

## Eagle Scout Rank Advancement Procedures

Dear Eagle Scout Applicant,

The following procedures are provided to help you successfully complete the requirements to reach Eagle Scout, including planning and carrying out your Eagle Scout Service Project and filling out your Eagle Scout Rank Application. You should also read through **Section 9, The Eagle Scout Rank** from the **Guide to Advancement**, BSA publication 33088. The **Eagle Scout Rank Application**, **Eagle Scout Service Project Workbook** and **Guide to Advancement** are all available online at: <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx>.

1. Please read through **all** of the forms and instructions **before** you write on any form. Print neatly as many people have to read your application. All dates should be entered in **MMDDYY** format.
2. All requirements through and including your Unit Leader's Conference, must be completed **prior to your eighteenth birthday**. The dates and signatures must reflect this.
3. To facilitate a prompt certification of your application at the council service center, include in your application package:
  - The Eagle Scout Rank Application fully filled out and properly signed and dated. Include your statement of ambitions and life purpose and list of leadership positions in school, church or community organizations for Requirement 6.
  - Optional, but highly recommended: The "Applicant's Record" section of the merit badge blue cards for the 21 merit badges you use to fulfill Requirement #3. The blue cards should be in the order entered on the Eagle Scout Rank Application. Plastic display sheets that hold 9 hobby collector cards are recommended. If any blue cards are missing, please contact your District Advancement Chairperson for the proper procedures to follow.
  - Your Eagle Scout Leadership Project Workbook.
  - **Copy all forms and Blue Cards for your records before turning in the application packet.**
  - The application paperwork should be submitted in the envelope in which you received this kit, or in a 9x12 envelope with the "Eagle Advancement Kit, Eagle Scout Rank Application Processing" sheet, which can be downloaded from the council website, affixed to the outside.
4. Please allow a minimum of 5 working days at the Council Service Center for certifying your application. After your Eagle Scout Rank Application has been certified your packet will be returned to your District Advancement Committee representative, who will work with you and your unit leaders to set up an Eagle Scout Board of Review. Please allow two to three weeks between certification and an Eagle Scout Board of Review.

If you have questions, or need assistance with your Eagle Scout Rank Application that cannot be provided by your unit leader or the **Guide to Advancement**, please contact the District Advancement Chairperson or Eagle Board of Review Chairperson for your district, listed below:

Coyote Creek:	Doug Bodily (408) 238-0803 dbodily@juno.com	Loma Prieta:	Terry Hutmacher (831) 462-4735 bnmike@sonic.net
Pioneer:	Todd Hauschildt (408) 378-0897 todd.hauschildt@sbcglobal.net	Polaris:	Hersh Bhargava (408) 524-2774 scouter.hersh@gmail.com
Quicksilver:	Craig Farrer (408) 921-2232 cafarrer@me.com	San Benito:	Brent Hawks (831) 637-6736 BrentHawks@BYU.net
Santa Lucia:	Peter Anderson (831) 385-5428 South Monterey County Area panderson@redshift.com	Santa Lucia:	Dave Randall (831) 241-8871 Monterey Peninsula Area daverandall.realtor@gmail.com
		Santa Lucia:	Bud Harder (831) 320-2316 Salinas Area treelineconstruction@comcast.net

Respectfully,  
 Fred Conley  
 Council Advancement Chair  
 Phone: (408) 224-2526  
 Email: Adv.SVMBC@gmail.com

## Eagle Scout Service Project and Rank Application Instructions

### 1. Plan your Project and Carry It Out

- Plan and carry out your Eagle Scout Project carefully. You **must** use the Eagle Scout Service Project Workbook, BSA form 512-927, in planning, getting approvals and in completing your project. Verify that all guidelines specified in the workbook will be met as you do your project. If you have a personal computer, the Eagle Scout Service Project Workbook, the Eagle Scout Application, and these instructions, are available on the Silicon Valley Monterey Bay Council Web site, and may be printed on your printer. They must NOT be modified or edited, but must be used as is. You may type your proposal directly into the writable PDF, however you may not modify the titles and categories found in the workbook. If you have CAD drawings, sketches, or photographs that will not go into the PDF workbook you may add them as appendixes. Please fill out page 6, the contact sheet, and make a copy which you give to your Recipient organization representative. You can find a link to the PDF version of the workbook on the council website below:

Council Web Site: <http://svmbc.org/svmbc/resources/advancement/eagle-scout/>

#### Note that:

- You can start planning your project once you reach Life rank. You do not need to wait until all of your merit badges are earned before planning and executing your project. Plan early and do your project as soon as your planning permits and you have gotten all the necessary project approvals.
- Planning, development, and leadership are key ingredients and must be demonstrated in completing the project. You are the project PLANNER, BUDGETER, and MANAGER.
- The project must be of real value and of significant magnitude. While there are no pre-determined minimums for time, number of people, or effort used to complete the project, remember that you are a candidate for the highest rank that Scouting can award. Pick a project you will be proud of and do your very best!
- Talk over your project ideas and proposal with your Unit Leader (Scoutmaster, Team Coach, or Crew Advisor). Get their counsel and guidance. Also talk to the people who will benefit from your project. Make sure they understand and agree with the project. Ask them to identify someone to represent their interests in the project. This representative is the person who will approve your project proposal, any changes to the project, and certify that the project was completed.
- Your project proposal **must** be approved **before** you start doing the work. The “Project Proposal” section of the workbook must be completed to get that approval. Approval signatures should be recorded in the workbook and include; your unit leader (Scoutmaster), your unit committee, and the person representing the benefiting group. Only after you have those three signatures should you contact your District Advancement Committee representative for their approval. Only **after** all four approvals and signatures have been gathered should you fully develop your Project Plan. Most units have Eagle Advisors or Coaches and it is highly recommended that you work with one of them to develop and review your Plan before you begin working on your project.
- Use the workbook throughout your project to assist you in documenting and completing your project. Think about the information you need to include in your report and gather it as you work. Keep a good set of notes identifying; who, where, when, what time, how much, etc. Take photos before, during and after the project.

- Complete the Final Report in the Eagle Scout Service Project Workbook.
  - The final report should be well done. It will be of prime importance at your Eagle Board of Review.
  - Use your workbook, your planning materials, your notes, and any other materials or photos to help you describe and sell your project to your Eagle Scout Board of Review.
  - A sequence of photos of the project as it progresses, including you and the volunteers working, is very helpful during your board of review. It will help the members of the board understand what you did, how you did it and why you picked the project.
- Once the project work is finished, get your final signatures in the “Approvals for Completed Project” section of the workbook. Don’t forget to sign it yourself, and get the signature of your Scoutmaster and the person representing the benefiting organization. A signed letter/statement of acceptance of the project from the benefiting organization may substitute for their signature. In that case a copy of the letter of acceptance should be attached to the final report of your project.

## 2. Complete the Eagle Scout Rank Application

- A link to the Eagle Scout Rank Application in on our Council Website at <http://svmbc.org/svmbc/resources/advancement/eagle-scout/>
- Please read **all** directions carefully before you start to write. Print in black ink or type the information. Print neatly as many people have to read your applications.
- Use the Eagle Scout Rank Application Checklist instructions (sheets #4 & 5 of this package), to verify that the Eagle Scout Rank Application is being correctly completed. Note that all dates will be checked against the records available in the local Council Service Center.
- Use the Merit Badge and Rank Advancement Worksheet (sheet #7) to list the 21 merit badges and the dates they were earned. This will allow you to group the merit badges for each rank and check their dates against your Boards of Review dates for Star, and Life ranks. Check that **no** merit badge was earned **before** the date you joined a Boy Scout troop, and that the dates for all merit badge used to make a rank are **before** the Board of Review date for that rank.
- When all information on the Merit Badge worksheet checks correctly, transfer the Merit Badge names, dates, and unit numbers to the Eagle Scout Rank Application.

## Eagle Scout Rank Application Checklist

**Very Important:** Please type or print clearly in black ink.All dates must be entered in the form **MMDDYY**.

- **PERSONAL INFORMATION AND SCOUTING HISTORY**
  - Enter your full legal name, including any middle name. This should match the name under which you are registered.
  - Enter your home address, the unit type, unit number, and City, State and ZIP code.
  - Enter the date you joined a Boy Scout troop (turned in your application). This date must be earlier than any Rank or Merit Badge date.
  - Enter a date for Varsity Scout or Venturer if you are registered in any of these Scouting units.
  - Enter the date of the Board of Review when you achieved your First Class rank.
  - Enter the date of the Board of Review when you achieved your Star rank.
  - Put an X in the appropriate box (Y or N) for Cub Scout, Webelos Scout, and Arrow of the Light award.
  - Enter the date of your birth.
  
- **REQUIREMENT #1 – Active in your Troop**
  - Enter the date of the Board of Review when you achieved your Life Scout rank.
  
- **REQUIREMENT #2 – Recommendations**
  - Identify the people you wish to ask for recommendations. The application has places for six references, and you should have a name for each. The only exception is if you have not held a job, in which case the Employer reference will be blank. **National requires that you have names and information for the five specified recommendations – parent/guardian, religious, educational, and two additional references.**
  - Contact each of the references to be sure they are willing to make a recommendation for you.
  - If you do not have a religious reference, your parent(s) should be listed as your religious reference. In this case, in addition to the usual parent’s recommendation, they should also discuss your religious beliefs and how you perform your “Duty to God” from the Scout Oath, and how you live the twelfth point of the Scout Law, “A Scout is Reverent”.
  - Enter the names, addresses, telephone numbers and emails for your references
  - Getting letters of reference often takes several weeks, so give a copy of this list to your unit Eagle Advancement Coordinator as soon as you have identified the references. This can be before your Eagle Application is turned in for certification.
  - Recommendation letters are confidential. They should be requested by the unit, and must be received by the troop representative, **not by you.**
  
- **REQUIREMENT #3 – Merit Badges**
  - Optional, but highly recommended: Assemble the “Applicants Record” Blue Cards for the 21 Merit Badges you are using to satisfy requirement 3. If you are missing the Applicants Record of any Blue Card, you may substitute the Unit Copy. Please have your unit make sure that all of your merit badge completion dates are recorded in online advancement.
  - Check that there are at least four (4) months between the date for First Class and the date for Star.
  - Check that there are at least six (6) months between the date for Star and the date for Life.
  - Check that there are at least six (6) months between the date for Life and the date of your Unit Leader’s approval of your Eagle Application.
  - Check and double-check all merit badge names, dates, and that they precede the rank Board of Review Dates. When you are satisfied that all is correct, transfer all merit badge name and date information to the Eagle Scout Rank Application. Please be sure to use the same set of Merit Badges on the Eagle Rank Application.
  - On merit badge fields 6 and 9, cross off the name(s) of the badge(s) you are not using for that required badge. If you earned more than one of the badges in field 6 or 9, you may use the additional earned badge(s) as an optional badge in fields 13 through 21. (See the note at the end of the merit badge section on the application.)

- If you include the blue cards, it is recommended to put the Blue Cards into plastic display sheets that hold 9 collector cards. Please use the same order as they are entered on the Eagle Scout Rank Application.
- REQUIREMENT #4 – Leadership
  - Enter the names of the leadership position(s) you are using to satisfy this requirement. The positions **must** be from those listed on the application for the **type of unit** in which you are registered. Enter the starting and ending dates for the position(s) you held.
  - If you were already in the position when you earned Life Scout, then the *starting date* you should enter for that position is the day you earned Life.
  - If you are currently holding the position, the *ending date* for the position should be the date that your Unit Leader’s approved your application.
  - Make sure that the total time you held these positions is at least 6 months.
  - The dates do not have to be contiguous, nor do they have to be recent or current, but they must total at least six months after earning Life rank.
- REQUIREMENT #5 – Eagle Service Project
  - Enter the date you completed your Eagle Scout Service Project. This is the date that all work on the project was completed. Remember, this service project must have been planned and completed **after** you became a Life Scout and **before** your eighteenth birthday. Your Eagle Project Final report should be completed and turned in with your Eagle Scout Rank Application.
  - Enter the project name and the total hours worked on the project.
- REQUIREMENT #6 – Scoutmaster Conference
  - Take part in a Unit Leader’s (Scoutmaster) Conference. This conference must be held sometime after making Life Scout and before your 18<sup>th</sup> birthday. While it is customarily held after all the other requirements have been met, it can be held at any time after making Life scout. Enter the date of the conference on the application.
  - On a separate sheet of paper, prepare a statement of your ambitions and life purpose. (See instructions for requirement #6 on the application) The form and content of this statement is to be of your own choosing. This statement is to be included with the Eagle Scout Rank Application.
  - Prepare a listing of positions of leadership you 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. This list is also included with your application.
- CERTIFICATION BY APPLICANT.
  - Sign and date the Eagle Scout Rank Application.
- UNIT APPROVAL
  - Ask your Unit Leader (Scoutmaster) to sign and date the Application. This is his testament that you have properly completed all of the requirements for the Eagle Scout Rank, prior to your eighteenth birthday. This signature is commonly done at the time of your Unit Leader’s Conference for Eagle rank.
  - Ask the Chairperson of your Unit Committee sign and date the application. He, too, testifies that you have completed all of the requirements properly.
- BSA LOCAL COUNCIL CERTIFICATION
  - Your Eagle Scout Rank Application must now be assembled and submitted to the Council Service Center for certification.
  - Please allow five working days for certification.
  - Include your completed Eagle Scout Rank Application.
  - If you include your 21 merit badge blue cards, assemble them in the same order as they are listed in Requirement #3 of the Application (plastic display sheets are recommended).

- Include your statement of your ambitions and life purpose and positions of leadership as described in Requirement 6.
- Include your Eagle Project Workbook.
- Make and keep a copy of all of your paperwork before you turn it in.**
- Put all items in a 9x12 inch envelope with the “Eagle Advancement Kit, Eagle Scout Rank Application Processing” sheet attached to the front of the envelope. (The envelope is provided by the Council and may be picked up at the front desk.)
- You, your parents or guardian, a Scout unit leader or a unit committee member may take the envelope to the Council Service Center. Leave the envelope, with all enclosures, with the receptionist.
- Once certification is complete, the application and the enclosures will be returned to your District Advancement Committee representative. The District Advancement Committee representative will work with you and your unit leaders to set a date for your Eagle Scout Board of Review.
- It is best if the application package is turned in before the Scout’s 18<sup>th</sup> birthday. The Board of Review should be held as soon as practical (usually 3-4 weeks) after certification, but no later than 3 months after the Scout’s 18<sup>th</sup> birthday. If the board is delayed for more than 3 but less than 6 months after the 18<sup>th</sup> birthday, a letter from the Scout, parent or unit leader, explaining the reason for the delay, must be included. A delay beyond 6 months requires permission from BSA National Advancement Team before a Board can be held.

#### Sample Timeline

1 day	Packet gets turned in to the office with all the information
Up to 1 week	Packet gets processed by Council Staff and goes to the file of the District Advancement Chair
Up to 2 weeks	District Advancement Chair works with the Unit Leaders to schedule a board of review once the reference letters are received by the unit
1 day	Board of Review occurs
Up to 2 weeks	Paperwork is turned in at the office by someone on the board of review
Up to 1 week	Application is entered in the system and sent to National for processing
Up to 3 weeks	Certificate comes back from National to the Council Office
Up to 1 week	Signed letters are put with the certificate and calls are made to the contact person for pick-up