date:** The ESRA requires a date for your joining Scouts BSA (after Cub Scouts). Use the date from your Scouts BSA Application or Crossover Ceremony, not the date you completed the requirements for the Scout badge.
4. **Dates:** List all dates as M M D D Y Y, e.g., 0 7 0 4 0 9. On the Adobe Acrobat® form the date fields are individual cells, so use the Tab key to move between them. Dates should be filled in to fit the space provided and should not be written across the lines. MAC users may experience “bunching of the dates,” instead of one number per block. That is acceptable. All date blocks must be filled in, including leading zeros.
5. **References:** All four lines must be completed. See the section on [References](#) and GTA 9.0.1.3 for more information.
6. **Merit Badge Dates:** Use the date completed as recorded by the Merit Badge Counselor on the signed Application for Merit Badge card, commonly referred to as the “blue card” or alternative report (electronic camp report, Scoutbook Plus, etc.) documenting merit badge completion (7.0.0.2). Verify all dates are after the

“Date became a Scout”. See the section on [Record Keeping](#) for additional guidance.

7. **Eagle Required Merit Badge Options:** Whether earned or not, cross out merit badges not being applied to the ‘Eagle-required’ items in 7 (Emergency Preparedness or Lifesaving), 8 (Environmental Science or Sustainability) and 10 (Cycling, Hiking, or Swimming). If earned, these crossed-out merit badges should be treated like elective merit badges.
8. **Board of Review dates for rank advancement:** Must be consistent in all record sources. See the section on [Record Keeping](#) for additional guidance.
9. **Positions of Responsibility:** List only approved position(s) from the current Scout BSA Requirements book or the ESRA. Dates may not begin before the day of your Life Board of Review and may not end on or after your 18th birthday (even if it is a Crew position you still hold). “Present” and “To Now” are not acceptable dates! Do not use future dates! Include all positions held after the date of Life Scout. If need to record more than two positions, squeeze the extra positions between the lines.
10. **Project Name, Date, and Hours:** Include the name of the benefiting organization in the project name (e.g., St. Mary’s Church Prayer Garden). The Date Project Finished is the date that all project work was complete, **not** the date of approval signatures in the Workbook. The Grand Total of Hours must agree with the Project Report section of the Eagle Scout Service Project Workbook. This must be a whole number without any fractions or decimal points.



Write a Statement of Ambitions and Life Purpose and Listing of Honors and Awards.

On the ESRA’s second page as part of the “Certification By Applicant, you will see that you need to prepare a Statement of Ambitions and Life Purpose and a Listing of Honors and Awards. You are told that “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 organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.”

Statement of ambitions and life purpose. This statement should be something that reflects your unique personality, demonstrates significant thought, and focuses on the future. It should communicate to the Board of Review that you are thinking about your future and what it means to be an Eagle Scout.

You should have ambitions in many areas of life, not just a job. Your life can gain meaning and satisfaction from a range of pursuits including family, religious organization, friends, social organizations, community service, Scouting, hobbies

and other pastimes. Writing about your life purpose might touch on a professional occupation but should include the additional areas as well.

Listing of honors and awards. List positions of responsibility you have held in your religious institution, Scouts BSA, school, camp, your community, social organizations or clubs, sports teams, band or orchestra, or other opportunities you had to demonstrate leadership skills. This listing should document the accomplishments you have earned in your life to date. It complements the forward-looking statement of ambitions and life's purpose to give the Board of Review a more complete understanding of where you have been and where you are going.

If possible, you should complete these statements before you meet with your Unit Leader (Requirement 6). These documents contain important information that your Unit Leader will want to read and discuss with you.



Sign and obtain signatures for the Eagle Scout Rank Application (ESRA).

After you have filled in the ESRA, you should meet with your Unit Leader and/or Advancement Chairperson to review it for accuracy of dates and completeness.

When the Eagle Scout Package (ESRA, Statement of Ambitions and Life's Purpose, Eagle Service Project workbook) has been finalized, you, the Unit Leader, and the Unit Committee Chairperson should sign the ESRA. Your signature signifies that, on your honor as a Scout, Venturer or Sea Scout, all statements on the application are true and correct and all requirements were completed prior to your 18th birthday. The signatures of the Unit adult leaders verify the accuracy of the application and approval to hold the Board of Review. The dates accompanying these signatures may be after your 18th birthday. If your Unit Leader and/or Unit Committee Chairperson refuse to sign the application, you should be directed to contact the District ARC Chairperson for guidance on requesting a Board of Review under Disputed Circumstances.

Once all three people have signed the application, the application and the Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary for an individual Scout are provided to the District Eagle Representative for review. The District Eagle Representative is required to verify the advancement guidelines of the Scouting America are met or request an explanation if there is any discrepancy. See [Verification Review](#) and [Attachment C – NCAC Eagle Scout Verification Checklist](#) for more information. The unit may need to make additional revisions to resolve issues not caught earlier. Note: Any advancement errors discovered after an earlier board of review must not be held against a Scout in considering future advancement, even if requirements for

lower ranks were not properly completed before the board of review was held (8.0.0.1).

EAGLE SCOUT CANDIDATE - UNIT LEADER CONFERENCE

KEY FOCUS ITEMS	
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Talk openly and honestly with your unit leader. - Ask questions and ask for advice as needed. - Discuss any concerns you have about your Trail to Eagle, so far, or the future. 	<ul style="list-style-type: none"> - Ask the Scout questions about their experience and plans for the future. - Focus on open-ended questions that give the Scout opportunities to talk. - Keep the discussion positive. - Remember that this is not a test. A Scout cannot “fail” a unit leader conference. The Scout completes the requirement solely by participating in the discussion. - While unit leaders may conduct conferences with any member, including their own children, delegation to an assistant unit leader over the age of 21 in these cases is highly recommended.



Complete Eagle Scout Requirement 6 (Unit Leader Conference).

You may ask for a Unit Leader Conference at any time after becoming a Life Scout; it does not need to be the last requirement completed. Keep in mind, however, that most unit leaders will want to have a conference with you immediately before your Board of Review, in part because the Scoutmaster is responsible for determining that all requirements were met.

Make sure the date of the Unit Leader Conference (e.g., Scoutmaster, Advisor, Coach, Skipper Conference) is recorded in your Scout handbook and also on the ESRA. This conference is a rank requirement and must be completed prior to your 18th birthday.

There is a strong preference that unit leader/Scout conferences be held “face-to-face,” following all safeguarding youth requirements. This offers the Scout a more personal and impactful experience. There may, however, be circumstances which preclude a “face-to-face” conference. In such circumstances, a video conference is allowed, provided all safeguarding youth requirements are followed. (4.2.3.5). The NCAC Advancement Committee decided that units which confront such circumstances may decide to hold a virtual Eagle Scoutmaster Conference and do not need prior approval from Council.

THE EAGLE SCOUT PACKAGE

KEY FOCUS ITEMS	
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR
<ul style="list-style-type: none"> - Gather your most recent completed and signed ESRA, Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary for an individual Scout, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, and your Eagle Scout Service Project Workbook - Check to ensure your unit leaders will bring your verified ESRA to the Board of Review or will provide it to you for inclusion in the package. - Leave other things such as rank advancement cards, blue cards, etc. in a safe place at home. 	<ul style="list-style-type: none"> - Review the Eagle Candidate's completed/ signed ESRA, Scoutbook Plus Scouts BSA History Report, Internet Advancement 2.0 Unit Advancement Summary for an individual Scout, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, Eagle Scout Service Project Workbook and back-up documents to ensure the information recorded is complete. - Provide the Scout feedback. Identify any corrections needed on the ESRA. - If the unit needs more than one copy of any documents in the package, make sure you obtain the package from the Scout and make the copies. - Communicate to the Scout who will be responsible for bringing the Scout's verified ESRA to the Board of Review.



Assemble the Eagle Scout Package in preparation for the Board of Review.

In preparation for your Board of Review and approval for advancement to the rank of Eagle Scout by Scouting America, you **should** assemble the following information:

1. A completed, signed and verified original ESRA (GTA 9.0.1.3) - The most current version of the application must be used and found at the Eagle Information section of the NCAC Advancement Resources page at:
[Eagle Scout Information - National Capital Area Council](#)
2. Life Purpose and Listing of Honors and Awards. See [Statement of Ambitions and Life Purpose](#) for more information on contents of this statement.
3. Eagle Scout Service Project Workbook with all required signature

VERIFICATION REVIEW

KEY FOCUS ITEMS		
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP
<p>- Talk with your unit leader and identify who will send your ESRA to the District Eagle Representative.</p> <p>- If you are to provide the ESRA and Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary Report for an individual Scout to the District Eagle Representative, contact the DER and arrange to get them to him/her.</p> <p>- Promptly make any corrections the DER requests.</p>	<p>- Carefully review the completed/ signed ESRA and Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary Report for an individual Scout.</p> <p>- Provide the Scout feedback. Identify any corrections needed on the ESRA and help Scout with fixing them.</p> <p>- If the unit is responsible for providing the DER with the ESRA and Scout's Advancement report (see above), send them to the DER.</p> <p>- Work with other Scouters to make any corrections identified by the DER.</p>	<p>- Carefully review the completed/ signed ESRA and Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary for an individual Scout. You are verifying the ESRA as a representative of the NCAC. Attention to detail at this point is critical. A high-quality review will help avoid awkward or embarrassing situations later in the process.</p> <p>- Provide the Scout or Unit feedback. Identify any corrections needed on the ESRA.</p> <p>- When the ESRA is correct, sign and date the second (signature) page on the line for "Scouting America Local Council Verification". Use District Eagle Representative or DER for your position title followed by two dashes and the name of your District. Additionally, print your name under the signature line.</p> <p>- Notify the unit that they are authorized to schedule a Board of Review for the Scout.</p>



Complete the Verification of the Eagle Scout Rank Application.

When all requirements for the rank of Eagle (except the Board of Review) have been completed, an Eagle Scout Rank Application (ESRA) must be completed by the Scout and verified by the District Eagle Representative (DER). Unit involvement in the preparation of the ESRA prior to this review is required.

- Unit use of the NCAC Eagle Scout Verification Checklist at [Attachment C](#) is strongly recommended as this is what the DER will use when verifying the ESRA.
- A unit must reconcile the unit's management records, ESRA, Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary for an individual Scout to the source documents (blue cards, Scout's handbook) to ensure all dates are in agreement. If necessary, the unit should take corrective action. Note: Units should not attempt to switch back and forth between Scoutbook Plus and Internet Advancement 2.0. Consistently use either one or the other. Otherwise, errors are likely to arise.

- All information on the ESRA must agree with the data reported on the Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary for an individual Scout.

The signatures of the Scout, unit leader, and committee chair MUST be on the ESRA, or an explanation must be attached as to why they are missing. (GTA 9.0.1.4)

- Those signatures are verification that each leader has verified the accuracy of the ESRA.
- If either unit leader or committee chair refuses to sign the ESRA, the unit must assist the Scout in contacting the District Advancement Committee.

Either a unit representative or the Scout will provide the DER, who cannot be affiliated with the unit, with the completed and signed ESRA and the Scoutbook Plus Scouts BSA History Report or Internet Advancement Member 2.0 Unit Advancement Summary for an individual Scout. While some DERs may want to meet personally with the Scout to verify the ESRA, this is not required. Virtual verification is acceptable.

- The Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Summary Report for an individual Scout provides the evidence that merit badges and rank advancements have been earned and properly entered into Scouts BSA records.
- If there are discrepancies, the ESRA is returned to the unit for resolution.
- All discrepancies found during the review must be corrected before the DER verifies the ESRA.
- DERs are strongly encouraged to use the NCAC Eagle Scout Verification Checklist at [Attachment C](#). Strict attention to detail is critical during the ESRA verification process. Catching and fixing any errors, omissions or questionable points prior to the Board of Review is essential to preventing awkward or embarrassing situations that can cause stress and frustration for the Scout, parents, unit leaders and DERs. DERs must always remember that they are verifying ESRAs as a representative of Council. DERs that are found to have overlooked or missed important details will be counseled by NCAC. Continued failure to conduct high quality verification might lead to removal from the DER role.
- When satisfactory, the DER will sign and date the Scouting America Local Council Verification block on the reverse of the ESRA. The DER will use District Eagle Representative or DER for the position title. After the position title, the DER will put two dashes and the name of the district.

The DER will notify the unit that the ESRA has been verified and that the unit can schedule a Board of Review for the Scout.

EAGLE SCOUT BOARD OF REVIEW PREPARATIONS

KEY FOCUS ITEMS		
LIFE SCOUT	DESIGNATED EAGLE BOARD CHAIR	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Make sure you provide the unit or Board with the completed/signed and verified ESRA, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, and your Eagle Scout Service Project Workbook. - Review all the materials so you can talk about them confidently. - It is preferred that you be in a full field uniform for the board of review. Wear as much of it as you own. If wearing the uniform is impractical for whatever reason, you should be clean and neat in appearance and dressed appropriately, according to your means, for the milestone marked by the occasion. 	<ul style="list-style-type: none"> - Coordinate with Scout, Scout-specific DER, Unit Leader and others to schedule the Eagle BoR; date, time, location, etc. - Similarly, bring all the letters of character reference (unopened) to the Board of Review. - Make sure that all members of the Board review the Eagle Candidate's ESRA, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, the Eagle Scout Service Project Workbook and letters of reference. - Ensure that new Board members that haven't done an Eagle BoR before understand the process and their responsibilities. 	<ul style="list-style-type: none"> - Make sure that a DER has signed and dated the ESRA before the Board of Review is allowed to commence. - Ensure the Eagle Package contains the Scout's ESRA, Statement of Ambitions and Life Purpose, Listing of Honors and Awards, and their Eagle Scout Service Project Workbook. - Ensure the unit allowed sufficient time for character references to reply. Ask what efforts were made to follow up with non-responsive references. - If this Eagle BoR is actually a Board Under Disputed Circumstances, be sure to inform the NCAC ARC Chair - Be available to answer any Board member questions.



Complete preparations for the Eagle Scout Board of Review.

It is the preference of the NCAC ARC that Eagle Scout Boards of Review be conducted at the unit-level by the Scout's Troop, Ship, or Crew. Per the GTA (GTA 8.0.3.0), a representative from either the District or Council is required. In the NCAC, this representation is always from approved District advancement personnel (DERs) who are registered adults that have no affiliation with the unit.

Scheduling: The Scout's unit is responsible for scheduling the Board of Review location, date, and time in coordination with the unit leader, Eagle Scout candidate, and District Eagle representative. A unit/district cannot schedule a Board of Review until the ESRA has been verified. Once a unit is notified that an ESRA has been verified, the Board should be scheduled promptly. In securing District representation, the Eagle Board Chair should contact the DER who first

approved the Scout's Eagle Scout Service Project Proposal; and likely conducted the ESRA verification. If he/she is unavailable, they will find a stand-in, or the District ARC Chairperson can designate someone who is not affiliated with the unit.

The Board of Review members should convene at least 30 minutes before the candidate appears in order to review the application, reference letters, and service project workbook.

Eagle BoRs After the 18th Birthday: Scouts, Venturers and Sea Scouts who have completed all requirements other than the Board, prior to their 18th birthday may have their Eagle Board within two years after their 18th birthday without special approval (8.0.3.1). Youth do NOT need to be registered to participate in a Board of Review.

A Board of Review that needs to be conducted more than two years after the Scout's 18th birthday requires filing a Belated Eagle Scout Rank Application (8.0.3.1) for approval by the National Advancement Team.

Board of Review Composition (GTA 8.0.0.3, 8.0.1.0): The Board of Review is composed of a representative of the District ARC and two (2) to five (5) other members, totaling a maximum of six members all of whom are age 21 years or older. The composition of the Board must meet the Guide to Safe Scouting requirements for coverage by registered leaders. Once the Guide to Safe Scouting requirements are met, the remaining members do not have to be registered in Scouting, but they must have an understanding of the significance of the Eagle Rank, and thus the importance of the Eagle Scout Board of Review.

Neither the Scout nor their parent(s) or guardian(s) shall have input into the selection of the Board of Review members.

The Chairperson of the Scout's Eagle Board of Review is typically a member of the candidate's Unit Committee and is designated as the Chairperson of the Board of Review by the Scout's Unit Committee Chairperson (or Unit's Advancement Chairperson). That person may also be the Unit's Committee Chair or a designated member of the District ARC, but 'spreading the workload' is a good way to get others involved.

At least one District or Council Advancement Committee Representative must be a member of the Eagle Board of Review when conducted at the unit level (GTA 8.0.3.0). A Council or District may designate more than one person to serve as a member of an Eagle Board of Review when requested by the unit.

The Unit Leader (e.g., Scoutmaster, Advisor, etc.), assistant unit leaders (e.g., Assistant Scoutmasters), relatives, or guardians may not serve as members of a Scout's Board of Review. After introducing the Eagle Candidate, (provided they aren't the parent or guardian of the candidate), the Unit Leader normally leaves the room. Unit Leaders who are invited to remain as an observer may not participate in any way. Other persons who are related to the candidate must not attend a Scout's Eagle Board of Review in any capacity. See GTA 8.0.1.0 for further guidance.

If the candidate is a Special Needs Scout with alternative advancement requirements, alternative Eagle-required merit badges, or is registered beyond the age of eligibility, then it is recommended that a member of the District's Special Needs Subcommittee participate on the Eagle Board.

There is a strong preference that boards of review be held "face-to-face," following all safeguarding youth requirements. This offers the Scout a more personal and impactful experience. There may, however, be circumstances which preclude a "face-to-face" board of review. In such circumstances, a video conference is allowed, provided all safeguarding youth requirements are followed. (8.2.1.6). The NCAC Advancement Committee decided that units which confront such circumstances may decide to hold a virtual Eagle board of review and do not need prior approval from Council.

In the event of a Board Under Disputed Circumstances, see GTA 8.0.3.2 for more information.

CONDUCTING THE EAGLE SCOUT BOARD OF REVIEW

KEY FOCUS ITEMS			
LIFE SCOUT	UNIT LEADER/EAGLE ADVISOR	EAGLE BOARD CHAIRPERSON	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Answer all questions completely. - If you don't understand a question, ask for clarification. - Do your best to describe key points like how you showed leadership on your project, showed Scout spirit, and live the Oath and Law. 	<ul style="list-style-type: none"> - Unit Leaders should introduce the Scout at the appointed time, and then leave the room, remaining available for questions, or the post-Eagle BoR 'photo op'. -- If a Board of Review asks a Unit Leader to remain as an observer, the Unit Leader must remain silent and may not participate in any way. 	<ul style="list-style-type: none"> - Ensure the Board composition meets the Guide to Safe Scouting requirements for coverage by registered leaders. - Explain the overall process, and any 'special' elements of the proceedings that may be unit/Scout-unique. - Provide the Character Reference Letters to the other Board members. - Suspend the Board if challenging issues arise to give the Board time to get additional information and obtain guidance from NCAC ARC, if needed. 	<ul style="list-style-type: none"> - Monitor the discussion and ensure that it remains positive, focused and avoids "retesting" the Scout. - Keep detailed notes if there is any indication that the decision may be something other than unanimous, in favor of the Scout.



Conducting the Eagle Scout Board of Review.

There is no required or standard set of questions that an Eagle candidate should be asked. However, the Board members should assure themselves of the candidate's participation in the program. This is the highest award that a Scout may achieve and a thorough discussion of their successes and experiences in Scouting should occur. (Be careful with 'sample' questions downloaded from online sources. Some can be 'dated', or simply wrong.) Recording a Board of Review, either audio or video, is prohibited per the Guide to Advancement.

The Board's Two-Fold Focus: Like most boards, the Eagle Board Review confirms that a Scout deserves advancement, and it reviews how the unit is delivering the Scouting America program. The discussion should include reflections on accomplishments and look towards the future.

Requirements Review: Since the objective requirements for Eagle have already been validated, the 'requirements review' during the Board should explore more subjective requirements, such as the extent to which the Scout is living the

principles of the Oath and Law, and the extent to which the Scout planned and provided leadership in the execution of their project.

Requirement #2 (Character): The Letters of Character Reference provide insights into how others outside the Scouting program see the Scout and how the young person demonstrates Scout-like character. Similarly, the Scout's Statement of Ambitions and Life Purpose and their list of accomplishments provide additional insights into the Scout's character and life outside of Scouting. The 'life purpose' portion of the Scout's Statement – coupled with the elective merit badges the Scout chose to pursue – help reveal their interests.

Requirement #5 (Project): The Board should confirm that the Scout executed their project in accordance with Eagle Scout Requirement 5. The GTA provides broad guidance (9.0.2.7, 9.0.2.8, 9.0.2.13) for an Eagle Scout Board of Review as they consider whether an Eagle Scout Service Project meets this requirement. Board members must maintain appropriate flexibility in evaluating this requirement as it is somewhat subjective. Projects can vary widely in terms of their type and size, and the capabilities of each individual Scout.

In the rare case where a Scout had not completed the Project Plan portion of their Eagle Scout Service Project Workbook, the NCAC ARC offers the following 'measures and characteristics', to assess whether the 'plan' portion of requirement 5 actually was met.

1. At their Board of Review, the Scout should be able to explain how the youth planned, developed and organized their project work and their workforce.
2. At their Board of Review, the Scout should be able to explain how they demonstrated leadership.

The Board should have documentation in the Scout's Workbook that shows how the Scout implemented their plan and demonstrated leadership. This may include descriptions of how the Scout recruited workers, communicated with others during the planning and execution phases of the project, delegated tasks, responded to emergencies, and managed contingencies. The Scout's self-evaluation should be recorded in the Project Report Page B and should be further discussed during the Eagle Board of Review.

3. Safety issues were addressed.

At their Board of Review, the Scout should be able to explain how they made a concerted effort to identify safety issues associated with their project and the measures they used to prevent injuries, or how they would respond if they

occurred. The Scout should discuss knowledge of the requirements and guidance contained in the Guide to Safe Scouting.

4. Materials, tools, supplies, and other needs were identified.

At their Board of Review, the Scout should be able to explain how they determined the appropriate materials, tools and supplies, and their quantities in enough detail to successfully accomplish the project. Any significant shortages or overages should be identified in the Project Report. They should not be “edited” into the Project Plan after completion of the project.

5. Plans, drawings, diagrams, maps, and pictures were included, as appropriate, in the plan, and used during the accomplishment of the project.

At their Board of Review, the Scout should be able to explain how they provided sufficient information for their workers, the project beneficiary, and the Eagle Board to understand what will be done, where it will be done, and how it will be done.

6. Expenses and Revenue were understood.

At their Board of Review, the Scout should be able to explain what expenses the Scout expected would be incurred and how those expenses would be covered by fundraising efforts.

7. Logistics elements were identified and addressed.

At their Board of Review, the Scout should be able to explain the plans for moving personnel and materials to and from the project.

8. The Scout complied with Scouting America and unit policies during the accomplishment of the project.

At their Board of Review, the Scout should be able to explain how they complied with applicable Scouting America and unit policies.

Program Review: It’s common and desirable for Eagle Boards to ask questions regarding what aspects of the unit’s ‘program delivery’ activities (e.g., camping, advancement, youth-led (vs adult involvement, etc.) were considered to be particularly successful and liked by the Scout and which ones could be improved, according to the Scout. To promote an open discussion of these issues, it is recommended that Unit Leaders not attend Eagle Boards of Review.

SUSPENDING OR CONCLUDING THE EAGLE SCOUT BOARD OF REVIEW

KEY FOCUS ITEMS		
LIFE SCOUT	EAGLE BOARD CHAIRPERSON	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - Listen carefully to the Board's decision. - Ask questions if there is anything you don't understand. 	<ul style="list-style-type: none"> - Explain the decision to the Scout, clearly and completely. If favorable, invite the Scout to have their parents/guardians come into the room to share in the celebration. - Make sure the ESRA and Handbook, if Scout brought it, are signed in the right places. - Identify the unit adult who will scan the signed ESRA and send it to NCAC. - If the decision is negative, give the Scout a written explanation promptly. Counsel about ability to appeal. - Confirm the procedure for handling reference letters. - For a favorable decision, collect all the letters of reference, and retain them until National verifies approval of the decision; then shred. 	<ul style="list-style-type: none"> - Announce and congratulate the Scout if there is a favorable decision. - If there is a sense of the possibility of an unfavorable decision, suggest that notes be taken to provide a record of what occurred during the Eagle BoR. - Ensure that if the Board's decision is unfavorable, the Board members – led by the Board Chair – understand that there is only one Board of Review, and that, if there is adequate time before the Scout turns 18, 'remedying the shortfall' is an option. If not, a denial of rank advancement is the only option. - If the decision is unfavorable, collect all the letters of reference, as well as any notes/discussion transcriptions, and retain them for use in the event the Scout files an appeal.



Suspending and Reconvening the Eagle Scout Board of Review

If an issue arises during a Board of Review that the Chair or DER foresee could present a challenge or if there is a need for more research, the Chair may suspend the Board. In complex situations, the Board Chair and/or DER should consult with the Council Advancement and Recognition Committee (ARC) and also conduct additional research or discussion. Once there is improved clarity, the Board can reconvene with the same membership, finish the discussion with the Scout and reach a conclusion.



Notify the Scout of the Board's decision and complete the paperwork.

After the Board of Review session with the Scout, the candidate (and their Unit Leader, if present) should leave the room while the Board members discuss the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, a decision in favor of awarding the Eagle rank must be unanimous.

If the candidate meets the requirements, the Scout is asked to return and is informed that of the Board's recommendation for advancement to the rank of Eagle Scout. The **original** Eagle Scout Rank Application in the Eagle Scout Package should be signed by the Eagle Board Chair and the DER.

The Unit Advancement Report (Form 34403) no longer is required by NCAC, but completion and retention by units is a local option.



Concluding an Unsuccessful Eagle Scout Board of Review.

For an unsuccessful Board of Review, there are two options.

1. If the Scout's 18th birthday is not imminent and the Board of Review feels the Scout can improve in certain areas within a defined time frame, the Board of Review may adjourn and then, after the Scout has completed the recommended improvements, reconvene at a later date, continue discussion and reach a conclusion. A reasonable attempt should be made to reassemble the members of the first Board when the Board of Review is reconvened.
2. If the Scout's 18th birthday is imminent or the Scout refuses to undertake the recommended improvements, then refer to the section in this guide on [Appeals](#) and GTA 8.0.4.0 for additional information.



Arrange delivery of the Eagle Scout Rank Application to NCAC.

The Unit is responsible for delivery of the ESRA to the NCAC in Bethesda, Maryland, and it is the Eagle Board Chairperson's responsibility to confirm how this will be done. A unit adult should be assigned the task of scanning and e-mailing the approved ESRA to NCAC at 082NCAC_EagleCert@scouting.org. (Note: The e-mail address NCAC_EagleCert@scouting.org is not monitored and should NOT be used.) Under NO circumstances should the Scout and/or the parents be involved with submitting the signed ESRA to NCAC. This is a unit responsibility.

- ☐ Send an e-mail to: 082ncac_eaglecert@scouting.org
 - Eagle Submission - Scout's Name, District, Unit Type and Number
 - For example: Eagle Submission – Joseph W. Smith, Prince George's, Troop 1111
- ☐ In the body of the e-mail, provide the following information for NCAC to notify when credentials (e.g., certificate, award, etc.) are ready for pick-up:
 - Unit Point of Contact (POC) Name
 - Unit POC Phone #
 - Unit POC E-mail

- Attach to the e-mail a single, good quality, scanned file consisting of the following:
 - Completed, signed Eagle Scout Rank Application – both sides
 - Approved time extension(s) (if applicable)

Remember, NCAC does not want the reference letters as part of the final Eagle Scout Package! The reference letters are confidential, and their contents must not be disclosed to any person who was not a member of the Board of Review. The reference letters should be destroyed by either the Board of Review Chairperson or the District Eagle Representative (DER) upon completion of a successful Board of Review **AND** notification that NCAC has received the Scout's credentials.

NCAC Submission. The NCAC will process the material and electronically submit the ESRA to the national office. NCAC notifies the submitter when the ESRA information has been submitted successfully. The Eagle Scout Court of Honor should not be scheduled until the submitter receives NCAC notification that all ESRA information was successfully accepted by the national system.

Scouting America National Team Actions: Upon receiving the electronically submitted Eagle Scout application, Scouting America screens the application to verify the correctness of the information. Any item not meeting National standards will cause the application to be returned for correction. The date on the Eagle Scout certificate will be the date of the Board of Review. Eagle certificates often arrive in 2 -3 weeks but may take six weeks or more to reach NCAC. Longer delays are common when a new President of the United States takes office as it takes time to arrange for White House permission to use the President's signature. Scouts should take these timelines into consideration when planning their Court of Honor.

Notification by the NCAC. The person designated by the Scout's unit will receive an e-mail notification indicating that the Eagle Scout Package was approved and accepted into the national database. As noted above, at this point, the Scout is confirmed as an Eagle. The unit is responsible for notifying the candidate that their advancement to the Eagle rank has been approved. The Scout and family can begin planning the Eagle Court of Honor. The unit POC or the Scout/family are able to pick up at the Council office a presentation box with the Eagle Scout Medal, Eagle Scout Patch, the Eagle Scout Mom's Pin, Eagle Scout Dad's Pin, a Mentor's Pin, and information about the National Eagle Scout Association. The Eagle Scout package containing the certificate will arrive after printing by National. Council will notify the Unit POC when it is available for pick up at the Council office.

EAGLE SCOUT BOARD OF REVIEW – APPEALS

KEY FOCUS ITEMS				
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER/EAGLE ADVISOR	DISTRICT EAGLE REP	NCAC ARC (APPEALS COORDINATOR OR DESIGNEE)
<ul style="list-style-type: none"> - If the Board decision was negative, make sure they gave you a written explanation within two weeks. - Read the explanation carefully. Decide whether you want to appeal. - If you do want to appeal, send a written request (e-mail is sufficient) appealing the decision to your District Advancement Chair, copy the NCAC ARC Chair and NCAC ARC Appeals coordinator. 	<ul style="list-style-type: none"> - Provide the Scout with guidance, advice and support. - Be available for questions, and supportive of data/information needs conveyed by the NCAC ARC Representative (District Advancement Chair) 	<ul style="list-style-type: none"> - Work with the Committee Chair and EBOR Chair to ensure the Scout receives a written explanation in a timely manner as to why the advancement has been denied. - Answer questions and consult with the District Eagle Rep and the NCAC ARC. 	<ul style="list-style-type: none"> - Serve as a resource for the Scout. Answer questions or obtain guidance from the NCAC ARC. 	<ul style="list-style-type: none"> - Form an Appeals Board comprised of District or Council ARC members (only), totaling 3 or 5 people. - Train/inform the Appeals Board members on how the Appeals process works, and the importance of finding the right balance between getting enough information and bringing closure to the case. - Lead the gathering of information/data, conducting interviews, etc. that help form a complete picture. - Keep the Scout/Family and the Council ARC Chair (or Coordinator) abreast of progress on resolving the case.

If the Board does not reach a positive, unanimous decision, then two possibilities exist.

1. If the Scout is not near their 18th birthday but refuses to undertake the Board's recommendations for improvement over the defined timeframe resulting from an unsuccessful board of review, the Scout may decide to appeal the Board's decision, or.
2. If the Scout is near or past their 18th birthday, and the vote was not unanimous, the Board must inform the Scout of their options for appealing the decision and the proper procedures.

If the Board's decision is going to be unfavorable, then the Board must select either option 1 or option 2 (above). After doing so, the Eagle candidate should be asked to return to the room where the candidate will be informed why the Scout's advancement to the rank of Eagle was not approved.

For option 1, if the Scout disagrees with the decision of the Board and chooses to appeal, the request should be submitted to the District ARC Chairperson by the Scout,

or their parent(s) or guardian(s). The Board will provide the Scout with the necessary contact information. The Board also will provide the Scout within two weeks a written statement documenting why their advancement to the rank of Eagle was not approved. If the Scout agrees to the recommendations of the Eagle Board, a follow-up letter will be sent to the Scout confirming the agreement and the action(s) necessary for their advancement.

In the case where option 2 applies, the Board will provide the Scout within two weeks a statement documenting why their advancement to the rank of Eagle was not approved and provide the Scout the contact information necessary to request an appeal.

If the Scout chooses to appeal the decision of the Eagle Board and a District-level appeal does not result in a recommendation for advancement, the Scout/Family may submit an appeal to the NCAC ARC through the NCAC Program Office for further action. Similarly, if a Council-level Appeals Board confirms the lower Board's (unfavorable) decision, the Scout/Family may appeal to National. This should be coordinated with the NCAC ARC Chairperson.

RESPONSIBILITIES

The responsibilities presented here only address tasks related to Eagle Scout rank advancement assigned to each organization at their respective level. The details of these responsibilities are presented in previous sections of this document.

Unit Responsibilities

- **Mandatory: Report advancement accomplishments** using Scoutbook Plus or Internet Advancement 2.0 to comply with NCAC verification.
- **Maintain adequate advancement records** (i.e., merit badge blue cards, advancement reports, etc.) and provide requested documentation to the NCAC if information provided on the Eagle Scout Rank Application (ESRA) is incomplete or is in question. Note – Units lose the ability to make changes to a youth's advancement record upon the 18th birthday. We strongly recommend a close audit of a youth's advancement record well before the 18th birthday and correction of any errors. Any errors after the 18th birthday will need to be explained in writing and submitted along with the ESRA for verification. The explanation will need to accompany the Eagle Package after the Board of Review.
- **For Scouts with disabilities (Special Needs)**
 - For a Scout that wishes to apply for Registration Beyond the Age of Eligibility, assist the family in gathering the material needed for an application. (A Special Needs Information Sheet <http://www.scouting.org/filestore/pdf/SpecialNeedsInformationSheet.pdf> is available to assist with the petition.)
 - Submit requests for alternate Eagle Scout Merit Badges (using the [Application for Alternative Eagle Scout Rank Merit Badges](#), No. 512-730) to the NCAC Advancement and Recognition Committee. The approved application is subsequently attached to the ESRA.
- **Train an adult Unit Eagle Advisor** who can provide guidance to the Scout to complete the ESRA and Eagle Scout Service Project Workbook.
- **Assist the Scout in obtaining an Eagle Advisor** and help Scouts understand why it is in their best interests to obtain an Eagle Advisor.
- **Provide the Scout with instructions on obtaining reference letters** and assign an adult Unit member to receive and hold the unopened responses for the Eagle Scout Board of Review. This person also helps the Scout follow-up with references who have not returned letters in a timely manner.
- **Ensure the Scout has met all requirements** for the ESRA and conduct the Unit Leader Conference.
- **Ensure the Eagle Project is reported** on the unit's Service project website.

- **Verification** - Per Verification Review, ensure the Scout's completed, signed ESRA (front and back) is forwarded to the DER for verification **prior to the Eagle Scout Board of Review**.
- **Board of Review** - Conduct unit-level Eagle Scout Board of Review with District representation, after receiving verification approval from the DER.
- **Submission to NCAC** - Following a successful Board of Review, submit a scanned copy of the ESRA (only) to NCAC. The adults at the Board of Review are responsible for identifying the unit adult who will submit the ESRA to NCAC. Under NO circumstances should the Scout or his/her parents be involved with submitting the ESRA to NCAC. This is a unit, not a Scout or parent, responsibility.
- **Provide the opportunity for a Court of Honor.**
- **Obtain letters of recognition.**

District Responsibilities

- **Provide advice** and guidance to Scouts and Scouters concerning the Life-to-Eagle processes.
- **Plan and conduct Life-to-Eagle Seminars** for Scouts and Scouters or inform Scouts and Scouters of Life-to-Eagle Seminars in neighboring Districts.
- **Approve Eagle Coaches** that assist Life Scouts working on Eagle Service projects.
- **Training** - Upon request, train Unit Eagle Advisors and unit advancement coordinators or chairs
- **Communication** - Keep Units informed of significant changes in Life-to-Eagle processes.
- **Special Needs** - Forward the Unit's request for an alternative Eagle Scout Merit Badge to the Special Needs Subcommittee of the NCAC ARC.
- **Review and approve the project proposal** portion of the Eagle Scout Service Project Workbook and confirm the required signatures are present, prior to the Scout conducting the project.
- **Eagle Package Verification** - Review the accuracy and completeness of the ESRA and verify it as a representative of NCAC before the unit schedules a Board of Review for the Scout.
- **Board of Review** - Participate in all Unit-level Eagle Boards of Review. The NCAC ARC has delegated the responsibilities for conducting the Eagle Scout Board of Review to the Unit-level. **An approved representative of the District ARC (DER), not affiliated with the unit, must be included as a member of the Board of Review and sign the appropriate block of the ESRA following a successful review.**

- **Appeals** - Consider and act upon appeals from Eagle Scout candidates, parents/guardians, or units concerning the ESRA and/or Eagle Scout Board of Review. A District Appeals Panel is convened to consider appeals. (For further guidance on this, see the appropriate section of the GTA.)
- **Board of Review Under Disputed Circumstances** - Convene a Board of Review Under Disputed Circumstances as determined by circumstances outlined in the GTA.

NCAC Responsibilities

- **Guide Development** - Develop, maintain, and distribute the NCAC Eagle Scout Procedures Guide for use by Scouts and Scouters.
- **ESRA Processing** - Process ESRAs through the National Service Center following a successful Board of Review. This includes follow-up to ensure timely return from Scouting America.
- **Log** - Maintain a log of all ESRAs being processed through the office.
- **Appeals** - Consider and act upon appeals from Eagle Scout candidates, parents/guardians, or units concerning the ESRA and/or Eagle Scout Board of Review. A Council Appeals Panel is convened to consider appeals from the district. (For further guidance on this, see GTA 8.0.4.2.)
- **Time Extensions** - Act on requests for a time extension to earn the Eagle Scout Rank. (For further guidance on this, see GTA 9.0.4.0. and attachment F.)
- **Registration Beyond the Age of Eligibility** - Review and, if warranted, approve Scouts for registration beyond the age of eligibility based on permanent disabilities or situations beyond the control of the Scout. (For further guidance on this, see GTA 10.0.0.0.)
- **Posthumous Boards** - Conduct posthumous Eagle Scout Boards of Review upon request from the Unit, District, or National office depending on the circumstances. (For further guidance on this, see GTA 5.0.7.0.)
- **Alternative Advancement** - Review and, if warranted, approve requests for alternative advancement requirements (through First Class) and for alternative merit badges for Scouts with special needs. (For further guidance on this, see GTA 10.2.2.1.)
- **Appeals** - When required, forward appeals and requests for extensions to the National Advancement Team.

REFERENCE RESOURCES

Scouting America publications are updated frequently, and the most current versions of these documents should be used for reference. This NCAC document will be revised when newer versions of these references include significant changes. While every effort will be made to rapidly disseminate new Eagle policies and procedures through notifications, training, publications, the Internet, appropriate committees, and Roundtables, individual Scouts and Scouters are responsible for finding and following the policies in the most current Scouting America publications.

1. NCAC Website, <http://www.ncacscouting.org>
2. Scouts BSA Requirements, [2024 Scouts BSA Rank Requirements](#)
3. Scouts BSA Handbook for Boys, 14th Edition, No. 655930
4. Scouts BSA Handbook for Girls, 14th Edition, No. 655933
5. Application for Merit Badge, No. 34124A (a.k.a. merit badge blue card)
6. Eagle Scout Service Project Workbook, No. 2023a
7. Navigating the Eagle Scout Service Project: Information for Project Beneficiaries, No. 510-025 (<https://filestore.scouting.org/filestore/pdf/510-025.pdf>)
8. Eagle Scout Rank Application - 2020, No. 512-728
9. Guide to Safe Scouting, No. 34416 ([Guide to Safe Scouting | Scouting America](#))
10. SAFE Service Project Planning Checklist, No. 680-027 ([680-027 \(scouting.org\)](#))
11. SAFE Project Tool Use, No. 680-028 ([680-028 \(scouting.org\)](#))
12. Guide to Advancement – 2025 [Guide to Advancement](#)
13. Troop Leader Guidebook, Volumes 1 (647785) and 2 (654457)
14. Scoutbook Plus or Internet Advancement 2.0
15. Special Needs and Disabilities – Serving Scouts with Disabilities – see www.scouting.org/programs/scouts-bsa/disabilities-awareness/
16. Application for Alternative Eagle Scout Rank Merit Badges, No. 512-730
17. Request for Registration Beyond the Age of Eligibility, [512-935 WB.pdf \(scouting.org\)](#)
18. Request for Extension of Time to Earn Eagle Scout Rank, No. 512-077
19. Introduction to Working with Scouts with Special Needs and Disabilities, No. 510-071, [510-071.pdf \(scouting.org\)](#)
20. Boy Scouts of America, Individual Scout Advancement Plan (ISAP), [Individual Scout Advancement Plan](#)

ATTACHMENT A – SUPPORTING LIFE SCOUTS WORKING EAGLE PROJECTS

To assist Scouts along their Eagle Trail, multiple volunteers will often play a supporting role. Among the volunteers that can help a Life Scout, one could encounter the following:

1. **District Eagle Representative** – Council representatives appointed by the NCAC ARC or District ARC chair that are not affiliated with the Scout's unit. Approves the Eagle Scout Service Project on behalf of the district, reviews the ESRA prior to submission to NCAC for pre-verification and represents the District at the Scout's Eagle Board of Review.
2. **Eagle Advisor** – A unit position assisting a Life Scout (see table below).
3. **Eagle Scout Service Project Coach** – A District position (see table below).
4. **Eagle Mentor** – A person the youth chooses who has helped the Scout along their path and, as such, cannot be assigned or designated by anyone else. Mentors are normally recognized during the Eagle Court of Honor.

Scouting America recognizes two adult leadership positions: The Eagle Advisor and the Eagle Scout Service Project Coach. As defined by Scouting America, the Advisor and Project Coach are two separate positions with distinct roles, responsibilities, and qualifications. It is possible and allowable for a single adult to fulfill both roles simultaneously for the same Scout, depending on the nature of the Eagle Scout Service Project. Most scouts will benefit from the collaborative support an Eagle Advisor and/or Project Coach can provide. It is the Scout's decision to work with an Eagle Advisor, a Project Coach, both or neither. It is the individual unit's responsibility to ensure that all Eagle Advisors and Project Coaches are properly trained and registered for their respective positions. A comparison of responsibilities and expectations of both positions is in the following table. (Form 512-069)

	Unit Life to Eagle Advisor	Eagle Scout Service Project Coach
Term (Time Period)	Entire Life-to-Eagle process	From proposal approval through project report
Focus	Successful achievement of the Eagle Scout rank	Successful fulfillment of Eagle Scout rank requirement 5
Appointment	By the unit or District	Approval delegated by NCAC to the District
Relationship	Longer-term	Shorter-term
Approach	Mentoring in general	Coaching and consulting on the project

1. The role of the Eagle Scout Advisor is to assist the Scout with navigating the entire Life to Eagle process. In this regard, units should take care in selecting and appointing leaders who possess a broad knowledge of the Eagle Scout Advancement Requirements including District and Council specific administrative procedures.
2. The role of the Eagle Scout Service Project Coach is to assist Scouts with planning and executing their service projects. An Eagle Scout Service Project Coach is a registered Scouting America adult with current Safeguarding Youth certification and has subject-matter expertise to help a youth with the final planning of their project, but not with the entire Life-to-Eagle journey. The Eagle Coach must understand the processes and standards of a service project. For example, a carpenter might be an Eagle Coach for a youth building an ADA-compliant ramp into a building. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks. Units should take care in selecting and nominating Project Coaches who possess the unique skill set required by the Scout.

Both the Eagle Scout Advisor and Eagle Scout Service Project Coach are required to be registered with the Scouting America in any adult position and be current in Scouting America Safeguarding Youth training. Eagle Scout Service Project Coaches are nominated by the unit and approved by the District. This requires submission and approval of the Eagle Scouts Service Project Coach Application (Form 512-069) (<http://www.scouting.org/filestore/pdf/512-069.pdf>). A Scout may not list an adult as their Project Coach on the Eagle Scout Service Project Proposal until the Project Coach Application has been approved by District.

3. Before meeting with a Scout, the Eagle Advisor should complete the following:
 - a. Read the current version of the NCAC Eagle Scout Procedures Guide
 - b. Read GTA 8.0.3.0 through 8.0.3.2, 9.0.0.0 through 9.0.4.1; and 10.2.2.0 through 10.2.2.4.
4. Normally, the first meeting between a Scout and the Eagle Advisor occurs shortly after the young person makes Life Scout or when the Scout starts thinking about project ideas.
5. Eagle Advisors should work with their Life Scouts and meet periodically to discuss the Scout's progress towards meeting all Eagle Scout Advancement requirements. Areas for discussion should include the following:
 - a. Merit badges the Scout has completed, those the young person is working on and any that must be started. Remind Scouts that they may continue to work on merit badges while working on their Eagle project.

- b. Make sure that the Scout has enough time before turning 18 to complete all remaining merit badges and their position of responsibility within the Troop.
- c. Remind the Scout that the Eagle Rank requires that a youth serve in an approved position of responsibility for a period of 6 months while a Life Scout.
- d. Ask if the Scout has any ideas about a possible Eagle Scout Service Project. Ensure that the Scout understands the requirements of the Eagle Scout Service Project and the required use of the current version of the Eagle Scout Service Project Workbook, Scouting America publication No. 512-927, in meeting this requirement. If the Scout does not have a project idea, the Advisor may suggest areas to explore (e.g., community bulletin board, religious institution, school guidance office, local newspaper). However, Eagle Advisors may not secure a project for a Scout.
- e. Advise the Scout about the importance of keeping a personal time log that shows time spent discussing, planning, developing and executing the project in accordance with the [Tracking Hours](#) of this guide and that it is reported on the ESRA.
- f. Advise the Scout that the project must be the Scout's own work. It may not be the work of another Scout or Adult.
- g. Advise the Scout that it may take several weeks or even months to identify a project and develop the Project Proposal. Proposal development is an iterative process. Make sure the Scout understands this concept.
- h. Advise the Scout that it is OK to make initial contact with the benefiting organization to discuss project possibilities, but the Scout should not make any promises regarding project scope until speaking with the Eagle Advisor and Unit Leader.
- i. Review the Eagle Scout Service Project Workbook with the Scout. Ensure the Scout understands that the proposal must pass the five tests of an acceptable Eagle Scout Service Project listed on Page A of the Proposal workbook.
- j. Advise the Scout that, before beginning to enter information in the Workbook, the Scout and their parents or guardian must read the entire Workbook, paying special attention to the "Message to Scouts and Parents or Guardians".
- k. Advise the Scout about allowing plenty of time for proper planning, scheduling, and organizing the project.

- l. Explain the proposal review and approval process.
 - m. When the Scout has selected a project, the Eagle Scout Advisor or Unit Leader shall work with the Scout to determine if a Project Coach is recommended or desired. If so, the Eagle Advisor or Unit Leader will identify a qualified adult to assist the Scout.
 - n. The Eagle Advisor will aid the Scout in identifying the points of contact and associated information required to complete the Contact Information section on page B of the Eagle Scout Service Project proposal including: Unit Leader, Unit Committee Chair, Unit Advancement Coordinator, Council Service Center, Council or District Project Approval Representative, Project Coach.
 - o. The Eagle Advisor should support the Scout as the youth develops the project proposal and works to receive each of the four required signatures.
 - p. Because the Project Plan is neither approved nor signed, the Eagle Advisor or Project Coach should meet with the Scout to review the recommendations the Scout received from the District Eagle Representative and provide suggestions. The Eagle Advisor or Project Coach should also encourage the Scout to share the final project plan with him/her. An Eagle Advisor or Project Coach with concerns about the project should discuss them with the Scout or family but all design decisions remain between the Scout and the beneficiary.
 - q. This is very likely the first major project the Scout has ever attempted, and an experienced Eagle Advisor or Project Coach often can help a Scout identify gaps and problems that might otherwise go undetected until it's too late to take effective corrective action. Be proactive and ask the Scout to show you a draft of their Project Plan.
- 6.** As indicated in the Scouting America guide: "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries", Scouts must share their Project Plan with the benefiting organization so they can confirm it meets their expectations. The Project Proposal the benefiting organization approved was "merely an overview," and there may be details in the Project Plan that they consider to be critical for the success of the project. If their review identifies significant problems, the benefiting organization may require improvements before work begins.

ATTACHMENT B – GUIDANCE FOR THE DISTRICT EAGLE REPRESENTATIVE

KEY FOCUS ITEMS			
LIFE SCOUT	PARENTS OR GUARDIANS	UNIT LEADER	DISTRICT EAGLE REP
<ul style="list-style-type: none"> - After Unit Leader, Committee member and Project Beneficiary has signed the Eagle Scout Service Project proposal, contact the DER to request approval of your proposal. - Contact may be made by any means according to Safeguarding Youth requirements. - Take notes during meeting with DER. - After getting unit leader signatures on your ESRA, submit it along with your Scoutbook Plus Scouts BSA History Report or Internet Advancement Unit Advancement Summary Report for an individual Scout to the DER for approval. 	<ul style="list-style-type: none"> - Provide the Scout with guidance, advice and support. 	<ul style="list-style-type: none"> - Serve as a resource for the Scout. Answer questions or obtain guidance from the District ARC or DER. - Review ESRA for accuracy and completeness. Return to Scout or submit it with the Internet Advancement Member Summary Report to DER for verification review. 	<ul style="list-style-type: none"> - Serve as the Council representative conducting the verification review. Your attention to detail is critical to maintaining a quality program. Serve as a resource for the Scout and Unit leaders. Answer questions or obtain guidance from the NCAC ARC. - Review and approve Eagle Scout Service Project proposal. - Sign the ESRA, print your name under the signature line after conducting the Verification Review, use District Eagle Representative or DER as your title, after the title put two dashes followed by the name of your District, and notify the unit that it can schedule a Board of Review. - Any contact with the Scout must be conducted according to Safeguarding Youth requirements.

This guidance is to assist District Eagle Representative(s) in guiding Life Scouts through the Eagle Scout Service Project process.

The District Eagle Representative (DER) is a member of the District Advancement and Recognition Committee (ARC) and cannot be affiliated with the unit of any Scout being reviewed. The Committee implements processes that help achieve Scouting America advancement program. With recent changes to Scouting America software, Eagle Scout Rank Application verification now has been delegated to DERs as representatives of Council. Major tasks that the DERs perform are.

- a. Review and verify Eagle Scout Rank Applications as a representative of NCAC.
- b. Advise unit leaders about the Life to Eagle process, methods for conducting boards of review and conducting courts of honor.
- c. Review and approve Eagle Scout Service Project proposals submitted by Scouts.
- d. Participate in unit boards of review (BOR) or conduct District level Eagle Scout Boards of review.
- e. Participate in the review of Eagle Scout candidate appeals if a unit denies their application for advancement at the board of review.

Eagle Scout Service Project Proposal

1. A Scout may make contact through email or telephone to request project approval. Be supportive and friendly. Determine if the Scout completed their project proposal using the current version (when planning began) of the Eagle Scout Service Project Workbook. Determine if the Scout has approval signatures from the project beneficiary, unit leader, and unit committee. If so, then an in-person meeting may be scheduled. You must require that a parent, guardian or another registered adult with current Safeguarding Youth certification attend the meeting with the Scout to abide by Safeguarding Youth requirements.
2. The meeting is between you and the Scout and if necessary, remind others in attendance to be good listeners. The project belongs to the Scout, and it is their responsibility.
3. Check the Project Proposal pages, confirm the Scout and approval signatures, and look at any other information the Scout may have provided (i.e., pictures, maps, drawings, etc.). If the project proposal meets the five tests of an acceptable Eagle Scout Service Project after your review and discussion with the Scout, sign and date the District approval (9.0.2.7 and Eagle Scout Service Project Workbook).
4. The workbook should not become a basis for rejecting Scouts based on technicalities that have nothing to do with the intent of the requirement (9.0.2.8).
5. Discuss with the Scout their completing of the Project Plan and Project Report. Remind the Scout that it is highly recommended and strongly encouraged the Scout completes the Project Plan. Should the Scout need advice and guidance direct the youth to talk with the Eagle Advisor or request a Project Coach prior to carrying out the Eagle Scout Service Project.
6. Describe to the Scout the procedures once the youth has completed the Project Report and Eagle Scout Rank Application.

ESRA Verification Review

1. The Scout completes, signs, and submits the ESRA along with supporting documentation to the Scout's unit leader. The unit reviews the ESRA and supporting documentation for accuracy and completeness. The Scout or the unit submits the ESRA, either in-person or virtually, along with the Scoutbook Plus Scouts BSA History Report Internet Advancement 2.0 Unit Advancement Summary Report for an individual Scout to the DER.
2. The DER completes the Verification Review. Great care should be taken to identify issues, errors, or questionable items. A thorough review at the Verification stage (We strongly encourage the use of the DER Checklist in Attachment C) can avoid awkward or embarrassing situations that might arise later. If there are issues with an ESRA, the DER returns it to the unit for resolution and resubmission to the DER.
3. DER signs and dates the ESRA on the line marked "Scouting America Local Council Verification," listing the position as District Eagle Representative or DER followed by two dashes and the name of the District. The DER should print his/her name under the signature line on the ESRA. The DER then notifies the unit that the ESRA has been verified and the unit has approval to schedule a Board of Review for the Scout.

Eagle Scout Board of Review and Eagle Scout Courts of Honor

1. Participate in Eagle Scout Boards of Review as a representative of the District. Sign ESRA upon successful completion of the BOR.
2. Coach unit leaders in the methods for conducting boards of review and courts of honor.

ATTACHMENT C – NCAC EAGLE SCOUT VERIFICATION CHECKLIST

Life Scout _____ Troop / Crew / Ship _____

(Numbers in parenthesis at the end of a step refer to the Notes on the next page)

	All information on ESRA legible (Ensure use of the most recent. See bottom right corner for printing date. i.e. "January 2025 printing.")
	Scoutbook Plus Scouts BSA History Report or Internet Advancement 2.0 Unit Advancement Summary Report for an Individual Scout: A unit must reconcile the unit's advancement records. Scoutbook Plus (SB) Scouts BSA History Report or Internet Advancement 2.0 (IA 2.0) Unit Advancement Summary Report for an Individual Scout or equivalent from a third-party software program to source documents (blue cards, Scout's handbook) to ensure all dates are in agreement. If necessary, the unit should take corrective action.
	Applicant's full, legal name spelled correctly and legible (use upper and lower case letters) – use middle initial for middle name only if space is limited. Use standard name suffixes (e.g. Jr, III, etc). <ul style="list-style-type: none"> Name repeated exactly at the top of the second page.
	Applicant's address - <u>ONLY</u> use abbreviations recognized by USPS
	Unit type, local number, location has NO ABBREVIATIONS (except state)
	All dates entered as MMDDYY. All date blocks fill in, including zeros.
	Dates of entry into Scouts BSA and Venturing (as applicable), and for First Class, Star, and Life Scout Boards of Review (1) . Youth can be Scouts if they have completed the fifth grade and are at least 10 years old, OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not reached age 18. Note: For public school students, Scouting America considers June 1 st as the date a Scout completes their current grade and advances to the next grade.
	Date of First Class BoR entered and matches date in IA 2.0 or SB.
	At least four months between First Class and Star Scout Board of Review dates
	Date of Star BoR entered and matches date in IA 2.0 or SB.
	At least six months between Star Scout and Life Scout Board of Review dates
	At least six months between Life Scout and Eagle Scout Board of Review dates
	Date of birth and verify age (2)
Requirement 1 – Active in Troop/Crew	
	Date of Life Scout Board of Review entered and matches date in IA 2.0 or SB.
	At least six months between Life Board of Review and date application is signed.
Requirement 2 – Letters of Recommendation	
	Four (4) references are provided with complete contact information.
Requirement 3 – Merit Badges	
	Verify 21 merit badges have been earned. Month, day, and year listed for each merit badge and all ranks must agree with appropriate documentation (1) <ul style="list-style-type: none"> Verify all merit badge dates come after the "Date joined Scouts BSA."

	<ul style="list-style-type: none"> All dates are before the Scout's 18th birthday (unless the Scout has an approved extension, in which case all dates must be before the end date of the extension). No date is after the date on which the Scout signed the ESRA. Slot 8 – Merit Badge not being used for Eagle is crossed out. Slot 9 – Merit badge not being used for Eagle is crossed out. Slot 11 – Merit badges not being used for Eagle requirement are crossed out.
	Elective merit badges should be listed with no repeats of the Eagle-required merit badges.
	Unit numbers are filled in for all merit badges
	If Emergency Preparedness MB is listed as required or elective MB, ensure the date entered is not earlier than the date of the First Aid MB (#9).
	Any four required merit badges and a total of six merit badges earned prior to Star Scout Board of Review. (1) (3)
	Any seven required merit badges and a total of eleven merit badges earned prior to Life Scout Board of Review. (1) (3)
Requirement 4 – Position of Responsibility	
	Date of the Life Board of Review entered on page 2 and matches the Life BoR date on page one.
	Position name(s) matches ESRA list. If registered in more than one program at any time, ensure position name is preceded by the program name (Troop, Crew, Ship) in which position was held (e.g., Troop Webmaster, Crew Historian, etc.)
	Start dates do not precede the date of the Life Board of Review and end dates are before the Scout's 18 th birthday or the approved extension date, and the date the Scout signed the ESRA.
	Position(s) of responsibility served for a minimum of six months after Life Scout Board of Review date. If two positions are listed and there is no time gap between them, then use the earliest "From" date and the latest "To" date.
Requirement 5 – Eagle Scout Service Project	
	Project name entered.
	Date of project completion entered. <ul style="list-style-type: none"> Date is after the Life BoR date. Date is before or on the date the Scout signed the ESRA and before the Scout's 18th birthday or approved extension date.
	Hours (rounded to the nearest whole number) entered.
Requirement 6 – Unit Leader Conference	
	Date of unit leader conference entered. <ul style="list-style-type: none"> Date is after the Life Board of Review date. Unit leader conference date is before or on the date the Scout signed the ESRA and prior to the Scout's 18th birthday or approved extension date.
Certification By Applicant	
	Signed by the Scout.
	Date entered. Date must be AFTER all requirements are completed Except Requirement 7 – Board of Review.
	Unit Approval <ul style="list-style-type: none"> Unit Leader's signature and date Unit Committee Chair's signature and date. Dates are not before the Applicant's Certification Date.

	DER signs and dates the ESRA on the line for “Scouting America Local Council Verification,” listing their position as District Eagle Representative or DER followed by two dashes and the name of the District. The DER also should print his/her name underneath the signature line.
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Notes:

- (1) Confirm that all dates agree with appropriate records. Ensure that, for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out; that Environmental Science or Sustainability is crossed out; and that Cycling, Swimming, or Hiking has 2 of the 3 crossed out.
- (2) If the Eagle Scout Board of Review does not take place prior to the candidate’s 18th birthday, all requirements must have been completed prior to their 18th birthday, (including the Unit Leader Conference and project completion).

If the Eagle Board of Review is scheduled within 24 months following the Scout’s 18th birthday, a waiver or additional paperwork is not required. (GTA 8.0.3.1(1))
- (3) For the rank of Eagle, a candidate must choose between required merit badges Emergency Preparedness and Lifesaving, Environmental Science and Sustainability, and Cycling, Swimming and Hiking when filling out the ESRA. This does not apply for Star and Life ranks; for example, Swimming and Hiking can cover two required merit badges when applied towards Star and Life. On the ESRA, those merit badges not chosen for “Eagle-required” would be listed as electives.

In sum, the total number (11) of merit badges needed for the Star (6) and Life (5) ranks can be satisfied completely with Eagle required merit badges (elective merit badges are not necessary).
- (4) For Special Needs Scouts that have been identified through appropriate District and Council Special Needs procedures, Districts should contact the NCAC Program Office (301-530-9360) for verification guidance.

ATTACHMENT D – NCAC SAMPLE REQUEST FOR A LETTER OF RECOMMENDATION

January XX, 2025

Dear Mr. Smith,

I ask you to provide a letter of recommendation on my behalf. This recommendation will be used by Troop 1 at my Eagle Scout Board of Review. This letter should be based on your personal interaction with me and take into consideration your observance of how I exemplify the points of the Scout Oath and Scout Law in my daily life listed on the following page.

You may use the attached form or a personal letter to write the recommendation. If you need more space than is provided, you may attach additional pages. Please return your recommendation to the Troop via postal mail by XX February 2025. The letter must not be given to me or my family. Please note that the contents of the letter will not be shown to or discussed with me, nor with anyone not a member of the Eagle Scout Board of Review.

Thank you for taking the time to write this letter.

Sincerely,

[Life Scout name]



The Scout Oath

On my Honor, I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.



The Scout Law

A Scout is:

TRUSTWORTHY. A Scout tells the truth. Scouts keep their promises. Honesty is a part of their code of conduct. People can always depend on a Scout.

LOYAL. A Scout is true to family, friends, Scout leaders, school, nation, and world community.

HELPFUL. A Scout is concerned about other people. A Scout willingly volunteers to help others without expecting payment or reward.

FRIENDLY. A Scout is a friend to all and sibling to other Scouts. A Scout seeks to understand others. A Scout respects those with ideas and customs that are different from their own.

COURTEOUS. A Scout is polite to everyone regardless of age or position. A Scout knows that good manners make it easier for people to get along together.

KIND. A Scout understands there is strength in being gentle. A Scout treats others as the Scout wants to be treated. A Scout does not harm or kill anything without reason.

OBEDIENT. A Scout follows the rules of the family, school, and troop. A Scout obeys the laws of the community and country. If a Scout thinks these rules and laws are unfair, the Scout tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL. A Scout looks for the bright side of life. A Scout cheerfully does tasks that come along and tries to make others happy.

THRIFTY. A Scout works to pay their way and to help others. A Scout saves for the future. A Scout protects and conserves natural resources and carefully uses time and property.

BRAVE. A Scout can face danger even if afraid. A Scout has the courage to stand for what is right even if others laugh at or make threats.

CLEAN. A Scout keeps their body and mind fit and clean. A Scout goes around with those who believe in living by these same ideals. Scouts help keep their home and community clean.

REVERENT. A Scout is reverent toward God. A Scout is faithful in all religious duties. A Scout respects the beliefs of others.

Eagle Scout Letter of Recommendation

Eagle Scout candidates must demonstrate they live by the principles of the Scout Oath and Law in their daily life. Your input will be very helpful to the Eagle Board of Review.

Eagle Scout Candidate's Name: _____ Your relationship: _____

Length of time you have known the candidate: _____

Dear Members of the Eagle Board of Review,

This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.☐ See additional attached pages

My Name _____

Date _____

Telephone _____

Signature _____

E-Mail _____

ATTACHMENT E – TIPS FOR REQUESTING AN EAGLE SCOUT REFERENCE LETTER

Congratulations! You have advanced a long way on the Eagle Trail. Requesting four reference letters is among the final steps before reaching the summit. We offer some tips on requesting references.

- **Choose carefully** – Approach individuals that know you well and are likely to respond promptly. Remember, you are responsible for requesting a reference. Reference letters are important for your Board of Review so asking people who are likely to respond promptly is in your interest.
- **Your Method of Communication** – You learned about communication while working on the Communication Merit Badge. Think about how you will ask your reference? What method of communication will they find most effective (even if it isn't one you yourself use frequently). Would they be most comfortable if you asked in person? Over the phone? Text? Via an app? Do they use email or the postal system if they are at a more mature point in life?
- **Ask In Advance** – Reach out to potential references ahead of time. Ask them how comfortable they would be writing a reference letter for you. Tell them about when you think the reference will be needed (i.e. when you'll be ready to participate in an Eagle Board of Review) and ask whether they would be available to respond promptly in that time frame. Remember, being prepared means planning for foreseeable outcomes. A reference who leaves on a two-month overseas business trip or vacation just before you need a letter is likely to conflict with your timeline. Teachers may be hard to contact during vacations. Religious leaders often are unavailable during high holidays. If for any reason the potential reference is unable to help you, ask someone else.
- **Explain the Importance** – Tell the prospective reference why their letter is important and how it will help you. Remind them of interactions that had an impact on your development and that might be helpful for them to mention in the reference letter.
- **Delivery** – Make sure you provide them the delivery instructions that you got from your unit/district informing the reference on how/where to deliver the reference letter.
- **Say Thank You** – Thank them in advance for agreeing to be a reference for you. Saying thank you is always appreciated and is another way to demonstrate that a Scout is kind!

While these tips can help you obtain your Eagle Board of Review reference letters, they also will be helpful when it comes time to gather references for college or employment. While this may be outside your comfort zone today, having this experience will better prepare you for future instances when references will be required.

ATTACHMENT F – TIME EXTENSIONS

This section of the Eagle Scout Procedures Guide (ESPG) is intended to provide insight into the purpose, process and mechanics associated with the provision offered by National to Scouts who are running out of time to earn Eagle but feel strongly that the reason is something beyond their control and ‘not their fault’. GTA 9.0.4.0 addresses “Time Extensions”, and the “Requests for Extension of Time to Earn Eagle” Form.

Scouts that foresee that, due to no fault or choice of his or her own, it will be impossible to complete the Eagle Scout rank requirements before age 18 (or age 21 for the Summit and Quartermaster ranks) may apply to Council for a limited time extension. Scouts **MUST** have earned the Life Rank before their 18th birthday to apply for an extension. Limited time extensions should be granted only when necessary and are reserved only for work on Eagle. **When a time extension is requested, the Scout should continue working on the requirements until a final decision is delivered.**

A request for an extension must meet three tests:

- The member joined or rejoined (or became active again after a period of inactivity or became refocused on advancement after a period of inattention) in time to complete all the requirements before turning 18.
- Through no fault or choice of the Scout, an unforeseen circumstance or life-changing event with severe consequences has come to exist that now precludes completion of the requirements.
- The circumstance is beyond the control of the Scout, could not have been anticipated or planned for, and was not or cannot be resolved in time to complete the requirements.

Requesting an Extension:

1. Scout, parent or guardian, unit leader or unit committee member completes the “Request for Extension of Time” form (GTA 11.2.0.0). The request must be sent to the NCAC Program Director, NCAC Appeals and Extensions Coordinator and NCAC ARC Chair per the NCAC website ([Eagle Scout Information - National Capital Area Council](#)). The request may be sent via email, letter or in person. Scouts, parents/guardians and adult volunteers can get help from the District Advancement Chair or District Executive and should copy the Unit Committee Chair and/or unit Advancement Chair. (In the event he/she is not known to the Scout/family, send the email to the District Advancement Chair, District Executive and Unit Leader. One or more will know how to reach the right person at Council and ensure key District folks are ‘in-the-know’.) It is important to provide as

much detail as possible regarding the circumstances that caused the delay in advancement and the length of time the Scout needs, beyond the 18th birthday, to complete the requirements for Eagle (or Summit or Quartermaster). Extension applications that are missing key details take longer to process. You must respond to requests for key details promptly. Requests that fall dormant for more than 30 days are subject to being decided based on the information available to the Council Advancement and Recognition Committee at that time. Any requests denied due to lack of information can be reactivated by a Scout providing the requested information.

2. If the District Advancement Chair receives a request, he/she will forward the email to the NCAC Extension and Appeals Coordinator, NCAC Program Director and NCAC ARC Chair.
3. The Council Appeals Coordinator will contact the Scout/Family to confirm receipt of the request and describe any additional information needed if the request is incomplete. The Council Appeals Coordinator is available to answer questions.
4. Scouts must press forward to complete the remaining Eagle Requirements ASAP. Scouts should not wait for an answer or delay while the extension request is being processed and reviewed. Note: Council is limited by the GTA (9.0.4.1) to granting an extension of no more than six months beyond the Scout's 18th birthday. In situations where a Scout requests/needs more than a maximum six- month extension, Council will be forced to deny the request, which the Scout can then appeal to National.
5. Recommendations regarding straightforward requests for extension will be reviewed by the NCAC ARC chair and NCAC Program Director prior to a final decision.
6. For more complicated extension requests, the Council Extensions and Appeals Coordinator forms an extension request team of NCAC ARC members to research the specifics of the extension request and prepare a recommendation for subsequent review by the NCAC ARC chair and NCAC Program Director.
7. Once the NCAC ARC Chair and NCAC Program Director have reached a decision, they will notify the Scout of the result in writing.

Appeals

In the event Council's consideration results in a negative decision (or in instances where the Scout needs/requests more than six months beyond the 18th birthday to complete work on Eagle (or Summit or Quartermaster) rank requirements), the Scout may appeal

the decision to National. Per the Guide to Advancement, Scouts/parents have two (2) months from the date of NCAC's denial of a request for extension. To make an appeal to National, the Scout, parent or guardian must provide the NCAC Extension and Appeals Coordinator or NCAC ARC Chair with a statement explaining why the council's decision should be reversed and the extension granted.

The NCAC Extension and Appeals Coordinator will work with the Scout, family and other members of the Council Advancement Committee to complete the "Appeal of Extension Request Denial" form (GTA 11.2.1.0), collect all the required supporting documentation and get the appeal package reviewed by the Council ARC Chair and the Council program staff.

When the appeal package is complete, the NCAC Program Director will arrange for its review and signature by the Scout Executive. At this point, the appeal package is sent to National. National will review the appeal package and provide a decision. National's decision is final.

Things to keep in mind:

- The Scout absolutely must 'press-on' with their pursuit of Eagle rank requirements, even if the Scout will turn 18 while the case is still being researched.
- Well-meaning interested parties should refrain from inquiring about the status of the case. Leave that to the Scout/family, and anyone they have designated to serve in that role. Some of these cases involve sensitive personal matters and the extension request team strives to honor Scout/family privacy.

