

# EAGLE SCOUT PROCEDURES GUIDE



MIDNIGHT SUN COUNCIL  
BOY SCOUTS OF AMERICA

**MIDNIGHT SUN COUNCIL  
BOY SCOUTS OF AMERICA**

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# FOREWORD

**This “Eagle Scout Procedure’s Guide” is for adult leaders and Life Scouts in the Midnight Sun Council (MSC) who are working towards earning the Eagle rank. It is strongly suggested that each Eagle candidate read this publication prior to beginning the “12 Steps from Life to Eagle.”**

**The Council Advancement Committee exists to serve the Scouts and Scouters of the Midnight Sun Council. The Committee does not impose additional standards or requirements for rank advancement but ensure adherence to the requirements established by National and Council level authorities.**

**Three specific responsibilities of the Council Committee are:**

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

**The purpose of this document is to address commonly asked questions and issues encountered in completing the “12 Steps from Life to Eagle.” It is not intended to answer all questions. If a unit leader or an Eagle candidate is unsure of a particular step or requirement, do not hesitate to call the Midnight Sun Council and speak with the Eagle Registrar (907)452-1976. A few minutes in phone calls at the right time can save days or weeks of confusion, with only the Eagle candidate on the losing end.**





# MIDNIGHT SUN COUNCIL

## EAGLE SCOUT PROCEDURES GUIDE



### The 12 Steps from Life to Eagle

The following twelve steps from the Advancement Committee, Policies and Procedures, No. 33088 (current edition), and highlighted in bold print below have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the district, the local council, and the volunteers who are to conduct board of review.

**1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan develop, and provide leadership to others in a service project; and the Scoutmaster conference.**

Requirements of tenure mean a minimum of 6 months **active** membership (not necessarily consecutive) since the Life board of review date.

Merit badges refers to the required and elective merit badges, as listed in the current edition of Boy Scout Requirements, No. 33216.

Positions of responsibility refers to a minimum of and a total of 6 months **active** service in one or more specified positions of leadership since the Life board of review. The eligible positions are also listed in the current advancement publication. The key to fulfilling the requirements is **active** participation. .

**2. Using the Eagle Scout Leadership Service Project Workbook (current edition no. 512-927), 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 workbook must be used in meeting this requirement and shall be filled out electronically.**

The workbook lists the Eagle project documentation requirements and provides the candidate with a step-by-step guide through the process, all the way to completing the project workbook.

Each Eagle candidate should receive guidance from an experienced representative of the Troop who is qualified to advise the candidate beginning at project inception. Only the designated member of the Council Advancement Committee will have final approval authority for the service project and may be a member of the Scout's Eagle board of review.

The most current Eagle Scout Leadership Project Workbook will be used for writing up the proposal, final plan, and project report in getting necessary approvals. The most current edition of the Workbook is obtained at the Council Service Center or downloading the document from <http://midnightsunbsa.org/images/pdf/MSCEagleGuideFeb2017.pdf>.

### **Eagle Scout Service Project Proposal:**

The Eagle candidate must make the initial contacts and do preliminary planning to write the proposal. When the candidate is satisfied with his proposal he will complete “Project Description” in the Workbook and share the project concept with his unit leader and benefiting organization representative.

The Eagle candidate will complete “Project Details” in the Workbook and submit it for review and approval in this sequence:

1. Benefiting organization representative
2. Unit leader, e.g., Scoutmaster (Troop); Coach (Varsity); Advisor (Venturing)
3. Unit committee member, e.g., Committee Chair, Advancement Chair
4. Council Eagle Board

You need four signatures in your Workbook before you can start working your project. If any of the four reviewers does not approve the project proposal, the Eagle candidate must revise it and resubmit it.

*The Eagle candidate will present the proposed Eagle project, in complete official BSA uniform, to the Council’s Eagle Board. Pre-approval by the Council Eagle Board signifies that the project has appropriate leadership opportunity and is suitable for meeting the Eagle project requirements.* Final verification that the candidate satisfied the Eagle project requirement is made during the Council Eagle Board’s administrative review of the candidate’s Eagle application and by the members of the Scout’s Eagle Board of Review. The manner in which the project was carried out will be reviewed by the board of review to verify that the Eagle candidate met the requirements to plan, develop, and give leadership to others during the project. The purpose of the Eagle project is the demonstration of leadership.

The approved project proposal should be kept in a safe place since it is one of the documents required in the Eagle application package (See Step 7, below). If a significant change is necessary after the project has been approved, a revised proposal should be submitted for approval through the Council Eagle Board. Minor changes do not need to go through this process. What constitutes a significant change is hard to define and **must** be handled on a case-by-case basis. If in doubt, contact the Midnight Sun Council.

Attachment A (Eagle Scout Service Project BSA Guidance) and Attachment B (10 Steps to Completing The Eagle Scout Service Project) are provided as guidelines to the Eagle candidate for completing the Eagle Service Project.

**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 leadership service project, have been completed, an *Eagle Scout Rank Application* (no.512-728/2012) must be completed and sent to the council service center promptly.** (Youth members with disabilities should meet with their unit leader regarding time extensions. See special requirements in the Guide to Advancement 2011 no. 33088 section 10.0.0.0).

The Eagle Scout Rank Application can be either a hard copy or downloaded from [http://www.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf). The application can be in color or black and white, but must contain original signatures.

**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.**

After the Scout has completed his Eagle project and has drafted the Eagle Scout Rank Application package, he should meet with the unit leader, assistant, or unit committee member to review the Eagle Scout Rank Application for accuracy of dates and completeness. The Scout may also go to the Council Service Center and request a person profile to review what the council has recorded for his advancement. When the package has been finalized, the unit leader, Scout, and a unit committee representative should sign the Eagle Scout Rank Application form. The signatures of the unit adult leaders verify the accuracy of all information on the application in relation to the unit's records. (If a unit leader and/or a Committee Chair refuse to sign the application, the Scout should contact the Midnight Sun Council.)

**RECORD KEEPING:** Record keeping is a critical element in the Eagle advancement program. The records used for this review, in order of preference (most authoritative to least authoritative), are as follows:

- A. Person Profile record received from the Midnight Sun Council
- B. Blue merit badge application cards signed off by the merit badge counselor.
- C. Advancement Reports (No. 34403) showing the date of the board of review for advancement or the date the merit badge counselor signed off on the merit badge application card.
- D. The Troop's advancement records Troopmaster or a transfer record.
- E. Rank requirements signed off in the Scout's Boy Scout Handbook.
- F. The advancement or merit badge recognition cards usually handed out at the court of honor.

*The pre-board review of the Eagle application package verification should be conducted using the most authoritative source available.*

**Problem Area:** Accuracy of dates. The consistency of dates has been a persistent problem. All dates recorded on the advancement documentation listed above should agree, that is: The date that a merit badge is earned or the board of review date for a rank advancement must be same on all record sources.

The date a merit badge is earned is the date the Merit Badge Counselor signs the blue merit badge card. The date a rank is earned is the date of the board of review, not the date of the court of honor; unless the board of review and the court of honor occur on the same date.

**5. When the completed application is received at the Earl and Pat Cook Council Service Center, its contents will be verified. Reference letters must be sent to the Midnight Sun Council. The candidate should have contacted those individuals listed as references before including their names on the application.**

The references should deal with the candidate's qualification and fitness to be an Eagle Scout. Three letters of reference must be sent to the Council Service Center before the Eagle Board of Review. An additional letter from the organization benefiting from the candidate's Eagle project certifying completion of the Eagle candidate's service project is desirable, but not required. A religious reference is required and if no formal religious affiliation is present, one of the applicant's parents is required to attest to the candidate's adherence to duty to God.

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

Eagle Project Report: The report is included in the *Eagle Scout Leadership Service Project Workbook* under the sections headed "Carrying Out the Project", and "Notes". The report must contain the following information:

- What was the project? Maps, charts, diagrams, and pictures have been successfully used to help supplement the text.
- What was the significance of the project, and how did it benefit others? Information included in the proposal section of the Eagle Scout Leadership Service Project Workbook, that has not changed, need not be repeated in the report section.
- What was involved in identifying and setting up the project (Planning and Organization)?
- Who provided guidance and advice on the project (e.g., representative of the benefiting organization, advisors on the technical aspects of the project, etc.)?
- Who helped carry out the project and how much time was spent?
- What materials, equipment, or tools were used and how were they obtained?
- Explain how Safety, Transportation, Refreshments, etc. were managed.
- There is no length requirement for project reports. The report should be long enough to get the point across. Use of the downloaded workbook allows the candidate to write the project in a consecutive manner without the need to insert pages
- Everything should be submitted to the Midnight Sun Council in a 3 ring binder.

**MOST IMPORTANT:** Major emphasis should be placed in explaining how the candidate carried out the project in terms of planning, developing the project, and giving leadership to others. This can include how he used his leadership to get the job done, what worked and what didn't work, what he learned from the project, and perhaps what he would have done differently if he had to do it over again



**7. After the contents of an application have been verified by the Council Service Center an Eagle Board of Review will be scheduled.**

**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.**

The Midnight Sun Council must review the application and either verifies that the advancement guidelines of the Boy Scouts of America were met, or provide an explanation if there is any discrepancy. The Midnight Sun Council will notify the Eagle Candidate to schedule the Board of Review.

COMPONENTS OF THE EAGLE APPLICATION PACKAGE

The Midnight Sun Council will begin to process an Eagle application package when all three package components are received in a three ring binder and are completed correctly. The three items are:

( A ) A completed original Eagle Scout Rank Application (color or black and white). The most current version must be used. A few hints on filling out this form:

**Do not use abbreviations** on the application such as St., Dr., or Pl. for Street, Drive, or Place. Spell them out. The standard state abbreviations may be used.

- The Eagle Scout Rank Application (58-728, dated 2004) requires a date for joining BSA. Use the date of completing the Boy Scout application, not the date of Boy Scout Rank.
- List all dates as MM/DD/YY, e.g., 07/03/04 Always include the day.
- Merit Badge Dates: List the date earned. Use the date the merit badge counselor placed on the signed Application for Merit Badge (blue card). Since the space on the form is too small to accept a MM/DD/YY formatted date, they should be hand-written to fit in the spaces provided. Numbers should not be written on or beyond the lines/boxes.
- Make sure you have listed the correct leadership positions, and record the dates in the small spaces as discussed above. A list of the acceptable leadership positions for Eagle is listed on the Eagle Scout Rank Application form.
- Only leadership after the Scout's Life board of review can be counted for Eagle.

( B ) Statements of the (1) Scout's ambitions, (2) life purpose, (3) a listing of positions in his religious institution, school, camp, community, or other organizations during which he demonstrated leadership skills, and (4) honors and awards received during this service. (See requirement 6 on the back of the Eagle Scout Rank Application form).

( C ) Eagle Scout Service Project Workbook describing how the project was carried out and highlighting how leadership was demonstrated.

**8. The board of review for an Eagle candidate is composed of at least three, but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. It is not required that these persons are members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.**

The Eagle board of review may be scheduled after the Midnight Sun Council has completed the review of the Eagle application package, as noted above in steps 1-7. The board of review is composed of a representative of the Council Advancement Committee and two to five (maximum) other members. These members do not have to be registered in Scouting, but they must have an understanding of the importance of the Eagle board of review. Scoutmasters, Assistant Scoutmasters and relatives of the Eagle candidate may not be a member of the board of review.

It is preferred a Scout be in full field uniform for any board of review. He should wear as much of it as he owns, and it should be as correct as possible, with the badges worn properly. If wearing all or part of the uniform is impractical for whatever reason, the candidate should be clean and neat in his appearance and dressed appropriately, according to his means, for the milestone marked by the occasion. Regardless of unit expectations or rules, boards of review may not reject candidates dressed to this description; neither may they require the purchase of uniforms, or clothing such as coats and ties.

**9. The candidate's unit leader introduces him to the members of the board of review. 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. After the review, the candidate leaves 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 is 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, the board should provide the name and address of the person he is to contact. [See "Appealing a Decision," in the Advancement Committee Policies and Procedures ].

**10. Immediately after the board of review and after the application has been appropriately signed, the Eagle Scout Rank Application and the Eagle Scout Leadership Service Project Workbook are returned to the Council Service Center.**

The unit leader or a member of the unit committee is responsible for arranging delivery of the Eagle Award application package to Council.

**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 Leadership Service Project Workbook* is retained by the council. The *Eagle Scout Leadership Service Project Workbook* will be returned to the Scout after council approval.**

Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.

**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 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 rank credentials.**





# EAGLE SCOUT SERVICE PROJECT BSA GUIDANCE



## The Boy Scout Handbook

(Written as though addressed to a Scout) There is a major difference between the projects for Star and Life, and the one you will complete for Eagle. In the first two, you can be a follower. The Eagle Scout service project requires that you be a leader. You must plan, develop and provide leadership to others in a service project of real value benefiting the environment, your community, or a religious group, school, or other worthy group. Ideas for service projects may come from visits with school administrators, civic officials, clergy, law enforcement officers, and park department or land management personnel.

Your idea for a project must be approved by your Troop, Team or Crew leader, Troop, Team or Crew committee, District or Council Advancement Committee, and the recipient of the project, before you begin. Upon completion, the project must be reviewed by your District or Council Advancement Committee.

## Advancement Policies and Procedures Committee Guide (page 18):

For a service project to qualify as an Eagle Scout service project, the Scout, while a Life Scout, must plan, develop, and give leadership to others in a service project benefiting any religious institution, school, or community. These projects, of course, must conform to the wishes and regulations of those for whom the project is undertaken.

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.

Service to others is important. Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fundraiser.

**NOTE: Fundraising is permitted only for securing materials or supplies needed to carry out the project.**

Routine labor, a job or service normally rendered, should not be considered. There is no minimum number of hours that must be spent on carrying out the project. The amount of time spent must be sufficient enough for the Scout to clearly demonstrate leadership skills.

**The current *Eagle Scout Leadership Service Project Workbook*, No. 512-927, must be used to meet this requirement. It is available at:**

<http://www.scouting.org/scoutsourc/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures-PC.aspx> and also from the MSC Service Center or the MSC webpage.

The Scout must secure the prior approval of his unit leader, his unit committee, and the benefactor of the project. The project must be reviewed and approved by the district or council advancement committee or their designee to make sure that it meets the stated standards for Eagle Scout service projects before the project is started. This pre-approval of the project does not mean that the board of review will approve the way the project was carried out

Upon completion of the project, the *Eagle Scout Leadership Service Project Workbook*, properly filled out, is submitted with the Scout's Eagle application to include the following information:

- What was the project?
- How did it benefit others?
- Who from the group benefiting from the project gave guidance?
- Who helped carry out the project?
- What materials were used and how were they acquired?

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 candidate demonstrate leadership of others?
- Did he indeed direct the project rather than do all of the work himself?
- Was the project of real value to the religious institution, school, or community group?
- Who from the group benefiting from the project may be contacted to verify the value of the project?
- Did the project follow the approved plan or were modifications needed to bring it to its completion?

All work on the project must be done while the candidate is a Life Scout and before the candidate's 18th birthday, unless a time extension has been allowed (see the section titled "Time Extensions").

The Eagle service project is an *individual* matter; therefore, two Eagle candidates may not receive credit for working on the same project.

The variety of service projects performed throughout the nation by Scouts earning their Eagle Award is staggering. For ideas and opportunities regarding service projects, the Scout can consult people such as school administrators, religious leaders, local government department directors, or a United Way agency's personnel.





# 10 STEPS TO COMPLETING THE EAGLE SCOUT SERVICE PROJECT

- STEP 1      Once you have achieved the rank of Life Scout, identify a service project that
- IS:
- Interesting to you
  - Challenging to you
  - Provides opportunity for leadership. Not just organizing and planning, but directing others.
- IS NOT:
- of benefit to the Boy Scouts of America
  - a money-making activity
  - “for a profit” activity
- STEP 2      Make initial contact with the benefiting organization. Arrange to meet with them to discuss project possibilities.
- STEP 3      Obtain the official BSA Eagle Scout Leadership Service Project Workbook and official Eagle Scout Rank Application from the MSC Earl and Pat Cook Council Service Center or download from the BSA or MSC web site.
- STEP 4      Discuss the project concept with your unit leader (Scoutmaster, Team Coach, or Crew Advisor) and obtain his/her approval.
- STEP 5      Return to your contact person with the benefiting organization to obtain details concerning the scope, schedule, materials, safety hazards, etc.

*Note: You should allow at least one month to properly plan, schedule, and organize your project. Schedule a rain date (just in case you need one). It is desired that there should be no significant “out of pocket” expenses by anyone associated with your project. If the materials are not provided by the benefiting organization, obtain unit leader guidance and approval on contacting merchants to donate the necessary materials, contacting members of the community, or organizing and conducting a fundraiser to pay for your project’s materials.*

*Scouts should pay close attention to and address all safety hazards associated with their project.*

STEP 6 Write-up the project's purpose and planning details. Depending on the type of project, you may need to obtain technical advice from various adults on certain aspects of your project. Obtain approval from: (1) the benefiting organization; (2) your unit leader (Scoutmaster, Team Coach, or Post Advisor); (3) your unit Committee Chairperson; and, (4) the Council Eagle Board

*Note: You may not proceed with carrying out your Eagle Scout Service Project until final approval is obtained from the Council Eagle Board*

STEP 7 Develop and organize your project:

- Implement the schedule developed
- obtain and prepare materials, including necessary tools
- delegate! Use your unit's youth and adult leadership
- arrange transportation, food, photographer, etc.
- identify participants (involve minimum adults)
- follow-up on preparation items delegated to others
- pay attention to weather as the day of your project approaches
- maintain a record of time spent planning and organizing your project

STEP 8 Execute your project:

- conduct a safety lecture at start
- Don't YOU DO! Instruct and organize your participants. Lead the project: observe work, correct if necessary, overcome problems that arise, ensure safety. Others should do most of the work!
- record the time spent by each participant
- take notes

STEP 9 Complete the write-up of the project:

- the more details you provide, the fewer others will question
- emphasize how YOU planned, organized, and gave leadership
- identify the problems you overcame and the lessons you learned
- provide photos (*"a picture is worth a thousand words"*!)

STEP 10 Obtain final approval of completion of your project and the write-up from your unit leader (Scoutmaster, Team Coach, or Crew Advisor).





Midnight Sun Council  
BOY SCOUTS OF AMERICA



**EAGLE SCOUT PRE-BOARD OF REVIEW CERTIFICATION**

Life Scout \_\_\_\_\_

Troop / Team / Crew \_\_\_\_\_

Date of Board of Review \_\_\_\_\_

- \_\_\_\_\_ All information legible (preferably **typed**)
- \_\_\_\_\_ PID (personal identification) number top left of application
- \_\_\_\_\_ Applicant's name spelled correctly and legible
- \_\_\_\_\_ Applicant's address - NO ABBREVIATIONS (except state)
- \_\_\_\_\_ Unit type, local number, location has NO ABBREVIATIONS (except state)
- \_\_\_\_\_ Dates of entry into Scouting, Varsity and Venturing (as applicable), and for First Class, Star, and Life Scout Boards of Review **(1)**
- \_\_\_\_\_ Webelos Scout and Arrow of Light questions answered
- \_\_\_\_\_ At least four months between First Class and Star Scout Board of Review dates
- \_\_\_\_\_ At least six months between Star Scout and Life Scout Board of Review dates
- \_\_\_\_\_ At least six months between Life Scout and Eagle Scout Board of Review
- \_\_\_\_\_ Date of birth
- \_\_\_\_\_ Verify age (Eagle Board of Review date prior to 18<sup>th</sup> birthday) **(2)**
- \_\_\_\_\_ 21 merit badges earned, including all required. Day, month, and year listed for each merit badge must agree with appropriate documentation. **(1)**
- \_\_\_\_\_ Any four required merit badges and a total of six merit badges earned prior to Star Scout Board of Review date. **(1) (3)**
- \_\_\_\_\_ Any seven required merit badges and a total of eleven merit badges earned prior to Life Scout Board of Review date. **(1) (3)**
- \_\_\_\_\_ Served for a minimum of six months in a leadership position(s) (application lists authorized positions) between Life Scout and Eagle Scout Board of Review dates.
- \_\_\_\_\_ Eagle Scout Service Project begun and completed between Life Scout and Eagle Scout Board of Review dates and prior to 18th birthday. **(2)**
- \_\_\_\_\_ Growth Conference date prior to Eagle Scout Board of Review date
- \_\_\_\_\_ Applicant's signature and date
- \_\_\_\_\_ Unit Leader's signature and date
- \_\_\_\_\_ Unit Committee Chairperson's signature and date
- \_\_\_\_\_ Verify Eagle Scout candidate is currently BSA registered (registration card or unit roster).
- \_\_\_\_\_ Signatures of Eagle Scout Board of Review Chairperson and District Advancement Committee Representative and dates.
- \_\_\_\_\_ Character reference letters to be forwarded to Council

*(See Notes on Next Page)*

Notes:

- (1) Ensure that all dates agree with appropriate records provided. For rank advancement, the Scout's Boy Scout Handbook date (initialed by the Board of Review members), unit's Individual Scout Record, copy of Advancement Report (Form No. 34403), or green rank advancement card are acceptable records for verification. For merit badges, the most accurate completion date is the date that appears on the Applicant's Record portion of the blue merit badge application card. Other sources to verify completion of merit badges are the Advancement Report (Form No. 34403), the unit's Individual Scout Record, or the white merit badge card awarded to the Scout.

Ensure that, for the required merit badges, either Lifesaving or Emergency Preparedness is crossed out and that Cycling, Swimming, or Hiking have 2 of the 3 crossed out.

- (2) If the Eagle Scout Board of Review does not take place prior to the candidate's 18<sup>th</sup> birthday, all requirements must have been completed prior to his 18<sup>th</sup> birthday, (including the Scoutmaster's Conference).

If the Eagle Board of Review is scheduled within 3 months following the Scout's 18<sup>th</sup> birthday, a waiver or additional paperwork is not required.

If the Eagle Scout Board of Review is between 3 to 6 months after the applicant's 18<sup>th</sup> birthday, written documentation stating the reason for delay must be submitted prior to the end of the original 90 days.

If the Eagle Scout Board of Review is to be conducted more than 6 months after the applicant's 18<sup>th</sup> birthday, contact the Boy Scout Division at the National Office for the procedures to follow prior to scheduling the Board of Review.

- (3) Credit may be given if the applicant has earned both Emergency Preparedness and Lifesaving merit badges. The same is true for earning Cycling, Swimming, and Hiking merit badges. The total number of merit badges needed for the Star and Life ranks can be satisfied completely with the required merit badges (optional, or elective, merit badges are not necessary).
- (4) Rank requirements for Eagle Scout changed as of 1 April 1999. Please be sure that any Scouts working with you meet the proper requirements. The significant changes are: Personal Fitness is now required and is no longer a choice, and has replaced Safety. (Safety is no longer a required merit badge.) The triple choice of merit badges has been changed to: Hiking OR Swimming OR Cycling. (Hiking has replaced Personal Fitness, and Cycling as replaced Sports. Sports is no longer in the required merit badge category.)



**Midnight Sun Council  
BOY SCOUTS OF AMERICA**



**REQUEST FOR CHARACTER REFERENCE**

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE: \_\_\_\_\_

REGARDING: \_\_\_\_\_

UNIT: \_\_\_\_\_

The Boy Scout or Venture Scout named is an applicant for the Eagle Scout rank, which is the highest rank in Boy Scouting. The applicant is currently working on the final requirements for the Eagle rank. Before the award of Eagle rank is approved, the Board of Review must be thoroughly convinced that the applicant has made a sincere effort to live the Scout Oath and Scout Law, and to demonstrate Scout Spirit and participation.

I would appreciate a statement from you giving your frank opinion of the applicant's conduct and leadership ability. Please provide a statement on his behalf, addressing the extent to which he exemplifies the principals of the Scout Oath and Law in his personal life. Your personal knowledge of the applicant is also solicited concerning his character and leadership attributes. You may make your statement on the back of this letter or provide a separate sheet of paper.

Thank you in advance for your letter on behalf of the applicant and for your support of the Boy Scout program. Please return your letter to the name and address noted below. Your letter will remain confidential and will be reviewed only by the members of the Eagle Board of Review.

UNIT LEADER: \_\_\_\_\_

RETURN TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE SCOUT OATH	SCOUT MOTTO	SCOUT LAW	SCOUT SLOGAN
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.	Be Prepared	<u>A Scout is:</u> Trustworthy      Obedient Loyal              Cheerful Helpful            Thrifty Friendly           Brave Courteous        Clean & Kind                Reverent	Do a good turn daily