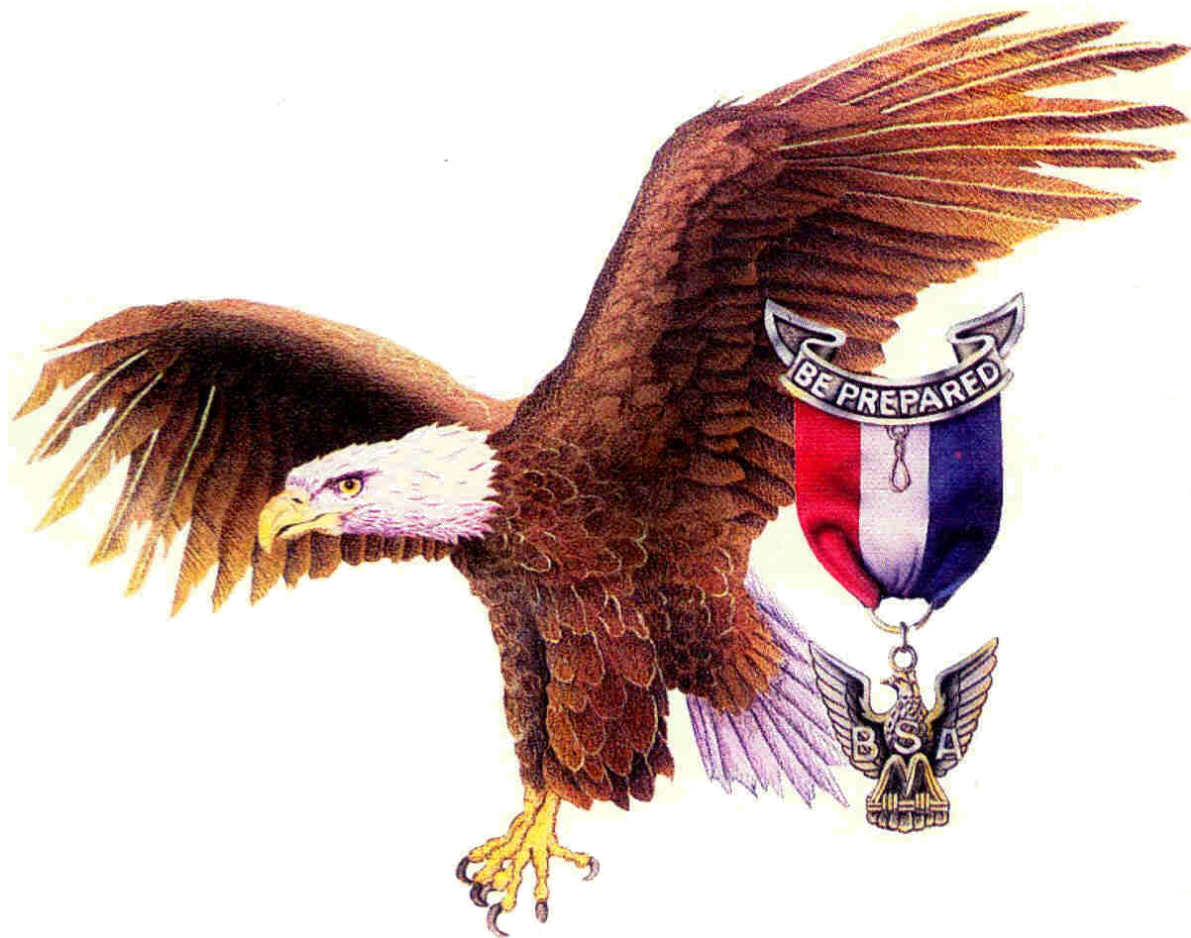


Gulf Stream Council LIFE TO EAGLE GUIDEBOOK



For Scouts – Leaders – Parents

2019 Edition

Table of Contents

Introduction	5
Scouts—Do this first.....	5
What Else You Will Need	5
THE REQUIREMENTS	6
Requirement 1—Be active in Scouting.....	6
Requirement 2—Live the Principles of Scouting.....	6
Requirement 3—Earn 21 Merit Badges	6
Requirement 4—Serve in a Position of Responsibility	7
Requirement 5—Complete a Service Project.....	7
What makes a Good Service Project.....	8
Selecting a Service Project	8
Helpful hints for developing your project proposal	8
Fundraising & Donations.....	9
Health & Safety.....	9
About Leadership.....	9
Submitting Your Project Proposal for District Approval.....	10
Carrying out the Project.....	11
Changes to Your Project.....	11
The Completed Workbook.....	11
Requirement 6—Take part in a Scoutmaster Conference	12
Letters of Reference.....	12
Submitting Application to the Council Service Center	13
THE EAGLE SCOUT BOARD OF REVIEW.....	14
Requirement 7—Successfully complete a Board of Review	14
Members of the Board of Review.....	14
Preparing for Your Board of Review.....	14
What to Bring & What to Wear	15
AFTER THE BOARD OF REVIEW	15
Council Certification of the Board of Review	16
Obtaining the Eagle Scout Award.....	16
The Eagle Court of Honor	16
APPEALING A DECISION	16

So You Want To Be an Eagle Scout

Congratulations on achieving the rank of Life Scout! You are one-step away from the highest rank Scouting has to offer, Eagle Scout. The requirements for Eagle Scout are not much different from the requirements you met for your other ranks, just at a more challenging level.

The Gulf Stream Council has developed this guidebook and the *Life-to-Eagle Checklist* to help explain the process of advancing from Life to Eagle. The main purpose of this document is to provide a single reference to the resources you will need to complete the trail to Eagle. You will find Gulf Stream Council policies for those parts of the process that national policies leave to local councils for implementation. Please take the time necessary to read this guidebook. If you are unsure about anything you read, talk with your adult leaders or a member of your district Advancement Committee. It is especially important that you understand the procedures for developing your Eagle project.

Achieving the Eagle rank is your responsibility. Many people will help you along the way, including your unit leader, your parents and fellow Scouts. You will get assistance from adults on your district Advancement Committee, many of whom you have probably never worked with before. None of these people can earn the rank for you. It is up to you to make sure that you understand the requirements, complete them in a timely manner and submit the proper documents to receive your rank advancement.

Enjoy the Eagle trail!

The Gulf Stream Council Advancement Committee

Introduction

The purpose of this guidebook and the references shown below, are to provide you with information to help make your journey from Life to Eagle Scout. If you have unanswered questions regarding the requirements, contact your unit leader, your district Advancement Committee chair or district Eagle rank board of review chair. The Council Service Center maintains a list of the district advancement chairs and can provide you with their contact information. The Council Service Center's telephone number is (561) 694-8585.

Throughout this guidebook, you will see numbered checkboxes. These boxes correspond with the *Gulf Stream Council Life-to-Eagle Checklist*. A copy of the checklist is included at the end of this document and available on the council website on the Resources/Eagle Scouts page. You must use the checklist in combination with the *Guidebook*. You must read both documents to ensure you know and follow the policies and procedures set forth by the BSA National office and the Gulf Stream Council.

Scouts with a disability should contact the district Advancement Committee chair for additional information.

You must use the Guidebook and the Checklist. Failure to follow these procedures will delay the process.

Scouts—Do this first

1. As soon as you become a Life Scout, request a Scoutmaster's Conference to discuss your plan to become an Eagle Scout. Your unit leader will help you set goals and a timeline for completion. You may need additional conferences as you work your way to Eagle Scout.
2. Obtain a copy of the *Gulf Stream Council Life-to-Eagle Guidebook*, the *Life-to-Eagle Checklist*, the *Eagle Scout Rank Application*, # 512-728 and the *Eagle Scout Leadership Service Project Workbook*, #512-927. These are available on the council website at www.GulfStreamCouncil.org under the Resources/Eagle Scouts section. Be sure you use current copies. Read all the material carefully and completely. If you have any questions, talk to your unit leader.
3. Contact your unit advancement chair and ask him or her to verify your records as shown in the National BSA database. They can do this on-line. A Scout transferred from another unit should verify all records. Now is the time to make any corrections to insure the national advancement records match you and your unit's records.

What Else You Will Need

- ***The Boy Scout Handbook (34554)***: Your handbook contains requirements for all ranks and should have a signed record of your advancements from the Scout badge through Life rank.
- ***Boy Scout Requirements (33216)***: This book, published each January, contains the most current advancement requirements.
- ***The Guide to Safe Scouting (34416)***: This document contains the official BSA policies regarding health and safety. Your project must be conducted in accordance with these policies. Your unit leaders should have a copy. It is available from the Gulf Stream Council Scout Shop or on the national BSA website at: www.scouting.org.
- ***Guide to Advancement—2019 (33088)***: This document contains the current information regarding advancement. Your unit leaders should have a copy. It is available from the national BSA website at <http://www.scouting.org/scoutsources/GuideToAdvancement.aspx>, and is also on the Gulf Stream Council website referenced above.
- The names and telephone numbers of your district Advancement Committee chair and district Eagle

board of review chair. The Council Service Center can provide them.

The Requirements

You may complete Eagle rank advancement requirements 1 - 6 in any order after you have passed your Life Scout board of review. Requirement 6, *Take part in a Scoutmaster's conference*, is usually the last thing you do prior to your Eagle rank board of review. However, you will probably have several conferences during your journey from Life to Eagle. You must complete all six requirements before your 18th birthday. Your board of review and court of honor can take place after your 18th birthday.

Earning your Eagle rank before your 18th birthday means you will be able to wear the Eagle Scout badge on your uniform. You may not wear the Eagle Scout rank badge as an adult after your 18th birthday.

Requirement 1—Be active in Scouting

4. 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.

The purpose of Star, Life and Eagle Scout requirements calling for Scouts to be active for a period of months involves impact. Since we prepare young people to go forth, and essentially, make a positive difference in our American society, we judge that a member is “active” when his level of activity in Scouting, whether high or minimal, has had a sufficiently positive influence toward this end. The *Guide to Advancement* goes into detail regarding this requirement.

To be considered “active” a Scout must:

1. Be registered and his registration fees current
2. Be in good standing, not dismissed from his unit for disciplinary reasons.
3. Meet the unit’s reasonable expectations of being active.

A unit may not impose additional activity requirements.

Requirement 2—Live the Principles of Scouting

5. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. You must provide the names of six individuals who will provide recommendations on your behalf. This will be one of the more detailed areas questioned during your board of review.

You must truly embrace the principles of the Scout Oath and Law in your daily life. You must be able to explain the meaning of the oath and law in your own words. Being an Eagle Scout is a fulltime job. Have you done your good deed today? You must provide six references; each must provide a letter of recommendation confirming that you do indeed live by the principles of Scouting in your daily life. (See steps 11 and 12)

Requirement 3—Earn 21 Merit Badges

6. Earn 21 merit badges.

Earn a total of 21 merit badges including the following: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communications, (f) Personal Fitness, (g) Emergency Preparedness OR Lifesaving, (h) Environmental Science OR Sustainability, (i) Personal Management, (j) Swimming OR Hiking OR Cycling, (k) Camping, (l) Family Life, and (m) Cooking.

- Where there is an option for a required badge such as Emergency Preparedness or Lifesaving, the badge(s) not used as the required badge may be used as one of the non-required badges. Be sure to cross-out badges not earned where there is an alternate shown on the Eagle rank application.

Requirement 4—Serve in a Position of Responsibility

7. While a Life Scout, serve actively for a period of six months in one or more positions of responsibility. The *Guide to Advancement* goes into detail regarding this requirement.
- **Positions:** Positions must be from among those listed on the most current Eagle rank application. No listed position is more important or qualifying than the others.
 - **Time Test:** Meeting the time test may involve any number of positions and the time does not need to be continuous. A Scout may serve in more than one position to fulfill the six months requirement. Dates listed must be after the Scout's Life board of review date. Do not put "Present" for any dates.
 - **Meeting Unit Expectations:** If a unit has established expectations for positions of responsibility, and if, within reason based on the Scout's personal skill set they are met, the requirement is fulfilled. When a Scout assumes a position, something related to the desired results must happen. It is a disservice to the Scout and to the unit to reward work that has not been done. Holding a position and doing nothing, producing no results, is unacceptable. Some degree of responsibility must be practiced, taken or accepted by the Scout. This requires actively serving in the position(s) of responsibility, not just having the title. The board of review will ask the Scout to discuss the duties and describe how they were fulfilled. Unit leaders have an obligation to train Scouts in their leadership positions but is up to you to fulfill the requirements.
 - **Meeting the Requirement In The Absence Of Unit Expectations:** It is best when a Scout's leaders provide position descriptions, and then direction, coaching, and support. Where this occurs, and done well, the Scout will likely succeed. When this support, for whatever reason, is unavailable or otherwise not provided—or when there are no clearly established expectations—then an adult leader or the Scout, or both, should work out the responsibilities to fulfill. In doing so, neither the position's purpose nor degree of difficulty may be altered significantly or diminished. BSA literature provides the basis for this effort: the Troop Leader Guidebook, No. 616729 (Volume 1) and No. 616835 (Volume 2), "*The Boy-Led Troop*"; the Patrol Leader Handbook, No. 32502 "*Your Patrol and Your Troop*"; the Varsity Scout Guidebook, No. 34827 (in explanations of team organization); the Venturing Leader Manual, No. 34655 "*Leadership in the Crew*"; and the Sea Scout Manual, No. 33239 "*Officers' Responsibilities*". Under the above scenario, if it is left to the Scout to determine what should be done, and a reasonable effort is made to perform accordingly for the time specified, then the requirements are fulfilled. Even if the results are not necessarily what the Scoutmaster, members of a board of review, or others involved may want to see, the Scout may not be held to un-established expectations.

Requirement 5—Complete a Service Project

8. 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 *Guide to Advancement* goes into detail regarding this requirement. Contact your District Eagle Board chair if you have questions.

In previous rank advancements, you were required to participate in some type of service to the community. The Eagle Scout leadership service project differs in an important way. The project will provide an opportunity for you to use many of the skills you have learned while earning merit badges such as Communication, Citizenship in the Community and Personal Management. This will be one of the most challenging and time-consuming parts of advancing to Eagle.

- Obtain a copy of the *Eagle Scout Service Project Workbook*, #512-927 available on the council website at www.GulfStreamCouncil.org under Resources/Eagle Scouts. You must use the *Eagle Scout Service Project Workbook* to document your project. You may attach additional pages as needed. The Gulf Stream Council

website also includes an expandable form of the *Eagle Scout Service Project Workbook*, which enables you to complete the workbook online.

What makes a Good Service Project

- Service projects must be meaningful service not normally expected of you as a part of your school, religious or community activities.
- You may not consider routine labor such as a job or good turn you normally do as a Scout.
- The project must be for a religious institution, any school or your community.
- The project may not be for a for-profit business or of a commercial nature.
- The project may not be a fundraiser. Fund-raising is limited for the cost of supplies, materials and so forth.
- You must show leadership to at least two people, in addition to yourself.
- The project must have a specific goal(s).
- You must plan, develop and lead the entire project.
- You may not share the responsibilities of the same Eagle Scout Service Project with another Scout.
- It is not the size, scope or dollar value that determines if a project is suitable. The project must be of significant magnitude to be special and should represent your best possible effort.
- There is no requirement a project must have lasting value.

The district Advancement Committee is the sole judge of the suitability of your project. They are looking for a project that best allows you to show the leadership skills you have learned. You may not appeal a decision regarding the suitability of a project. . Your project must be approved by your district Advancement Committee before you begin any work. However, if you believe that your project proposal was wrongfully rejected by the district Advancement Committee, you may seek a second opinion and approval from the Gulf Stream Council Advancement Committee or the Council Executive Board.

Selecting a Service Project

Most qualified organizations will be happy for you to do an Eagle service project for their benefit. The religious organization or school you attend, are good places to start. Project opportunities can be found at public parks and community organizations. There are restrictions, however, on the type of organization for which you may do your project. It is important that you make sure the organization that benefits from your project meets the BSA guidelines. Your unit leader can help with this.

Discuss the project concept with the group you intend to help and your unit leader. Be sure you and the group both understand and come to agreement as to what they need and what you will do. While not required, you may have a written proposal that you both sign and have agreed to.

Helpful hints for developing your project proposal

- The Eagle Scout Service Project takes time. You should plan the start of your project so you have plenty of time to complete it prior to your eighteenth birthday.
- Review the proposed project with your unit leader to be sure it is an acceptable project as required by BSA guidelines. Contact your district Eagle Board chair if you have questions. Make any required revisions.
- Make it easy for your district Advancement Committee to approve your project. Give them all the information they need. The more detail the better, as long as the detail is relevant. Remember that your project proposal is the only information the committee has about your project. If there are details you do not include, the committee will not have all the information they need to evaluate.

- Write clearly and format your project neatly, so that it is easy to read. Write the project proposal so that it reflects the standard of excellence expected of an Eagle Scout.
- Each page should be numbered using the format “1 of 8, 2 of 8” and so forth. Attach additional pages as needed.
- As you come up with an idea and begin to develop your project, keep a record or journal of everything that happens and record the time spent on any activity related to your project. When you have completed your project, you will need to include the hours you spent during the planning stage.
- Complete the *Eagle Scout Service Project Proposal* form in the workbook. You must address each issue on the form. Talk to your unit leader if you need help.

Fundraising & Donations

Most projects require some funding or donations of materials. The *Eagle Scout Service Project Fundraising Application*, located in the project workbook, must be used in obtaining approval for service project fundraising or securing donations of materials if the cost of the project exceeds \$750.00. The completed form is submitted to the district Advancement Committee during your initial project review and approval. Read the application carefully as there are specific requirements that must be met, as well as exceptions to the requirement to complete the application, depending upon the source of the contributions.

You may not start actual fundraising until you receive project approval from the district Advancement Committee. However, you should discuss the methods you plan to use for fundraising and any preliminary steps needed. These may include the need for permits, approval of a location, coordination with your unit and any other things you can do without actually starting the fundraising

Health & Safety

Almost every Eagle project has some potential safety hazards. Anticipating the hazards your team members will face, and developing ways to make sure they are safe, are important aspects of leadership. You must tell what precautions you will take and provisions you will make for first aid and emergency medical treatment. If transportation is involved, a unit BSA Tour Permit may be required. Your unit leader can make that determination for you.

The *Guide to Safe Scouting* discusses BSA policies for two-deep adult leadership and other youth protection issues as well as BSA policies regarding the kinds of activities Scouts are permitted to participate in and addresses safety requirements for activities. The national BSA office has provided the following policy regarding the use of power tools by Scouts:

“Those under 18 may not operate machinery or powered wood-working equipment that is considered hazardous such as band saws, drill presses, or table and circular saws. Unless prohibited by state and local law, those under 18 may use handheld tools such as power drills, screwdrivers, and sanders. Anyone under 18 who uses any power tool of any size must be supervised by a mature adult experienced in the use of the tool. As a rule, Scouting activities may not include activities for youth that, by law, they would not be allowed to do in the work place.”

The Florida Child Labor Law, Section 450.061, Florida Statutes and the Florida Child Labor Rule 61L-2, Florida Administrative Code prohibit the certain types of activities by youth. Additional information can be found at <http://www.myfloridalicense.com/dbpr/reg/childlabor/ChildLaborProhibit.html>. Your unit leader should review the information on this website.

About Leadership

One of the primary goals of your project is to demonstrate leadership skills. There is not a specific section in the workbook on leadership, but your proposal must show that you understand what leadership is. Some of the factors that show your understanding of leadership are:

- Initiative and effective communication with the benefiting organization
- Thorough planning
- Making contacts for permitting, donations of materials and so forth
- Understanding how team members will be organized and instructed to complete the work of the project
- Leading the work and assigning tasks to team members, rather than relying on adults to provide leadership or having them do tasks that can be performed by youth
- Inspecting the work to assure that it was done properly
- Dealing with change and unexpected obstacles
- Develop a financial plan and securing funding for the project, rather than asking family or friends to pay for it.

For ideas on what leadership means, review the leadership principles you learned in leader training you received as a Scout. Incorporate these principles into your project plan.

- ❑ Obtain required signatures after you have completed all the above. You must obtain signatures from your Scoutmaster/Coach/Advisor; your unit committee; the organization your project is benefiting; and reviewed and approved by the district Advancement Committee. You obtain the “District Approval” signature after you have obtained the other signatures. (See next step)

Submitting Your Project Proposal for District Approval

- ❑ Contact your district Eagle Board chair to schedule a meeting for the review of your project by the district Advancement Committee. The Council Service Center can provide the name and telephone number for your district Eagle Board chair. The number for the Service Center is (561) 694-8585.

After the original copy of your project plan is completed and signed, contact your district Eagle board chair for submission instructions. Each district has its own process for the submission and approval. They will give you instructions on where, how many copies to submit and how to submit your project.

It is important that you and your adult advisors understand the BSA requirements the district Advancement Committee will be looking for in considering your project plan for approval. Keep in mind that your project plan is the only information that the committee has about your project. Therefore, your plan must be as complete as possible, so the committee will be able to understand exactly what you plan to do and how you plan to do it. It is permissible for an adult leader to accompany you during the project review.

Approval of your project plan is up to the district Advancement Committee. They are looking for a project that will allow you to demonstrate your leadership skills to the *best* of your abilities. The use of *Life-to-Eagle Checklist* and the *Life-to-Eagle Guidebook* will ensure your project plan meets BSA requirements. The committee is the sole judge as to the suitability of your project based on your abilities. If the committee turns down your project, they will discuss what you need to do to bring your project up to required standards.

Your project must be reviewed, approved and signed by your district Advancement Committee before you may start any work on the project. If all the above information is not provided to the committee, your project will not be accepted.

Work started prior to project approval may be disallowed.

Carrying out the Project:

- ❑ **Eagle Scout Service Project Final Plan form:** Eagle Scout requirement 5 says you must “plan” and “develop” your service project. The Final Plan form is a tool for your use, but it is not approved, signed or turned-in. It is important in helping to show you have done the required planning and development. Note, however, that it is not necessary to provide details that are not necessary to the accomplishment of your project. A Scout who is prepared will complete the final plan and ask a project coach to review it with him. The district representative who approved your proposal may have agreed to serve as your project coach, or someone else may take on this important role. 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.

As you begin to develop your project, you should keep a record or journal of everything that happens and record the time you spend on any activity related to your project. When you have completed your project, you will need to include the hours you spent during the planning stage, along with the hours your team members spent in carrying out your project.

Some of the time spent on planning your project may include the following:

- Travel time to and from the project site
- Ordering, pick up and deliver of materials
- Telephone conversations, e-mails, text messages
- Time of people who prepare & serve lunches & snacks—include time to shop for food
- Fund-raising efforts for materials
- Obtaining permits
- Time spent presenting your project to your unit committee if this is your unit’s procedure
- Time spent obtaining approvals

This is where you list all materials used and any donations received. The easiest way to do this is with a chart or table.

Changes to Your Project

You must carry out the project as approved by the district Advancement Committee. If you need to make changes, for whatever reason, contact your district Eagle board chair for guidance. If the beneficiary requests or insists on changes after the project is approved you must contact the Eagle board chair for guidance. Your failure to complete the project as approved by the district committee will result in denial of the project completion by the Eagle board of review.

If you need to change the nature of the project or make a substantial change, you must submit a new project proposal to the district Advancement Committee for approval. When in doubt, contact your district Eagle board chair prior to completing your project to determine whether you need to resubmit your changed project for approval.

The Completed Workbook

- ❑ **Eagle Scout Service Project Report:** The form "*Eagle Scout Service Project Report*" is the section of the workbook where you report what actually happened and is turned in during your board of review. They must review and approve your completed project based on your approved project proposal. If you do a good job of reporting in your workbook, it will be easier for board members to understand what happened during your project and you will spend less time answering questions about information you may have left out. Be sure to obtain the required signatures.

Requirement 6—Take part in a Scoutmaster Conference

9. Take part in a unit leader conference. Normally you will have more than one conference during your journey from Life to Eagle. You should have one final conference after requirements 1 through 5 are completed.

You must complete all of the following requirements prior to your 18th birthday.

- All six requirements listed on the *Eagle Scout Rank Application*.
- All work on your Eagle Scout service project.
- All information on the *Eagle Scout Rank Application*, up to and including the "Certification by the Applicant" and "Unit Approval."

The following can take place after your 18th birthday.

- Receipt of letters of recommendation by district Advancement Committee.
 - Delivery of your *Eagle Scout Rank Application* to the Council Service Center.
 - Council certification of your *Eagle Scout Rank Application*.
 - Eagle Scout rank board of review, subject to certain time limitations.
10. With the help of your unit advancement chair, complete the *Eagle Scout Rank Application*. Ask him or her to verify your records as shown in the National BSA database. They can do this on-line. Before you turn in your application is the time to make any corrections to insure the National advancement records match your and your unit's records.

Letters of Reference

The requirement is to "Demonstrate that you live by the principles of the Scout Oath and Law in your daily life." You are **required** to provide six references who know you and how you live your life outside of Scouting.

The six **required** references are:

1. Parents or guardians
2. Religious
3. Educational
4. Employer (If any)
5. Two other references

If you have no formal religion, your parent or guardian **must** be listed as the reference for "*Religious*." You must be prepared to discuss how you fulfill your religious obligations if you have no formal religion.

You may leave blank the reference for "*Employer*" if not employed.

11. Four to six-weeks prior to your anticipated board of review, contact six people that know you and are willing to submit a letter of reference. Let them know that they will be contacted by someone from the district Advancement Committee requesting a letter of recommendation on your behalf.

Make sure that you get agreement from each of your references that they will write a letter on your behalf. Be sure these individuals know what you are asking of them, they know the importance of returning the letters in a timely manner and they are willing to write a "good" letter of reference.

You are not permitted to obtain the letters yourself. It must be done by the district Eagle board chair.

12. □ After you have contacted each person requesting a reference, send your district Eagle board chair two stamped #10-size envelopes for each reference. The first envelope will have the name and address of the person writing a reference for you printed on the envelope and the second will have the name and address of the Eagle board chair printed on it. Include a list with the name and telephone number of each reference with your envelopes. Be sure to specify which reference each person is such as “parent”, “religious” and so forth. Contact the Eagle board chair for the procedure they use for delivery of the envelopes and list of references.

The Eagle board chair will contact each person requesting a letter of recommendation on your behalf. Since your references may not have an understanding of the ideals of Scouting, a document will be included, which will provide them with background on the Scout Oath and Law so that they can write their letter in that context. The council Service Center can provide you the name and phone number of your district Eagle board chair. Failure to provide the six references may jeopardize your approval for the rank of Eagle Scout.

13. □ Draft 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. **Do not** submit this document with your application to the Council Service Center (see step 14 below). You should submit this statement to the Eagle board chair at the time you submit your list of references.

The purpose of this requirement is to show that you truly embrace the ideals of Scouting in your daily life and show leadership in the community and to give the district Eagle Scout board of review a better understanding of who you are and how you apply the leadership skills learned in Scouting in your everyday life. This is important since you must show you apply what you learned in Scouts to your daily activities, not just during Scout meetings or outings.

Submitting Application to the Council Service Center

14. □ Submit **only** your **original** *Eagle Scout Rank Application* to the Council Service Center for verification. Make a copy for your records. All other documents such as your project workbook and statement of your ambitions and life purpose are necessary for your board of review only. It is suggested the application be hand delivered or sent by certified mail.

The *Eagle Scout Rank Application* is available from the council website. It is your responsibility to make sure you have the most recent printing. Read the application carefully prior to filling out so you know what information is required. Your unit advancement chair can help you with this. Make a copy of the application and use it as a worksheet. Print legibly in black ink on the original application. There is also a fillable application online that you can save on your computer and fill out.

You only deliver the **original** “*Eagle Scout Rank Application*” to the Registrar at the Council Service Center for verification of information. You present your service project workbook and other required documents to the Eagle board chair prior to or during your board of review.

The Registrar will verify all dates according to the records on file. If any dates or other information is **missing or incorrect** per advancement records on file in the National BSA database, a copy of the application is returned to the unit leader with explanation. Corrections must be made on an official signed *Advancement Report* and returned to the Council Service Center. Do **NOT** submit corrections directly on the *Eagle Rank Application*. This process will continue until the Registrar is able to certify that the application is in agreement with the records on file and that the dates, tenures and so forth qualify the Scout to request a district board of review.

The length of time it takes for review by the council office will vary, depending upon the number of applications received. Generally, this takes 48 hours.

Once certified, the *original* application is forwarded to your district Eagle board of review chair by the Registrar signifying that your records are certified and the board of review can proceed when requested by the Scout. A *copy* of the certified application is returned to your unit leader.

15. **After** your unit leader receives the copy of your verified application, contact your district Eagle board chair to schedule a board of review. He or she will tell you what documents and how many copies you need to bring to your board.
16. Prepare and arrange all requested documents including your completed project workbook and your statement of your ambitions and life purpose.

The Eagle Scout Board of Review

The Eagle Scout board of review is the final step in earning your Eagle Scout rank. The board of review is scheduled through your district Advancement Committee. Practices vary among districts, so it is important that your adult leaders coordinate the board of review with your district.

Requirement 7—Successfully complete a Board of Review

17. Successfully complete an Eagle Scout board of review.

The review is not an examination; the board does not retest the candidate. Rather, the board attempts to determine your attitude and your acceptance of Scouting's ideals and spirit of Scouting. The board will make sure these standards have been met in all phases of your life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that you recognize and understand the value of Scouting in your home, unit, school and community. They will review the completed service project workbook to ensure it was successfully completed as originally approved. They will ask you to describe how you fulfilled the leadership requirement.

Members of the Board of Review

The purpose of the board of review is to verify you have successfully completed the requirements for the rank of Eagle Scout. It is an opportunity for you to talk about what you have accomplished and what you learned in Scouting. It should be a pleasant experience for you, as well as for the members of the board.

In the Gulf Stream Council, Eagle rank board of reviews are organized and conducted by the district Advancement Committee. A board of review consists of 3 to 6 members, each 21 years of age or older. They are not required to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle board of review. At least one board member must be from the district Advancement Committee. A Scout's unit leader, assistant unit leaders, relatives or guardians are prohibited from being board members.

When a board member signs his or her name to the "*Eagle Scout Rank Application*", he or she is certifying that the Eagle candidate has fulfilled the highest ideals of the Boy Scouts of America. In this context, it is helpful to keep in mind the vision and mission of BSA:

BSA Vision Statement: The Boy Scouts of America is the nation's foremost youth program of character development and values-based leadership training.

BSA Mission Statement: The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Preparing for Your Board of Review

Before coming to your Eagle Scout board of review, remember the Scout Motto — "Be Prepared." No two boards are exactly alike, so it is impossible to anticipate the exact questions asked. However, you must be able to explain in your own words the meaning of the Scout Oath and Scout Law. You must be able to explain how you have applied them to everything you do in your daily life.

If you spend some time thinking about your Scouting experiences, including your advancements, outdoor activities, ways you demonstrated leadership, patrol and troop positions you held and what you accomplished, your service to the community, religious activities, and anything else you have learned, you should be able to answer any question that you will be asked.

You should review your completed project workbook carefully. The board of review is when your completed project gets its final approval. You should be familiar with every aspect of your project and be prepared to answer questions about it.

The board wants to hear about you and your Scouting career. They are not there to ask you questions that will put you on the spot or trick you.

You must bring your statement of "Ambition and Life Purpose", a listing showing your leadership positions, honors and awards outside of Scouting and the original copy of your completed *Eagle Scout Service Project Workbook*. Contact your district Eagle board chair to find out how many additional copies of each document you should bring. The board chair will have your original *Eagle Scout Rank Application*.

You may also bring your Scout handbook, "Blue Merit Badge" cards and any other material you wish to show the board to demonstrate you deserve the rank of Eagle Scout.

Although your project idea was approved before your work began, the board of review must determine the manner in which the project was carried out. Questions that must be addressed include:

1. Did you demonstrate leadership to others?
2. Did you indeed direct the project rather than doing all the work yourself?
3. Was the project of value to the beneficiary?
4. Who from the group benefiting from the project may be contacted to verify the value of the project?
5. Did the project follow the approved plan or were modifications needed to bring it to completion? Remember, any modifications to your project must be approved by the district for whatever reason.
6. Was all the work done while you were a Life Scout prior to your 18th birthday?

What to Bring & What to Wear

You should be dressed in your complete and proper uniform. All appropriate badges sewn on properly. You should wear your merit badge sash. You should bring your OA sash if a member. If you are over 18 you may not wear your uniform, but you should wear appropriate dress clothes or the appropriate adult leader uniform. You may bring your youth shirt to show the board.

Normally your unit leader will introduce you to the members of the board. Your unit leader may remain in the room, but does not participate in the board of review. They may be asked to clarify a point in question. In no case may a relative or guardian attend the review, even as a unit leader.

After the Board of Review

When the board of review has voted unanimously to approve your application for Eagle rank, the board members sign the application. The letters of recommendation are placed in a sealed envelope and delivered, with the signed application to the Gulf Stream Council Service Center by the district Eagle board chair. The letters of recommendation are destroyed without further review. The letters of recommendation or their contents are never shown to the Scout or anyone outside the board of review. This is BSA policy.

The project workbook is returned to you immediately after the board of review.

Council Certification of the Board of Review

When the application and letters of recommendation arrive at the Council Service Center, the Scout Executive signs the application to certify that the proper procedure was followed and that the board of review has recommended the candidate for the Eagle Scout rank. The application is forwarded to the national Advancement committee. The letters of recommendation are destroyed without further review.

Obtaining the Eagle Scout Award

The national Advancement committee returns the official Eagle Scout certificate to the Council Service Center, which then mails it to your unit leader. The unit is responsible for purchasing the Eagle Scout Award Kit from the Scout Shop, which contains the cloth emblem, medal and several pins.

The Eagle Court of Honor

The Eagle Court of Honor should be a special occasion. You and your family will remember it for the rest of your lives. The Eagle Court of Honor should be held separately from a unit Court of Honor. Make it a ceremony worthy of the young man who has achieved Scouting's highest award.

A full discussion of the Eagle Court of Honor is beyond the scope of this document. There are many resources available to help you plan your Eagle Court of Honor. Many websites have information, including sample ceremonies.

Appealing a Decision

The decision of the Eagle Scout board of review must be unanimous for advancement. If you do not meet the requirements, you are told the reasons for your failure to qualify. Your unit leader may be part of the discussion. A follow-up letter will be sent to you confirming the agreements reached on the action(s) necessary for your advancement.

Should you disagree with the decision, the appeal procedure is as follows:

- The Scout, his parent(s) or guardian(s), may appeal the decision to the next level.
- If a Scout chooses to appeal, the board will provide the name and address of the council Advancement Committee chair. All requests for appeal must be made in writing to the council Advancement Committee chair, signed by the Scout and/or his parent(s) or guardian(s), and shall set forth in detail the reasons for requesting an appeal.
- All documents presented during the board of review will be retained by the district board chair and submitted to the council Advancement Committee chair.
- The council Advancement Committee chair will schedule a board of appeal. All parties will be interviewed or written statements will be obtained.
- A written report setting out all details of the appeal and the reasons for the committee's decision shall

be prepared and forwarded to the council Executive. A copy shall be furnished to the Scout bringing the appeal.

- If the council board of review does not find in favor of the Scout, he or his parent(s) or guardian(s), may appeal the decision to the national Advancement Committee.
- A decision at either level finding in favor of the Scout shall be final. Unit leaders have no right of appeal of a decision.
- All decisions of the national Advancement Committee in reference to appeals shall be final.

GULF STREAM COUNCIL LIFE TO EAGLE CHECKLIST

The Gulf Stream Council Advancement Committee has prepared this checklist to assist Scouts in their journey from Life-to-Eagle.

The *Gulf Stream Council Life-to-Eagle Guidebook* (available at www.GulfStreamCouncil.org under Resources/Eagle Scouts) details policy and procedures used in the Gulf Stream Council for the Life-to-Eagle process. **This checklist must be used in combination with the Guidebook.** The Scout must read both documents to ensure he knows and follows the policies and procedures set forth by the BSA National office and the Gulf Stream Council. Failure to follow these procedures will delay the process.

Any individual, including the Scout or his parent/guardian, may contact the district Advancement Committee if difficulties arise from non-cooperation, intimidation or other disruptive behavior on the part of the unit or individuals. The district Advancement Committee has a responsibility to stop the review process until the matter is resolved. If the Committee cannot resolve the issue, it may be referred to the Council Advancement Committee by anyone involved in the process. The Council Service Center can provide the name and telephone number of your District Advancement chair. The Council Service Center telephone number is (561) 694-8585.

Scouts—Do these FIRST!

1. As soon as you become a Life Scout, request a Scoutmaster's Conference to discuss your plan to become an Eagle Scout. Your unit leader will help you set goals and a timeline for completion. You may need additional conferences as you work your way to Eagle Scout.
2. Obtain a copy of the *Gulf Stream Council Life-to-Eagle Guidebook*, the *Life-to-Eagle Checklist*, the *Eagle Scout Rank Application*, # 512-728 and the *Eagle Scout Service Project Workbook*, #512-927. All are available on the council website at www.GulfStreamCouncil.org under Resources/Eagle Scouts. Be sure you use the current copies. Read all the material carefully and completely. If you have any questions, talk to your unit leader.
3. Contact your unit advancement chair and ask him or her to verify your records as shown in the National BSA database. They can do this on-line. Now is the time to make any corrections to insure the National advancement records match your and your unit's records.

You may complete Eagle rank requirements 1 - 6 in any order after you have passed your Life Scout board of review. You must complete all six requirements before your 18th birthday. Your board of review can take place after your 18th birthday, subject to certain time limitations.

Complete the Eagle Rank Requirements:

4. **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.
5. **REQUIREMENT 2:** Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. You must provide the names of six individuals who will provide recommendations on your behalf. This will be one of the more detailed areas questioned during your board of review.
6. **REQUIREMENT 3:** Earn 21 merit badges, including 13 that are required for the Eagle rank.
7. **REQUIREMENT 4:** While a Life Scout, serve actively for a period of six months in one or more positions of responsibility.
8. **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 *Guide to Advancement* goes into detail regarding this requirement. Contact your District Eagle Board chair if you have questions.
 - Obtain a copy of the *Eagle Scout Service Project Workbook*, #512-927 available on the council website at www.GulfStreamCouncil.org under Resources/Eagle Scouts. You must use the *Eagle Scout Service Project Workbook* to document your project. You may attach additional pages as needed, and you may complete the expandable version of the workbook online.
 - Review the workbook with your unit leader and discuss various project ideas.

- Discuss the project concept with the group you intend to help. Be sure you both understand and come to agreement as to what they need and what you will do. While not required, you may have a written proposal that you both sign and have agreed to.
- Review the proposed project with your unit leader to be sure it is an acceptable project as required by BSA guidelines. Contact your District Eagle Board chair if you have questions. Make any required revisions.
- Complete the *Eagle Scout Service Project Proposal* form in the workbook. Be sure to address each issue on the form.
- With certain stated exceptions, the Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials if the cost of the project exceeds \$750.00. The completed form is submitted to your district Advancement Committee during your initial project review and approval.
- Obtain required signatures after you have completed all the above. You must obtain signatures from your Scoutmaster/Coach/Advisor, your unit committee, the organization your project is benefiting; and reviewed and approved by the district Advancement Committee. You obtain the "District Approval" signature after you have obtained the other signatures. (See next step)
- Contact your district Eagle Board chair to schedule a meeting for the review of your project by the District Advancement Committee. The Council Service Center can provide the name and telephone number for your District Eagle Board chair. The number for the Service Center is 561 694-8585.

If all the above-required information is not provided to the committee, your project will not be accepted!

The use of this checklist and the *Life-to-Eagle Guidebook* will insure your project plan meets BSA requirements. The district Advancement Committee is the sole judge as to the suitability of your project based on your abilities. However, if you believe that your project proposal was wrongly rejected, you will have the opportunity for a second opinion and approval through the Council Advancement Committee or the Council Executive Board.

Only after the Committee has given its approval may you start work on your project. Any work started prior to approval will be disallowed and may jeopardize the completion of your project.

Carrying out the Project:

- Carry out your project using the *Eagle Scout Service Project Final Plan* as a guide.
- Complete the *Eagle Scout Service Project Report*. Be sure to obtain all required signatures.

9. **REQUIREMENT 6:** Take part in a unit leader conference. Normally you will have more than one conference during your journey from Life to Eagle. You should have one final conference after requirements one through five are completed.

You must complete all of the above requirements prior to your eighteenth birthday. The following can take place after your birthday.

10. With the help of your unit advancement chair, complete the Eagle Scout Rank Application.
11. Four to six-weeks prior to your anticipated board of review, contact six people that know you and are willing to submit a letter of reference. Let them know they will be contacted by someone from the district Advancement Committee requesting a letter of recommendation on your behalf.
12. After you have contacted each person requesting a reference, send your district Eagle board chair two stamped #10-size envelopes for each reference. The first envelope will have the name and address of the person writing a reference for you printed on the envelope and the second will have the name and address of the Eagle board chair printed on it. Include a list with the name and telephone number of each reference with your envelopes. Be sure to specify which reference each person is such as "parent", "religious" and so forth. Contact the Eagle board chair for the procedure they use for delivery of the envelopes and list of references.
13. Draft 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. **Do not** submit this document with your application to the Council Service Center (see step 14 below). Submit this statement to the Eagle Board Chair with your list of references described in paragraph 12 above.

14. Submit **only** your **original** *Eagle Scout Rank Application* to the Council Service Center for verification. (All other documents such as your project workbook are necessary only for your board of review.) Make a copy of the application for your records. It is suggested the application be hand delivered or sent by certified mail.

After verification, the **original** application is forwarded by the Council Service Center to your district Eagle board chair. A **copy** is forwarded to your unit leader.)

If corrections to your records are needed, an itemized list will be returned to your unit leader within 48 hours. An official signed *Advancement Report* form must be returned to the Council Service Center amending the records and verification will be attempted again. This process will be repeated until your *Eagle Rank Application* can be verified.

15. **After** your unit leader receives the copy of your verified application, contact your district Eagle board chair to schedule a board of review. They will tell you what documents and how many copies you need to bring to your board.
16. Prepare and arrange all requested documents including your completed project workbook, your statement of your ambitions and life purpose and list of leadership positions outside of Scouting.
17. **REQUIREMENT 7:** Successfully complete an Eagle Scout board of review.

Your Eagle Scout Rank Application is sent to the National office after you complete your Eagle Scout board of review. The National office will send your Eagle Rank Certificate to the Council Service Center. The Service Center will mail the certificate to the unit leader of record. An Eagle Court of Honor **MAY NOT** be held prior to the Council's receipt of the Eagle confirmation from the National office.

The unit is responsible for purchasing the Eagle Scout Award Kit from the Scout Shop that contains the cloth emblem, medal and several pins.