

Eagle Certification: Policies and Procedures

July 14, 2009

Eagle applications: Effective August 1, 2009, the national office will no longer accept Eagle applications prior to the 2009 printing. The new Eagle Scout application (512-728) can be found on [scouting.org](http://www.scouting.org).

http://www.scouting.org/filestore/pdf/512-728_web.pdf.

CONTENTS:

Eagle Scout Certification Process.

Introduction

References

Responsibilities

Eagle Scout Leadership Service Project

Eagle Boards of Review

Eagle Application Procedures and Paperwork Flow

Extensions beyond 18th Birthday

Appeals

Alternate Eagle Rank Requirements for Scouts with Disabilities

Latest Revision

Effective 2009 the Longhorn Council Hurst Service Center will certify Eagle Rank Applications by appointment on Tuesdays only. All other days the application should be left with the Advancement Registrar who will certify the application within 4 business days. It is recommended that appointments be made with the Waco Service Center Representative since the office is open only a few hours Tuesday through Friday.

Longhorn Council Eagle Certification Process

(performed by Council Service Center Representative)

1. The Eagle Scout candidate or his representative should call to schedule an appointment. Thirty minutes are allowed for each appointment. Appointments are not required, but helpful. Individuals without an appointment who mail or hand carry an Eagle Scout Rank Application to the council office will be certified on a first come, first served basis. Eagle Scout Rank Applications may be left for processing to be picked up at a later date if contact information is provided should questions arise.
2. Only the 2009 version of the Eagle Scout Rank Application will be accepted. Along with the original application completely filled out to the BSA Local Council Certification section, the scout should bring:
 - a. His blue cards or individual history report from his unit (signed by 3 members of the unit committee, this will be used only if needed),
 - b. A copy of the final page from his Eagle Scout Leadership Service Project Workbook with appropriate signatures in place (do not bring original),
 - c. His statement of life's ambitions (requirement #6)
3. Verify the Scout is registered in ScoutNET with the unit listed on his Eagle Scout Rank Application and write his Personal ID number and the District number on the application.
4. Be sure the Eagle Scout candidates address and phone number on the application match our records in ScoutNET. If not, check with the scout to verify which information is correct.

5. Verify the spelling of the Eagle Scout candidates name as it should appear on the Eagle Scout Certificate is legible and listed in ScoutNET.

6. Verify that Requirement #2, References; is complete. All references with the exception of employer must be listed.

7. Verify that four Eagle required merit badges were earned prior to the Scout earning his Star rank, and three additional Eagle required merit badges were earned before his Life rank. Verify that all merit badges listed are reflected in ScoutNET.

8. Requirement #4: The Leadership position must be held in the type unit the scout is registered with for a minimum of 6 months after earning Life Rank. The current date should be input if the ending date is left open, or a future date is listed.

9. Requirement #5: Obtain a copy of the final signature page from the Eagle Scout Leadership Service Project Workbook that has all signatures dated prior to the scouts 18th birthday.

10. After verifying the above information and starting the Eagle Processing procedure in ScoutNET, be sure to sign and date the original application. Keep a copy for council records along with a copy of the signature page from the Eagle Scout Leadership Service Project Workbook. Log the information in the Eagle Log book and return the originals to the Scout.

11. The scout is now ready to schedule his Board of Review with his District Advancement Chairman.

12. After the Board of Review, the Eagle Rank Application should be returned to the Council office. Verify all Board of Review signatures are in place and dated. Copy the back page of the application and attach to the copies made when the application was certified.

13. The application is then forwarded to the Scout Executive for signature.

14. Once the Scout Executive signature is obtained, the certification process in ScoutNET is completed by the Council Advancement Registrar at the Hurst Service Center. Within 2-3 weeks the Eagle Scout Credentials are mailed by the National Office to the Council Service Center in Hurst and the unit leader is notified the credentials are ready to be picked up.

15. The unit leader or a representative with the notification letter may pick up and sign for the Eagle Scout credentials. Have the individual picking up the packet verify the spelling of the Eagle Scout's name. Corrections can only be made within the first ninety days of the Board of Review date. After that the unit must pay to have the credentials reissued.

**The following was approved by the Board of the Longhorn Council on March 7, 2002.
Please consider the paragraph above to be the latest official update.**

Introduction

Purpose of this document is to provide concise guidance to Scouters in the Longhorn Council on the policies and procedures relating only to the Eagle rank. This information is intended to supplement the BSA publications listed in the References section, below. National BSA policies and procedures, as stated in national publications, will have precedence over this Longhorn Council document. In the event of conflicting information between revisions of national documents, the later publication will prevail, unless specifically stated herein.

Specifically, this document addresses those areas in which the BSA policy allows council discretion and presents procedures for carrying out BSA policy within the Longhorn Council. An electronic version of this document is posted on the Longhorn Council web site (Ref. 6).

The requirements for the Eagle Rank are clearly listed in the Boy Scout Handbook (Ref 2). Further requirements and limitations concerning the Eagle Leadership Service Project are presented in the Eagle Leadership Service Project Workbook (Ref. 3). While other BSA publications provide added discussion, these two resources provide all the requirements. As stated in Advancement Committee Policies & Procedures (Ref. 4), these requirements must be strictly adhered to and nothing shall be added, changed, or waived except as authorized and approved for Scouts with Disabilities. It is the duty of the Scouters in the Longhorn Council to ensure fair, consistent adherence to these requirements. A Scout who earns the Eagle rank in one district should be held to the same standards as a Scout in another district.

References

BSA publications are frequently updated and the most current revision of these documents should be used for reference. This Longhorn Council document will only be revised when newer versions of these references dictate a change in the information provided herein. While every effort will be made to disseminate any new Eagle policies and procedures information within the council through training, publications, the Internet, appropriate committees, and Roundtables, it is the individual Scouts and Scouters' responsibility to follow the policies presented in the most current BSA publications.

1. Longhorn Council Internet Website, <http://www.longhorncouncil.org>.
2. Boy Scouts of America, 12th Edition Boy Scout Handbook, Publication #34554.
3. Boy Scouts of America, Eagle Leadership Service Project Workbook, Publication #512-927.
4. Boy Scouts of America, Advancement Committee Policies & Procedures, Publication #33088.
5. Boy Scouts of America, Eagle Scout Rank Application, Form #512-728, 2009 Printing.
6. Longhorn Council Eagle Scout Rank Application Route Sheet.
7. Boy Scouts of America, Scouting for Youth with Physical Disabilities, Publication #33057D.

Responsibilities

The responsibilities presented here only address Eagle related tasks. Reference 4 discusses additional advancement responsibilities for the council, districts, and units beyond the scope of this document. The details of these responsibilities are presented in later sections of this document.

Unit Responsibilities

- A. Maintain adequate advancement records and provide requested documentation to the Council Service Center if information provided on the Eagle application is incomplete or is in question.
- B. Ensure the Scout meets all requirements for the Eagle rank and conduct the Scoutmaster's Conference.
- C. Submit request for alternate eagle requirements to the District Advancement Committee for Scouts with disabilities, in accordance with Reference 4.
- D. Troop leadership must sign the Eagle application and submit it to the Council Service Center for certification.
- E. Submit Eagle applications to the Council Service Center following the successful board of review. (District option)

District Responsibilities

- A. Review and approve the project description and project details portion of the Eagle Scout Leadership Service Project Workbook prior to the project being worked.
- B. Conduct Eagle boards of review (BOR) upon completion of council certification process by the Longhorn Council Service Center Representative and/or Advancement Registrar. The Longhorn Council Advancement Committee has delegated the responsibilities for conducting Eagle boards of review to the districts.
- C. Evaluate final project write-ups, as part of the Eagle board of review.
- D. Submit Eagle applications to the Council Service Center following the successful board of review. (District option)

- E. Consider and act upon appeals from unit level applications and boards of review.
- F. Submit request for alternate Eagle requirements to the Council Advancement Committee in accordance with Reference 4.

Longhorn Council Responsibilities

- A. Review Eagle applications for accuracy and completeness following the Scoutmaster's Conference.
- B. The Council Service Center will process Eagle applications through National Service Center following successful board of review. This includes follow-up to ensure timely return from National.
- C. The Council Service Center will maintain a log of all Eagle applications being processed through the office.
- D. The Council Advancement Committee serves as an appeal board for district Eagle boards of review.
- E. Review, and if warranted, request extension be granted by the National Council to complete requirements beyond 18th birthday.
- F. Conduct posthumous boards of review upon request (Ref. 4).
- G. Investigate and, if warranted, approve requests for alternate Eagle requirements for Scouts with disabilities.

Eagle Scout Leadership Service Project

The Eagle Scout candidate must demonstrate leadership and service to others by conducting an Eagle Scout Leadership Service Project. The Project is to be a demonstration of the Scout's leadership skills. His best effort is all that is expected.

The project requirement, as stated in the Boy Scout Handbook (Ref. 2), is:

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 should benefit an organization other than Boy Scouting.) The project idea must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee, and the council or district before you start.

The service project must meet the criteria and limitations as described in the Leadership Service Project Workbook (Ref. 3). Approval of the Eagle Project workbook is an area where consistent standards must be applied. The first criterion in assessing the validity of a project idea is that it must not violate any restrictions listed in the Leadership Service Project Workbook (Ref. 3). There are no specific requirements on how big the project must be or how many hours will be spent in carrying it out. The time spent in planning and working the project should be sufficient to demonstrate leadership of others. With the exception of the limitations listed in Reference 3, no project ideas should be eliminated from consideration, so long as the Scout can show how he will meet the goals of learning planning and leading others. There are projects that are pre-planned by others and thus would not stand up to this standard, but it could also be possible for the Scout to accomplish the same task utilizing his own plan, which would be acceptable.

The candidate must submit his project plan and final write-up using the current Eagle Leadership Service Project Workbook (Ref. 3). The project may be either handwritten or typed and an electronic version of this workbook is acceptable. The Scout must submit his project plan to a designated representative of the community or institution that will benefit from the work, to the Scoutmaster, and to the Troop Committee for their approvals. For convenience, a letter signed by the benefiting organization may be submitted in lieu their signature on the workbook form.

The plan then must be reviewed and approved by the District Advancement Committee before any physical work, except planning, is actually begun. The District Advancement Chairmen (or authorized delegate) will indicate the committee's approval with his/her signature and the date of approval. Projects begun before the date of the Life board of review or for which work is begun

before securing district approval will be invalid, and another project must be planned and executed to meet this requirement for Eagle.

The Eagle project is not an initiation ritual and should be approached only as a demonstration of leadership capabilities. Troop advisors and district reviewers should understand that Scouts already view this as a major challenge, without having extra requirements being explicitly or implicitly added. The properly written project plan, as submitted on the Eagle Leadership Service Project Workbook (Ref. 3), should stand-alone; formal presentations by the Scouts in seeking approval should not be expected.

The procedure for Scouts to route the project paperwork to the districts and the procedure used to review and approve the plans is at the discretion of the District Advancement Chairman and committee. These procedures should be published and distributed to the troops by the districts.

Final approval of the project report is conducted during the Eagle board of review. The Project Workbook is returned to the Scout immediately following his successful Eagle BOR. The workbook may be retained if the board does not recommend the Eagle candidate.

Since the Eagle project is a Scouting activity, two-deep leadership and Youth Protection guidelines must be adhered to for all project work.

Eagle Boards of Review

Eagle boards of review (BOR) will be conducted in accordance with the National BSA policy as stated in Reference 4. The Longhorn Council Advancement Committee supplements those guidelines with this document.

The Longhorn Council has placed the responsibility for conducting the Eagle Scout board of review with the District Advancement Committee. The District Advancement Chairman will designate the board chairman and may serve on the board anytime, at his/her discretion. The board will be made up of from three to six members. The board chairman has final authority on who serves on an Eagle BOR, which may include one or more representatives from the candidate's unit. The Scoutmaster, Assistant Scoutmaster, or any relative of the Scout may not serve as members of the board. The Scoutmaster may sit in as a non-participating visitor, but under no circumstances will a relative be present (Ref. 4). All members of the board do not have to be registered Scouters, but "must have an understanding of the importance and purpose of the Eagle board of review."

The Eagle BOR should be planned to take approximately 30 minutes. The BOR is not a retest of the Scout's knowledge or skills, but rather an opportunity to get to know the candidate, assess his personality and character, review his Scouting career, and conduct the final review of his project report.

One important duty of the District Advancement Committee is to secure definite, concrete, satisfactory evidence that the Eagle candidate has lived up to the ideals of Scouting. This evidence should come from those who know the candidate personally, as well as from the candidate himself. The Scout provides references on his Eagle application and the BOR chairman should obtain input from them. The District Advancement Committees may determine the best procedure for obtaining input from the candidate's references. They may request letters, make personal contact, or telephone the individuals. If the district chooses to request letters of recommendation, it is the district's responsibility, and not the Scouts, to request them from the references. While the reference's letters should never be given to the candidate, what they say about the Scout may be discussed with him during the BOR. The information provided by the references must be considered along with the opinion of the board members in assessing the Scout's final selection for the Eagle rank. At the discretion of the BOR chairman, it is not

necessary to receive input from all references before conducting the Eagle BOR. A negative reference is not, in itself, a disqualifier.

Scouts 18 or Older

Scouts who have completed all requirements for a rank prior to their 18th birthday should submit their application and be reviewed and recognized within three months of that date. **For Eagle Scout boards of review conducted between three and six months after the scouts 18th birthday, a statement explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the Council Service Center.** 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.

Eagle Application Procedures and Paperwork Flow

The Longhorn Council follows national procedures concerning the flow of paperwork and forms for the Eagle Project Workbook and the Eagle Scout Application.

Upon earning the Life Scout rank, a Scout may obtain the Life to Eagle Project Workbook (Ref. 3), in which the Eagle Scout Application (Ref. 5) is inserted as a loose sheet, separate from the workbook. A Scout may begin selecting an idea then planning his Eagle Scout Project as soon as he passes his Life board of review.

The Eagle Scout Project is considered complete when all project work has been completed, the final write-up has been finished, and all required signatures are in place prior to the candidates 18th birthday: Eagle Scout applicant, unit leader- (Scoutmaster or Varsity Scout Coach or Venturing Crew Advisor), and the benefiting organization representative.

The Eagle Scout application need not be completed until after the Scout has completed his Eagle Scout project write-up and all merit badge work necessary for Eagle rank. The Eagle application must be the current edition at the time the Scout finishes all requirements for the Eagle rank. The Scout is expected to complete the requirements current at the time of his Scoutmaster's conference, unless specified differently by National BSA. Information regarding the form's edition is located at the very bottom of the reverse side of the application form itself.

The Eagle application should be completed with utmost care and accuracy. When recording the dates merit badges were earned on the application, the day, month, and year that each merit badge was earned (not presented) should be entered. These dates can be found on the merit badge 'blue card,' which should always be saved by the Scout (or troop in some cases) for future reference. It is always wise to save the blue cards as reference for merit badges a Scout has earned, just in case troop records are unavailable. A completed blue card, dated and signed by a properly designated counselor, is proof that a Scout earned a merit badge.

All requirements as stated on the application, including Scoutmaster conference must have been met before the Scout's 18th birthday. It is important to remember that Requirement #6 (statement of Life Ambition) is part of the Eagle application and must be attached when submitted to the Scoutmaster.

The position of responsibility or combination of positions, held by the Scout (as listed on the application) must total at least six calendar months. If the Scout has held more than one position of responsibility, indicate so and list the time period he served in each position. Positions held concurrently may not shorten the six calendar month requirement.

The application is considered complete and ready for submission to the Council Service Center only after the Scout, the unit leader, Eagle Scout Service Project Representative and the unit Committee Chairman have signed and dated it in the appropriate places prior to the candidate's 18th birthday and a copy of the last page of the Service Project workbook with signatures and Requirement #6 is attached. After the Council registrar has verified the Eagle Application by signing and dating it and attaching a Council checklist (Ref 6), the application (including Requirement #6), and the completed Eagle project write-up (in the Project workbook) are returned to the Scout or his troop leader to deliver to the District Advancement Chairman, who will schedule the Eagle BOR. The District Advancement Chairman will specify the procedure for getting the application paperwork to the district following council verification.

Note: As a precaution, Eagle candidates are advised to retain a photocopy of all their Eagle paperwork, including the completed Eagle application whenever the original is submitted to the district or council.

An Eagle board of review can be scheduled only after the District Advancement Chairman has received: (1) the Council certified Eagle Application with Requirement #6, (2) the completed final write-up of the Eagle project, and (3) recommendations from references (if requested by the district). Districts may handle the administration of the Eagle board of review in slightly different ways, but all must follow national guidelines as stated in Advancement Committee Policies and Procedures (Ref. 4).

Upon successful completion of the Eagle board of review, the designated BOR chairman and the District Advancement Committee representative (may be same individual) sign and date the Eagle application. The District Advancement Chairman will establish the procedure for submitting it to the Council Service Center. The Eagle application is subsequently forwarded to the National BSA office by the local council. The project workbook and all other paperwork (except letters of recommendation) should be returned to the Scout. The project plan/report is not re-submitted with the application following the BOR. If the workbook is inadvertently sent back to the office, it will be held until the package is returned from National then returned to the troop. The board chairman should destroy the letters of recommendation. Letters are not submitted to the council office or given to the Scout.

In some districts, both the completed application (including Requirement # 6) and workbook write-up may be submitted directly to the District Advancement Chairman, who is responsible for submitting the Eagle Application to the Council registrar for certification. All Scoutmasters and Eagle candidates should consult their District Advancement Chairman for Eagle processing procedures.

The Eagle Court of Honor should not be conducted nor the rank badge awarded to the Scout until the Eagle certificate and award package are returned from the National Service Center.

Time Extension Beyond 18th Birthday

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 towards 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.** The criteria are as specified in Reference 4

Appeals

Eagle appeals usually result because of one of two circumstances: (1) the unit leader or unit

committee does not recommend the Scout for an Eagle board of review or refuses to sign the Eagle application or final project report, or (2) the district Eagle board of review does not recommend the candidate for the Eagle Scout rank. (All Eagle boards of review are conducted at the district level, since at least one board member must be a representative of the District Advancement Committee.) In either of these cases, the Scout, his Scoutmaster, or his parent (or guardian) may appeal this decision to the next higher level.

Appeals of unit level decisions are made at the district level, to the District Advancement Committee (normally by contacting the District Advancement Chairman). Appeals of district level decisions are made at the council level, to the Council Advancement Committee (of which all District Advancement Chairs are members). At either of these levels, the committee receiving the appeal will investigate it promptly, interviewing (or obtaining written input from) all parties involved, and either resolve the matter or make a detailed recommendation in writing to the next higher level.

To grant an Eagle candidate the rank of Eagle Scout the decision of the Eagle board of review must be unanimous. When the decision is not to advance the candidate, the board must explain to the candidate the reasons for its decision and any corrective action, and provide a letter stating such. If the Eagle board of review determines that the candidate can correct a deficiency and there is sufficient time for him to do so before his 18th birthday, he must be informed of what he must do, be allowed to take the corrective step(s), and reappear later before the board for review of his progress. At that time, the board will decide if his progress meets the criteria it set previously, although it cannot add to the requirements for the Eagle rank. All corrective action on the part of the candidate must be completed prior to his 18th birthday.

All appeals forwarded to the National Boy Scout Committee must be in writing and filed through the local council office. A copy of the Eagle Scout application must accompany all appeals. Decisions made by the National Boy Scout Committee are final.

Alternate Eagle Rank Requirements for Scouts with Disabilities

A Boy Scout, Varsity Scout, or Venture Scout who has a physical or mental disability may achieve the Eagle Scout rank by qualifying for alternate merit badges. While merit badges are awarded only when all requirements are met as stated, alternate merit badges may be authorized when the Scout cannot earn a required merit badge.

A Scout who is unable to complete any or all of the requirements because of a permanent physical or mental disability, as defined by The Americans with Disabilities Act of 1990 (ADA), is eligible to apply for alternate merit badges. The disability can't be temporary in nature.

The application for alternate requirements should be submitted such that the Scout can complete the specified / approved requirements prior to his 18th birthday. Approval for alternate requirements does not, in itself, imply an extension past the 18th birthday. The Advancement Committee Policies and Procedures (Ref. 4) and the Scouting for Youth with Physical Disabilities (Ref. 7) document the details for the alternate merit badge process and should be consulted whenever a Scout is thought to be in this situation.

When it is felt that a Scout meets the criteria for alternate requirements, his parents or unit leader shall complete the Application for Alternate Eagle Scout Award Merit Badges. The application should be completed and approved prior to qualifying for alternate merit badges. The completed Application for Alternate Eagle Scout Award Merit Badges will be submitted to the District Advancement Chairman, who will forward it to the Council Advancement Committee.

The Council Advancement Committee, utilizing the expertise of professional persons involved in Scouting for people with special needs, is responsible for approval of the application. After

approval, the Council Advancement Committee will route the application back to the unit. Alternate requirements will be clearly documented.