

# Life to Eagle Guide

Rose Bowl District  
Greater Los Angeles Area Council



Revised 24 August 2017



BOY SCOUTS OF AMERICA®  
GREATER LOS ANGELES AREA COUNCIL

24 August 2017

Dear Life Scout,

Congratulations on your progress toward the Eagle Scout award! The Rose Bowl District advancement committee and I are excited to guide you through the process.

This guide is intended to serve as an orientation to the Eagle process and not a substitute for the *Eagle Scout Service Project Workbook*, No. 512-927, available on [scouting.org](http://scouting.org). The process laid out here is specific to the Rose Bowl District and describes the current process for scouts and units in our district. In particular, our district uses the unit Eagle advisor model where the advisor assigned to a scout is the representative of the district advancement committee for that scout's Eagle process.

To be sure that you are using the current forms they should be downloaded from the national advancement web site, <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx> including the *Project Workbook* in different fill-able forms and the current Eagle Rank Application at [http://www.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf). Other useful information is available from the National Eagle Scout Association (NESA) under Trail to Eagle, [www.nesa.org/trail.html](http://www.nesa.org/trail.html).

Again, congratulation on getting here, and we hope that this guide is a useful introduction to what lies ahead.

Good Luck on the Trail to Eagle,

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Rose Bowl Advancement Chair

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## Eagle Scout Service Project

We will begin our discussion of the Eagle project with a reading of the requirement.

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 Boy Scouting.) 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*, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the *Guide to Advancement*, topics 9.0.2.0 through 9.0.2.15.)

### Project Process

#### ***“While a Life Scout...”***

##### **1. Preliminary discussions**

Consider ideas of interest to you for your project. Please note the project guidelines (from the Workbook):

- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school.)
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered—for example, a park open to the public that happens to be owned by a business.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See “Eagle Scout Service Project Fundraising Application” in the workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects may not be performed for the Boy Scouts of America, or its councils, districts, units, or properties. If a scout, parent or unit leader has questions whether a particular project is appropriate for an Eagle project and is permitted under the requirement and guidelines they are encouraged to contact the district advancement chairman. However, this guidance is provisional and is not to be taken as approval of the project proposal itself. That can only be done after the

project proposal section in the workbook has been filled out and reviewed by all the unit and the district reviewers.

## **2. Fill out Part 1 of the Workbook, the Eagle Scout Service Project Proposal**

The purpose of this part is to have you, the benefiting organization, your unit (troop, team, or crew), and the Council through the district advancement committee agree on the general nature of your project and approve it as meeting the requirements and guidelines for an Eagle project.

The *Eagle Scout Service Project Workbook* MUST be used. Note that while the size of the boxes are good guides for how much to write for each part they should expand if you need to write more. Anywhere in the workbook additional pages may be inserted with drawings, pictures, maps etc. If additional space is needed you can put “see attached page” in the box and add your text on an additional page.

## **3. Get the first four signatures**

When your project proposal is ready you should sign it first making sure you have read the whole workbook. The unit leader and unit committee should review the proposal next, discuss it with you giving their input, request revisions they see as appropriate, and sign it when it has met the requirements. Finally, you must meet with the representative of the benefiting organization and after a similar review process get their signature indicating that they accept the project and they have agreed on the scope of the project.

Note: Units have flexibility in their process for the committee to approve an Eagle project. Some units have the scout present the project to the full committee at a regular meeting. Other committees have delegated the responsibility and authority to one, or more, unit Eagle advisors who approve the project on behalf of the committee.

## **4. Council Approval**

Eagle service projects are approved by the district advancement committee on behalf of the Council. When a scout has completed the project proposal and the first four signatures have been obtained the individual in the unit coordinating the Eagle advancement process should contact the district advancement chair to set up a meeting to review the project proposal.

Upon the approval by the District advancement chair the approval process is complete. The scout may now proceed with his project.

## **5. Eagle Scout Service Project Final Plan**

It is now up to the scout to complete part 2 of the workbook, the final plan. While there is no requirement that this also be approved, going through the planning process should significantly enhance the efficiency and outcome of the project. It

is part of the requirement to “plan and develop” a project and will be considered at the scout's Eagle board of review. It is also encouraged for the unit to help the scout find a Project Coach appropriate to the project to work with the scout on the final plan and provide advice on executing the project.

#### **6. Fundraising Application**

*If applicable*, the scout needs to fill out the Eagle Service Project Fundraising Application found in the workbook. The information about project fundraising is contained in the application. When the form is completed it needs to be signed by the beneficiary, the unit leader and the scout's District Eagle Advisor. *You are now ready to do the project!*

#### **7. Carry out the Project**

#### **8. Complete the Eagle Scout Service Project Final Report**

It is now time to complete part 3, the final report. Once again, include additional pages that show what you did and help tell the story. Note that in listing the time spent completing the project the time for the Eagle candidate should include both the time planning the project as well as the time actually carrying out the project.

#### **9. Project Approval Signatures**

Once the final report is complete obtain the three needed signatures – yours, the benefiting organization and the unit leader – indicating completion of the project.

Congratulations – you have now completed your Eagle scout leadership project! Be sure to make it an attractive presentation for the members of your Eagle board so they can better understand what you accomplished in your project.

## **Eagle Board of Review**

We will again begin our discussion with a reading of two relevant requirements.

Requirement 2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.

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. (This requirement may be met after age 18; see below.)

All requirements for the rank of Eagle Scout, except the Eagle Board of Review, must be completed before the scout reaches the age of 18. The Eagle board of review may take place up to three months after the 18<sup>th</sup> birthday without an extension.

### **1. Reference Letters**

The scout will provide the names and addresses of at least six individuals who have agreed to write reference letters. The references must include the parents, a religious leader, an educator, and an employer if the scout has one. Preferably, the additional personal references are from a variety of sources. While the request for references may be distributed by the unit or the scout the letters must be returned to a unit or district volunteer who is not related to the scout. A reasonable length of time should be given for the return of the letters but an Eagle board of review may not be postponed due to unresponsive references. The district recommends waiting no longer than four weeks.

### **2. Paperwork Verification**

The following four items must be provided to the district for verification in order to schedule an Eagle board of review.

- a. Completed Eagle Scout Application signed by the scout, the unit leader, and the unit committee chairman.
- b. Scout life statement, requirement # 6 from Eagle Application.
- c. Resume or list of accomplishments, requirement #6 (note: the form provided is a guide and example and there is no requirement it must be used).
- d. Completed *Eagle Scout Service Project Workbook*. Signed by Scout, unit leader and benefactor.

Other materials a Scout *may choose* to include with the submitted paperwork to assist the district in reviewing his application and the board in reviewing his scouting experience.

- a. Individual participation and advancement reports provided by the unit's advancement chair.
- b. Blue cards for all merit badges.
- c. Other certificates or awards related to his scouting participation. All materials provided to the Eagle board should be in a logical format. The use of a three-ring binder with dividers is encouraged. However, this is not a requirement. Each scout is different and should be allowed to express himself.

Once this material is prepared, it should be delivered to Smiser Scout Center, where it will be collected by either our Rose Bowl district executive or her/his designee. The scout or volunteer submitting the materials will receive a confirmation receipt, and the district Eagle advisor will be notified to verify the information on the application and schedule an Eagle board of review.

Scouts are must have this material reviewed by their district Eagle advisor or another district representative before their 18<sup>th</sup> birthday. Once the materials are received at Smiser, the application is timely, and the board of review can be scheduled after the applicant's 18<sup>th</sup> birthday.

### **3. Eagle Scout Board of Review**

The district Eagle advisor in consultation with the unit Eagle coordinator must select a board consisting of three to six members. One member of the board must be a member of the district committee and act as chair. The remaining members are only required to be a minimum of 21 years old. Districts and units should attempt to recruit members from the community to sit on these boards. Parents, relatives, and unit leaders of the scout cannot be members of the board. The only requirements for the board are that they review the paperwork, project, and reference letters, meet with the Eagle candidate for ca. 30 minutes, and render a decision, which must be unanimous. Meeting with additional individuals, such as the parents and the unit leader, is optional and the board format can vary to *accommodate unit preferences*.

### **4. Submission of Paperwork**

Following the successful conclusion of an Eagle Board of Review the Eagle Application and the advancement report signed by all members of the Board shall be turned in to the council office (Smiser).

## Some Tips from Those who have Gone Before

The discussion below is intended to help scouts, parents, and leaders in planning the trail through the Eagle process for youth. Review these early in the process to facilitate a smooth process down the line.

**First**, you should carefully study the Eagle requirements as outlined in the most recent edition of the *Boy Scout Handbook* as well as all the materials in this packet. These will help you in the months ahead. Remember 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 regularly 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 final 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. In the modern world of internet advancement, Scoutbook, and other wonderful technologies, it might be unnecessary to produce blue cards at the time of your Eagle application, but you never know. Be prepared. Keep these tucked away somewhere.

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 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 Scouts with disabilities Scouts and (b) by the national office in circumstances totally beyond the control of the Scout.



## **About the People Involved in the Process**

### **Unit Eagle Advisor and/or Eagle Coach**

Every Troop, Team, and 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 proposal on behalf of the unit committee if so empowered (unless the Scoutmaster serves as Eagle advisor).
- Contacting the District Eagle Advisor Coordinator for assignment of a District Eagle Advisor to an Eagle candidate
- Coaching the scout through development and execution of the project
- Setting up the Board of Review, in consultation with the District Eagle Advisor, including helping obtain reference letters
- Encourage Eagle candidates in their completion of the rank requirements

### **District Advancement Committee**

The district advancement committee comprises several Eagle advisors that work with Eagle candidates through the process and provide the Council and District approval at key steps in the process. The responsibilities for this position include

- Reviewing the Eagle scout service project proposal with the candidate and approving the project proposal on behalf of the district when the candidate has presented a qualifying proposal.
- Reviewing and approving the fundraising application when necessary.
- 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 Advancement Chair**

Upon request by the unit leadership or the district advancement committee works with units to assign district Eagle advisors to work with Eagle candidates. We assure uniformity and fairness in the Eagle process.

Current District Eagle Advisor Team:

Dr. Tom Hartman <thartman@socal.rr.com>, District Advancement Chair

Burt Iwata <burt.iwata@gmail.com>

John Klapmust <jonathan.yundt@gmail.com>

Steve Miles <steve@milesproducer.com>  
Dr. Brian Snaer <snaer@earthlink.net>  
Dr. Travis Williams <travisw@usc.edu>  
Jonathan Yundt <jonathan.yundt@gmail.com>

## Information for Project Beneficiaries

What follows on these pages are some guidelines that scouts, parents, or unit leaders might choose to share with project beneficiaries that are not aware of what the Eagle service project is or how it works. This passage is intended as a tool that you can use to orient new beneficiary organizations to the process if you think it would be useful.

### Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting’s contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

### The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: “... to help other people at all times.” Each year thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

### Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

### Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.

- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

### **Approving the Project Proposal and Project Scheduling**

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a final, comprehensive plan. Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before final planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

### **Approving Final Plans**

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. The BSA includes a "Final Plan" form in your *Scout's Eagle Scout Service Project Workbook*, and it is recommended that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results proposed, do not hesitate to require improvements before work begins.

### **Permits, Permissions, and Authorizations**

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

### **Funding the Project**

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and

that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

### **Supervision**

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

### **Safety**

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling.

If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

### **Project Completion and Approval**

After the project has been completed, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed. The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.

# Eagle Scout Resume Template Form

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

**Name:** \_\_\_\_\_ **Unit:(type)** \_\_\_\_\_ (Number) \_\_\_\_\_

## Offices held in Unit

Title	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

