

Life Scout to Eagle Scout

Prologue

In the text below, there are references to a variety of documents, all of which are available through the San Francisco Bay Area Council (SFBC) website where you obtained this document. Following each of the Boy Scouts of America (BSA) document names is its document identification number. For your convenience both the Eagle Scout Rank Application (512-728) and Eagle Scout Service Project Workbook (512-927) are fill in documents for which the contents and any content modification can be saved. As you undertake your activities for Eagle advancement, you should review each of the references to obtain information that will be useful in fulfilling the requirements.

Requirements for Advancement to Eagle Scout

You are commended on your decision to work towards the rank of Eagle Scout. The San Francisco Bay Area Council Advancement Committee wants to help you attain your goal. The following has been outlined to ensure a smooth procedure for you, your unit, and the volunteers in the San Francisco Bay Area Council's districts. Please share these steps with your family and unit leaders so that they can understand the procedures that must be followed.

In order to advance to Eagle Scout, you must complete the requirements listed in the current year edition of BSA publication 34765, *Boy Scout Requirements* which are duplicated on the current *Eagle Scout Rank Application*, (512-728) (http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf). At the time this was posted, the requirements are:

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Varsity Scout, Venturer, or Sea Scout. **He may earn these awards until his 18th birthday.** Any Venturer or Sea Scout who has achieved the First Class rank as a Boy Scout in a troop or as a Varsity Scout in a team may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer or Sea Scout up to his 18th birthday. **Scouts, Venturers, and Sea Scouts who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date.**

REQUIREMENT 1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

REQUIREMENT 2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf. (*The is space to list the Name, Address, Telephone, and Email address of for Parents/guardians, Religious, Educational, Employer (if any), and two other references*)

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned. Four of these required merit badges were earned for the Star Scout rank and three more were earned for the Life Scout rank.

REQUIREMENT 4. While a Life Scout, serve actively in your unit for a period of six months in one or more positions of responsibility. **List only those positions served after Life board of review date.**

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. (The

project must benefit an organization other than the Boy Scouts of America.) 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 *Eagle Scout Service Project Workbook, No. 512-927*, in meeting this requirement.**

REQUIREMENT 6. Take part in a unit leader conference.

REQUIREMENT 7. Successfully complete an Eagle Scout board of review. 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.

How to Meet the Eagle Scout Requirements:

AGE REQUIREMENT ELIGIBILITY. Register in a troop, varsity team, crew or ship that holds a current charter from the Boy Scouts of America. You must complete the first 6 requirements prior to your 18th birthday.

The San Francisco Bay Area Council holds district Eagle Scout Boards of Review. Your district Review Coordinator may convene a board within three months of your 18th birthday without special approval. After that period, the Review Coordinator must explain the delay and obtain approval from the council Advancement Committee to hold a board within six months of your birthday.

To hold a board beyond six months after your 18th birthday, you, your parent or guardian, your unit leader, or a committee member of your unit must petition the national Advancement Team for authority to do so. The request must explain the reason for the delay, and it must be processed through the San Francisco Bay Area Council and sent to the national Advancement Team with a copy of your application. A position statement from the Scout executive developed by the council advancement committee must be included.

Refer to the *Guide to Advancement*, No. 33088, section 8.0.3.1, for boards of review to be held between more than three months after your 18th birthday.

REQUIREMENT 1. You are in good standing and meet your troop, team, crew or ship's reasonable expectations for participation for a total of six months while a Life Scout. The months do not need to be consecutive.

REQUIREMENT 2—References. List the names of a parent or guardian, the head of the religious institution of which you are a member, one of your teachers (past or present), your employer if employed, if not leave this blank, and two others who know you and have agreed to provide a recommendation of how you follow the Scout Oath and Law in your daily life at home, in church, in school, at work, and around the neighborhood. If you are not a member of a religious institution, a parent may write another letter for this requirement. If you are home-schooled, a parent may write another letter for this requirement. If you are not employed, leave the row blank.

The council Advancement Committee has prepared a letter entitled "Eagle Reference Cover Letter" that describes the Scout Oath and Scout Law and what the board of review wants to know about you. Download a copy for each reference and deliver one to each with a number 10 envelope addressed to your district Review Coordinator with their return address and a notation that the envelope is for your board of review (see the last pages).

Reference letters are confidential, and their contents will not to be disclosed to any person who is not a member of the board of review.

REQUIREMENT 3—Merit Badges. To ensure that this requirement is met, ask your unit Advancement Coordinator to print a BSA Internet Advancement report showing the dates you earned each rank and merit badge. This report will reflect your unit’s primary advancement records in the BSA data base. The dates in third party software such as Troopmaster may not be in the BSA data base.

REQUIREMENT 4—Positions of Responsibility. You must meet your unit’s established performance expectations for each position. Your unit leader and unit committee chair will attest that you have done so when they sign your *Eagle Scout Rank Application*.

REQUIREMENT 5—Eagle Scout Service Project. You must use the *Eagle Scout Service Project Workbook*, (512-927, (<http://www.sfbac.org/files/images/512-927.pdf>) in meeting this requirement. Download and read the entire document (you are required to sign that you did so). Share it with your parents and unit leaders.

You must find a project at an acceptable community organization. To help in finding a project, the Palmetto Council has an on-tool located at <http://www.myprojectfinder.com/>. *Scouting Magazine’s* editor also has a blog article on this topic at <http://blog.scoutingmagazine.org/2012/01/31/how-to-find-a-great-idea-for-an-eagle-scout-service-project/> that lists the Palmetto Council site and others. A Google search returned over 1.5 million hit on the term “eagle scout project finder” with those two first in line.

Once you decide on a project and benefitting organization, you should share *Navigating the Eagle Scout Service Project, Information for Project Beneficiaries* (510-025), the last page of your workbook, (<http://www.scouting.org/filestore/pdf/510-025.pdf>) with the person representing the beneficiary as well as your unit leaders. This includes information on project supervision. **YOU MUST LEAD THE EFFORT.**

Then you must develop a proposal covering the topics in the workbook. The proposal is an overview of the manpower, materials, supplies, tools and other things needed to complete the project. Fill in the workbook completely including photos and a general schematic. That is followed by an estimate of what those things will cost and how they will be paid for.

Donations of any money, materials, or services for use in your project must be preapproved by using the *Eagle Scout Service Project Fundraising Application* on pages Fundraising Application Pages A and B of the workbook. Donations provided by the beneficiary; yourself, your parents, or relatives; or your unit or its chartered organization do not need preapproval. If you are going to ask for any money, materials or services, completing the fundraising application along with the proposal could eliminate an additional visit to the beneficiary, unit leader and district Review Coordinator. The donations are for the benefitting organization so their Federal Tax ID and letterhead stationary must be used in this process.

The proposal must be accepted by the beneficiary, your unit leader, and your unit committee. When they have approved, contact your district Review Coordinator to make arrangements for their approval. The purpose of these reviews is to determine if you are on the right track to complete the project.

During the proposal approval process, your district Review Coordinator should discuss the role of a project coach. Your unit may assign an “Eagle Scout Mentor” or “Eagle Scout Advisor” to help you through the process. The San Francisco Bay Area Council Advancement Committee has agreed that a project coach should have project

management (advice on *planning and developing* the project) experience and knowledge of BSA leadership skills (give *leadership* to others).

The project workbook leaves the decision to create a “final plan” to you. Though this plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. It shows the persons, materials, supplies, tools, and other things that the project needs plus a review of the environmental hazards and health and safety concerns with completing the project. Before work begins, you should share your plan with the beneficiary. If the beneficiary’s review reveals concerns that the project may run into trouble or not produce the desired results they should not hesitate to require improvements before work begins.

A Scout who is prepared will complete the final plan with lots of details and detailed plans or drawings and ask a project coach to review it with him. His or her involvement and review of your final 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.

An Eagle Scout Service Project is a unit activity so BSA practices and procedures must be followed. These include:

- *The Guide to Safe Scouting*, BSA 34416, available at: <http://www.scouting.org/scoutsourc/outdoorprogram/safety/adultsguidetosafescouting.aspx>.
- *Service Project Planning Guidelines*, BSA 680-027 available at: <http://www.scouting.org/filestore/healthsafety/pdf/680-027.pdf>. This documents stresses health and safety guidelines and applies to all service projects.
- *Age Guidelines for Tool Use and Work at Elevations or Excavations* BSA 680-028 available at: <http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf>.

The last section of the workbook is the Eagle Scout Project Final Report. This includes what changed and how the changes impacted the planned materials, supplies, and other costs; photographs; and summaries of project day(s), hours worked, costs, a funding (how things were paid for) summary with a final donations list. You sign the report as being complete. The beneficiary signs the report indicating that the project was completed to its satisfaction. Your unit leader’s signature indicates that YOU LEAD the project.

When you count the hours you spent developing and executing your plan and the hours spent by your project team in completing the work, you should enter the total in the BSA’s service hour data base at <http://servicehours.scouting.org>. This data base is also available as a re-direction from the website at:

<http://www.scouting.org/scoutsourc/Awards/JourneyToExcellence.aspx>.

REQUIREMENT 6—Conference. The unit leader conference is the same as for other ranks.

REQUIREMENT 7—Board of Review. The Eagle Scout Board of Review has the same objectives as your previous boards. The difference is that it is convened by your district Advancement Chair or Review Coordinator and will be composed of members who are not familiar with you. The statement of ambitions and life purpose that includes a listing of positions held in your religious institution, school, camp, community, or other organizations, in which you demonstrated leadership skills is given to the board members. Including honors and awards received during this service is an opportunity for you to introduce yourself. The members are familiar with the requirements for the Boy

Scout ranks and positions of responsibility but they are not familiar with you and your interests and positions of responsibility outside of scouting. Focus on that.

The Following Are the Steps for Completing the Requirements for Eagle Scout

It is imperative that you complete all requirements for Eagle Scout except the board of review prior to your 18th birthday. When all requirements except the board of review are met, complete a current year Eagle Scout Rank Application, including the statement of ambitions.

The application should be signed by your unit in two places. The unit leader and committee each review and approve your record. If either refuses to approve the application, you may still be granted a board of review upon a written request from you or your parents or guardians. The failure of a unit leader or unit committee to sign will be considered by the board of review in determining your qualification for Eagle Scout.

Deliver the application and statement of ambitions and life purposes listed in requirement 7 above to the San Francisco Bay Area Council service center, 1001 Davis Street, San Leandro after you obtain the listed unit signatures or complete a request for a board of review.

When the completed application and statement are received at the Service Center, the application contents will be verified. Discrepancies must be corrected before it and copies can be mailed to your district Review Coordinator.

You should have contacted the individuals from whom you have requested references as listed under Requirement 2 in "How to Meet the Eagle Scout Requirements" above and ask if they have forwarded letters to your district Review Coordinator.

After submitting your Eagle Scout Rank Application to the Service Center, contact your district Review Coordinator to determine the number of copies of your completed Eagle Scout Service Project Workbook and other documents you must provide for use at your Eagle Scout Board of Review.

When your district Review Coordinator has your Eagle Scout Rank Application from the Service Center, the required document copies from you, and the reference letters he will schedule a board of review. Under no circumstances will a board be scheduled until the application and workbook are received. You will be asked to wear your full uniform and bring your Scout Handbook, original Eagle Scout Service Project Workbook and maybe a non-relative unit leader to the board.

The board of review is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, relatives, or guardians may not serve as members. Members will convene at least 30 minutes before you appear before them in order to review the application, reference letters, and project workbook. It is not required that these persons be members of the Boy Scouts of America but they must have an understanding of the importance of the Eagle Scout board of review.

Your unit leader (or designee) should introduce you to the members of the board. The unit leader may remain in the room but not participate in your board. Your unit leader may be called on to clarify a point in question. This is the highest award that a Boy Scout may achieve and a thorough discussion of your successes and experiences will be conducted. There is no required set of BSA approved questions that you should be asked. However, the board should be able to conclude from your responses that you actively participated in and benefitted from your participation in the program.

After the review, you and your unit leader will leave the room while the board members discuss your acceptability as an Eagle Scout. **The decision must be unanimous.**

After the members make a determination about your advancement, you will be asked to return and given the decision. If you meet the requirements, you will be informed that the board of review recommends you for advancement to the Eagle Scout rank. If you do not meet the requirements, you will be asked to return and told the reasons for not qualifying. A discussion will be held as to how the requirements can be met within the period of your age eligibility. Should you disagree with the decision, the appeal procedures must be explained. A follow-up letter will be sent to you confirming the agreements reached on the action(s) necessary for advancement. If you choose to appeal, the board will provide the contact information for the San Francisco Bay Area Council Advancement Chair.

Immediately after the board of review you or your unit leader will be given your board signed original and one copy of your Eagle Scout Rank Application, your original Eagle Scout Service Project Workbook, any district unneeded copies of your workbook, and your Scout Handbook. The signed original Eagle Scout Rank Application must be promptly returned to the Council Service Center in San Leandro.

At the Service Center, the Scout Executive will review and sign the application to certify that the proper procedure has been followed and that the board of review has recommended you for the Eagle Scout rank. The Council Registrar will then submit your application to BSA National Advancement Team.

The National Team will screen your application to ascertain whether it contains proper signatures and your positions of responsibility, tenure between ranks, and age. Any item not meeting standards will cause a request for more information. If the application is in order you will be certified as an Eagle Scout by the National Council. Notice of this approval is made by sending your Eagle Scout credentials to the San Francisco Bay Area Council. The date of advancement will be the date of the board of review. The Eagle Scout Award must not be sold or given to any unit until after the certificate is received. An Eagle Scout court of honor must not be scheduled until the Eagle Scout rank credentials are received.

List of References and related links

<i>Document</i>	<i>Link</i>
<i>Boy Scout Requirements</i> , BSA publication 34765	None. Can be purchased in Scout Shop.
<i>Eagle Scout Rank Application</i> , BSA 512-728	http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf
<i>Eagle Scout Service Project Workbook</i> , No. 512-927	http://www.sfbac.org/files/images/512-927.pdf or http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx
<i>SFBAC Advancement Committee letter to a Life Scout's references</i>	http://www.sfbac.org/files/images/pdfs/Eagle_reference_cover_letter.pdf
<i>My Project Finder</i>	http://www.myprojectfinder.com/
Scouting Magazine article on finding an Eagle Scout Service Project	http://blog.scoutingmagazine.org/2012/01/31/how-to-find-a-great-idea-for-an-eagle-scout-service-project/
<i>Navigating the Eagle Scout Service Project, Information for Project Beneficiaries</i>	http://www.scouting.org/filestore/pdf/510-025.pdf
<i>The Guide to Safe Scouting</i> , BSA 34416	http://www.scouting.org/scoutsource/outdoorprogram/safety/adultsquidetosafescouting.aspx .
<i>Service Project Planning Guidelines</i> , BSA 680-027	http://www.scouting.org/filestore/healthsafety/pdf/680-027.pdf .
<i>Age Guidelines for Tool Use and Work at Elevations or Excavations</i> , BSA 680-028	http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf
BSA's service hour data base	http://servicehours.scouting.org or re-direction from: http://www.scouting.org/scoutsource/Awards/JourneyToExcellence.aspx

San Francisco Bay Area Council, BSA

Golden Gate District Review Coordinator (do not include this title on envelopes—adding a stamp recommended)

From: _____

Reference for Eagle Scout Candidate:

TO: San Francisco Bay Area Council, BSA
c/o Golden Gate District Review Coordinator

Larry Teshara

801 Darien Way

San Francisco, CA 94127

Revised April 2018

San Francisco Bay Area Council, BSA

Mission Peak District Review Coordinator (do not include this title on envelopes— adding a stamp recommended)

From: _____

Reference for Eagle Scout Candidate:

TO: San Francisco Bay Area Council, BSA
c/o Mission Peak District Review Coordinator

Merlin Nygren

1048 Bedford Street

Fremont, CA 94539-4602

Revised April 2018

San Francisco Bay Area Council, BSA

Peralta Review Coordinator (do not include this title on envelopes— adding a stamp recommended)

From: _____

Reference for Eagle Scout Candidate:

TO: San Francisco Bay Area Council, BSA

c/o Peralta District Review Coordinator

Pete Carpenter

1022 Pine Meadow Court

Martinez, CA 94553

Revised April 2018

San Francisco Bay Area Council, BSA

Tres Ranchos Review Coordinator *(do not include this title on envelopes— adding a stamp recommended)*

From: _____

Reference for Eagle Scout Candidate:

TO: San Francisco Bay Area Council, BSA
c/o Tres Ranchos District Review Coordinator

Cam Bauer

31328 Meadowbrook Ave.

Hayward, CA 94544

Revised April 2018

San Francisco Bay Area Council, BSA

Twin Valley—Dublin, Mountain Home, Pleasanton, and Sunol Review Coordinator (do not include on envelope, adding a stamp recommended)

From: _____

Reference for Eagle Scout Candidate:

TO: San Francisco Bay Area Council, BSA
c/o Twin Valley District Review Coordinator

Dean Buchenauer

894 Bonita Avenue

Pleasanton, CA 94566

Revised April 2018

Twin Valley—Livermore Review Coordinator (do not include on this line on envelope, adding a stamp recommended)

From: _____

Reference for Eagle Scout Candidate:

TO: San Francisco Bay Area Council, BSA
c/o Twin Valley District Review Coordinator
Jay Johnson
5440 Theresa Way
Livermore, CA 94550