



Eagle Scout Leadership Service Project

A 9 Step Guide



The following is the process of completing the Eagle Scout Leadership Service Project and the Eagle Board of Review in the Mediterranean District and Transatlantic Council.

The Eagle Project is project management 101, with a focus on leadership. Learn from the experience and document what went right, what went wrong, and what you learned about leadership, management, and about yourself.... And have fun with it.

Remember, communication is a function of leadership.

Part A is a checklist for those who are familiar with the Eagle process.

Part B is a more in depth guide of the Eagle process.

Part C has examples to help with TAC sup, recommendations, and EBOR guidelines.

**Charles J. Ciranni
Advancements Chairman
Mediterranean District
Part A**

1. Project proposal

- Use Eagle workbook <https://www.scouting.org/programs/boyscouts/advancement-and-awards/eagle-scout-workbook>, or https://filestore.scouting.org/filestore/pdf/512-927_fillable.pdf

Get signatures on Proposal page E of workbook from:

The Scout, Scoutmaster, Committee Chair, and Benefiting organization representative

2. Send proposal to District Advancements for final signature/approval of proposal

- Proposal is either approved as is
- OR
- Proposal is sent back with questions, comments, recommendations, etc
- The scout clarifies, explains, etc, and resubmits to District Advancements.

Only when approved by the District, the may the scout start the project.

3. Project Plan

- Use details, pictures, numbers, etc. Paint a picture with words

4. Project Report

- Explain what was done/learned during this project. Ensure the scout, benefactor, and scoutmaster sign it (Project Report page C)

5. Eagle Application

- Eagle application https://filestore.scouting.org/filestore/pdf/512-728_WB_Fillable.pdf is completed and signed. Include:
 - References
 - Applicant signature
 - Scoutmaster signature
 - Unit Committee Chair signature
 - Line out MB's that were not done. (ie: Hiking, Cycling, Swimming. If Hiking was earned line out Cycling and Swimmining)
- *Ensure the dates on the application match the dates in scoutbook.**

6. Submit the Eagle Application

- Submit the Eagle application and Life Purpose and Ambition Statement to TAC tac-advancement-802@scouting.org. The Eagle workbook is not submitted to TAC

7. TAC Application verification

- TAC verifies the application dates of rank and merit badges with TAC records. After verification TAC sends an e-mail giving permission to conduct an EBOR.

8. Conduct the EBOR

- After the board, the board president and District Rep sign the Eagle application.
- The application is again sent to TAC along with the TAC Supplement

9. TAC sends records/actions to National

- When TAC receives approval from National, the unit is notified from TAC that an Eagle COH may be conducted.
- The Eagle kit is sent to the unit at this time.
- *Eagle neckerchiefs can be ordered at any time via scoutstuff.org. It is not a controlled item**

Select a project

Per the BSA Advancements Guide: The Five Tests of an Acceptable Eagle Scout Service Project. *It shows the unit leader and any representatives of a unit committee, council, or district, that the following tests can be met.*

1. The project provides sufficient opportunity to meet the requirement.
2. The project appears to be feasible.
3. Safety issues will be addressed.
4. Action steps for further detailed planning are included.
5. The Scout is on the right track with a reasonable chance for a positive experience.

Work with an Eagle advisor, scoutmaster, committee chairperson, and/or committee.

Get an idea of what agency needs something and how you can help

Talk with the agency POC (beneficiary contact)

Write the proposal. This is project management with a focus on leadership. Doing the work yourself is a “good turn for the day” not an Eagle project.

The detail required for a proposal depends on project complexity. The more complex, the more details are needed. It must be enough to provide a level of understanding and confidence for the reviewer that the above tests can be met, but not so much that—based on the possibility a proposal can be rejected.

1. Project Proposal

The proposal is an overview, but also the beginnings of planning.

Is the Contact Information (Proposal page B) complete?

Your Council Service Center

Contact name: Transatlantic Council, BSA	Preferred telephone(s): DSN 368-9836/97726
Address: USAG-Brussels Unit 28100 Box 24	City: APO State: AE Zip: 09714

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Charles J. Ciranni	Preferred telephone(s): +39-389-247-7687
Address: CMR 427 Box 3166	City: APO State: AE Zip: 09630
Email address: LCCIRANNI@hotmail.com	

Pages C, C2, D: Read the directions. Explain the project to someone who has no idea what you are doing.

A well thought out and explained proposal will prevent problems during the project. Include pictures, blueprints, drawings, etc. Does the proposal meet the five tests as mentioned above? Paint a picture with words. Remember the 5W's and H: Who, What, When, Where, Why, and How? Do not forget the leadership aspect of the project.

Page E: Signatures and dates must be obtained before District approval. The order is not critical. However, District Advancements will be last signature.

The signature sheet (Page E) may be a printed, signed, and scanned as a separate attachment if electronic signatures are not possible.

2. Send proposal to District Advancements for final signature/approval of proposal

Send the proposal to the District Advancements Chair for review/approval. These are the links for the current Eagle workbook being used in a fillable pdf format:

<https://www.scouting.org/programs/boy-scouts/advancement-and-awards/eagle-scout-workbook>, or https://filestore.scouting.org/filestore/pdf/512-927_fillable.pdf

Again, include if possible pictures, blueprints, sketches, etc.

After a review from District Advancements one of two things will happen:

The proposal is approved as is and returned with a signature.

OR

The proposal is returned with comments, recommendations, questions, etc.

The scout clarifies, answers questions, and/or includes any recommendations, and resubmits the updated workbook to District Advancements.

THEN

After approval by the District, the project can start. The signed signature sheet *is* the approval.

Any fundraising permission is at the discretion of the District Advancements. There is no quantifiable limit for fundraising, but any fundraising must be included in the proposal.

3. Project Plan

Page A-E: Tell a story. Use details, pictures, numbers, etc. Don't let the reader guess what you're doing or what you need. Remember the 5W's an H.

Take lots of pictures.

Document everything that went right, what went wrong, what changed, and why. What was challenging, what did you learn? Be prepared to explain these things to an EBOR.

4. Project Report

After the project completion the scout signs the signature sheet (Project Report page C) as well as the beneficiary and the unit leader. This is the approval for the final project. There is no submission of the workbook or validation of any kind to TAC or District Advancements.

If there are any issues, or belief that leadership was not exercised, or anything that the unit leader believes was not up to an Eagle Scout standard... don't sign the final report... and explain to the scout why. The troop does have a say in this.

5. Eagle Application

When the project is completed, the Eagle application

https://filestore.scouting.org/filestore/pdf/512-728_WB_Fillable.pdf is completed and signed.

Include:

- References
- Line out MB's that were not done. (ie: Hiking, Cycling, Swimming. If Hiking was earned line out Cycling and Swimming)
- Applicant signature (page 2, Certification by Applicant)
- Scoutmaster signature (page 2, Unit Approval)
- Unit Committee Chair signature (page 2, Unit Approval)

***Ensure the dates on the application match the dates in scoutbook and the scout handbook.**

3

Letters of recommendation are for the members of the board only. No one in the troop, district, or TAC sees those. After the EBOR, they are shredded.

6. Submit the Eagle Application

Send the Eagle application https://filestore.scouting.org/filestore/pdf/512-728_WB_Fillable.pdf , Life Purpose and Ambition Statement to TAC Advancements (tac-advancement-802@scouting.org). Scanning the documents is acceptable. District Advancements deals with the proposal only, not Eagle applications.

7. TAC Application verification

TAC verifies the Eagle application dates with TAC records. Again, the dates must match! After verification of rank and merit badges, TAC sends an e-mail giving permission to the unit to conduct an EBOR.

8. Request/Conduct the EBOR

Once TAC gives permission to hold an EBOR, the board is set up by the troop in coordination with District Advancements. There must be a District representative sitting on the board either in person or Skype.

BOR members must be at least 21 years old. Ideally, troop committee members should not be on the board. Leaders in your community (teachers, military leaders, civilian leaders, etc.) are the appropriate people to sit on a BOR. They do not need to be registered with scouting, or have any scouting experience, but must have some idea/experience about leadership. Again, one board member must be from the district or council.

Once board members are chosen, they should receive the Eagle workbook and Life Ambition Statement well before the board so they can review it and formulate questions.

The Scout and troop provide originals of:

- Completed/signed Eagle Project Workbook and
- Completed/signed Eagle Application
- Ambitions & Life Purpose Statement
- Eagle Scout Verification (from TAC)
- Boy Scout Handbook
- TAC Advancements Report (provided by Troop's Advancements Coordinator)
- Letters of Recommendations (carried by Troop Advancements, committee rep, or Scoutmaster)

Blue cards, rank advancement, awards, citations from scouts, school, sports, etc are not necessary. However, it does give a picture of the whole person. Any documents should be in a binder or folder for the board to look at before the scout steps into the room.

The board members usually need about 30 minutes to prepare.

Traditionally, the scoutmaster or designee will introduce the Candidate to the EBOR.

After the EBOR, the board president and District representative sign and date the eagle application (Page 2, Requirement 7).

The troop will send the signed and dated Eagle application and TAC sup to TAC (tac-advancement-802@scouting.org)

The TAC supplement is simply who to send the Eagle kit to and who is the POC should any questions arise. This is what the committee is for. It is appropriate to have the Advancements chair, committee chair, or scoutmaster complete the supplement. Having the kit sent to the scout tends to take away the excitement of the ECOH.

Eagle neckerchiefs can be ordered at any time via scoutstuff.org. This is not a controlled item.

9. TAC sends records/actions to National

After TAC verifies the Eagle application it is sent to National. When National approves the application, TAC will send the Eagle kit and certificate to the unit and inform the unit that an ECOH may be conducted.

Part C

TAC Supplement
Reference Letter explanation/format
Letter of Recommendation
Eagle Board Of Review Procedures
Conducting the BOR
Sample questions
What every scout should know

The Eagle Scout Certificate and Medal should be sent to:

Contact Person – Email, Phone or Fax in case of any problems, questions, etc.

**Thank you,
Transatlantic Council Advancements**

Address:

Transatlantic Council, BSA
Unit 28100, Box 24
APO, AE 09714

Boy Scouts of America
Leuvensesteenweg 13
1932 Zaventem, Belgium

+32 (0) 2717 9603

advancement@tac-bsa.org



**SCOUTS BSA
TROOP XXX**
Anywhere, Europe

Reference: Eagle Scout Candidate XXXXXX, Troop XXX

Dear XXXXXX,

You have been chosen by Life Scout XXXXXX to write a confidential letter of recommendation and assess his candidacy for the award of Eagle Scout. Your evaluation is important as the rank of Eagle is the highest award in Scouting a young man can receive.

The Eagle Board of Review will use your letter of recommendation, and others, as an appraisal to the candidate's qualifications. These letters will remain confidential and will only be seen by the members of the Eagle Board of Review.

Please cover, to the best of your knowledge, the candidate's character and ability. Your honest opinion is needed. The candidate's application will not go to the Board of Review without confidential responses from his selected references.

The following points should be kept in mind when writing your reference:

- An Eagle Scout should be a leader. How well have you seen this characteristic demonstrated?
- An Eagle Scout should live by the principles of the Scout Oath and Scout Law in his daily life. How well has he lived up to these?
- What examples have you seen that illustrate him as a good citizen and mature decision maker?

Due to the unpredictability of the mail at our location and the importance of this recommendation, I ask that you return your completed and signed letter and e-mail back to XXXXXXXX. An electronic signature is acceptable. Again, the letter will remain confidential and only be seen by the members of the Eagle Board of Review.

Sincerely,

///SIGNED///

XXXXXXX
XXXXXX

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, and Reverent

TRANSATLANTIC COUNCIL

Scouts BSA

LETTER OF RECOMMENDATION
for the
EAGLE SCOUT AWARD

TO: The Eagle Board of Review

I have known Scout _____ for ____ years ____ months and submit the following information for your consideration based upon my personal knowledge.

It will be to the Scout's best advantage if you will be objective and impartial in this confidential recommendation that will guide the board in reviewing his application for the Eagle Scout Award.

		U N K N O W N	P O O R	G O O D	E X C E L L E N T
Reflects the ideals of Scouting at home and in the community		[]	[]	[]	[]
Regular attendance at unit meetings and activities		[]	[]	[]	[]
Active in community activities outside of Scouting		[]	[]	[]	[]
Regularity of school attendance		[]	[]	[]	[]
General scholastic record at school		[]	[]	[]	[]
Leadership in observed activities		[]	[]	[]	[]
Attendance at religious observances		[]	[]	[]	[]
Respect for religious convictions of others		[]	[]	[]	[]
Leadership in religious activities		[]	[]	[]	[]
Shares duties and responsibilities		[]	[]	[]	[]
Thrifty in management of his own funds		[]	[]	[]	[]
Careful in use of his own and other people's property		[]	[]	[]	[]
Prepared to take care of an emergency situation and handle it confidently and effectively		[]	[]	[]	[]
Courteous and considerate		[]	[]	[]	[]

I understand that Eagle is the highest rank in Scouting, and I (do) (do not) recommend him for this award.
circle one

Your committee can be of service to him by impressing upon him the following:

Additional comments: (A short narrative of the Scout's character, leadership, performance of known tasks, etc., is desired. Please use other side if necessary or attach a separate sheet.)

Signature _____ Date _____

EAGLE SCOUT BOARD of REVIEW PROCEDURES

REFERENCES:

- 1998 National BSA Advancement Policies and Procedures
- Troop Committee Guidebook
- The Scoutmaster Handbook

Purpose of the Review:

The board of review is not an examination; the board does not test 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). There is no set of questions that an Eagle candidate should be asked. However, 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 is not an examination:

Keep in mind, some people may ask the Scout questions on how to do things or what to do if... There should be a point to these questions (i.e., as an Eagle Scout, there are certain skills that you are expected to have). Asking a Scout what he would do in certain emergency situations (regardless if he knows the answer or not) highlights the fact that as an Eagle Scout there is an expectation that he should be prepared to act in an emergency. It also drives home the point that he needs to stay current with skills and that not using the skills, simple things like orienting a map, providing first aid, tying simple knots are lost. Note: Regarding merit badges and rank badges, once presented, they are assumed to have been earned. It is a moot point, as far as the Eagle BoR is concerned, if the Scout doesn't remember anything about a merit badge.

Board of Review Membership:

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. 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. (Note: Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review.)

- Council or District Representative (Required)
- NESA Member (Recommended)
- Troop Committee Chairman (Recommended)
- Chartered Organization Representative (Recommended)
- Community Leader (Recommended)

Board members meet 30-45 minutes before the board of review to discuss application, statement, project, letters, and questions (if possible, provide package to board members in advance)

Conducting the Board of Review:

District Representative should charge / instruct the board members.

The Scoutmaster introduces the Eagle candidate to the Board. (The unit leader may remain in the room, but does not participate in the board of review.)

Board members should introduce themselves to the candidate.

Board Chairman leads the group in the Scout Oath (Recommended)

Board Chairman asks the Life Scout to lead the group in the Scout Law (Recommended)

Interview (approximately 30 minutes):

Have the Scout tell the board about himself and his Scouting career

Important Topics:

- Is the candidate neat in his appearance and is his uniform as correct and complete as possible, with the badges worn properly? **{No uniform = No Board of Review}**
- Ensure the Scout has done what he was supposed to do for the rank
- Ensure good standards of performance have been met in all phases of the Scout's life
- Determine attitude and acceptance of Scouting Ideals
- Demonstrated Leadership -- What has he done?
- Service Project (Questions required for the board to answer)
 - 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 benefiting group?
 - Who from the benefiting group verified the value of the project?
 - Did the project follow the approved plan or were modifications needed?
- How has religion (faith) played a part in his life?
- Is the candidate a good citizen of his community, school, unit, etc?

The Life Scout and Scoutmaster are dismissed

Discuss the review (**the decision must be unanimous**)

Call the Life Scout and Scoutmaster back and announce the decision

Finish the paperwork (sign the application and advance report)

Forward required paperwork to TAC

SAMPLE QUESTIONS:

1. What would you suggest adding to the Scout Law (a thirteenth point)? Why?
2. What one point could be removed from the Scout Law? Why?
3. Why is it important to learn how to tie knots, and lash together poles and logs?

4. What is the difference between a "Hollywood hero" and a real hero?
5. Can you give me an example of someone who is a hero to you? (A real person, not a character in a book or movie.)
6. Why do you think that Family Life was added to the list of required merit badges?
7. What camping experience have you had that you wish every Scout could have?
8. Have you been to Philmont or a National (International) Jamboree? What was your most memorable experience there?
9. What's the role of the Senior Patrol Leader at a troop meeting (campout, summer camp)?
10. If you could change one thing to improve Scouting, what would you change?
11. What do you believe our society expects from an Eagle Scout?
12. What does being an Eagle Scout mean to you?
13. What are the first three words in the Scout Oath and what do they mean to you?
14. Does being an Eagle Scout carry any responsibility?
15. The charge to the Eagle requires that you give back to Scouting more than Scouting has given to you. How do you propose to do that?
16. As an Eagle Scout, what can you personally do to improve your unit?
17. What will you be doing in your unit, after receiving your Eagle Rank?
18. In the Scout Oath, you promise to do your duty to God and your country. What merit badges helped you learn about the duties to your country and how do you practice this responsibility in your daily life?
19. Tell us how you selected your Eagle Service Project.
20. From your Eagle Project, what did you learn about leading people? What are qualities of a good leader? What's the difference between leadership and management?
21. Did you learn more about leadership as a junior Scout, as a follower, or as a senior Scout, as a leader in training?
22. What part of your Eagle Service Project was the most challenging? Why?
23. If you were to manage another project similar to your Eagle Service Project, what would you do differently to make the project better or easier?
24. What are your future plans (high school, college, trade school, military, career, etc.)?
25. Tell us about your family (parents, siblings, etc.). How do you help out at home?
26. What do you think is the single biggest issue facing Scouting in the future?
27. How do your friends outside of Scouting react when they learn that you're a Boy Scout? How do you think they will react when they learn that you have become an Eagle Scout?
28. What is the twelfth tenet in the Scout Law, what does it mean to you, and how do you practice this constitutional freedom in your daily life?
29. Did you complete the God and Country program for your religious preference? How did this help you in your daily life? in Scouting? Why didn't you complete it?
30. Why do you think a belief in God (a Supreme Being) is a Scouting requirement?
31. How do you know when a Scout is "active" in his unit?
32. You've been in Scouting for many years; sum up all your experiences in one word. Why?
33. What one thing have you gained from your Scoutmaster's conferences over the years?
34. How does an Eagle Scout continue to show Scout Spirit?
35. If the Scout is in the Order of the Arrow (OA):
 - What does OA membership mean to you?
 - How does OA help Scouting and your unit?
36. Who brought Scouting from England to the United States? [Answer: William D. Boyce]
37. How did Boy Scouts of America get it's start?
38. [Traditional last questions] Why should this Board of Review approve your request for the Eagle Rank? or Why should you be an Eagle Scout?

WHAT EVERY SCOUT SHOULD KNOW:

Scout Oath:

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;
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 and
Reverent

Scout Motto: Be Prepared.

Scout Slogan: Do a Good Turn Daily.

Scout Outdoor Code:

As an American, I will do my best to:

- Be clean in my outdoor manners.
- Be careful with fire.
- Be considerate in the outdoors.
- Be conservation-minded.