

The purpose of this document is to guide a Scout (and also unit leaders) through the main steps of the Life to Eagle process, with particular focus on the Eagle Scout project and completing the Board of Review.

For a “local” reference, you can refer to the [TAC website / Eagle page](#) and also consult this [checklist](#) provided by TAC. However, the main official reference is the [Guide to Advancement](#) which will be decisive if any other information here is proven to be in error.

Admin and best practices:

- The requirements related to earning merit badges, having a position of responsibility and showing scout spirit should be well familiar to you and will not be discussed further in this document.
- All Eagle rank requirements, except the Board of Review, must be met before the Scout’s 18th birthday. It is possible to apply for an extension, but this is exceptional.
- It’s never too early to think about who could provide you recommendation letters for Eagle requirement 2. (See The Eagle Application section.) It takes people time to write a recommendation. Please allow them that time by asking early.
- Don’t start work on your project before achieving the Life rank and the project is approved by the District. Starting early will disqualify the project from meeting the requirement.
- There is a PDF file called the [Eagle Scout Workbook](#) that must be used (in digital form) to apply for approval of your project and compile the project report. No exceptions.
 - This workbook can be difficult to use. For best results, use (free) Adobe Reader (or the full Acrobat software) to edit the file. Do not edit it in a web browser or any other software. Save often. When signing, do not use the electronic signature features built into Adobe products. These can lock the document and prevent further editing.
 - There are three sections to the workbook: Proposal, Planning & Report.
 - For the signature pages, best is to print the signature page, or at least save just that page as a PDF, and then sign it wet or digitally, as you like. IF using paper, *do your best to make high quality scans* to come back to a digital version for sharing with others.
- It is a good idea to keep a record of how much time you (and everyone) spend on your project. It is hard to remember this later. Example: a parent goes with you to meet the beneficiary representative for an hour = 3 hours (you, parent, beneficiary).
- Youth protection rules always apply and should also be considered specifically when planning and executing the Eagle project.

The Project Proposal:

1. **Download [the workbook](#) and read it!** It will answer most, if not all, of your questions about the project. Importantly, what will be the focus of your project? Is there an organization you would like to help? Is there a topic you are passionate about? While the internet is full of project ideas, you have to find an organization that would benefit from the work you propose and get their approval to do it for them. The organization cannot be Scouting America. Also, the point of the Eagle project is not for you to do all the work yourself, it is to plan the work and lead others to get it done. Does the project allow you to provide leadership to others to achieve your results? These are key questions to keep in mind as you fill out the Eagle Scout Service Project Proposal portion of the workbook (pages 7-15).
2. Administratively, as you fill out page B:
 - a. Your unit may or may not have an Advancement Chair.
 - b. The project beneficiary is the organization that will benefit from your project. It should have a name and contact information, which normally includes a mailing address, phone number and email. The representative is someone that you work with at that organization. They will have to sign your project proposal and also the final report.
 - c. The Council Service Center is:
Transatlantic Council, Scouting America, OPC 79, Box 7, APO, AE 09714
 - d. The Council or District Approval Representative is currently Dr. Bryce Williams with the email as Barbarossa.AdvancementsChair@gmail.com.
 - e. The use of a project coach is recommended (but not required) to give the scout regular feedback about their ideas and documentation. This could be an adult leader (Scoutmaster, Asst. Scoutmaster or Committee Member), someone from the project beneficiary or even a non-scouting parent who has applied to be a coach with [this form](#).
3. The description of the project and how it will help the beneficiary on page C are the most important sections. There is a note here suggesting to “Include images on an additional document.” **Including images is highly recommended to help everyone understand your project.** These images could be photos of the site, concepts or examples of a project feature or even preliminary sketches for a design. How you collect/combine these images is your choice.
4. Considering fundraising (page F), discuss with the beneficiary about what they can provide in terms of materials & supplies. Or perhaps they can raise funds for you to purchase materials & supplies? **If you need to raise money for your project outside of your unit and family, complete also the Eagle Scout Service Project Fundraising Application** found on page 23 of the Workbook. Further

guidance on fundraising is on page 24.

5. Take a moment to share [this two-page file](#) with your beneficiary representative. You might also find some interesting information there.
6. When you have completed the project proposal sections, seek feedback on the entire packet from your project coach, unit leaders and the beneficiary, usually in that order. You may have to (or want to) make some corrections based upon their comments. This is a good time to correct any remaining spelling & grammar issues.
7. Signatures: Once you have feedback from the unit leaders and beneficiary that they are willing to sign your proposal and you have a document you are proud of, save (or print) only page H, and have everyone sign it. The first signature should be yours!
8. With your parent and unit leader in cc:, send the PDF workbook, with any additional images, the (signed) signature page H and the fundraising application (if required), to Dr. Bryce Williams at Barbarossa.AdvancementsChair@gmail.com for review. Review can take 1 to 3 weeks, depending on many things. (We are volunteers.) There may be follow-up questions, and these tend to focus on understanding the project, potential safety issues and fundraising. Well thought out proposals will be approved in less time than sloppy and incomplete proposals.
9. Congratulations! Approved! When it is returned to you, save the signature page H, because it will be needed later. A best practice is to also save just the proposal section of the workbook (e.g. print to PDF) and then combine that with any images you included and the signature page. This makes a nice package for later.
10. **You can now start your fundraising & project** by using the second major section of the workbook, "Eagle Scout Service Project Plan," starting on page 16 of the PDF. It is a helpful guide to lead you to success. Work with your coach (if applicable), project beneficiary and unit leaders to get your project fully planned and started. Keep records of who does what & for how long, be safe, and take a lot of pictures. Good luck with your project!

The Project Report:

1. After you complete your project to the satisfaction of the beneficiary, you need to write a report about it to complete the Eagle Scout Project requirement. Think of it as a reflection on the project. For this report, use the third section of the workbook which begins on page 26 and is called the “Eagle Scout Service Project Report.”
2. The description in the report (page A) will repeat some parts of your project proposal. Why? Some who read the report will not have seen the proposal. The other parts of the report allow you to tell the story of how your leadership shaped and delivered the project.
3. The hours spent on your project are recorded at the bottom of page B. If you kept good records during your project, this will be a simple calculation. Make sure your unit leaders know who helped (for how long) so that their service can be logged.
4. As with the project proposal, it is an excellent idea to include photos and other images that show how your project turned out. “Before and after” pictures are particularly satisfying to see.
5. When you have a draft of your report, share and discuss it with your coach (if you have one), as well as your unit leader and the beneficiary representative. You may want or need to make some corrections to your early drafts. You are done with the report when you are happy with it AND everyone is ready to sign it.
6. Signatures: As before, save or print only page C and have the beneficiary and your unit leader sign it. The first signature should be yours!
7. Once everyone signs, the date of the last signature becomes the date your project is officially completed. Requirement 5 is then complete and may be marked as completed & approved by unit leaders in Scoutbook Plus.
8. Save the signature page C, with all the signatures, because it will be needed later. A best practice for future reference is to save just the report section of the workbook (e.g. print to PDF) and then combine that with any images you included, as well as the signature page. This makes a nice package for later.

The Eagle Application:

1. When you are done (or nearly done) with all the requirements for the Eagle rank, you can fill out the Eagle rank application form. The best way to do this is download a pre-filled form from Scoutbook Plus. On the Eagle rank page of your profile, click on the button that says, "Open Eagle Application." This will generate a PDF file with pre-filled personal information, including requirement and merit badge completion dates. If you don't have direct access to Scoutbook, this step can of course be done by an adult leader.
2. Check the personal information at the top of the form for accuracy. Sometimes the records are not perfect. Correct any mistakes in the form.
3. For Requirement 2, you should list individuals who would be willing to provide a written recommendation to the Eagle Board of Review about your fitness to become an Eagle Scout. Examples could be teachers, coaches, religious leaders, your project beneficiary or your employer, etc. Normally, these individuals (e.g. the references) are *not* parents, relatives or any scout leader that would serve on the board of review. Include *at least* an email address so the references can be contacted, if necessary.
 - a. Ask references to send their recommendations directly to the unit Committee Chair (or their designate). **The recommendation letters should not be read by the Scout.** This policy is to encourage candid comments from the references to the Board.
 - b. There is no requirement or specification for what should be included in the recommendation. However, generally, it should probably state how the reference knows the Scout, how long they have known one another and how the Scout, in their opinion, would qualify to be an Eagle Scout.
 - c. It is sometimes helpful to provide references that are not familiar with Scouting the text of the Scout Oath, Law and Motto, and ask them to think about how the Scout represents these points in their interactions.
 - d. The recommendation can be written on paper (ideally in a sealed envelope) or in a digital format, such as an email or email attachment. Again, under no circumstances should the Scout get access to the content of these recommendations. The Scout also should not know whether or not a recommendation was provided. (Sometimes people don't send something even after several reminders.)
4. For requirement 3, any merit badges that were not completed at the time the Eagle application was generated can be filled in manually once the badges are complete.

5. For requirement 4, check to make sure the leadership position of responsibility fits with your experience. It might be necessary to update your positions of responsibility in Scoutbook Plus. The application and Scoutbook should match.
6. For requirement 5, fill in the name of and hours associated with your Eagle project.
7. In preparation for the Board of Review (requirement 7), prepare 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 any honors and awards received during this service. There are no specific guidelines about how to do this. It could include your ideas of where you will be going next in life and how Scouting helped prepare you for this. Or not.
8. When the application is complete, it needs to be signed by the Scout, Unit Leader (e.g. Scoutmaster) and the Committee Chair.
9. To obtain local council verification, send the following documents to Mrs. Darlene Erskine at TAC-Advancement-802@scouting.org.
 - a. Fully complete & signed Eagle application
 - b. Statement of ambitions and life purpose
 - c. The full Eagle project proposal, including the signature page
 - d. The full Eagle project report, including the signature page
 - e. If the Scout has been a member of other troops, please provide the unit/council/location of prior units so that membership records can be verified.

Note: It could be that for c. and d. in the above list, the entire workbook is provided and the signature pages are provided separately.

Note: Please include Barbarossa.AdvancementsChair@gmail.com in cc.
10. It can take up to a month to receive this verification to proceed with the Board of Review. (We are volunteers!) While potential dates can be discussed, the BoR will not proceed until the verification document from TAC is received.

The Board of Review:

1. With the verification by TAC, the Board of Review can be scheduled. The BoR has 3 to 6 members and must include a representative from the district. The district rep can be a commissioner, a member of the district committee or a registered member-at-large from Barbarossa district. (This is an extra membership registration beyond the unit, and the merit badge counselor position does not count.) The way to do this is flexible but requires some time to achieve. Some points:
 - a. In-person boards may be held at the Sembach Scout Hut.
 - b. The BoR *can* be held after the Scout's 18th birthday. **No problem!**
 - c. If you are aiming to hold the BoR at a special event or location like Normandy, summer camp, Klondike, etc., consider asking even further in advance.
 - d. Propose multiple one hour time slots, with dates and locations, that are **at least three to four weeks in advance**. To do this, reach out to a district person with your proposed dates.
 - e. If you don't have an [obvious district contact](#) to join your BoR, please contact the advancement chair at Barbarossa.AdvancementsChair@gmail.com.
 - f. Scoutmasters, Assistant Scoutmasters, as well as the parents/guardian or relatives of the Scout *cannot* serve on the BoR.
 - g. It is ideal (but not required) for the Scoutmaster to introduce the Scout to the board. Provided the Scoutmaster is not a parent/guardian or relative, they may then observe the board (e.g. no speaking). No other observers are allowed.
2. Once a date, location and district representative is agreed for the BoR, the following should happen at least two weeks prior to the event:
 - a. All participants are informed and confirm the date/location.
 - b. If not already done, Barbarossa.AdvancementsChair@gmail.com needs to be informed when the BoR is happening and who will be attending.
 - c. The Scout (or unit leader) should provide the Eagle project report (including supplementary images) and the statement of ambition and life purpose to the BoR participants.
 - d. The Committee Chair (or designate) should provide the Board with the letters of recommendation that have been collected on behalf of the Scout.
 - e. A best practice is to also download and provide the Scouts's history from Scoutbook Plus so that the board can see their awards and activity logs.

Note: One way to do this is to have a shared online folder that is accessible only to the Board members. When doing so, please consider data protection practices.

Other ways of sharing the documents are also possible. A paper copy of these items at the BoR is quite convenient for last minute preparations.

3. The Scout should be prepared by wearing their field uniform (if possible) with merit badge sash (or OA sash). They should expect to recite the Scout Oath, Scout Law, Outdoor Code and the OA Obligation, if applicable. The review will take about an hour in total, which includes some last preparations by the Board, (optional) introduction of the Scout by the Scoutmaster, the BoR itself and then deliberations. All BoR participants should make an effort to be comfortably on time.
4. Good luck!

Post Board of Review (admin):

1. If the scout does not pass the board, please refer to the [Guide to Advancement](#) and contact the [District Advancement Chair](#) to report the BoR reasoning for the Scout not passing.
2. Upon passing the BoR the chair of the board (often the Troop Committee Chair) and the district representative should sign and date the Eagle application for Requirement 7.
3. At this point, unit leaders can click in Scoutbook Plus to mark the BoR as complete with the date.
4. All copies of the reference recommendation letters should be destroyed/deleted. Under no circumstances should they be given to the Scout. Once the BoR is successfully completed, there is no value in keeping them.
5. Re-submit the now fully signed Eagle application and the [TAC Supplemental form](#) to Mrs. Darlene Erskine at TAC-Advancement-802@scouting.org.
 - Note:** The purpose of the TAC supplemental form is to know where to mail the Eagle certificate and award kit. It can be the Scout (who already moved overseas) or a unit leader for local presentation. Your choice!
 - Note:** Based upon the information you provided, approval of the Eagle will be performed by TAC in two steps: 1) email confirmation and 2) approval of the Eagle rank in Scoutbook Plus.
 - Note:** You will *not* receive a TAC signed Eagle application in return.
6. The time to deliver the Eagle award kit can vary widely, but do not expect it in less than 6 weeks! Please consider this when deciding where to ship it and also when planning your Court of Honor.
7. **SCOUTS:** The Eagle award kit will contain the rank patch, the eagle medal, a mother's pin, a father's pin and a [mentor pin](#) that you can present to someone who has helped you along your path. **Please consider who you would like to recognize with the mentor's pin!** It will mean a lot to whomever you take the time to recognize. If you need more mentor pins to recognize multiple people, they can be ordered from the Scoutshop.