



## **Life to Eagle Advancement Process Quick List for Unit Leadership**

The following information is intended as a supplement, not a replacement, for the Valle del Sol District Life to Eagle Process

- Leadership position and all project work must be done “While a Life Scout...”
- In planning and carrying out the project the “Eagle Scout Leadership Service Project Workbook,” or the computer equivalent **must** be used
- The project must benefit a non-profit organization or institution other than the BSA. It can not benefit a business. The project may not be fund raising or “routine maintenance.”
- When the scout has written up the project proposal it must be approved by the benefiting organization, unit leader, unit committee member, and lastly by the Council through the District Eagle Advisor
- When the scout is ready the unit leadership should request a District Eagle Advisor for the scout from the DEA Coordinator. Note: This can be when the proposal is fully prepared and approved by the other three individuals, or if the scout has questions it can be earlier in the process.
- Only after all four approvals have been received may the scout move from planning the project to carrying it out.
- All requirements, except the Board of Review, **must** be completed by the 18<sup>th</sup> birthday
- The Board of Review should be conducted no later than three months after the scout's 18<sup>th</sup> birthday
- The scout needs six reference letters from six different individuals. If the scout does not have an employer an additional personal reference should be requested. There is no prohibition against requesting more than six letters
- All letters requesting reference letters, and all returned reference letters should go only through the unit leadership. Other than supplying the names the scout should not be involved with the letters.
- Letters are to remain unopened until the board members open them. The letters are for the board members only and the District Eagle Advisor should take the letters at the end of the board
- The board should have three to six members. It must include the District Eagle Advisor or another District/Council representative. An individual from the community not associated with the troop but familiar with the Eagle rank is encouraged. Unit leaders (Scoutmasters/Advisors), relatives of the scout, or writers of reference letters may not serve on the board.
- Upon the approval of the Board of Review the Eagle Application, Advancement Form, and the Checklist are delivered to the Council Office for Matt Bear, VDS District Exec.
- To request a District Eagle Advisor for a scout, or if you have questions about the process, please contact the District Eagle Advisor Coordinator, Steve Salyards, 909-596-9026, [steve@vdseagles.org](mailto:steve@vdseagles.org)