

On my honor, I will do my best to do my duty to God and my country + to obey the Scout Law + to help other people at all times

trustworthy + loyal + helpful + friendly + courteous + kind + obedient + cheerful + thrifty + brave + clean + reverent.

OCCONEECHEE COUNCIL



LIFE TO EAGLE GUIDE



01.2 v 10

TABLE OF CONTENTS

01.2 v 10

TABLE OF CONTENTS 2

DISTRICT MAP with NAMES 2

PURPOSE OF THIS GUIDE 3

COUNCIL RESOLUTION 06.25.09.01 3

TWELVE STEPS FROM LIFE TO EAGLE 4

COUNCIL RESPONSIBILITIES 6

POLICY ON USE OF POWER TOOLS 6

EAGLE SERVICE DESK RESPONSIBILITIES 6

EAGLE SERVICE PROJECT REGISTRATION 7

DISTRICT RESPONSIBILITIES 7

EAGLE SCOUT LEADERSHIP SERVICE PROJECT 8

EAGLE SCOUT LEADERSHIP SERVICE PROJECT WORKBOOK 9

UNIT RESPONSIBILITIES 9

CANDIDATE RESPONSIBILITIES 10

TIME EXTENSIONS 11

CONDUCTING THE EAGLE SCOUT BOARD OF REVIEW 11

EAGLE SCOUT COURT OF HONOR 13

EAGLE CANDIDATES WITH DISABILITIES AND SPECIAL NEEDS 13

OBTAINING LETTERS OF REFERENCE 14

RELIGIOUS PRINCIPLES 15

EXTENDED ABSENCE FROM SCOUTING 16

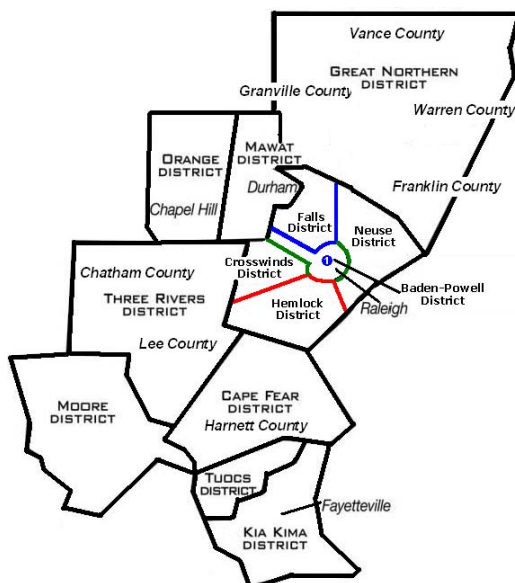
DUAL REGISTRATION 16

APPEALING A DECISION 17

LETTER OF RECOMMENDATION REQUEST 18

PROJECT REGISTRATION FORM 19

DISTRICT NAMES and BOUNDARIES



WAKE COUNTY

Baden-Powell
Inside the Beltline
Hwy 70 West

Falls
Northwest Wake County

Neuse River
Northeast Wake County

Crosswinds
Southwest Wake County

Hemlock
Southern Wake County

PURPOSE OF THIS GUIDE

The Occoneechee Council Advancement Committee has prepared this Life to Eagle Guide to give guidance, consistency and confidence to our scouts and our volunteers. The following statement from the national publication Advancement Committee Policies & Procedures says it best:

... (A) Scout advances and grows in the Boy Scout program in the same way a plant grows by receiving nourishment in the right environment. **The job of adults concerned with advancement is to provide the right environment.** One of the greatest needs of young men is confidence. There are three kinds of confidence that young men need: in themselves, in peers, and in leaders... **Self confidence** is developed by measuring up to a challenge or a standard. **Peer confidence** develops when the same measuring system is used for everyone—when all must meet the same challenge to receive equal recognition. **Confidence in leaders** comes about when there is consistency in measuring—when leaders use a single standard of fairness. No council, district, unit, or individual has the authority to add to or subtract from any advancement requirement. A Boy Scout badge recognizes what a young man is able to do; it is not a reward for what he has done. *Advancement Committee Policies & Procedures, p. 23*

Occoneechee Council provides this *Life to Eagle Guide* to its volunteers at no charge, and electronically at www.ocscouts.org. Please share this material with your unit. Comments or suggestions for future editions may be sent to me at EMillerBSA@aol.com.

Ed Miller, Chairman
Occoneechee Council Advancement Committee

OCCONEECHEE COUNCIL

BOY SCOUTS OF AMERICA

DISTRICT EAGLE BOARD OF REVIEW RESOLUTION

06.25.09.01

Therefore be it resolved that, **effective January 1, 2010**, all Eagle Boards of Review in Occoneechee Council shall be conducted at the District level. The following points are provided below for emphasis. The National BSA guidelines as presented in the Occoneechee Council Life to Eagle Guide shall be the document of record as to the then current guidelines.

- The board of review of an Eagle candidate is composed of at least three but no more than six members, at least 21 years of age or older. The scout may have no input into the selection of the board of review members.
- In no case should a relative or guardian of the candidate attend the review, even as a unit leader.
- A Scout's unit leader (scoutmaster, coach or advisor), assistant unit leaders (assistant scoutmaster(s), assistant coach(s) or assistant advisor(s)), relatives, or guardians may not serve as members of his board of review.
- Only one member of an Eagle Board of Review may be registered to the Eagle candidate's home unit.
- 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.



*Advancement is like a suntan – it occurs naturally
whilst having fun in the outdoors. -- Baden-Powell*

THE 12 STEPS FROM LIFE TO EAGLE

The 12 steps come from the Advancement Committee Policies & Procedures and are also printed on the back of the Eagle Scout Leadership Service Project Workbook. **Share these steps with each Eagle candidate, each adult volunteer, and each Eagle board of review member** so that he can fully understand the procedure that must be followed by the Scout, the district, and the council.

1. In order to advance to the rank of Eagle, while a Life Scout, a candidate must complete all the requirements of:

- Active tenure
- Scout spirit
- Any remaining merit badges
- Positions of responsibility
- Planning, developing, and providing leadership to others in a service project
- The Scoutmaster conference

2. Using the Eagle Scout 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 council or district advancement committee. **The Eagle Scout Service Project Workbook, No. 18-927E or later, must be used in meeting this requirement.**

3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the service project and Scoutmaster conference, have been completed, an Eagle Scout Rank Application must be filled out and sent to the council service center promptly. **Occonechee Council defines promptly as being submitted not more than one week after the Eagle candidate's 18th birthday.**

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 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. **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. The Eagle Scout Service Project Workbook, properly filled out, must be submitted with the application.

6. When the completed application is received at the council service center, its contents will be verified and the references contacted. The Scout shall have listed six references age 21 or older (five if no employer, and parent if no organized religious association). **Other than the scout's parents, the references must not be relatives of the scout nor leaders of the unit in which the scout is registered.** The council advancement committee determines the method or methods to be used for contacting the references on the Eagle Scout Rank Application. Regardless of the method, the candidate should have contacted individuals listed as references before including their names on the application.

In Occonechee Council, the candidate is required to deliver a blank reference form and envelopes to the listed references. The candidates should not be involved personally in transmitting any correspondence between people listed as references and the council service center or advancement committee. If the initial reference letter or form is not returned to the council in a timely manner, the council advancement committee must make direct contact with the reference(s) listed on the Eagle Scout Rank Application on its own, by follow-up letter, phone contact, or other methods as it chooses. The candidate shall not be required to make a follow-up contact with the reference or submit other reference names. A Scout cannot have a board of review denied or postponed because the council office or council advancement committee does not receive the reference letter forms he delivered. **The failure of the references to affirm the candidate's demonstration of the values of the Scout Oath and Scout Law, either by stating that they do not recommend the candidate or by failing to respond to our request for a recommendation, should be considered by the board of review in determining the qualification of the Eagle candidate and may constitute grounds for denying his advancement to the rank of Eagle Scout.**

**To be
an Eagle:
Be active
Live the Values
Earn merit badges
Serve as a leader
Service Project
Scoutmaster
conference**

7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Service Project Workbook, and references will be returned from the council service center **to the District Eagle Board Chairman so that a board of review may be scheduled.** Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. **Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.**

8. The board of review for an Eagle candidate is composed of at least three but not more than six members, **at least 21 years of age or older. The Scout may have no input into the selection of the board of review members.** One member serves as chairman. **A Scout's unit leader (scoutmaster, coach or advisor), assistant unit leaders (assistant scoutmaster(s), assistant coach(s) or assistant advisor(s)), relatives, or guardians may not serve as members of his 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, and service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review 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.

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. **In no case should a relative or guardian of the candidate attend the review, even as a unit leader.** 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 boy may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. **The board of review should take approximately 30 minutes.** 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. 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, provide the name and address of the person he is to contact.

10. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center. **The chairman of the board of review is responsible for ensuring that these items are returned to the council office and that the confidentiality of the references is maintained.**

11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. The Eagle Scout Service Project Workbook and references are retained by the council. The Eagle Scout Service Project Workbook may be returned to the Scout after council approval.

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. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

p. 31- 32 – Adv Policies & Procedures

COUNCIL RESPONSIBILITIES

Interpretation and Enforcement of National Policy: The Occoneechee Council Advancement Committee works on behalf of its districts, units and scouters. In matters set by the National office that are unambiguous, the council advancement committee works to educate its units and to enforce national policy and regulations. In matters set by the National office that allow for more than one interpretation, the council advancement committee is responsible for interpreting such policies, then educating our units and enforcing the policy. When the policy or regulation of the national office permits a choice between one or more options, the council advancement committee selects the option that best meets the needs of our council, then distributes the decision to the districts and units, and serves to enforce the decision.

To achieve its mission, the council advancement committee focuses on four main objectives: administering a uniform program, supporting our scouts effectively and quickly, maintaining national standards, and ensuring that nothing is added to or subtracted from the national requirements.

The council advancement committee decides whether a district conducts unit boards of review or district boards of review for the rank of Eagle Scout. It is the preference of the advancement committee that districts hold **district** boards of review for Eagle Scout candidates. Generally, they are prompter and afford more consistency from one candidate to the next. However, in response to specific needs of selected communities, the council advancement committee has authorized some districts to continue with unit boards of review. Whether using district boards or unit boards, the council advancement committee must approve the method used.

POLICY ON POWER TOOLS

The Eagle Scout Leadership Service Project is a demanding requirement. It is a demonstration of leadership at a level greater than many Eagle candidates have ever had to demonstrate.

The *Guide to Safe Scouting* prohibits the use of chainsaws by persons under 18 years of age during a Scouting event, even if there is adult supervision of the scout.

It is the policy of Occoneechee Council to prohibit the use of circular saws, table saws, rotary arm saws,

band saws, and similar items by persons under 18 years of age while working on an Eagle Scout service project. The Eagle candidate should assign one or more adults to operate these devices, or substitute hand saws in place of power saws.

The District Eagle Board is authorized to permit the use of, or deny permission to use, other power tools based on the nature of the project, and the age and background of the persons who will assist the Eagle candidate in completing his project. As a general rule, belt sanders, power drills, hedge trimmers and pressure washers are relatively safe when used properly and while wearing proper safety equipment. Power augers, nail guns and other potentially more hazardous tools will require the Eagle candidate to demonstrate to the District Eagle Board that he sufficiently understands the safety issues involved.

EAGLE SERVICE DESK RESPONSIBILITIES

The Council Eagle Service Desk maintains a supply of this *Life to Eagle Guide*, as well as a supply of the BSA Life-to-Eagle packet (the Eagle Scout Leadership Service Project Workbook and a current Eagle Scout Rank Application).

The Eagle presentation package, consisting of the badge, medal, mother's pin, father's pin, mentor's pin and congratulatory letters is available to unit leaders. However, the Eagle presentation kit is not issued until the Eagle Certificate for the Eagle Scout is received in the council office from the National Eagle Scout Service.

~~

The Eagle Service Desk receives all Eagle Packets for all districts in Occoneechee Council. All items submitted should be originals, with original signatures. The candidate is encouraged to make and retain a copy as a backup.

The Eagle Service Desk must verify the Eagle Scout Rank Application before it can be sent to the district so that a board of review may be scheduled.

The Eagle Service Desk administers the letters of recommendation for each candidate. The Eagle Service Desk receives the letters, places them in the candidate's file, ensures that the letters are forwarded to the district for use by the board of review, receives the letters at the conclusion of the board of review, and destroys the letters in accordance with the privacy provisions set by the national office.

If the Eagle candidate wishes to do so, he may telephone the Eagle Service Desk to confirm the arrival of his Eagle Package and/or letters of reference.

When a candidate's application has been verified and his letters of reference have been received (or alternate reference verification has been made), the application, project workbook, statement of life purpose, the letter from the project recipient, the letters of reference, a blank unit advancement report and a blank Eagle Project registration form are packaged and contact is made with the district Eagle board chairman. The district Eagle board chairman may have the packets held at the Eagle desk until they can be personally retrieved, or they may have them mailed from the council office.

When a completed Eagle Scout Rank Application and advancement report is received, the Eagle Service Desk forwards the application to the National Eagle Scout Service for approval.

When approved, the National Eagle Scout Service sends the Eagle Scout certificate and appropriate letters to the council Scout Executive. The Eagle Service Desk will have these documents, along with the Eagle Scout presentation kit, available for pickup by the unit leader (or his designee) usually three weeks after the board. **For \$45, the National Eagle Scout Association (NESA) will expedite processing and use overnight delivery for a ten day turnaround.**

The Eagle Scout Certificate and related documents are normally received from the National Eagle Scout Service about two weeks from the date the signed application is forwarded by the Eagle board of review. The Eagle Service Desk then informs the Eagle candidate's unit leader or appropriate unit committee member that they may pick up these items:

- The Eagle Scout certificate;
- Congratulatory letters from the National Scout Executive and Occoneechee Council leaders;
- The Eagle Scout presentation set, including the Eagle medal and associated pins.

The new Eagle Scout's entry is updated in the Council Eagle Log, the unit advancement report is placed in the council's unit file and his application file is closed.

If the Eagle application is returned not approved by the National Eagle Scout Service, the unit will be contacted to provide corrective action.

EAGLE SERVICE PROJECT REGISTRATION FORM

The council asks that each new Eagle Scout complete an Eagle Project Registration form at the conclusion of his Eagle board of review, or return his project workbook to the council office so that a volunteer can use the workbook to do so. The registrations are used to help other scouts, and are also shown at the Eagle Recognition Dinner.

DISTRICT RESPONSIBILITIES

At the discretion of the council advancement committee, the district advancement committee is particularly attentive to advancement from Life rank to Eagle Scout rank. Three specific responsibilities of the committee are:

- Review and approve service project ideas submitted by Eagle Scout candidates.
- Conduct district-level boards of review for Eagle Scout candidates.
- Consider and act on appeals from the unit level for Eagle Scout applications and Eagle Scout boards of review.

Page 14 – Adv Policies and Procedures

Districts establish procedures to implement the Eagle advancement requirements to local units and Eagle candidates. ***District procedures must conform to national and council policies.***

The district advancement committee establishes a district Eagle board of qualified persons, naming a chairman, even if it is not used to conduct district Eagle boards of review.

The district Eagle board chairman receives the verified Eagle Scout packages directly from the Council Eagle Service Desk. The District Eagle Committee chairman immediately sends that entire

A scout will be considered "active" in his unit if he is:

- 1. Registered in his unit (registration fees current)**
- 2. Not dismissed from his unit for disciplinary reasons.**
- 3. Engaged by his unit leadership on a regular basis (informed of unit activities thru scoutmaster conference or personal contact.**

Page 14 – Adv Policies and Procedures

file to the person serving as chairman of the candidate's board of review. Procedures for conducting the Eagle Scout board of review are outlined elsewhere in this guide.

When possible and if requested by a unit leader or Eagle candidate, the District Eagle Committee will assign a specific member of the committee for approval of the service project plan. This gives the scout a continuing resource outside his unit that he can call for guidance during the rest of the Eagle process. This committee member may serve on the candidate's board of review.

EAGLE SCOUT LEADERSHIP SERVICE PROJECT

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 idea must be approved by your Scoutmaster and troop committee and by the council or district before you start. You must use the Eagle Scout Leadership Service Project Workbook, No. 18-927, in meeting this requirement.* **Eagle Scout Rank Application**

Few things are more synonymous with Eagle Scout than the Eagle Scout Leadership Service Project. For many scouts, it is their first opportunity to work with the district advancement volunteers, the people they will continue to work with through the night of their Eagle Scout board of review.

The Eagle candidate must obtain approval from the project recipient, his unit and his district before starting a project. The only acceptable method for recording these approvals is in the Eagle Scout project workbook. **Projects completed without prior approval shall not be accepted.** There is no such thing as a retroactive approval, constructive approval or waiver of approval. There are no provisions for a district, council or national appeal of a project begun or completed before approval.

The Eagle Scout service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skills he has learned in Scouting. He does the project outside the sphere of Scouting... As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion... Eagle Scout projects should be about service to others. **Page 28 – Adv Policies and Procedures**

Things to consider when planning an Eagle Scout leadership service project:

A) The project may not be performed for a business and may not be of a commercial nature.

Ex: raised flower beds for a not-for-profit retirement center may be acceptable; the same raised flower beds for a for-profit retirement center is not acceptable. Painting the nursery at the church would be fine; painting a similar nursery at a for-profit day care center is not. **Page 28 – Adv Policies and Procedures**

B) An Eagle Scout project may not be a fundraiser. Fund-raising is permitted only for securing materials needed to carry out the project. Donors to Eagle Scout projects must be made aware of what entity is benefiting from the project, and that it clearly is not the Boy Scouts of America. Any funds raised for an Eagle Scout project that are not used for the purchase of project materials must be returned to the donor. **Page 28 – Adv Policies and Procedures**

C) The Eagle Scout service project is an individual matter; therefore, two Eagle Scout candidates may not receive credit for working on the same project. **Page 28 – Adv Policies and Procedures**

This limitation has been the subject of differing interpretations throughout the council, often as a result of scouts attempting to break a single, very large goal into manageable (or affordable) pieces.

Two or more scouts may each perform separate Eagle Scout service projects in the same location if each scout is doing something significantly different from the other, separated by time and while using separate project helpers. An example of an acceptable scenario: one Eagle Scout candidate leads the installation of pavers and landscape timbers to create a patio; later a second Eagle candidate leads the construction and installation of benches at the patio; still later, a third candidate leads the preparation and planting of trees and shrubs surrounding the patio.

If those same scouts were all from the same troop and held a single workday to accomplish all three tasks, such a proposal may be turned down by the district as a violation of limitation (c).

Two scouts, each proposing to paint two walls of a building, or one proposing to do the prep and spackling while the other leads the painting and trim, is a clear violation of limitation (c) and will be refused approval as Eagle service projects.

EAGLE SCOUT LEADERSHIP SERVICE PROJECT WORKBOOKS

Not too many years ago, the typical Eagle Scout service project, submitted for approval prior to starting the project, was handwritten in the standard workbook published by the national office.

Thanks, in part, to the increasing availability of home computing resources, over time the standard submissions in some districts has evolved into something that looks like a government grant application: enormous notebooks, 50 – 100 pages (sometimes more), often in triplicate. Then, when the candidate submits the final project report along with his Eagle application, the project workbook has grown into something that requires a 3" binder, again in triplicate, with pages and pages of detailed drawings, photos, receipts, etc...

For an organization that prides itself on being a champion of conservation and that makes "A Scout is thrifty" an integral part of its Law, we have allowed this trend to get out of hand.

Per the national office, the standard Eagle Scout workbook, completed fully and correctly, is all the documentation required in support of the Eagle Scout service project. No unit or district should be requiring documentation in excess of that which is called for in the standard service project workbook. Any volunteer who refuses to accept the national standard, or who makes a candidate believe his workbook is inadequate solely because it doesn't vastly exceed the material called for in the standard workbook, should be educated as to the national standard, or should be removed from serving on both project review and approval panels and on Eagle boards of review.

Eagle candidates should not submit large, scrapbook-like project workbooks. Save those for your Eagle Scout Court of Honor reception!

UNIT RESPONSIBILITIES

Units are the lifeblood of the Eagle Scout advancement program. Week in and week out, the program you deliver creates opportunities and gives our scouts the confidence to pursue their dreams.

Each Life Scout should be assigned an Eagle adviser by his unit leader, someone who can help the scout understand the Eagle Scout requirements (especially

the Eagle Scout Service Project) and who can monitor the young man's progress. The unit leader can serve that role, but in a large troop with multiple Life Scouts, it's unrealistic to expect a single scoutmaster to be all things to the troop and correctly mentor each Life Scout. Think about how you can involve other caring adults as Eagle Scout advisers.

One method that has worked for others is, on the night that the young man completes his Life Scout board of review, introduce him to his Eagle adviser and place in the scout's hands an Eagle Scout Rank Application and an Eagle Scout Service Project Workbook. Have portions of the application already completed such as the scout's name and address and the merit badges he's already earned. There's no better motivator than to have a caring and respected adult encouraging the young man to press on towards the goal of Eagle Scout.

If the Eagle candidate transferred into the troop, the unit leader or unit advancement chairman should check with the council to determine the scout's advancement record with other troops in Occoneechee Council. If the Eagle candidate is transferring from another council, request a record transfer from all previous councils in which the Eagle candidate was registered. Have his record officially recorded in this council's files. Transfer Application Form, No. 28-410H or later revision, is available at the Eagle Service Desk.

The Eagle candidate must provide his previous unit numbers so previous council(s) can locate the his record and respond. **The current unit must not allow credit for previous advancement without confirmation from the former unit or former council in which the advancement was earned.**

The troop / crew and its leaders should support each Eagle candidate in his quest for Eagle Scout. There can be a fine line between supporting and interfering, especially when it comes to the Eagle Scout Leadership Service Project. Be supportive, but let the Eagle candidate lead the project. Once the project is approved, follow his progress closely. Don't get involved in the details or direction. Advice is desirable, especially if it's the difference between an acceptable project or not. However, it's the Eagle candidate's decision to accept or reject the advice.

SCOUTMASTER CONFERENCE: The requirement for advancement, including Eagle advancement, is that the Scout participates in a Scoutmaster conference, not that he “passes” the conference. When advancement is going to be deferred, the Scout should not come to the Scoutmaster conference thinking that everything is OK and then be surprised that his advancement is deferred. He should have had plenty of warning and guidance prior to the Scoutmaster conference. This is not a time to shut the door on advancement, but rather to work with the Scout to create goals that will allow him to succeed. [Page 26 – Adv Policies and Procedures](#)

If the scoutmaster and the scout take part in a scoutmaster conference, the scout must be given credit for the conference under Requirement 6. Requirement 6 also calls for the scout to complete a statement of life purpose and to prepare a list of honors and awards he has received, and these items must be completed before Requirement 6 can be certified as complete. If the scoutmaster feels that the candidate is not worthy of the rank of Eagle, or has not completed the requirements for the rank to the scoutmaster’s satisfaction, he cannot deny the scout credit for the scoutmaster conference. Instead, he may refuse to sign the Eagle Scout Rank Application under the section labeled UNIT APPROVAL.

The unit leader or the scout’s Eagle adviser should provide to the scout the name(s) and telephone number(s) of the District Eagle Board Chairman for his district. **The scout should make contact** to determine the procedures of the district for review and approval of his Eagle service project plan. Nothing says “not Eagle-worthy” so loudly as a scout who looks to his parents or scoutmaster to make this contact.

CANDIDATE RESPONSIBILITIES

The Eagle candidate shall be the driving force behind his quest to attain the rank of Eagle Scout. Caring leaders and supportive parents will assist you, but it’s not your parent’s job, or your scoutmaster’s job, to make sure you’ve completed your leadership requirements or earned all your merit badges. The requirements for the Eagle Scout rank are published in the Boy Scout Handbook, the Boy Scout Requirements Book, on the Eagle Scout Rank Application and on both the council and

national Scouting websites. These requirements include:

- 1) Being active in your troop or crew for at least six months since becoming a Life Scout.
- 2) Demonstrating that you live by the spirit of the Scout Oath and Scout Law in your daily life.
- 3) Completing at least 21 merit badges, including the required merit badges listed on the Eagle Scout Rank Application.
- 4) Serving as a leader in your unit for at least six months since becoming a Life Scout. The leadership position must be a position shown on the Eagle Scout Rank Application for the type of unit the Eagle candidate is making application from.
- 5) Completing an Eagle Scout Leadership Service Project using the current edition of the Eagle Scout Leadership Service Project Workbook. Requirements and attributes of a worthy Eagle Scout service project are spelled out in the workbook.
- 6) Preparing a statement of life purpose, including a list of leadership positions and honors and awards he received while serving as a leader, and taking part in a scoutmaster conference.

The requirement for advancement is that the Scout participates in a Scoutmaster conference, not that he “passes” the conference.

The Eagle candidate is responsible for ensuring that his Eagle package is turned in promptly, no later than one week after his 18th birthday. The Eagle Scout Rank Application, the Eagle Scout Leadership Service Project Workbook, the statement of life purpose including a list of honors and awards, **and a letter from the project recipient confirming that the project was of genuine value**, is known as the Eagle package. All materials for a candidate must be submitted to the Eagle Service Desk at the same time. The risk of lost or misplaced items is too great if items arrive piecemeal.

The selection and completion of the Eagle candidate’s Eagle Scout Leadership Service Project is the responsibility of the Eagle candidate. The Eagle candidate must ensure that he has all four signatures needed for a project’s approval before he begins work on his service project.

It is the Eagle candidate’s obligation to see the project is completed timely and satisfactorily. Requests for a time extension to complete an Eagle project will not be considered, nor granted, if the request is based on the lack of cooperation on the part of the unit, its leaders, the project recipient, parents or fellow scouts.

The Eagle candidate is expected to complete an Eagle Project Registration at the conclusion of his board of review. If the Eagle candidate does not, his Service Project Workbook must be returned to the council office with the other required paperwork.

Remember: It is your work and your dedication that is being measured and rewarded.

TIME EXTENSION REQUESTS

If a Scout or a Venturer foresees that he will be unable to complete the requirements for the Eagle rank prior to his 18th birthday, he may file a petition in writing with the National Boy Scout Committee **through the local council** for special permission to continue to work toward the award after reaching age 18. The petition also may be filed by the unit leader or unit committee. The petition must show good and sufficient evidence and detail the extenuating circumstances that prevented the Scout from completing the requirements prior to his 18th birthday. **Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the Scout or Venturer.**

If circumstances should also prevent a Scout or a Venturer from requesting the extension before he is 18, it is still permissible to ask for the extension, detailing the extenuating circumstances that prevented him from completing the requirements and from requesting the extension before age 18.

The scout makes his request by letter through the district and council advancement committees. The request letter should include the:

- a) The scout's name, address and unit.
- b) Date the scout joined the unit.
- c) Date of the scout's 18th birthday.
- d) Listing of all merit badges and ranks earned, and the dates each were earned.
- e) List of all requirements not completed for the Eagle rank, including partial requirements within a merit badge.
- f) Reasons for requesting an extension, citing the extenuating circumstances.
- g) Reasons why an extension was not applied for prior to the scout's 18th birthday, as needed.

If the extension request pertains to a physical or mental disability, the unit leader should contact the district advancement chairman for guidance.

a) **Temporarily** disabled scouts need a time extension request.

b) **Permanently** disabled scouts may remain registered under the national guidelines for

Advancement for Youth Members with Special Needs outlined in *Advancement Committee Policies and Procedures*.

The district and council advancement committees, in that order, review the extension request letter, ensure that all information needed by the National Committee to make a fair decision is included, and forward it with a recommendation. The decision of the National Boy Scout Advancement Committee is final.

CONDUCTING THE EAGLE SCOUT BOARD OF REVIEW

The Boy Scouts of America has placed the Eagle Scout board of review in the hands of either the unit or the district or council committee responsible for advancement. The council advancement committee will decide and promulgate which method or methods may be used. Regardless of which method is used, **an Eagle Scout candidate may only have one board of review.** All steps beyond an initial board of review fall under the appeals process.

By unanimous vote at the Council Executive Board meeting on June 25, 2009, effective **January 1, 2010**, all Eagle Scout boards of review in Occoneechee Council will be conducted as **district boards of review**. Unit boards of review for the rank of Eagle Scout are no longer permitted. As stated on page 30 of the *2009 Advancement Policies and Procedures*, the board of review for an Eagle candidate is composed of a minimum of three members and a maximum of six members, 21 years of age or older. The Scout may have no input into the selection of the board of review members. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle board of review. **One** member of the candidate's unit committee may serve as a member of his Eagle board of review.

Scouts who have completed all requirements for Eagle prior to their 18th birthday and who have promptly submitted their application, and it has been verified including the references, should be reviewed and recognized within three months after that date.

Boards of review conducted between three and six months after the candidate's 18th birthday must be pre-approved by the local council. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the national Eagle

Scout Service. **If an Eagle Scout board of review will be held after the six months following the candidate's 18th birthday, the Eagle Scout must petition the National Boy Scout Committee for an extension of time to hold the board of review.** The petition must be processed through the local council, detailing the extenuating circumstances that prevented the board of review from being held within the six-month period following the candidate's 18th birthday, and be accompanied with a copy of the Eagle Scout Rank Application. When a Scout has completed all six requirements for the Eagle Scout rank, including the Scoutmaster conference, he may not be denied a board of review.

The Scout should be neat in his appearance and should be in a coat and tie or his uniform, which should be as correct as possible, with the badges worn properly. It should be the desire of the board to encourage the Scout to talk so that the review can be a learning experience for the candidate and the members of the board.

Page 29 – Adv Policies and Procedures

The review is not an examination. The Scout has learned his skill and has been examined. This is a review. The Scout should be asked where he learned his skill, who taught him, and the value he gained from passing this requirement.

Page 29 – Adv Policies and Procedures

Because of the importance of the Eagle Scout Award, a **unanimous decision in favor of awarding the Eagle badge must be reached.** If a positive, unanimous decision is not reached, then two possibilities exist:

1. If the Scout's 18th birthday is not imminent and the board of review feels the Scout needs to improve in certain areas within a defined time frame, the board of review may adjourn and then reconvene at a later date and continue the review of the Scout.

2. If the vote was final, the boy must be informed of his options for appealing the decision and the proper process for an appeal.

The chairman of the District Eagle Committee assigns persons to serve as chairman and members of each Eagle candidate's board of review.

Eagle boards of review will be scheduled without unnecessary or arbitrary delay.

The board of review is not an examination; the board does not retest the candidate. Rather, the board should attempt to determine the Scout's attitude and his acceptance of Scouting's ideals. The board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school, and community. The board of review should consider the scout's age, maturity and background while maintaining standards of quality and achievement. The board of review should cover, but is not limited to, these topics:

Scout Spirit - living the Scout Oath and Law in his daily life.

Scout Participation - what has he accomplished in Scouting.

Merit Badges - what they mean to him; his assessment of their value.

Duty to God, Country, Home and Self - what these ideas represent to him and how he's demonstrated his commitment to them.

Eagle Scout Service Project - Although the project *idea* must be approved before work is begun, the board of review must determine the manner in which the project was carried out. Questions that must be addressed include:

Did the scout demonstrate leadership of others?

Did he direct the project rather than do the work himself?

Was the project of real value to the religious institution, school or community group?

Does the letter from the project recipient verify the project's value?

Did the project follow the approved plan? Were changes needed to bring it to its completion?

Future Plans - Discuss his Life Purpose Statement; his personal, educational, and Scouting future; his sense of obligation to the Scouts coming along behind him.

Confidentiality of Letters -- All Eagle board of review members must ensure the complete confidentiality of the letters of reference. These are for the board's use only. If a board member breaches this confidentiality, it should be reported to the district Eagle board chairman so that he /she can investigate, educate and, if appropriate, disqualify the individual from further service on Eagle boards.

Final Action By Board of Review – If the board of review recommends that the candidate be advanced to the rank of Eagle Scout, the Eagle board chairman and the district representative sign the application in the scout's presence. The Eagle board chairman also completes the unit advancement report and ensures that all members of the board sign it, and he ensures that the scout completes the Eagle Project registration and provides one picture that best represents his Eagle Scout project. The Eagle Service Project Workbook and the scout's statement of life purpose should be returned to the new Eagle Scout. The unit (pink) copy of the unit advancement report should be given to the unit leader.

Then the board chairman delivers the signed original application, the letters of reference, the unit advancement report and the Eagle project registration form to the Eagle Service Desk, or arranges with another member of the board to do so. **Under no circumstance should the responsibility be placed on the candidate or the candidate's family to return these items.** Should this occur, the volunteer committing this breach of council and national policy will be disqualified from serving on future Eagle boards of review.

EAGLE SCOUT COURT OF HONOR

The Eagle Scout Court of Honor is a momentous occasion in the scout's life, marked by dignity and distinction. As such, it deserves special attention. **Conducting the Eagle Scout Court of Honor is a unit responsibility.** Resources available to the troop include local Eagle Scouts, the National Eagle Scout Association representative, the Scoutmaster Handbook, and internet sites (www.eaglescout.org).

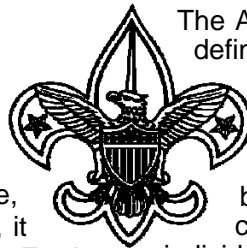
Set the date far enough in advance that family and friends can make travel arrangements. Allow time for the national office to process the application, and for the council office to complete the processing when the national credentials are received. Until the National Eagle Scout Service sends the Eagle Scout certificate to our council office, the Eagle Award cannot be made available to the unit, nor can the court of honor be held. **NO EXCEPTIONS!**

Don't set the Eagle Court of Honor date before the Eagle certificate is received from National, and please don't set the date before the scout has passed his Eagle Scout board of review as doing so could embarrass the scout or his family.

Place someone from the unit committee in charge of organizing the court of honor. These events often require a large amount of work. Don't place this responsibility on the unit leader and especially do not place it totally on the parents of the new Eagle Scout! Share responsibilities by having different people prepare invitations, arrange the court of honor site, and set up decorations. Make sure that all lights work, that the candles are fresh, and that all presentation items are present. Prepare and rehearse the Eagle presentation ceremony using a written script (the stress of public speaking can leave even the finest person speechless). And, finally, arrange for clean-up of the court of honor site.

EAGLE CANDIDATES WITH DISABILITIES / SPECIAL NEEDS

No individual, unit, district or council is authorized to waive or alter any advancement requirements. Full guidelines are available in the Advancement Committee Policies and Procedures and on the Application for Alternate Eagle Scout Rank Merit Badges, No. 58-730.



The Americans with Disabilities Act of 1990 (ADA) defines an individual with a disability as:

"An individual (who) has a physical or mental impairment that substantially limits one or more major life activities (e.g., seeing hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working)... An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability, is covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu would not be covered by the ADA."

The Department of Education identifies a severely handicapped child as one who, because of the intensity of his physical, mental, or emotional problems, or a combination of such problems, needs educational, social, psychological, and medical services beyond those that have been offered by traditional regular and special educational programs, in order to maximize his full potential for useful and meaningful participation in society and for self-fulfillment. Such children include those classified as seriously emotionally disturbed or profoundly and severely mentally retarded, and those with two or more serious handicapping conditions, such as the mentally retarded blind, and the cerebral-palsied deaf.

The medical condition of all candidates for membership beyond the normal registration age

must be certified by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator. Use the Personal Health and Medical Record Form. Any corrective measures, restrictions, limitations, or abnormalities must be noted. In the case of mentally retarded or emotionally disturbed candidates for membership, their condition must be certified by a statement signed by a licensed psychologist or psychiatrist. Current health, medical, or certification records of all youth members beyond the normal registration age who have disabilities are to be retained in the unit file at the council service center.

AGE EXTENSION FOR SPECIAL NEEDS SCOUTS

An Eagle candidate designated as Special Needs by the Council Advancement Committee may continue his work towards Eagle Scout beyond his 18th birthday. **The unit decides whether or not a candidate may remain registered.**

ALTERNATE MERIT BADGES FOR SPECIAL NEEDS EAGLE CANDIDATES

1. The Eagle Scout rank may be achieved by a Scout who has a physical or mental disability by qualifying for alternate merit badges. **This does not apply to individual requirements for merit badges.** Merit badges are awarded only when all requirements are met as stated.
2. The physical or mental disability must be of a permanent rather than a temporary nature.
3. A clear and concise medical statement concerning the Scout's disabilities must be made by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator.
4. The candidate must earn as many of the required merit badges as his ability permits before applying for an alternate Eagle Scout rank merit badge.
5. The candidate must complete as many of the requirements of the required merit badges as his ability permits.
6. The Application for Alternate Eagle Scout Rank Merit Badges, No. 58-730. must be completed prior to qualifying for alternate merit badges.
7. The alternate merit badges chosen must be of such a nature that they are as demanding of effort as the required merit badges.
8. When alternates chosen involve physical activity, they must be approved by the physician.
9. The unit leader and the board of review must explain that to attain the Eagle Scout rank, a candidate is expected to do his best in developing himself to the limit of his resources

10. The application must be approved by the council committee responsible for advancement, utilizing the expertise of professional persons involved in Scouting for people with special needs.
11. The candidate's application for Eagle must be made on the Eagle Scout Rank Application, with the Application for Alternate Eagle Scout Award Merit Badges attached.

Certification: The Council Advancement Committee must certify that each Eagle Scout candidate over the age of 18 has met the requirements. **A representative of the council advancement committee must be a member of the Eagle board of review.**

In the application of these policies for Scouts with special needs, reasonable accommodation in the performance of requirements for advancement may be made. These may include such things as the extension of time, adaptation of facilities, or the use of equipment or necessary devices consistent with the known physical or mental limitations of the handicapped individual. It is urged that common sense be employed. *Pg 43 – Adv Policies and Procedures*

OBTAINING A LETTER OF REFERENCE

Eagle Scout Requirement 2 states: **Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.**

An Eagle Scout candidate must demonstrate good character. His Eagle Scout board of review must be able to measure the candidate against the standards of the Scout Oath and Scout Law.

The National office permits each council to determine how it will obtain information from the scout's references. Occoneechee Council chooses to have letters submitted by each reference as the primary method for confirming each candidate's demonstration of Scout Spirit. This choice has proven to be the best for our scouts and units.

Occoneechee Council requires the Eagle candidate to solicit a letter on his behalf from each of his references. If the scout solicits letters early on, by the time he submits his Eagle application, the letters are already in the office.

Letters must be written by the reference directly to the Council Eagle Service Desk. The council office must destroy the "Letters of Reference" after the Eagle Board of Review and any appeals are completed. The letters may **NOT** be given to the scout for any reason.

The references listed under Requirement 2 of the Eagle Application must be the people writing the "Letters of Reference". The religious reference should be from the scout's religious institution and the educational reference should be from the scout's school. **Letters must come from the individuals listed on the application!**

Scouts may **NOT** use any of the following people for references to satisfy the minimum needed:

- a - His scoutmaster, his assistant scoutmaster(s), or his troop committee members;
- b - His immediate family (other than his parents as outlined in this section);
- c - Youth under the age of 21

If the scout is not a member of an organized religious institution, his parent(s) must write a letter to the attention of the "Eagle Board of Review" stating that the family has no church affiliation. The letter should state whether or not the scout has a belief in God, and how he fulfills his Duty to God in his daily life.

Letters of Reference from people other than those listed on the Eagle Application are welcome and will be submitted to the Board of Review for its use. However, submitting letters from unit leaders, family members, or even fellow scouts **instead** of letters from the references listed on the Eagle application is not acceptable. **It is the intent of the reference requirement to have persons who will enthusiastically confirm your demonstration of Scout Spirit based on their observation of your actions, and not biased because you are related to them.**

Since **you** select the references you list on the Eagle application, be sure to select people that are willing to write letters on your behalf.

A- Contact your references well in advance. Don't wait until you turn in your paperwork: ask now!

B- Give your references a stamped, pre-addressed envelope.

C- Request letters from the sources shown on the application.

D- Make sure the letter's author mails it directly to the Council office. BSA rules require confidentiality for all references. **Letters not mailed or personally delivered by its author are not accepted.**

E- Ask your references to address the topics listed on page 18 of this guide. The more they can tell the board about you, the easier the board of review will be.

If the Eagle candidate has asked each of his references for permission to list them under Requirement 2 on the Eagle Scout Rank Application, and if he has given each of them a copy of the Letter of Recommendation Request on page 18 of this guide, and the reference has not sent a letter to the Eagle Service Desk **within 60 days** of the arrival of the candidate's Eagle package, a member of the council advancement committee or the Eagle Desk secretary will contact the reference by phone. The representative will be authorized to substitute an alternative mechanism such as a telephone survey or an email message. **Such alternatives are not authorized as a primary means of securing recommendations.**

THE ANTI-REFERENCE

This term was coined at the National office to describe a letter that does not recommend a candidate for advancement to Eagle. Occasionally, one of the references supplied by the candidate on his application will feel compelled to withhold his / her recommendation. More commonly, the anti-reference will be someone who knows the candidate and is aware of one or more behaviors or incidences in the candidate's past that are contrary to the values of Scouting.

It is the position of the National office that all letters submitted for a candidate should be made available to his board of review for consideration of the candidate's fitness for the rank of Eagle Scout.

RELIGIOUS PRINCIPLES

The Boy Scouts of America has a definite position on religious principles (see Article IX, Section 1, *Clause 1*). The following interpretative statement may help clarify this position.

1. The Boy Scouts of America does not define what constitutes belief in God or the practice of religion.

2. The Boy Scouts of America does not require membership in a religious organization or association for enrollment in the movement but does prefer, and strongly encourages, membership and participation in the religious programs and activities of a church, synagogue, or other religious association. If a Scout

does not belong to a religious organization or association, then his parent(s) or guardian(s) will be considered to be responsible for his religious development.

3. The Boy Scouts of America respects the convictions of those who exercise their constitutional freedom to practice religion as individuals without formal membership in organized religious organizations. In a few cases, there are those who, by conviction, do not feel it necessary to formally belong to an organized form of religion and seek to practice religion in accordance with their own personal convictions. Religious organizations have commended the Boy Scouts of America for encouraging youth to participate in organized religious activities. However, these same organizations reject any form of compulsion to enforce conformity to established religious practices.

4. If a boy says he is a member of a religious body, the standards by which he should be evaluated are those of that group. This is why the application for the Eagle Scout Award requests a reference from his religious leader to indicate whether he has lived up to their expectations.

Throughout life, Scouts are associated with people of different faiths. Scouting believes in religious freedom, respecting others whose religion may differ from theirs, and in the right of all to worship God in their own way. [p. 45 – Adv Policies & Procedures](#)

Scout spirit is defined as living the Scout Oath (Promise) and Scout Law in a Scout's everyday life.

EXTENDED ABSENCE FROM SCOUTING

Many times Scouts become active again after dropping from other units because of other interests, moving within the community, or relocating to another part of the country. Youth who were members of a “dropped” unit also may become active again.

A proper term for such a Scout is “separated-registered.” When this happens, the tenure for a Scout's rank is often questioned.

Upon re-registration, the youth should assume the last attained rank verified by documentation from the council service center. His previous verifiable service time in that rank applies toward qualification

for the next rank and should commence with his re-registration and with guidelines set down by his new unit leader. [Page 44 – Adv Policies and Procedures](#)

DUAL REGISTRATION

Scouts who earn the First Class rank while a registered member of a Boy Scout troop or Varsity team may elect to continue working toward Eagle as a registered member in the Boy Scout troop or a registered member in a Venturing crew, or while retaining dual membership registration in both a troop/team and a Venturing crew. **Whichever registration status a boy elects, both Scoutmaster and crew Advisor need to confirm which adult leader the boy plans to have oversee his advancement process toward the rank of Eagle.** That selected adult leader needs to be fully cognizant of the 12 steps from Life to Eagle, the timeline requirements of certain merit badges required for Eagle, and the requirements of the Eagle Scout leadership service project. [Page 38 – Adv Policies and Procedures](#)

In practical terms, what this means is this: if the Eagle candidate plans to use his time as crew president or crew secretary to fulfill Requirement 4 of the Eagle Scout requirements, then he needs to make application for Eagle through the crew, and have his application signed by his crew advisor and crew committee chairman.

Unless it involves a transfer from one type of unit to another type, or a unit folds and a scout is forced to transfer, mixing leadership service positions from two or more programs should be avoided. That is, a single Eagle Scout Rank Application should not list a troop position on one line and a crew position on another. **In no case will a scout be credited for simultaneous dual service, whether within the same program or across programs.** For example, if a scout claims service as patrol leader from January 1 to March 31, he cannot be credited for an additional three months for simultaneously serving as troop OA representative (within the same program) or for simultaneously serving as crew president (across programs).

APPEALING A DECISION

There are two sets of circumstances in which a Scout or his parent(s) or guardian(s), acting on his behalf, may appeal a decision.

The first situation occurs when a unit leader or unit committee does not recommend a Scout for a board of review, or refuses to sign the Eagle Scout application. In such cases, the Scout or his parent(s) or guardian(s) may appeal the decision to the committee responsible for advancement at the next level, as described below. The committee hearing the appeal shall then grant the Scout a board of review and appoint its members. In such cases, the committee hearing the appeal shall decide to grant or not to grant a board of review.

The second situation occurs when a board of review does not recommend a candidate for rank advancement. In such a situation, the Scout or his parent(s) or guardian(s) may appeal the decision. All appeals, under any circumstances, shall initially be directed to the next highest level. If the decision leading to the appeal occurred at the unit level, the appeal shall be directed to the district committee responsible for advancement. If the decision leading to the appeal occurred at the district level (i.e. an Eagle Scout board of review convened by the district), the appeal shall be directed to the council advancement. A decision at either level finding in favor of the Scout shall be final. **Units have no right of appeal of a decision.**

If the initial committee hearing the appeal does not find in favor of the Scout, he or his parent(s) or guardian(s) may appeal that decision to the next highest level. If the initial appeal was made at the district level, the next highest level is the council

advancement committee. If the initial decision was made at the council level, or if the council advancement committee upheld the unfavorable finding of the district advancement committee, the Scout or his parent(s) or guardian(s) may appeal to the national Boy Scout Committee. All requests for appeal shall be made in writing, signed by the Scout and/or his parent(s) or guardian(s), and shall set forth in detail the reasons for requesting an appeal.

Upon initial receipt of an appeal, the district and the council advancement committee charged with hearing the initial appeal shall provide for a prompt review to determine the facts. All parties must be interviewed or written statements obtained. Confrontations between opposing parties must be avoided. **The appeal review is not a second board of review and thus a unanimous decision is not required. A decision may be reached by majority vote.** 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 Scout executive. A copy shall be furnished to the Scout bringing the appeal.

Appeals to the national Boy Scout Advancement Committee shall be processed through the local council, and the local council shall furnish copies of all pertinent documentation to the national committee, including a statement of the council's position on the matter. If the appealed issue concerns an Eagle Scout candidate, a copy of the Scout's Eagle Scout Rank Application shall be included. If the Scout's Eagle Scout leadership service project is at issue, a copy of his Eagle Scout leadership service project workbook shall be included. All decisions of the national Boy Scout Committee in reference to appeals shall be final.

p. 33 – Adv Policies & Procedures



**A Letter of Recommendation Request on behalf
of Eagle Scout Candidate**



(Eagle Scout Candidate's Name)

Complete for each
reference

Reference's Name: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ **Email:** _____

The Eagle candidate has designated you as his:

Parent reference

Religious reference

Educational reference

Employer reference

Other

Each Eagle Scout candidate must demonstrate that he lives by the Scout Oath and Scout Law in his daily life. He does this by securing a letter of character reference from persons who know him well. This candidate respectfully asks that you write a letter of recommendation on his behalf. Here are some suggested areas of evaluation:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1) Living and practicing the values of the Scout Oath and Scout Law at home, school, job, religious organization, or wherever he is. 2) Attitude towards duty and responsibility to God 3) Attendance at meetings he bears responsibility for 4) Reliability in meeting commitments he makes 5) General scholastic ability and record 6) Effectiveness of leadership in his activities | <ol style="list-style-type: none"> 7) Respect for other's rights, property and convictions. 8) Effectiveness in working with others. 9) Attitude towards duly constituted authority 10) Ability to handle an emergency situation. 11) Community involvement outside of Scouting. 12) Exemplary personal achievements, honors, awards or recognition. |
|---|--|

Comment on any of which you have personal knowledge. Feel free to mention other areas not listed to further reveal the character and ability of this Eagle Scout candidate. Examples of events that demonstrate the candidate's character and ability are very effective.

Please mail your letter directly to the address below:
Chairman of the Eagle Board of Review for (candidate's name)
Eagle Scout Service Desk
Occoneechee Council, BSA
P.O. Box 41229
Raleigh, NC 27629-1229

This Eagle Scout candidate's board of review will depend upon this reference. **Please return this reference within 14 days.** Your prompt response will be appreciated.

The Boy Scouts of America requires that the contents of your letter remain confidential. Only the council Eagle Service Desk and members of the candidate's Eagle Board of Review will see the letter. We will not share your letter with the candidate. We ask that you maintain the same degree of confidentiality.

Should you have questions, please contact the Occoneechee Council Eagle Service Desk at telephone 1-800-662-7102 (Raleigh 872-4884). Thank you for your cooperation and prompt response.

The Occoneechee Council Advancement Committee

SCOUT OATH

On my honor, I will do my best,
 To do my duty to God and my country
 and to obey the Scout Law;
 To help other people at all times;
 To keep myself physically strong,
 mentally awake and morally straight.

SCOUT LAW

A Scout is ...

trustworthy	loyal	helpful
friendly	courteous	kind
obedient	cheerful	thrifty
brave	clean	reverent.

SCOUT MOTTO

Be prepared.

SCOUT SLOGAN

Do a good turn daily.



Occonechee Council

Eagle Scout Letter of Recommendation

This Eagle Scout candidate has indicated that you know him personally, and that you would be willing to provide a letter of recommendation on his behalf. This letter of recommendation should be based on your personal interaction with the Eagle Scout candidate and should take into consideration your observance of how he exemplifies the points listed in the Scout Oath and Scout Law which are printed on page 2 of this form. Please note that the contents of your letter will **NOT** be shown to or discussed with the candidate, nor with anyone not a member of the Eagle Scout Board of Review. You are free to discuss the information with him, but you are under no obligation to do so. If you need more space than is provided on this sheet, you may attach additional pages. Please address and send your letter directly to the Occonechee Council Eagle Service Desk as outlined on page 2. **Do not give the letter to the Eagle Scout candidate, or to his parent, or to his unit leader.** Thank you for taking the time to write this letter.

Eagle Candidates Name: _____ Your relationship: _____

Length of time you have known the candidate: _____

Dear Eagle Board of Review:

See additional attached page(s)

My Name _____ Date _____

Telephone _____ email _____

Occoneetchee Council Eagle Scout Letter of Recommendation

(supplemental page)



If sending by U.S. Postal Service: Occoneetchee Council BSA P.O. Box 41229 Raleigh, NC 27629
If sending electronically: EagleReference@aol.com (please note that EagleReference is all one word!)

Instructions to Scout: You must list six references on your Eagle Scout Rank Application (five if you have no employer, and you may list your parent a 2nd time on the religious reference line if you have no organized religious association). Occoneetchee Council's preferred method of response is a letter from each reference. You are required to obtain each reference's approval to list him / her on the Eagle Scout application, and to confirm that each will provide a reference for you. Occoneetchee Council also requires that you provide each reference with a copy of this form as well as an envelope pre-addressed to the council Eagle Service Desk. Once you have done so, you must not be involved personally in transmitting any correspondence between persons listed as references and the council service center. If the initial reference letter or form is not returned to the council in a timely manner, the council advancement committee will make direct contact with the reference(s) on its own, by follow-up letter, phone contact, or other methods as it chooses.

Instructions to the District Advancement or Eagle Board Chair: Please maintain the confidentiality of all recommendation letters. These letters are only to be reviewed by the Eagle Board of Review members. These recommendation letters must be returned to the council office upon completion of the Eagle Scout Board of Review.

The Scout Oath

**On my Honor, I will do my best to do my duty to God and my country and to obey the Scout Law;
to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.**

A Scout is:

TRUSTWORTHY. A scout tells the truth. He keeps his promises. People can always depend on him.

LOYAL. A Scout is true to his family, friends, Scout Leaders, school, nation, and world community.

HELPFUL. A Scout is concerned about others and willingly volunteers to help without expecting payment or reward.

FRIENDLY. A Scout is a friend to all. He seeks to understand others and respects those with ideas and customs that are different from his own.

COURTEOUS. A Scout is polite to everyone. He knows that good manners make it easier for people to get along together.

KIND. A Scout understands there is strength in being gentle. He treats others as he wants to be treated.

The Scout Law

OBEDIENT. A Scout follows the rules. He obeys the laws of his community and country.

CHEERFUL. A Scout looks for the bright side of life. He tries to make others happy.

THRIFTY. A Scout works to pay his way. He saves for the future. He protects and conserves resources. He carefully uses time and property.

BRAVE. A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right.

CLEAN. A Scout keeps his body and mind fit and clean. He associates with those who live by these same ideals.

REVERENT. A Scout is reverent toward God. He is faithful in his religious duties and respects the beliefs of others.



OCCONEECHEE COUNCIL EAGLE SERVICE PROJECT REGISTRATION FORM



The Occoneechee Council Advancement Committee requests that you provide the information outlined below as well as attaching a **single** photograph that best illustrates what you accomplished for your Eagle Scout Service Project. This photograph will be used at the Eagle Recognition Banquet or in council publications to promote Scouting. It may also help future Eagle Scout candidates in planning their own service projects. **Thank you!**

Please send to: Occoneechee Council, Eagle Service Desk, PO Box 41229, Raleigh NC 27629-1229

Name _____ Unit _____ District _____

Address _____ Board of Review Date _____

City _____ State _____ Zip Code _____ Home Telephone _____

Name of Institution, organization or community for which the project was done _____

Address of institution, organization or community _____

TOTAL NUMBER OF SERVICE HOURS PERFORMED ON THIS PROJECT _____

For my Eagle Scout Leadership Service Project, I did the following:

Attach a single photo here.

Sharp, bright photos 3.5 x 5 or 4x6 are excellent, preferably shot in landscape (i.e. photo is longer than it is tall).

Photo should be of the completed project or of your workers completing the project.

