

EAGLE SCOUT PROCESSING CHECKLIST

SOUTHERN SIERRA COUNCIL



Procedures for the Eagle Scout Candidate, the Candidate's Unit, the candidate's District and Council are presented in the Guide to Advancement, BSA document #33088. This is the basis of the "No more, no less" rule. These are supplemented with the Southern Sierra Council Advancement Committee in the Life to Eagle Packet.

The Eagle Scout Candidate should not expect or wait for others to tell them what to do. The Scout should take the lead.

All contact with the Unit and District Scouters is to be directly between the Candidate and the reviewing Scouters.

Parents, regardless of Scouting affiliation, should not be directly involved. It is recommended that you limit participation to supplying needed transportation to appointments, physical labor on the project, and helping with food and beverages. If difficulties arise from non-cooperation, intimidation, or other disruptive behavior on the part of the Unit, the Candidate, or any other individual, the District Advancement Committee has a responsibility to stop the process until the matter is resolved. If it cannot be resolved, it is immediately referred to the District Advancement Chairperson. Any matter not properly resolved at the District level may be referred after diligent effort to the Council Advancement Chairperson by anyone involved in the process.

ATTENTION: To track progress toward the rank of Eagle, write in the date when the following actions have been completed. (If possible, enlist the assistance of a Life to Eagle Coach in your Unit).

A. Do these things FIRST!

_____ As soon as you become a Life Scout, if your Unit Advancement Committee has not given you the 'Life to Eagle Packet' when you earned the rank, obtain the Eagle Packet from the Council Advancement website; <https://sscbsa.org/scouting/all-things-eagle/>. This contains all of the forms and information you, the Eagle Scout Candidate, need to get started.

_____ READ all of the material in the packet carefully and completely.

_____ Complete Eagle Rank requirements #1-6 (Scouts BSA Requirements Handbook, document number 33216, which is updated yearly). Requirements 1, 2, 4, 5 and 6 may be done in any order after you have passed your Life Scout Board of Review. Requirement 3 may be completed at any time while you are a Scout. All of these requirements must be completed before your 18th birthday.

B. Your Eagle Scout Service Project steps. DO THESE IN THE ORDER PROVIDED.

You may add information on blank pages as needed with appropriate titles on each page. If you download the Microsoft Word or pdf formatted versions of the Eagle Scout Service Project Workbook, No. 512-927, white cover, you can fill it out on your computer, save it and print it to be submitted with appropriate signatures.

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_____ Choose an Eagle Scout Service Project which is consistent with the guidelines for an acceptable project. **DO NOT BEGIN ANY WORK UNTIL ALL PROJECT PROPOSAL APPROVALS HAVE BEEN OBTAINED OR YOU MAY HAVE TO START YOUR PROJECT OVER FROM THE BEGINNING!** However, preliminary work, such as determining feasibility and concept may begin and should be included in the log of hours. Fill out all the Proposal Pages of the "Eagle Scout Service Project Workbook," which may be downloaded from the SSC Council website's Life to Eagle Packet page.

_____ Begin your log of planning hours and all Project-related activity. Track both your time and others; IE. Parents driving, planning with project beneficiary etc. Be sure to log; Date / name / log in time / log out time.

_____ Secure the approval and signature of an official of the group or organization (beneficiary) that will benefit from the project on the last Proposal Page. Do this before securing any other signatures. You may use "Navigating the Eagle Scout Service Project" (information for project beneficiaries) that is included in the Eagle Scout Service Project Workbook to assist you in explaining the project to your selected beneficiary.

_____ Secure the approval of your Unit Leader and obtain their signature on the last Proposal Page of the workbook.

_____ Present your Eagle Scout Service Project Proposal to your Unit Committee. Obtain the approval and signature of the Committee Chairperson (or designee). **Note:** It is the Unit Committee's responsibility to ensure the Candidate's project proposal is as complete as possible and truly represents the candidate's best effort. Signature is on the last Proposal Page of the workbook.

_____ Unit designee to deliver proposal to the Council Service Center

_____ Secure approval and signature of the District Advancement Chairperson (or designee) before you begin work on the Final Plan. Signature is on the last Proposal Page of the workbook. It is the task of the Unit Life to Eagle Coach to guide you in completing your project. This person has a great deal of experience in helping youth successfully complete their projects and their assistance will make your task less onerous.

_____ Complete the Project Plan on Final Plan Pages. It is highly recommended that you utilize the assistance of the Unit Life to Eagle Coach in the completion of these pages.

_____ If one is required (see Eagle Scout Service Project Fundraiser Application Guidelines and the Southern Sierra Council Eagle Scout Service Project Fundraiser Application Policy), complete the Eagle Scout Service Project Fundraising Application on Fundraising Application Page, including Beneficiary, Unit Leader, and Council approvals. Funds raised benefit the organization for which you are doing the project, and only if that organization takes tax deductible donations can your raised

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funds be deductible. Many companies and individuals are willing to discount or contribute reasonable amounts. Just ask for what you need well in advance.

_____ You may now proceed to carry out your PROJECT. Take photos, before, during, and after your Project. Make notes of what went well and what did not. Make notes of all changes to your plan. You'll want to include these remarks in your final report. You will also want to track the hours spent by each person during each work day. Note, any large changes in the project will be required to get approval before continuing.

_____ Complete the Project Report Pages in the Project workbook. Use blank pages as needed. Title the added pages. You should complete your final report as soon as possible after completing the project. Do it while the details are fresh in your mind. Your report will be much better if you do this. As soon as you have completed the report, get it approved by your Unit Leader and by your project beneficiary. You may be required to do some revision, but this is normal.

_____ Have your Beneficiary and your Unit Leader sign the last Project Report Page of the workbook upon completion.

C. The Home Stretch (After Eagle Requirements 1-6 in the Scouts BSA Requirements Handbook are completed).

ALL of Eagle Scout requirements 1-6 MUST be completed BEFORE your 18th birthday! The following must be completed in time to hold your Eagle Board of Review no more than 90 days after your 18th birthday.

_____ The Eagle Scout Rank Application must be completed. Use the form which can be downloaded from the Life to Eagle Packet page of the council website. Use of an outdated form may result in the form being rejected, so be sure to use the most current form. Practice on work copies first before completing the original pdf fillable document. Hint: Use your scout book advancement report when filling in the Merit Badge dates; and with each rank Board of Review date – NOT Court of Honor/Presentation dates.

_____ Provide complete names, addresses and phone numbers under application requirement #2 for references. The only line that may be left blank is the Employer reference, and that is only if you are not employed.

In Southern Sierra Council, the following procedure has been adopted. Download the "Confidential Appraisal" form and make copies for ALL the references listed at Requirement 2 on your Eagle Scout Rank Application. Give the "Dear Friend of Scouting" introduction letter and a "Confidential Appraisal of Candidate for Eagle Scout Rank" form (with your name and personal information completed) to all of the references listed in Requirement 2. One additional reference letter is from your Scoutmaster. The same form should be used for their reference by circling "Other" and adding "Scoutmaster". Your references must mail the appraisal forms directly to the Unit committee Chairmen (or designee). These forms are NOT to be given to you or your Unit Leader, or the Council Service Center.

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* If you are not active in a religious organization, you must also include your parents as the religious reference on the Eagle Application (requirement #2). Have the parent who wrote your confidential letter circle both parent and religious leader on their confidential letter.

_____ For Requirement 3 you must list each badge, showing the exact date it was earned. If you are missing any dates, check your Unit records. In addition, when your application is reviewed, rank advancements will be checked against the merit badge dates. Merit badges for Star and Life must have been earned prior to achieving those ranks and listed on the Eagle Application. Enter the **complete Unit number** that corresponds to each merit badge. **DO NOT USE DITTO MARKS.** If the entries are incomplete, your application will be returned. Don't let this happen to you.

_____ For Unit Positions of Responsibility you can list any qualifying position since becoming a Life Scout. The total service time must accumulate to at least six months. Time served prior to Life rank will not be used. The Position of Responsibility must be one or more from Requirement 4 on the application. If you are still in a Position of Responsibility, use the date you sign the application as the ending date. Fill in all dates using 2 digits, i.e. 02 for the month of February. Fill in all applicable blanks.

_____ For Requirement 6 the date you enter on the application is the date of your Scoutmaster Conference. This same date needs to be entered in your Scout Handbook.

_____ In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

_____ Sign and date the "Certification by Applicant;" this is after Requirement #6. ALL of requirements 1-6 **MUST** be completed **BEFORE** your 18th birthday!

D. Obtain Signatures and Have a Board of Review.

_____ Signature of the Unit Leader (Scoutmaster, or Advisor) or when he/she is non-available due to medical, employment or personal circumstances, one of the registered Assistant Unit Leaders, signs below the Certification by Applicant.

_____ The Unit Committee reviews and approves for accuracy the record of the Eagle Scout Candidate prior to Packet submission to the Council Office Service Center. The Unit Committee Chairperson signs and dates the Eagle Scout Application.

_____ Deliver your completed Eagle Scout Materials (Eagle Scout Rank Application, and Eagle Scout Service Project Workbook, and any supporting documents to your Scoutmaster. Your Application will then be forwarded to the Council Service Center which will verify the information. If correct, the Council will sign the applications and forward it to your District Advancement Chairperson (or representative) who will arrange for your Eagle Scout Board of Review.

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_____ Attend your Eagle Scout Board of Review.

Note: It is the responsibility of the Eagle Scout Board of Review Chairperson to ensure the Board is properly staffed. A Board which may not give the candidate objective consideration in the opinion of the Chairperson should NOT be convened. It is the responsibility of the District Advancement Chairperson (or designee) to convene a new Board. If at the conclusion of the Eagle Scout Board of Review there are any remaining issues concerning the Candidate's completion of all of the requirements for the rank of Eagle Scout, the Board Chairperson may obtain the signatures of other Board Members, but must withhold his/her own signature and retain the Rank Advancement Form and Application until those issues have been resolved. If you pass, this is the date of your Eagle Scout Rank.

_____ After you pass your Eagle Scout Board of Review, your Eagle Scout Rank Application and Advancement Report form will be sent by your District to the Council Service Center. **Note:** The decision is final, subject to any conditions the Board may have placed on the Approval.

The Council will record your application and forward it to National BSA for final approval. This normally takes two to four weeks. You are not an Eagle Scout until the Council is notified by National BSA. You cannot hold your Eagle Scout Court of Honor until you have received final approval by National BSA.

_____ Your Scoutmaster will be notified by the Council Service Center when your Eagle Binder is ready for pick and a designated member of your unit will pick it up for you. Once received you may use your Eagle ID Card to then purchase the Eagle Presentation Kit, Eagle pins, badges, and rank materials if the Unit does not purchase it for you.