

Life To Eagle Orientation

San Gabriel Valley Council, BSA

Valle del Sol District



Congratulations for being here at this orientation.

If you are a Life Scout you are to be commended for making it this far and for having your sights set on Eagle, the highest rank in the Boy Scouts of America.

If you are a parent, scoutmaster, Eagle Advisor, advancement chair, or committee member, we know that you have also been busy supporting scouts as they work on their advancement and we thank you for the time, effort and encouragement you have given. We appreciate you being at this orientation and hope that it will help provide better coordination between the units and the District Advancement Committee in this important work.

This guide is intended to serve only as an orientation to the Eagle process and not a substitute for the complete and official forms. The San Gabriel Valley Council Life to Eagle packet containing needed forms is available from the council web site at http://www.sgvcbosa.org/leadersandresources_forms.php. However, the process has changed a bit on the Council and District levels and the material contained in this packet is considered to be the current process for scouts and units in the Valle del Sol District, not the council Eagle process document posted at that web site. In particular, our district is now using the District Eagle Advisor model where the Advisor assigned to a scout is the representative of the District Advancement Committee for that scout's process.

Other useful forms are available from the National Eagle Scout Association (NESA) web site. The Eagle Scout Application form can be found at <http://www.nesa.org/trail/58-728.pdf>. The Eagle Scout Leadership Project Workbook can be found on-line there as well in three different formats at <http://www.nesa.org/trail/manual.html>. Both of these are also available from either Smiser or Eastside.

Again, thank you for being here and we hope that this orientation is a useful introduction to what lies ahead for all of us.

For the District Advancement Committee
Steve Salyards
District Eagle Advisor Coordinator
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**San Gabriel Valley Council
Valle del Sol District**

The 12 Steps from Life to Eagle

The following 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council and district, and the volunteers who are to conduct the board of review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.



Step	Responsibility
<p>1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.</p>	<p align="center">Scout</p>
<p>2. Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the district advancement committee through the District Eagle Advisor. The workbook, or a Word (or similar) document that mirrors the workbook, must be used in meeting this requirement.</p>	<p align="center">Scout-Unit-District</p>
<p>3. All requirements for the Eagle Scout rank except the board of review must be completed prior to the candidate's 18th birthday. We strongly encourage scouts and their units to complete the Board prior to the 18th Birthday also. Boards can be held up to three months after the 18th Birthday and with a formal written explanation from the District Advancement Chair up to six months after the birthday. No Boards will be held after 6 months from the scout's 18th birthday. When all</p>	<p align="center">Scout</p>

requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the [Eagle Scout Rank Application](#) must be completed by the scout and submitted to their unit committee member (advancement chair, Eagle Advisor, or other unit committee member) who monitors the Eagle process. (Youth members with disabilities should meet with their unit leader regarding time extensions.)

4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the District Eagle Advisor as the representative of the District Advancement Committee. (Do not submit the application to the local council.) If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. This is generally done by the scout providing the letters requesting recommendation letters to the unit coordinator with stamped, self addressed envelopes with the replies to be returned to the unit coordinator. When the recommendation letters have been returned the unit coordinator will notify the District Advancement Committee through the scout's District Eagle Advisor and they can jointly decide on, and recruit, the members of an Eagle Board. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.

5. When the completed application is received by the unit committee member responsible for the Eagle process they will contact the six references listed on the application. If the scout has no employer an

Scout-Unit Leadership

Unit Leadership

<p>additional personal reference should be listed. The unit committee member contacts the person listed as a reference on the Eagle Scout Rank Application by letter. Normally, a written reply from the individual is expected and that letter should remain sealed in the envelope until opened at the Board of Review. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the unit committee member.</p>	
<p>6. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application. Also, from the Life to Eagle Packet, the completed Eagle Resume and the Eagle Check list, with the first eight items completed, are turned in as well.</p>	<p>Scout</p>
<p>7. After the contents of an application have been verified and appropriately signed, and the application, Eagle Scout Leadership Service Project Workbook, references and other documentation are ready a board of review may be scheduled. The Unit Advancement Chair should contact the District Eagle Advisor to schedule the board of review. The Unit Advancement Chair should assemble the board with the District Eagle Advisor having final approval of who sits on the board. Reference checks are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.</p>	<p>Unit Leadership</p>
<p>8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member, other than the District Eagle Advisor and the Troop Committee Chair (if a member of the board), serves as chairman. Unit leaders (e.g.</p>	<p>Eagle Board of Review</p>

<p>Scoutmasters, Crew Advisors, etc.), assistant unit leaders (e.g. Asst. Scoutmasters, Asst. Crew Advisors, etc.), references, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, leadership service project report, and additional documents. Normally the Eagle board of review is held at the unit level. At least one district or council advancement representative, usually the District Eagle Advisor assigned to that candidate, must be a member of the Eagle board of review if the board of review is conducted on a unit level. The council or district may designate more than one person to serve as a member of Eagle boards of review at its discretion or when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.</p>	
<p>9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. Parents or Guardians may attend and be interviewed by the Board but should not remain in the room for any other part of the Board. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be</p>	<p style="text-align: center;">Eagle Board of Review</p>

considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout.

The decision must be unanimous.

If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period but in no circumstances will activities occurring after the 18th birthday be considered for satisfying advancement requirements except as allowed by National Policy (e.g. disabilities cleared with National in advance).

Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See "Appealing a Decision" in the *National BSA Policies and Procedures*, No. 33088A.)

10. Immediately after the board of review and after the application has been appropriately signed, the application, the Eagle process checklist, and a properly completed Advancement Report are delivered to the council service center, usually to the attention of the District Executive. Normally the material would be

Unit Leadership

<p>delivered by the unit committee member, unit Advancement Chair, or the District Eagle Advisor. The District Advancement Committee representative, usually the District Eagle Advisor, takes possession of the letters of recommendation and destroys them.</p>	
<p>11. The application is reviewed by the council and sent to National.</p> <p>Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.</p>	<p>Council</p>
<p>12. The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate.</p>	<p>National</p>

From the “Life to Eagle Packet”

PLANNING FOR THE TRAIL

First, you must carefully study the Eagle requirements as outlined in the most recent edition of the Boy Scout Handbook as well as all of the materials in this packet. These will help you in the months ahead. Remember, by the way, to build family and summer school vacations (particularly Scout Camp merit badge opportunities), periods of being especially busy (e.g. a school sports season) and other individual scheduling situations into your Eagle "game plan." The materials here will also help prepare the application itself.

Second, discuss your plans with your Scoutmaster and get advice on how to proceed. Find out what is expected of you in participation, Scout spirit, Troop leadership and personal growth. Each of these is a specific requirement for advancement to Eagle, which must be accomplished to your Scoutmaster's satisfaction, and each shows something about your fitness for the Eagle award.

Third, plan and organize the merit badge work and your service project so that they will be done well before your eighteenth birthday. This means that the Merit Badge Blue cards must be completely signed and registered at the Scout office and the project report (including photos) completed and turned in before that date. While the Board of Review may meet and the award presented at a Court of Honor after the birthday, everything (including merit badges, project, Scoutmaster conferences) must be completed and submitted to the unit committee member responsible for the Eagle process prior to that date.

Every leader remembers that, when one is sixteen, eighteen seems very far away. But sadly, every leader knows Scouts waited just a week or two too long, and didn't "make Eagle" even though they did virtually all the work. Please don't be one of those and, also, don't be one of the guys who inconveniences everyone involved by needing "emergency" help right up until the night before his birthday.

Another reason to be careful about timing is the possibility of having to re-do something. What if the Eagle Board finds that you've pretty well done everything, but your project was not fully completed, for instance? If you have plenty of time, you can get the "loose ends" finished up, but, if you're almost eighteen, you may be out of luck.

Exceptions to the age eighteen limit are made only (a) for handicapped Scouts and (b) by the National Scout Office in circumstances totally beyond the control of the Scout.

THE EAGLE PROJECT

Few things you've done in life will be as much of a challenge, as much work, as much a source of pride and as much plain fun as your Eagle Project. We can't ever forget that our main objective in Scouting is learning to live by the Scout Oath and Law's commandments regarding service to others. While some of the merit badges teach us skills which are enjoyable or educational and some will allow us to help others in future emergencies, the Eagle Project makes a major contribution to our community right now.

HERE'S THE PROJECT REQUIREMENT:

While a Life Scout, plan, develop and give leadership to others in a service project helpful to your religious institution, school, or community. The project must be approved by your Scoutmaster, Troop Committee Chairman, benefiting organization and District Eagle Advisor before you start.

Let's break it down, step-by-step:

1. "While a Life Scout . . ."

The Eagle Project must be started after you have "made" Life Scout, and you cannot do anything on it prior to that time (although a little thinking ahead will not hurt!).

2. ". . . Plan. . . "

This requirement of a comprehensive, written advance plan is taken very seriously, and the best executed project in the world is not acceptable if it is done before the careful writing and approval of that plan. The planning forms will help on this requirement.

3. ". . . Develop . . ."

Another important one! As you draft and redraft your written plan, you must also be "pounding the sidewalk" making the preparations, getting permission, arranging for unlocking and later locking of doors or gates, setting up transportation for your helpers and materials, borrowing needed tools, purchasing supplies. You must accomplish all of those things (not your parents, Scoutmaster or friends).

4. ". . . Give Leadership to others. . . "

This puts your years in Scouting and those leadership positions you've held to the really practical test: This is an Eagle Project, not a "Lone Wolf" one. You may not do a project, however worthy, alone or with fewer than two helpers. It's preferable to have more than two, and always plan for extras because, as you know by now, things "come up" no matter how well you plan or how sure someone is that he'll be there.

5. ". . . Helpful to your religious institution, school, or community . . . "

Were you surprised when you first heard this requirement, that your not allowed to do a project for the good ol' Scout Troop? Eagle marks a passage into the adult world and a recognition that skills which stay within the Scout or even within the Troop aren't being fully used.

Here, you're going to be doing something as a Scout but for the world outside Scouting.

Here, you're going to be doing more than a "good turn". It must have some relatively permanent importance. Washing the windows or mowing the lawn of your church, for example, are great ideas, but no where near Eagle Projects. On the other hand, landscaping an area which is just dirt, building facilities or equipment for your church or school or undertaking a major rehabilitation project (e.g. painting and scraping) may well be an Eagle Project.

Don't forget schools as possible areas for projects and, if you go to school which is in pretty good condition, how about an elementary school in a less fortunate area? Aren't there some things around there which would really make a difference? Introduce yourself to the principal and find out.

City and county institutions need help all the time, especially in our era of budget constraints. There are few public libraries which don't have plenty of needs to be filled, and exciting institutions such as the fire, police or parks department generally have projects just waiting.

Community organizations, including charities such as the Salvation Army, Red Cross, United Way, Cancer Society and many service clubs, such as Rotary, Kiwanis, and Lions, as well as local hospitals, are also good bets for projects. Be certain that you are not working for a profit-making institution, however, and consult your Scoutmaster if in doubt on this subject.

Bear in mind that dollar cost is of importance to a good Eagle Project, and that some of the best cost almost nothing. When you arrange to do a project for an organization, be sure financial details (who is buying that can of paint?) are part of your plan.

Always remember that people in institutions such as these may be familiar with Scouting and even with Eagle Project requirements, so they may be better able to help think of things than you would expect.

The project must, of course, be on your own, even though you must have others help with it. Two candidates for Eagle may not share or "go in together on" a project.

It's not a requirement, but will add to your pride: Think of a project which has never been done before!

The Project idea must be approved by the benefiting organization, your Scoutmaster, Troop Committee Chairman and District Eagle Advisor before you start. This list of approvals is important, and differs from Star and Life Projects. The best thing is, of course, to involve your Scoutmaster before you even begin filling in the "Eagle Project Planning and Approval Guide," so that you know you'll have approval when you need it, and so that he can give you extra ideas and let you know if there are some bad ones in there.

After you have your Scoutmaster's approval, then make an appointment with the Troop Committee Chairman and take it to him or her for approval. Finally, have your Troop Advancement Chairman, Troop Eagle Advisor, Scoutmaster, or another person with your troop contact the District Eagle Advisor Coordinator to have a District Eagle Advisor assigned to you. Then you contact your District Eagle Advisor to discuss your project with them and get their approval.

Then, all you have to do is the project itself.

Summary of the Project Approval Process

1. Discuss, plan, and write a project proposal with the guidance of the unit Eagle Scout Advisor.
2. Discuss the written plan with the beneficiary group contact person. Have this person sign the project workbook and provide a letter approving the proposal on behalf of the sponsoring organization.
3. Discuss the written plan with the unit leader. Have the unit leader approve the proposal and sign the workbook.
4. Discuss the written plan with the Unit Committee. Have the Unit Committee representative approve and sign the proposal. (The unit Eagle Scout Advisor may act on behalf of the unit committee.)
5. The unit Eagle Advisor or other unit leadership should contact the District Eagle Advisor Coordinator (Steve Salyards, 909-596-9026, steve@vdseagles.org) who represents the District Advancement Committee. The Coordinator will assign a District Eagle Advisor for the scout.
6. The scout should make arrangements with the assigned District Eagle Advisor for a review of the proposal for final approval. Allow sufficient time for district approval (with possible revisions) before planning for project work to begin. Eagle Scout Service Projects are the sole responsibility of Eagle Scout candidates. Therefore, candidates must communicate directly with the District Eagle Advisor regarding their project proposals. Parents and Scouters may play a supporting role only. Direct communication on project proposal changes and approvals should only occur between the Eagle Scout candidate and the District Eagle Advisor.
7. Actual work on the project may not begin until after the project workbook has signed by the District Eagle Advisor.
8. Should the candidate think that approval has been unfairly withheld, or requirements arbitrarily added, he may appeal directly in writing to the District Advancement committee, and subsequently to the Council Advancement committee should further appeal steps be necessary.

Completion of the Eagle Scout Service Project:

1. A major portion of the project should be performed by Scouts (Cubs, Scouts, Venture, Varsity, or Explorer) if possible.
2. Adults, family, friends, and others may also be involved in the project work.
3. The Eagle Scout candidate must clearly demonstrate leadership during the project work sessions.
4. Any significant changes in the planned scope of the project must be approved in writing by the District Advancement Committee representative.
5. All candidates should keep a day-to-day logbook with the dates, names, work, performed, and total hours expended by each person involved on the project. The time to be included should begin with the first planning session and end with the completion of the project report.
6. The Eagle candidate must direct the project to a successful completion in an orderly and responsible manner. He must demonstrate his BEST EFFORT in the completion of the Eagle Project.

Unit Eagle Advisor

Every Troop or Crew should have a designated individual who helps guide scouts in that unit through the Eagle process. This person may be the Advancement Chair, the Scoutmaster, or another committee member that has this as their responsibility.

The responsibilities for this position include:

- Advising Eagle candidates on the process, particularly the aspects and suitability of project ideas.
- Approving the Eagle project on behalf of the unit committee if so empowered by the committee (unless the Scoutmaster serves as Eagle Advisor).
- Contacting the District Eagle Advisor Coordinator for assignment of a District Eagle Advisor to an Eagle candidate
- Setting up the board of review, in consultation with the District Eagle Advisor
- Encourage Eagle candidates in their completion of the rank requirements

District Eagle Advisor

The District Eagle Advisor is the representative of the District Advancement Committee that works with an Eagle candidate through the process and provides the Council and District approval at key steps in the process.

The responsibilities for this position include:

- Reviewing the Eagle Leadership Project plan with the candidate and approving the project plan on behalf of the District when the candidate has prepared a satisfactory project plan.
- Serving on the candidate's board of review as the District and Council representative to ensure compliance with BSA policy and uniformity of application of policy and procedures.
- When called upon, advising Eagle candidates and unit Eagle advisors on the process, particularly the aspects and suitability of project ideas.
- When called upon by the District or the Unit, help to set up the board of review, in collaboration with the Unit Advancement Chairman
- Encourage Eagle candidates in their completion of the rank requirements

District Eagle Advisor Coordinator

Upon request by the unit leadership or the District Advancement Committee works with units to assign District Eagle Advisors to work with Eagle candidates. Works with the District Eagle Advisors and the District Advancement Committee to assure uniformity in the District Eagle process.

Current District Eagle Advisor Coordinator: Steve Salyards, 909-596-9026, steve@vdseagles.org

CHECK LIST - EAGLE SCOUT AWARD

1. Requirements completed prior to your 18th birthday. _____
2. Troop or Post office held for 6 months after Life Award Board of Review _____
3. Eagle applicant statement completed: _____
 - Life purpose _____
 - Eagle Scout service project _____
 - Honors and Leadership Abilities _____
4. Letters of reference - unopened (6 required) _____
 - Parent _____
 - Religious leader _____
 - School (principal or teacher) _____
 - Employer (if applicable, optional) _____
 - Other number 1 _____
 - Other number 2 _____
 - Scoutmaster _____
5. Twenty one merit badges, including required ones.
6. Total number of Eagle Project service hours: _____ hours _____
7. Scoutmaster Conference held. _____
8. Registered leader's signature on Eagle Application. _____
9. Date of Board of Review, signatures on Eagle Application _____

ADVANCEMENT REPORT INSTRUCTIONS

1. One Eagle per form and no other advancements on the form.
2. Board of Review signatures, District representative is chairman. Local unit leaders do NOT sign this advancement report, no signatures from the unit are needed on the advancement form.
3. Top part of the form must be filled out as usual, unit leader, address information, etc.

Signature of Scout: _____ Date: _____

Signature of Unit Leader: _____ Date: _____

Eagle Board Chairman: _____ Date: _____

One copy of this check list, all copies of the advancement form, on original Eagle application (#58-728) and one copy **MUST** be turned into the Scout Service Center. All other items will be retained by the Eagle Board of review chairman.

EAGLE RESUME
Statement of candidate for Scouting's highest rank
(for use by the Eagle Board of Review)

Name: _____ **Unit:(type)** _____
(Number) _____

Offices held in Unit:

<u>Title</u>	<u>From</u>	<u>To</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Camping Experience:

Summer Camp: _____ **Year:** _____

Weeks: _____

Year: _____

Weeks: _____

Year: _____

Weeks: _____

Memorable camping trips of two nights or more (approx. dates and places): _____

Total nights camping: _____ **Total days on day**
hike: _____

Other service projects:

Name the service projects you have participated in during the last two years, if any:

Eagle Service Project:

Briefly describe the personal benefits gained from this project:

In your own words, describe what it means to attain the rank of Eagle:
