

# Advancement Policies and Procedures



## A Guide for Scouting Leaders and Parents

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Advancement can be and is an often misunderstood method within the Boy Scouts of America. The intent of this Guide is to provide quick and easy reference to BSA policies and references regarding the Advancement Process.

**It is important for all Scouters to understand that the following policy of the Boy Scouts of America applies to all phases of the Scouting program including rank advancement:**

*No local council Cub Scouter, Varsity Scouter, Venturing Leader, or Scouter shall have authority to increase or diminish requirements and standards established by the Corporation.*

*Article VI. Clause 4.*

*Bylaws, Boy Scouts of America*

The following series of Questions and Answers are taken from a portion of the BSA Website titled “Rank Advancement and the Board of Review Process: Frequently Asked Questions”

### **Frequently Asked Questions**

Unit leaders and other Scouters often ask the same questions about the rank advancement program and board of review process. Here is a quick reference guide of answers to some of those frequently asked questions.

**Question:** What is advancement, and what role does it play in Scouting?

**Answer:** Education and fun are functions of the Scouting movement—as is the growth of our youth members—and make up the basis of the advancement program. As the Scout meets certain requirements, he may advance in rank. The Scouting program is designed to help young people have an exciting and meaningful experience. A quality Scouting program strives for the following:

- ♥ Every young person achieves personal growth.
- ♥ Each individual learns by doing.
- ♥ Youth members progress at their own rate.
- ♥ All young people receive recognition for their individual accomplishments.
- ♥ Youth participants are encouraged to embrace Scouting ideals.

**Question:** Rank advancement requires a Scout to demonstrate Scout spirit. How is Scout spirit defined and determined?

**Answer:** Scout spirit applies to how a Scout lives and conducts his daily life. He shows Scout spirit by being a role model to his peers, living by the Scout Oath and Law. The concept of Scout spirit is not based on how many Scouting events or outings a Scout attends, but rather by how he helps bring out the best in others as a reflection of his own character and attitude in his daily life.

**Question:** In the Scout Oath, what does the phrase "duty to God" imply?

**Answer:** Scouting has an ongoing commitment to encourage moral, ethical, and spiritual growth. While the Boy Scouts of America remains a nonsectarian organization, in the Scout Oath, "duty to God" reminds everyone that a Scout is reverent, and Scout leaders are expected to be a positive religious influence. The BSA believes that, to be the best kind of citizen as possible, a Scout must recognize his obligation to God. However, religious instruction is the responsibility of the Scout's family and his religious institution.

**Question:** For the Star, Life, and Eagle Scout ranks, how is "Be active in your troop and patrol" defined?

**Answer:** A Scout is considered to be active in his unit if:

1. He is registered in his unit (registration fees are current).
2. He has not been dismissed from his unit for disciplinary reasons.
3. He is engaged by his unit leadership on a regular basis (Scoutmaster Conference, informs the Scout of upcoming unit activities, through personal contact, and so on).

The unit leaders are responsible for maintaining contact with the Scout on a regular basis. The Scout is not required to attend any certain percentage of activities or outings. However, unit leaders must ensure that he is fulfilling the obligations of his assigned leadership position. If he is not, then they should remove the Scout from that position. No Leadership requirements are met.

**Question:** What is a board of review, and what is its primary purpose?

**Answer:** The troop committee conducts a board of review to periodically review each Scout's progress, from Tenderfoot through Life ranks and Eagle Palms, to encourage him, to learn whether he is enjoying his Scouting experience, and to evaluate the unit's effectiveness in conducting the Scouting program to benefit him. The review presents a good opportunity to monitor the Scout's advancement and keep him on track. It also gives unit leaders a chance to measure the effectiveness of their leadership. The troop committee appoints three to six individuals to conduct the board of review.

**Question:** How often is a board of review held?

**Answer:** Whenever a Scout completes all the requirements for any rank, from Tenderfoot through Life and the Eagle Palms, he appears before a board of review. He does so after having a conference with his Scoutmaster. Note that when a Scout has completed all the requirements for a board of review and then requests to have a board of review, he may not be denied a board of review.

**Question:** What is an Eagle board of review?

**Answer:** The Eagle board of review is a bit different from other boards of review because it is the last major step for an Eagle Scout candidate. All his efforts peak at the Eagle board of review. It's akin to a job interview, but it allows the panel to determine whether the candidate is worthy of the recognition. The interview focuses on the Eagle candidate's attitude and his acceptance of Scouting's ideals.

**Question:** When must an Eagle board of review be held?

**Answer:** Once an Eagle candidate has fulfilled all requirements of tenure, Scout spirit, Merit badges, Positions of responsibility, the Leadership Service Project, and the Scoutmaster conference, arrangements must be made for the Eagle board of review to take place within the following 90 days. With the exception of the Eagle board of review, all requirements for Eagle must be completed before the Scout's 18th birthday.

The Eagle Scout Board of Review can be conducted up to 90 days after the Scout's 18th birthday. A board of review held between 90 and 180 days after the Scout's 18th birthday must be pre-approved by the local council; a board of review that falls after the 180 days have passed must be pre-approved by the BSA National Council (Youth Development, BSA). When submitting the Eagle Scout Rank Application to the Eagle Scout Service, the candidate must include a statement by an adult explaining the reason for the delay.

Without this last important step, the candidate cannot advance to the Eagle Scout rank. To make this happen, it is important for unit leaders and others to get involved with this process and have a clear idea of what is required of the Scout to pass the Eagle board of review. Please contact your District or Council Eagle Scout Coordinator for further details and to schedule.

**Question:** Who decides how the Eagle board of review will be conducted?

**Answer:** Each local council decides at which level the Eagle board of review will be conducted (at the unit, district, or council level). Then the unit committee or the district or council committee responsible for the Eagle board of Review decides how reviews will be conducted. The Unit Committee or District / Council Committee board of review for an Eagle candidate must have at least three members and no more than six members, all of whom must be at least 21 years of age. 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. However, the board must have at least one district or council advancement representative when conducted at the unit level. At the unit's request, this individual may serve as chair. Many Councils have elected to use the District Eagle Board of Review method.

**Question:** How is the information from the Eagle Scout Rank Application assessed by the board of review?

**Answer:** Members of the unit committee reviews and approves the Eagle candidate's record before his application is submitted to the local council. If a unit leader or unit committee member does not sign or approve the Eagle application, the Eagle candidate may still be granted a board of review. However, the failure to secure such a signature may be considered by the board of review in determining the Eagle candidate's qualifications.

**Question:** How are the references of an Eagle candidate checked?

**Answer:** The references on the candidate's Eagle Scout Rank Application are contacted by the council advancement committee or a designated representative either by letter, form (the local council may have one for this purpose), or telephone. The council determines the method(s) to be used. The Scout is not responsible for collecting or returning any completed reference responses to be used by the board of review.

The scout requests reference letters to be sent to the scoutmaster. The letters which are in a sealed envelope are then handed in with the application or brought to the Board of Review (still in sealed envelopes) by the scoutmaster or troop representative. See Request Form under Eagle Scout Requirement -2- Scout Spirit-Scout References Request Form section below.

**Question:** About how long does an Eagle board of review last?

**Answer:** While a regular board of review will take about 15 minutes, an Eagle Scout board of review may last 30 minutes or more. At the review, each board member should have an opportunity to share a meaningful discussion with the Scout about important matters such as his goals, personal growth, and living up to the Scout Oath and Law in his everyday life.

**Question:** Is the Scout's unit leader allowed to attend an Eagle board of review?

**Answer:** Yes. The Scout's unit leader introduces him to the members of the board of review and may remain in the room, but the unit leader may not participate in the board of review. The board of review members may call on the unit leader to clarify a point in question. However, in no case should a relative or guardian of the Eagle candidate be allowed to attend the review, even as a unit leader.

**Question:** How many votes must a Scout receive from an Eagle board of review?

**Answer:** Because of the importance of the Eagle Scout Award, a unanimous decision must be reached when voting on the Scout's qualifications. If the board cannot reach a unanimous decision, the applicant, his unit leader, or the unit committee may request a new review.

**Question:** What happens when a Scout does not pass the Eagle board of review?

**Answer:** If the Eagle board of review does not recommend the candidate for advancement to Eagle, the Eagle board members tell the candidate why he has not met the requirements and explain why he does not qualify. They discuss with him how he might meet the requirements within a given period. If the Scout disagrees, the Eagle

Board members explain the appeal procedures to him. A follow-up letter is sent to the Scout confirming the agreements reached on the actions necessary for his advancement. If he chooses to appeal, he is provided with the name and address of whom to contact. His unit leader, parents, or guardian also may appeal the decision on his behalf.

**Question:** What is the appeals process for a Scout who is denied the Eagle Scout rank?

**Answer:** In ascending order, appeals are made at the unit, district, and local council levels. The final decision rests with the National Youth Development Committee BSA. Upon receipt of an appeal, the district or council advancement committee promptly reviews the request to determine the facts. This is done by interviewing all parties either individually or as a group. Any confrontation should be avoided. A written report containing all details must be prepared for the committee responsible for a decision or for forwarding to the National Youth Development Committee, if necessary.

**Question:** What kinds of resources are there for more information about the advancement process?

**Answer:** A number of helpful items are available to anyone who wants to more fully understand the Boy Scout advancement process. Here are the most practical ones.

- Every aspect of advancement procedures is discussed in the *Advancement Committee Policies and Procedures (Verify the current edition)*, which is updated and reprinted annually.
- The Eagle Scout Leadership Service Project Workbook (No. 512-927) is required for completion of the Eagle Scout leadership service project. This workbook can be downloaded from the Internet at (<http://www.minsitrails.com/BoyScouts/Youth/Eagle>) to be printed and completed by hand, or to be completed on computer. Before you use this workbook verify with the council that it is the current workbook. Only the current workbook should be used. The Eagle application is also available at this site.
- The Eagle Scout Rank Application (No. 512-728). The application must be printed front to back and in color and filled out by hand; it cannot be submitted online.
- The Application for Alternate Eagle Scout Rank Merit Badges (No. 58-730) includes the guidelines for advancement to Eagle Scout rank for Scouts with disabilities.
- Every troop leader should have a copy of the *Scoutmaster Handbook* (No. 33009C). This indispensable resource is a Scoutmaster's and assistant Scoutmaster's best bet for guiding a Boy Scout troop and its patrols.

**Question:** Why is a Transfer Form important when a Scout transfers to a new unit. ?

**Answer:** All the Advancement records and Merit badge records except for Eagle Scout are kept by the local Council not the National office. A scout transferred from one council to another. He transferred with the correct forms to the new troop. Later on the scout now an Eagle candidate applied for Eagle and was challenged on his Merit Badges. The New Troop never filed the Transfer form with the new Council.

**Question:** What are Venturing Leadership Positions for Eagle Scout?

**Answer: Venturing crew/ship.** President, Vice president, Secretary, Treasurer, Den chief, Quartermaster, Historian, Guide, Boatswain, Boatswain's mate, Yeoman, Purser, Storekeeper. The approved positions should be listed on the Eagle Scout Application but may not be updated for new positions added to Venturing. Before you use a position not listed check with your Council.

Positions of District, Council Area Regional and National Venturing Presidents are being considered.

## **Boards of Review**

Boards of Review are integral parts of the BSA Advancement Program.

Summarizing the Boy Scouts of America charter, the purposes of Boy Scouting are to develop in young men the ability to do things for themselves and others, to train them in outdoor skills, and to teach them patriotism, courage, self-reliance, and kindred virtues. The techniques we use to accomplish these lofty purposes - the methods of Scouting- include, among other things, advancement, the outdoors, and adult association.

The board of review is how the troop committee (or the Eagle Scout board of review) tracks the progress of a Scout to determine his understanding of the ideals of Scouting and how he applies them in daily life in the troop. If the board of review is for rank advancement, the board will satisfy itself that the Scout has done what he was supposed to do for that rank and will review with the Scout the requirements for the next rank. The board of review is also a way of reviewing the troop's progress.

This review is not and should not be an examination or retest of skills learned. Rather, it is an attempt to determine the Scout's attitude and his acceptance of Scouting's ideals, both in the troop and outside of it. The board should get a sense of the importance that the Scout attributes to Scouting in his home life, at school, and in the troop. It also shows how the Scout perceives the troop and its adult leaders.

### **Who Conducts the Board of Review?**

In almost every case, the board of review is conducted by at least three members of the troop committee. The Scoutmaster and assistant Scoutmasters are not members of the board of review. The Scoutmaster can introduce the Scout to the board members and may sit with him to hear the board's decision, but should not be present during the actual board of review. Obviously, the Scout's parent should not serve on his board of review panel.

All boards must constitute at least three and not more than six members who are all 21 years of age or older.

### **The Eagle Scout Board of Review**

The Eagle Scout Board of review is chosen by the local council based on its experience and tradition. Councils may constitute Eagle boards of review from among the Scout's troop committee members, but only if at least one member a district or council Eagle advancement representative. The board can be constituted of district or council Eagle representatives only. Or it can be constituted with members of the community who are not registered Scouters, but then only if they have an understanding of the importance and purpose of the Eagle board.

Because of the importance of this board, the decision to accept an Eagle candidate must be unanimous. If not unanimous, the board may be reconvened at a later date for a second determination.

### **When and Where to Hold a Board of Review**

A board of review should be held where the board members and the Scout are the only ones aware of what is going on. There should be no possibility for embarrassing the Scout in front of others. And a Scout should be comfortable speaking his mind to the board.

Some possibilities may include a room in the chartered organization's facility or a conference room at the office of a board member. A campout or summer camp can be an ideal place for a board of review, assuming your committee members can assemble, since the relaxed atmosphere of the out-of-doors can go a long way toward making a Scout comfortable.

An ideal troop might hold monthly boards of review, possibly at the same time as a troop meeting. A troop with few Scouts might conclude that monthly boards are unnecessary as too few Scouts present themselves for advancement, but that would miss one of the functions of the board. A board should be set up to review accomplishment and lack of accomplishment. The board can counsel with Scouts who are not advancing to determine reasons for lack of progress and to stimulate these Scouts to greater participation in the program. This function is of equal importance to the function of reviewing boys who present themselves for advancement.

### **Types of Boards of Review**

A board of review focuses on a Scout's accomplishment and progress. The issues addressed can be about the Scout or the troop. The board of review is a chance for the troop committee or other adults in the community to get a sense of how the troop is doing and to permit them to offer support where needed. It gives three to six other sets of ears to hear how a Scout is doing, how he feels about the troop and his role in it, how he is advancing, and whether he is striving to live up to Scouting's ideals. It is a good idea, therefore, to hold boards of review regularly and often.

Some reasons to have a board of review may include a Scout's lack of advancement, perceived trouble in the troop, or a certain event at the last campout or troop meeting. Ideally, a Scout should sit for a board of review every six months, whether he is advancing or not.

The most common type of board of review is for advancement. By making a board of review a requirement of advancement, a Scout will have at least one opportunity at each rank level to review his progress in Scouting.

Each rank involves a progressively greater mastery of Scout skills, advancing leadership growth, and a growth in the way a Scout understands his world and his role in it. Therefore the different advancement boards of review reflect the increasing maturity of the Scout.

Another issue to be considered at the board of review is the elusive concept of Scout spirit, which is part of the advancement process.

### **How to Hold a Board of Review**

As has been said, the board of review is not an interrogation, not a retesting of a Scout's competence. It is not an examination; rather, it attempts to see that the examinations that went into getting the Scout signed off were up to standard. It is a checkup to see that what should have been done actually was done. It is a friendly growth experience. All this should be accomplished in 15 minutes, though an Eagle Scout board of review may take up to half an hour.

This can be accomplished by simple questions like "What did you cook for your First Class meal?" Questions like "Where or When or How" will soon tell the board whether achievements were properly accomplished without actually retesting. It is sufficient to know what a Scout's "camp gadget" was in order to understand whether he had been properly tested on his lashings.

But be aware that a Scout who is poorly prepared for the board, one who clearly has not achieved what his book says that he has, is a product, as much of his own merits as of the merits of those who have brought him the board, to those who have signed off his accomplishments without actually having them properly achieved. Thus, a Scout may not be as responsible for his lack of preparation as might be thought. This does not grant carte blanche to the ill-prepared Scout, but it does give the board a way to understand what must be done and to assist the Scout in doing it.

The Scout should be neat in his appearance and should be in a coat and tie or his uniform, which should be as correct as possible, with the badges worn properly.

The actual meeting should be a give and take, an informal conversation between the Scout and a group of adults who are interested in his welfare and are supportive of his efforts. In all cases, open-ended questions are good to prompt comments by the Scout.

You should encourage the Scout to come to conclusions on his own, not simply tell him what you think.

When the Scout has not advanced, the board of review may be focused on a problem, either with the Scout or with the troop. In these cases, you will be counseling the Scout, helping him form his own conclusions on the problem at hand. In a good board of review, you may listen more than you speak.

Listen carefully to what the Scout is saying, then listen to what he is *not* saying. Skilled counselors often respond to comments by simply smiling or giving encouraging sounds like "uh-huh" or "OK." Trick questions are not worthwhile. You are attempting to put the Scout at his ease, not interrogate him. Sometimes you can ask the Scout to repeat what he is saying a different way to get a different take on the situation. You can summarize what the Scout is saying so that you can confirm your understanding, but try not to use this device to put the boy in a corner.

If there is a solution to the problem, try to have the Scout come up with it. Perhaps he cannot formulate a solution, but could choose from among several you can think of. In all events, try to have the Scout make the conclusions. If a solution cannot be reached, there is nothing wrong with agreeing to meet in the future to see if circumstances have changed or whether the Scout has found an answer to his problem.

Some Scouts may freeze up at the board of review and become silent or monosyllabic in answers. Or they may forget simple items. Eagle Scout candidates have been known forget the Scout Oath, for example. The board should encourage and support these boys in a friendly, kind, and courteous manner and help them to become more comfortable.

In the board of review, you will certainly be assessing the Scout's achievements and his growth in the ideals of Scouting. Those ideals include patriotism and citizenship and the values embodied in the Scout Oath and Law. Have no fear of speaking to those values. Ask a Scout how he is getting along in school. Ask him how he is serving his religious institution, if he has one, or, if not, ask him how he satisfies his duty to God.

You could ask a Scout about leadership opportunities he has taken at school or in his religious institution. It is important to see how the ideals of Scouting have affected him in his daily life.

You can and should ask a Scout how he felt about certain accomplishments; how he felt he handled himself on a service project. Ask a Scout about his leadership position, whether he believes he was successful or whether he had problems. You can discuss those problems, hopefully with an eye toward solving them.

You should always end a board of review by praising the Scout for the positive aspects of his character, his skill level, and/or his accomplishments.

Once you have interviewed the Scout, the board will ask him to leave the room so that the members may deliberate. As this is often the most stressful part of the process for the Scout, this deliberation should not be long. However, it should be long enough to have a discussion that leads to a unanimous decision. When the meeting is finished, the Scout should be invited back in to hear the board's decision, which, of course, should be delivered in a friendly and supportive manner, regardless of what the decision is.

If the Scout is not advancing, the board should certainly give the Scout the opportunity of learning what he needs to do to advance. He should be given a definite time for a subsequent board of review. Finally he should be given information about

appeal procedures. In a good troop, having a Scout deferred for advancement by the board of review is unusual. If there is a problem with a Scout, normally he will not be presented to the board of review.

The Scout holds his new rank as of the date of the board of review. For ranks where a period of tenure is required, that period begins with the date of passing of the board of review for the previous rank.

The following discusses the general nature of specific advancement boards of review. Checklists of questions have been developed for each of the specific ranks, but the Scout's *Boy Scout Handbook* or your troop's advancement chart can provide the skeleton for questions of that nature. The following are simply guidelines for the specific boards of reviews.

### **The Tenderfoot through First Class Boards of Review**

The Tenderfoot through First Class boards of review are ways of getting to know the Scout better, reviewing his progress in achievements, and discussing how he felt about the various steps he has taken on the Scouting trail, including his individual achievements. This should not be a time of retesting, but rather a time to reflect on the skills learned and how the Scout has absorbed the ideals of Scouting.

Questions here will naturally deal with a certain campout, or the difficult time the Scout had with knots. But it may deal as well with how he is getting along with certain other Scouts or how he exhibits Scouting ideals outside the troop.

Other aspects of the board of review should never take a back seat. This is the time to ask the Scout how he feels about the troop program, whether he feels he is learning anything, whether he is having fun. It is also a time to assess his Scout spirit and how he is absorbing Scouting's Ideals. Remember that if you ask a same question ("What does 'loyal' mean to you?") at successive boards of review for ever higher ranks, you should expect ever more sophisticated answers.

#### **Possible Questions**

- \* Who is your patrol leader?
- \* What do you think of the problems he is facing?
- \* How are you doing in your first aid skills?
- \* What are your goals for the next few months; how do they meet advancement requirements?
- \* What do you think would make the troop better?
- \* How do you fulfill your duty to country? To God?

### **The Star and Life Boards of Review**

The Star and Life boards of review will be a bit longer than previous ones. The Scout will have acquired many more skills and will evidence more maturity. Leadership will be one of the significant topics to be discussed. Each of these ranks involves service projects, and you should ask the Scout how he felt about the projects.

As before, you will also be evaluating his Scout spirit. Certainly, by this time, you will have reached certain conclusions about the Scout, but remember that at these ages, the Scout will be able to change fundamentally much quicker than you would imagine and the board of review may be an occasion for you to reevaluate the candidate.

#### **Possible Questions**

- \* What merit badges did you enjoy, and why?
- \* What merit badges did you get the most out of, and why?
- \* How did you fulfill your Swimming (or other merit badge) requirements?
- \* How did you feel about your leadership position?
- \* How did you feel about how you exercised that position?
- \* Did you feel that you accomplished anything in that position?
- \* What were your frustrations?
- \* Who do you think is doing a good job in the troop?
- \* Have you thought about achieving Eagle?
- \* Have you thought about a service project for Eagle?
- \* How do you fulfill your duty to God? To country?

#### **The Eagle Scout Board of Review**

At this point, if you have watched the Scout from the date he joined the troop, you may know this Scout very well. He should be congratulated on all he has accomplished.

This is an occasion to review the Scout's Eagle Leadership Service Project, but not an occasion to criticize it; rather you should review it with the Scout so that you are comfortable with his completion of it.

You will be speaking to a very accomplished young man, one who has an experience with the troop that is inherently different than yours. It is wise to understand what the Scout feels are the strengths and shortcomings of the troop.

You can also ask the Scout whether he believes he is an Eagle. Does he believe he has accomplished all he needs to in order to become an Eagle?

Of course, Scout spirit is a part of this discussion. The Eagle candidate's spirit should be such that he is an example to other Scouts.

#### **Possible Questions**






- ♥ How did you feel your Eagle project went?
- ♥ Did you run into any rough spots?
- ♥ Did you plan enough to get you over the rough spots?
- ♥ How did you work with the agency for which you did the project?
- ♥ Where they clear in their goals?
- ♥ Would you do the project differently now?
- ♥ How do you think the troop is doing?
- ♥ How do you intend to help the troop now?
- ♥ Do you have any goals for the troop?
- ♥ What are your goals for yourself?
- ♥ How to do fulfill your duty to country? To God?

### **The Eagle Palm Board of Review**

Like the Eagle Scout board of review, the Eagle Palm board of review is an opportunity for you to learn. Listen carefully to what is being said.

The Scout before you will have accomplished much and will be approaching his 18th birthday. You should encourage the Scout to remain connected to the troop in a visible way. You should not be discouraged if a high school student is less able to devote his spare time to Scouting. Thus you may find that this Scout's activity with the troop is less than you would desire. However, you should be able to tell if a Scout is living up to the ideals of Scouting outside the troop as well as inside it. Again, always conclude these boards of review with words of encouragement. Eagle Palm boards of review are opportunities for you to have a give-and-take discussion with the very best in Scouting. Enjoy it.

#### **Possible Questions**

-  How do you plan on contributing to the troop now?
-  What are your goals for the troop?
-  What are your personal goals?
-  Will your Scouting experience help you?
-  How do you fulfill your duty to country? To God?

#### **Duty to God**

Scouting maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. In the first part of the Scout Oath or Promise, the member declares, "On my honor I will do my best to do my duty to God and my country and to obey the Scout Law." The recognition of God as the ruling and leading power in the universe and the grateful acknowledgement of his favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing members. No matter what religious faith a Scout might be, this fundamental need of good citizenship should be kept before him. The Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization of the group with which the member is connected shall give definite attention to religious life.

In practical terms, this means that the Scout is expected to subscribe to these principles. Bear in mind that a Scout is trustworthy and further that he and his parents have subscribed to these principles when he joined Boy Scouting and that he has pledged his duty to God each time he recites or pledges the Scout Oath and Law.

The Boy Scouts of America does not define God for a Scout, nor does it interpret God's rules. Those are matters, as said above, left to home and to the religious body to which the Scout belongs. The board of review does not serve as an inquisition into the correctness of a Scout's perceptions; rather it seeks to determine whether the Scout has fulfilled his duty in a way he sees fit, keeping in mind his profession of a particular faith.

Discussion of a Scout's religion is very appropriate at a board of review, but it should be done with respect and appreciation for the variety of faiths and beliefs in the United States. An open-ended question like "How do you honor the 12th point of the Scout Law?" will allow the boy to discuss his religious beliefs. A blunt "Do you believe

in God?" should be avoided as there are some religions that do not use the name "God" for their Supreme Being or higher power.

A Scout may fulfill this duty without being a member of a particular denomination or religion. In these cases, a board will want to understand, through informal discussion, what a Scout feels about this particular duty, how he sees himself in relation to his beliefs, and how he fulfills them. It is very common for adolescent boys to question religion, particularly formal religion. If a candidate indicates that he is not certain about religion, the board should ask how he is trying address his uncertainty and to fulfill his duty to God.

As in many questions asked at boards of review, the older the Scout, the more sophisticated the board may expect the answer to be. For a very young Scout, going to religious services regularly may be a complete answer to the question. For an older Scout, you may expect a description of service to his fellow man or the community. You may even find that a Scout will state his inability to meet his own expectations of duty, but that he strives nevertheless to do so. It may be that this humble answer is a sign of the greatest devotion.

### **Appeal Procedures**

In the ordinary course, appeals of board of review decisions will not be made, principally because the Scout believes in the justice of the decision. Generally, appeals are sought only when a Scout sees his opportunity to achieve Eagle diminishing.

When can appeals occur?

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

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

The second situation occurs when a board of review does not recommend a candidate for rank advancement. In such a situation, the Scout or his parent(s) or guardian(s) may appeal the decision.

An appeal from a local board of review would be taken to the district advancement committee, and from there to the council advancement committee, and finally to the National Youth Development Committee. BSA.

When an appeal is made, the committee to whom the appeal is addressed will promptly review the facts. All parties must be interviewed by the committee, hopefully without confrontation. A written report with all details will be prepared by the reviewing committee and forwarded to the National Youth Development Committee.

Appeals to the National Youth Development Committee are made only through the local council. There is no direct appeal. In Eagle matters, a copy of the Scout's Eagle Scout Rank Application must accompany the national appeal.

### **The Board of Review and the Healthy Troop**

Thinking about the questions we have been discussing should give you an appreciation for how the board of review can contribute to maintaining a healthy troop. It is the ideal place to encourage leadership, to check on problems the Scoutmaster sees arising, to head off future problems, and to make sure the Scout is on track to accomplish the goals and methods of Scouting.

There should never be a heavy-handed approach to a board of review; this is no attempt at disciplining a wayward Scout. Rather it should be thought of as a way to make it easier for a Scout to do the things that contribute to the health of the troop. Perhaps a Scout can be encouraged to work with younger Scouts, or to let other Scouts perform their roles in the troop without badgering—this may be especially necessary for a first-time patrol leader or even senior patrol leader.

### **The Board of Review and the Healthy Scout**

Most importantly, the board of review should be a way of encouraging the individual Scout. The Board of Review is the most personal method in Scouting to assess the needs and desires of a Scout, to encourage and support him, to learn of his fears and hopes, to help him to see himself in the greater context of Scouting, and to encourage his personal growth, both in skills and in living up to the ideals of Scouting.

We are, after all, a values-based organization with a goal of developing in young people and adults a life of service to God and to country, to others, and to self. We do this by holding up the Scout Law as a guide for personal conduct in all contexts. Our world can be a better place if we succeed in this process.

### **Eagle Scout Leadership Service Project**

**REQUIREMENT 5** While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community.

The project plan must be approved by your Scoutmaster and troop committee, by the council or district, and by the organization benefiting from the effort before you start.

**You must use the *Eagle Scout Leadership Service Project Workbook*, No. 512-927, in meeting this requirement.**

There are two very important things to note in the first sentence of this requirement that apply to selecting a project.

First, **the project is to be done while you are a Life Scout**. This means that if you are still a Star Scout, focuses on your merit badges and other things, and don't put yourself in the position of having to explain why you worked on the project prematurely. It is all right to look ahead and identify opportunities that might become available after your Life Scout board of review. However, never begin planning or executing your project prior to achieving Life rank.

Second, that the **service project is to be "...helpful to any religious institution, any school, or your community..."**, which means you need to be discerning while selecting a project. You are looking for a project to do for an organization that is non-profit, meaning they provide services to the community at large for purposes other than making a profit. No projects are allowed for profit-making organizations.

- ✦ The “**Eagle Scout Leadership Service Project Workbook**” must be used to meet this requirement, and will help the Eagle candidate through all of the steps necessary to conduct a service project.
- ✦ Does the leadership service project for Eagle have to be original, perhaps something you dream up that has never been done before? The answer: No, but it certainly could be. You may pick a project that has been done before, but you must accept responsibility for planning, directing, and following through to its successful completion.

### **Securing Approval**

- ✦ Securing approval is a two-step process, which is accomplished by writing in the appropriate white spaces and lines on pages 5 and 6 of the workbook. (If the Eagle candidate needs extra space, he may add more pages if he chooses to. This is the choice of the Eagle candidate.)
- ✦ Step 1 is for the Scout to propose his project concept to his Scoutmaster or Crew Advisor. The Scout shows the Scoutmaster or Crew Advisor his project concept on the Project Description page of the “Eagle Scout Leadership Service Project Workbook.”
- ✦ Step 2 is if the Scoutmaster or Crew Advisor agrees that the Scout is on the right track, the Eagle candidate then proposes the project to the beneficiary. If the Scoutmaster or Crew Advisor disagrees, the Scout seeks a new project.
- ✦ Step 3 is for the Scout to describe his project in more detail on the approval page of the “Eagle Scout Leadership Service Project Workbook.” At this time, the project plans are formally approved by the beneficiary and the Eagle candidate and beneficiary should sign the workbook. Then the Eagle candidate should obtain the final approvals of the unit leader, the unit advancement member, and a representative of the District Advancement Committee who each sign the “Eagle Scout Leadership Service Project Workbook” on Benefactor approval page. Only after this occurs, should the Scout proceed to carry out his project.
- ✦ The space provided in the workbook should be adequate to write a description of the project and how it will benefit the beneficiary, and to describe the plan. Troops or Crews that desire more detail than can be written in the appropriate spaces and blanks in the workbook are expecting more than is necessary.

### **Role of Parents**

- ✦ Parents should not be involved in planning, supervising or carrying out the project.

### **Carrying Out the Project**

- ✦ The Section on Carrying Out the Project of the Eagle Scout Leadership Service Project Workbook have adequate space for the Eagle candidate to keep notes and

records of how the project progresses, who assisted on the project, any changes that were made, materials used and time spent.

**There is no minimum or maximum number of hours required.**

The project should be of sufficient duration for the Scout to clearly demonstrate his Leadership in the effort. Remember, the objective is completion of the approved Eagle service project, not how many hours it takes. How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school, or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as is necessary for you to demonstrate your leadership of others..

- ✦ The troop or crew should not micro-manage the Eagle candidate's project. Rather, once the project is approved, the Scout or Venturer should be allowed to carry out the project on his own. If mistakes are made, the Scout has an opportunity to learn and to make changes.
- ✦ Upon completion of the project, the Eagle candidate and the Scoutmaster or Crew Advisor sign the appropriate spaces on **Approvals for Completed Project section** of the Eagle Scout Leadership Service Project workbook representative of group benefiting.
- ✦ Many boys choose to make a notebook or scrapbook of their Eagle project. However, troops or crews or districts are not allowed to require Scouts to make a notebook/scrapbook or to type the information. If a Scout chooses to document his project in this manner, it is his decision. If he does not want to make a typed notebook with photographs or a scrapbook, that is OK. The Eagle workbook does call for the information to be presented legibly.

## Eagle Scout Leadership Service Project-Approved

For Examples of Eagle Scout Leadership Service Projects

<http://www.scoutorama.com/project/>

- ✦ **Voting Booths**: Scout made three voting booths for his town hall. One of them was a booth for handicapped voters.
- ✦ **Youth Protection and Identification Program**: Scout provided parents and children with information to prevent abductions. He also provided a place for parents to fingerprint and video tape their child in case they ever need to file a missing child report.
- ✦ **Community Bicycle Registration**: The number of bicycle thefts in the area was rising, Scout worked with the Police to develop a card file where people could register their bikes. For three Saturdays they put on a bike safety and registration fair.
- ✦ **Built a Playground**: There is a home for orphans in the neighborhood. Scout organized a construction project and built a playground in their backyard for the kids.
- ✦ **Pond Clean-Up**: Town has a neat park where the kids play in the ponds. The ponds were really dirty and had a lot of garbage in them, so Scout arranged a pond cleanup project. They hauled all of the trash out and planted grass and bushes to stop the erosion.
- ✦ **Tiger Shelter at Wildlife Preserve**: The tiger shelters at a local animal preserve were falling apart, so Scout organized a project to rebuild the shelters over the cages!
- ✦ **Picnic Tables for Park**: They built new picnic tables for the park's pavilions.
- ✦ **Vacant Lot Cleanup**: Scout organized his troop to clean all the debris and garbage from a vacant lot in their neighborhood.
- ✦ **Leadership Training Program**: Scout's school district has a neat leadership training program, so Scout helped them organize and train the staff members for a week long retreat for the 6th graders.
- ✦ **Hearing Aid Drive**: Scout heard about the eyeglass drive, where Scouts collect eyeglasses from local mortuaries, and send them to third world countries. Scout decided to try it with hearing aids. Scout worked with an audiologist (his Dad) to get the project going.
- ✦ **Homeless Shelter Concert**: Scout plays in a rock band. To help stock the shelves of the homeless shelter, Scout organized a concert where the admission price was a can of food.

These are just a few of the millions of projects performed as Eagle Scout Projects. Remember – ALL projects must have the proper approvals before you can begin.

### **Service Project- Disapproved**

- ✦ Any projects involving a private group - not government or religious - and charges for the use of its facilities
- ✦ 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 fund-raiser. Fund-raising is permitted only for securing materials or supplies needed to carry out the project.

Examples: Painting the clubhouse for a home-owners association

Installing curb reflectors in a store's parking lot

Doing landscaping for a local business

- ✦ Routine labor, or a job or service normally rendered, should not be considered. Therefore, if the Eagle candidate proposes to do a service project for a church that involves painting the fellowship hall, the question to be asked is, does the church plan to have the hall painted even if the Scout doesn't do this as a project? If the Scout finds that the answer to this question is ~~yes~~,” then it would not qualify as an Eagle project. The work would fall into the category of ~~routine labor, or a job or service normally rendered.~~”
- ✦ Projects that begin prior to achieving Life Rank or ending after your Eagle Board of Review
- ✦ Work on your project (other than planning) prior to getting ALL approvals
- ✦ Any project that another Scout is using for his Eagle project (only one Scout gets credit)

### **The Role of the Scoutmaster / Crew Advisor Conference**

According to the Boy Scouts of America charter, the purpose of Boy Scouting is to develop in a young man the ability to do things for himself and for others, to train him in outdoor skills, and to teach him patriotism, courage, self-reliance, and kindred virtues. We use the methods of Scouting—including advancement, the outdoors, and adult association—to accomplish these goals. The Scoutmaster or Crew Advisor conference allows the Scoutmaster or Crew Advisor to review

- ✦ The Scout's growth in his understanding of Scouting's ideals
- ✦ How the Scout applies these ideals in his daily life and in the troop
- ✦ The requirements of the Scout's next rank so that he can be properly encouraged

Why does the Scoutmaster engage in this one-on-one review? The relationship between a Scout and his Scoutmaster is important for the troop's health and for the Scout's success. The Scoutmaster must watch the troop's dynamics to see who is showing leadership, who is holding back, who is shy, who is working with the younger boys, who is skilled in outdoor activities, etc. Further, the Scoutmaster must watch the individual Scout to determine whether he is advancing, whether he is having fun, and whether he seems eager or uneasy.

These functions are not easily performed if a Scoutmaster delegates a Scoutmaster conference to assistants. In a boy-lead troop, the Scoutmaster does not assert his authority, but guides and counsels every Scout so that the troop can function well and

serve the purposes of Boy Scouting. The Scoutmaster conference is one of the primary ways the Scoutmaster does this.

In large troops, delegating this function may be necessary, especially when large numbers of Webelos Scouts are joining the troop. In these cases, an experienced assistant Scoutmaster can fill in to conduct the Scoutmaster conference. Remember however, that this first Scoutmaster conference is vital to the new Scout's development.

Even in a large troop, a Scoutmaster should not delegate a conference with any candidate for Star, Life, and Eagle.

### **When and Where to Hold a Scoutmaster / Crew Advisor Conference**

The Scoutmaster conference should be held in a quiet place that is conducive to give and take between the Scout and Scoutmaster. There should be no possibility for embarrassing the Scout, but remember that the BSA Youth Protection policy requires that one-on-one sessions between a youth and an adult be visible and accessible by other people.




Some possible meeting places include a quiet corner of the Scout meeting hall during a troop meeting or, in a larger troop, a hallway outside the troop meeting area. At a campout, on a hike, or at summer camp are good times for a Scoutmaster conference as long as the Scout and Scoutmaster remain visible to the other Scouts. An ideal place for a Scout's first Scoutmaster Conference might be his home, where he would be more comfortable and better able to express his hopes and desires.

Because the conference is designed to provide direct give and take between Scout and Scoutmaster, for both the Scout's good and the good of the troop, a Scoutmaster conference can take place any time, especially when a Scoutmaster senses that a Scout needs a conference or if the Scout asks for one. Of course, each rank advancement requires that a boy have a formal Scoutmaster conference.

### **Types of Scoutmaster / Crew Advisor Conferences**

A Scoutmaster conference is simply a chance to talk to a Scout about how he is doing, how he feels about the troop and his role in it, how he is advancing, and how he is striving to live up to Scouting's ideals. Consequently, a Scoutmaster conference can take place anytime and for any reason.

Some reasons to have a Scoutmaster conference may include:

-  A Scout's lack of advancement
-  A perceived trouble between the Scout and others in the troop
-  A certain event at the last campout or troop meeting

The required Scoutmaster conferences for advancement should not be perceived any differently than any other conference. Making a Scoutmaster conference an advancement requirement affords every Scout at least one opportunity at each rank level to meet with his Scoutmaster in this personal way. Each rank involves progressively greater mastery of Scouting skills and advancing leadership growth. Therefore, the advancement Scoutmaster conferences should reflect the Scout's increasing maturity.

Another issue to be considered at the Scoutmaster conference is the concept of Scout spirit, which is part of the advancement process.

### **How to Hold a Scoutmaster Crew Advisor Conference**

The Scoutmaster conference is neither an interrogation nor a retesting of a Scout's competence. It should be an informal conversation between Scout and Scoutmaster either toward a certain goal or as a requirement for advancement. In either case, open-ended questions are good to prompt the Scout's comments. Encourage him to come to conclusions on his own; don't simply tell him what you think.

The non-advancement conference may be related to a problem, either with the Scout or with the troop. In these cases, you will be counseling the Scout, helping him form his own conclusions about the problem at hand. In a good conference you may listen more than you speak.

Listen carefully to what the Scout is saying, then listen to what he is not saying. Skilled counselors often respond to comments by others by simply smiling or giving encouraging sounds like "uh-huh" or "OK." Ask the Scout to repeat what he is saying a different way to get an entirely different take on the situation. Confirm your understanding of what the Scout is saying by summarizing, but try not to put the boy in a corner.

If there is a solution to the problem, try to allow the Scout to come up with it. Perhaps he cannot formulate a solution, but could choose from among several you can think of. In all events, try to have the Scout make the conclusions. If a solution cannot be found, agree to meet in the future to see if circumstances have changed or whether the Scout has found an answer to his problem.

In the advancement conference, you will assess the Scout's readiness for his board of review and his progress since his last Scoutmaster conference. This should not be a time of retesting his competence in Scouting skills; someone has already attested to that. The Scout must have completed all of his requirements for rank before the conference can take place.

It is appropriate to review the Scout's achievements and to discuss them without retesting. Of course, this may be the time for you to check his advancement record for the appropriate signatures.

You can and should ask a Scout how he felt about certain accomplishments and how he felt he handled himself on a service project. Ask a Scout about his leadership position and whether he believes he was successful. You can discuss any problems with an eye toward solving them.

A young man who is not ready to face a board of review (the last step in the advancement process) can be counseled if you sense a lack of Scout spirit or leadership. The Scoutmaster conference should not be a time to shut the door on advancement but to work with the Scout to create goals that will allow him to succeed.

The board of review is the final step in the advancement. However, the members of the board of review are troop committee members who might not know the Scouts as well as the Scoutmaster. If a Scout's advancement is to be deferred, that should come at the Scoutmaster's conference. While the board of review is not a rubber stamp, the Scoutmaster should not approve the Scout at the Scoutmaster's conference and then expect the board of review to defer the Scout.

The requirement for advancement is that the Scout participate in a Scoutmaster's conference, not that he "pass" the conference. Even after a negative Scoutmaster's conference, if the Scout desires a board of review, he should be granted his request.

When advancement may be deferred, it is important that there be no surprises. The Scout should not come to the Scoutmaster's conference or board of review thinking that everything is OK and then be surprised that his advancement is deferred. He should have had plenty of warning and guidance prior to the negative Scoutmaster's conference or board of review. "A Scout is friendly," "A Scout is courteous," and "A Scout is kind" should be the points of the Scout Law that guide the Scoutmaster when the advancement of a Scout must be deferred.

This is particularly true for Eagle boards of review. Rarely a Scout may complete the requirements for Eagle through the Scoutmaster's conference but then be deferred by the Eagle board of review because that board's members believe that he does not meet Eagle Scout standards. When this happens, it represents a failure in the advancement process by all concerned and a severe violation of the "no surprises" principle.

Always end a Scoutmaster conference with praise for the positive aspects of the Scout's character, his skill level, and/or his accomplishments.

The following discusses the general nature of specific advancement conferences. Checklists of questions could be (and have been) developed for each of the specific ranks, but the Scout's *Boy Scout Handbook* and your troop's advancement chart provide the skeleton for questions of that nature. The following are simply guidelines for the specific conferences.

### **The Joining or Scout Scoutmaster Conference**

This first Scoutmaster conference allows the Scoutmaster and the Scout to size each other up, to get to know each other, and to encourage the openness that is so important between the Scout and Scoutmaster.

This is an opportunity for the Scoutmaster to explain a bit about the Scouting program, about the troop and its traditions, and about how Boy Scouting differs from Cub Scouting. A Scout probably will not know the Scoutmaster, nor the Scoutmaster the Scout, and this is a good chance for both to learn about each other.

In some ways, the joining conference is one of the most important meetings of a boy's Scouting career because it will set the tone of the relationship between the Scout and his Scoutmaster. It should be informal; it should be friendly; and from the standpoint of the Scout, it should be encouraging and supportive.

Discuss some possible questions you could ask the Scout as well as some key points to explain.

### **The Tenderfoot through First Class Scoutmaster Conferences**

The Tenderfoot through First Class Scoutmaster conferences are ways of getting to know the Scout better, to review his progress in achievements, and to discuss how he felt about the various steps he has taken on the Scouting trail, including his individual achievements. This should not be a time of retesting, but rather a time to reflect on the skills learned and how the Scout has absorbed the ideals of Scouting.

Questions here naturally will deal with a certain campout, for example, or the difficult time the Scout had with knots, but it also may deal with how he is getting along with certain other Scouts or how he exhibits Scouting ideals outside the troop.

Other aspects of the conference should never take a back seat. This is the time to ask the Scout how he feels about the troop's program, whether he feels he is learning anything, and whether he is having fun.

Discuss some possible questions you could ask the Scout as well as some key points to explain.

### **The Star and Life Scoutmaster / Crew Advisor Conferences**

The Star and Life conferences will be a bit longer than previous ones. The Scout will have acquired many more skills and will evidence more maturity. Leadership will be one of the significant topics to be discussed. Each of these ranks involves service projects, and you should ask the Scout how he felt about the projects.

As a Scoutmaster, you may be evaluating how a Scout has done in his leadership positions, but this is not the time to tell a Scout that he was a poor leader. If that is the case, or was the case, it should have been the subject of a Scoutmaster conference long before the advancement conference. Leadership skills should be reviewed as they are exhibited, not held over to a Scoutmaster conference where the Scout is flunked for failing to meet expectations.

On the other hand, it may be that a Scout will conclude that he needs to work on certain aspects of leadership before he achieves the next rank, and you should be supportive of this concept.

As before, you will be evaluating his Scout spirit. Remember that at these ages the Scout will change fundamentally much quicker than you might imagine, and the Scoutmaster conference can be an opportunity for you to reevaluate the candidate.

### **The Eagle Scoutmaster / Crew Advisor Conference**

If you have watched him from the date he joined the troop, you may know this Scout well by the time of his Eagle conference. He should be congratulated on all he has accomplished thus far.

This is an occasion to review the Scout's Eagle service project, but not an occasion to criticize it. After all, you, as Scoutmaster, have already approved the project concept and both the troop committee and the head of the agency for whom the project was accomplished have determined that it was satisfactorily completed. Rather, you should review the Scout's project with him so that he will feel comfortable explaining it to his Eagle board of review.

You will be counseling a very accomplished young man, one who has an experience with the troop that is inherently different than yours. It is wise to understand what the Scout feels are the strengths and shortcomings of the troop.

You also can ask the Scout whether he believes he is prepared for his Eagle board of review. Of course, Scout spirit is a part of this discussion. The Eagle candidate's spirit should be such that he is an example to other Scouts.

### **The Eagle Palm Scoutmaster / Crew Advisor Conference**

Like the Eagle Scoutmaster conference, the Eagle Palm conference is an opportunity for you to learn. Listen carefully to what the Scout says.

By now you will have a strong relationship with the Scout and will be able to discuss his goals and how they may have changed. You should encourage the Scout to

remain visibly connected to the troop. You should not be discouraged if a high school student is less able to devote his spare time to Scouting alone. You may notice that this Scout's activity with the troop is less than you would desire, but you should be able to tell if a Scout is living up to the ideals of Scouting outside the troop as well as inside it. Again, always conclude these conferences with words of encouragement. Eagle Palm conferences are opportunities for you to have a give-and-take discussion with the very best in Scouting. Enjoy it.

Discuss some possible questions you could ask the Scout as well as some key points to explain.

### **The Scoutmaster Conference and the Healthy Troop**

The discussion so far should give you an appreciation for how the Scoutmaster conference can contribute to a healthy troop. This conference is the ideal place to encourage leadership, to check on arising problems, to head off future problems, and to make sure the Scout is on track to accomplish the goals and methods of Scouting.

There should never be a heavy-handed approach to a conference; this is no attempt at disciplining a wayward Scout. Rather, it should be thought of as a way to make it easier for a Scout to do the things that contribute to the troop's health. Perhaps a Scout can be encouraged to work with younger Scouts or to let other Scouts perform their roles in the troop without badgering.

### **The Scoutmaster Conference and the Healthy Scout**

Most importantly, the Scoutmaster conference should be a way of encouraging the individual Scout. The Scoutmaster conference is the most personal method in Scouting to assess the needs and desires of a Scout, to encourage and support him, to learn of his fears and hopes, to help him to see himself in the greater context of Scouting, and to encourage his personal growth, both in skills and in living up to the ideals of Scouting.

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## **Merit Badge Counselor**

### **Merit Badge Counselor Requirements and Registration**

To qualify as a merit badge counselor, a volunteer must:

- ✦ Register annually with the Boy Scouts of America.
- ✦ Be at least 18 years old.
- ✦ Be of good character.
- ✦ Be proficient in the merit badge subject by vocation, avocation, or special training.
- ✦ Be able to work with Scout-age youth.
- ✦ Be approved by the district /council advancement committee.

To register with the Boy Scouts of America, a potential merit badge counselor must complete the BSA's Adult Application form; Also available in Spanish and submit it along with the BSA Merit Badge Counselor Information form (No. 34405) to the BSA local council office. Renewal of this registration annually is necessary to continue as a merit badge counselor.

The Boy Scouts of America strongly recommends that merit badge counselors take BSA Youth Protection training. This program addresses strategies for personal safety awareness for youth as well as adults. BSA Youth Protection policies include

- ✦ Two-deep leadership
- ✦ No one-on-one contact
- ✦ Respecting privacy
- ✦ Reporting problems

The BSA Youth Protection guidelines have been adopted primarily for the protection of our youth members; however, they also serve to protect our adult volunteers and leaders from false accusations of abuse. BSA Youth Protection training is available online at <http://olc.scouting.org>

### **The Merit Badge Process**

The requirements for each merit badge appear in the current BSA merit badge pamphlet for that award and in the current edition of the *Boy Scout Requirements* book, available at Scout shops and council service centers.

When a Scout has decided on a merit badge he would like to earn, he obtains from his Scoutmaster the name and phone number of the district/council-approved merit badge counselor. At this time, the Scoutmaster also can issue the Scout a signed Application for Merit Badge (blue card).

The Scout telephones the merit badge counselor to make an appointment, and together they schedule a date and time for the Scout and his buddy to meet. The counselor suggests that the Scout bring the merit badge pamphlet, the Application for Merit Badge, and any work that he has started or accomplished, and that he prepare by reading over the requirements.

At their first meeting, the merit badge counselor and the Scout decide upon a tentative schedule for completing the requirements. They should keep the Scout's other obligations (Scouting, school, worship, etc.) in mind, and set the dates, times, and locations for future meetings. The counselor will explain the requirements for the badge

and help the Scout plan ways to fulfill these requirements so that he can get the most out of the experience.

Merit badge counselors help Scouts meet the requirements for the merit badge. They may expand on the information in the merit badge pamphlet based on their knowledge, experience, and expertise in the subject. They are encouraged to tell about their own experiences that positively reinforce the subject matter, but new requirements or additional work may not be added. The Scout is expected to meet the requirements for the merit badge as stated—no more and no less.

The number of counseling sessions will depend on the difficulty of the merit badge requirements and the Scout's preparation and ability. The Scout and counselor are expected to meet as many times as is necessary for the Scout to complete the requirements for the merit badge. The advancement program allows the Scout to move ahead in his own way and at his own pace. Rather than competing against others, he challenges himself to go as far as his ambition will carry him. The rate of advancement depends upon his interest, effort, and ability.

As the Scout completes each requirement, he is always tested (but with a buddy present), and as each requirement is completed, the merit badge counselor marks it on the application. When all the requirements for the merit badge are fulfilled, the merit badge counselor certifies that the Scout has completed the requirements. The Scout may return his completed Application for Merit Badge (blue card, if one is used) to his Scoutmaster.

### **Counseling Techniques**

The most productive environment for the Scout when he meets with his merit badge counselor will be one in which he feels welcome and relaxed. Start the conversation by finding out what the Scout already knows about the subject, then stimulate his interest by showing him something related to it. (Be careful not to overwhelm the Scout—remember, he's probably a beginner.) Establish an atmosphere that encourages the Scout to ask questions and to ask for help when he needs it.

Spend some time helping the Scout learn the requirements, making sure he knows he should do exactly what the requirements call for, whether "show" or "demonstrate," "make," "list," "discuss," or "collect, identify, and label." Take a genuine interest in his projects, and encourage him to complete them.

Remember that the requirements must be completed exactly as presented—do not expand any requirement. However, the Scout may undertake more activities on his own initiative. The merit badge counselor can encourage this without pushing him off course.

Encourage the Scout to practice for his review session and to reflect on his accomplishments. The review process might be approached by the Scout with some apprehension. He is familiar with final exams in school and may see this meeting with the counselor as another such experience. The counselor can help by talking to him rather than grilling or examining him—there's a big difference, yet it still will be evident what he knows. Expressing honest enthusiasm for the things he has done will give the Scout confidence.

During testing, the merit badge counselor may find that the Scout needs help learning a particular area. The counselor teaches the needed skill, and then retests to ensure the area has been learned.

### **Fast Facts for the Merit Badge Counselor**

- A merit badge counselor can counsel any Scout, including his own son—although this is discouraged in order to offer a Scout the chance to meet a diverse group of outstanding adults.
- A counselor may be certified in unlimited merit badge subjects, but he or she must be approved for each one.
- There is no limit on the number of merit badges that a counselor may counsel with one Scout. However, the Scout will benefit the most from working with a variety of outstanding adults.
- A merit badge counselor may limit his or her services to one unit but still must be approved by the council advancement committee.
- Scoutmasters and assistant Scoutmasters are not automatically approved as merit badge counselors.
- Group instruction is acceptable, but each Scout must be tested and passed individually.
- There is no time limit for completion of merit badges, but all work on merit badges must be completed before the Scout's 18th birthday.

### **Summer Camp Merit Badge Counselors**

The same qualifications and rules for apply to counselors for council summer camp merit badge programs. All counselors must be 18 years or older, but qualified camp staff members under age 18 may assist the merit badge counselor with instruction. (These assistants are not qualified to sign off on a Scout's blue card nor may they certify the Scout's completion of a merit badge.) As always, each counselor must maintain the exact standards as outlined in the merit badge requirements—nothing deleted, nothing added.

Partial completion of merit badges at summer camp should be credited to a Scout on the Application for Merit Badge (blue card) and given to his Scoutmaster at the end of the week.

## **District Advancement Committee Eagle Board of Review Guidelines**

### **Eagle Board of Review Members:**

The Board of Review for an Eagle candidate is composed of at least three but not more than six members. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review. One member serves as Chairman.

### **Eagle Board of Review Unit Leaders and Relatives:**

Unit leaders, assistant unit leaders, relatives or guardians may not serve as members of a Scout's Board of Review. In no case should a relative or guardian of the candidate attend the review, either as a participant or observer.

### **Eagle Board of Review District Representative:**

The Council conducts a District Board of Review which will consist of members of the District Advancement Committee and/or District members who have an understanding of the importance of the Eagle Board of Review.

### **Eagle Board of Review - Confidential:**

The contents of the Board of Review are confidential and the proceedings are not to be disclosed to any person who is not a member of the Board of Review.

### **Pre Eagle Board of Review Meeting:**

The Board members need to convene prior to interviewing the candidate (15 to 30 minutes.) The purpose of meeting before the actual interview is to:

1. Review the prospective Eagle Scout's application.
2. Read his reference letters and other important documents.
3. Become familiar with his service project by assessing his final report and any available pictures.
4. Review these guidelines to help formulate pertinent questions.

During this initial meeting, the Chairman makes sure everyone is introduced to one another, sees that everyone has an opportunity to review all the paperwork and determines that all understand the goals of this Board, which are:

1. The Board determines that the Eagle project was successfully carried out.
  - a. Did the candidate demonstrate leadership?
  - b. Did he indeed direct the project himself, rather than do all the work himself or allow someone else to direct the project?
  - c. Was the project of value to the institution, school or community group?
  - d. Who from the benefiting group may be contacted to verify the value of the project?
  - e. Did the project follow the plan, or were modifications necessary to complete it - what did the candidate learn from making the modifications?
2. The Board should be assured of the candidate's participation in and understanding of the Scouting program.

3. A thorough discussion of his successes and experiences in Scouting must take place.

As the documents are making the rounds, the Chairman should add any relevant data of which the Chairman is aware. It is best if the Chairman has personally viewed the completed project - if that is not possible, a phone call to the benefiting group's representative to discuss the merits of the project will do.

The following guidelines must be kept in mind during the questioning of the project:

1. The review is not an examination; the Board does not test the candidate. However, the Board should not be a "rubber stamp" approval process. Appearance of the candidate before the Eagle Board of Review does not mean automatic attainment of the Eagle Rank.
2. The Board should attempt to determine the Scout's attitude toward and acceptance of Scouting's ideals
3. The Board should make sure that good standards of performance have been met in all phases of his life.
4. A discussion of the Scout Oath and Scout Law is in keeping with the questioning.
5. Be sure the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
6. The Scout should be encouraged to talk - don't ask questions answerable with a simple yes or no.

Once the Scout's Eagle Application, Leadership service project paperwork, letters of recommendation and these guidelines are reviewed, the Scoutmaster is asked to introduce the candidate to the Board (as a courtesy the Board members should stand). The Scoutmaster can be invited to remain as an observer and may be called upon to clarify a point in question. The candidate is asked to begin the Board by reciting the Scout Oath and Scout Law.

#### **Eagle Board of Review - Interview process:**

1. Ask him questions about his understanding and adherence to the Scout Oath and Scout Law: 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.

What is the hardest point of the Scout Law for him to live by - why?

What point of the Scout Law is the most important to him - why?

What does "Scouting Spirit" mean to him - why?

What do the various points of the Scout Law mean to him?

What values has Scouting taught him that he thinks others see in him - at home, in his unit, at school and/or in the community?

How does he live by the Scout Law and Oath?

What do the different points of the Scout Oath mean to him?

What does "duty to God" mean to him?

What does "duty to Country" mean to him?

How does he "help others at all times"?

How does he feel about wearing his uniform in public?

2. Ask him questions about his camping experiences:
  - What was his most enjoyable experience in Scouting?
  - Conversely, what was his least enjoyable experience?
  - How many summer camps has he attended and where?
  - What did he enjoy most about his summer camp experiences?
  - Has he attended any High Adventure camps (Parsons, Silver Marmot, Mountainman or Philmont) - where and what did he enjoy about them - describe the experience.
  - Ask him about his outdoor experiences in Scouting - campouts, 50 milers, etc.
  - Ask him what he remembers of the "Outdoor Code".
  - Ask him if he has staffed any summer camps - what did he learn from the experience and what did he enjoy about the experience.
  
3. Ask him questions related to his Scouting experience:
  - What leadership positions has he held?
  - What were his responsibilities in each position?
  - What leadership position does he hold now?
  - Ask him what he would do if a scout refused to comply and/or ignored a valid request he made in the performance of his duties.
    - Ask him about his troop's discipline policy and where he figures in it in his present leadership position.
    - Ask him how he might handle "hurry-up" first aid cases.
    - Ask him other questions related to merit badges he has earned (remember you are not testing him).
    - Has he earned any merit badges that will help him in his choice of occupation?
    - What merit badge did he enjoy working on the most - why?
    - Conversely, which one did he enjoy working on the least - why?
    - Ask him what changes he might make in his unit.
    - If he earns his Eagle rank tonight, what does he intend to do to repay Scouting, his unit and its leaders?
    - Who has been the most influential person in his Scouting career?
    - Is there anything Scouting did not give him that he feels could be beneficial to the program to help other young men develop?
  
4. Ask him pertinent questions about his project. The Board should make sure that a good standard of performance has been met.
  - What group benefited from his project?
  - How did he find out about the need?
  - Ask him to walk the Board through the project from beginning to end i. The planning phase ii. The organization of personnel iii. Directing the project to completion
  - Did he have to contact any city, county or state officials for permits or to find out about ordinances, etc. - did the Citizenship in the Community Merit Badge help - how?
  - Once his project was approved, did he have to modify it - what did he learn from that experience?

- ✦ Who did he get involved in helping him with his project - scouts, adults from his troop, and members of the benefiting organization....?
- ✦ Did he have any problems directing adults in their work - how did he feel about that?
- ✦ In what ways does he feel he demonstrated leadership in this project?
- ✦ Every scouts feels his project was "special" - how is his project "special"?
- ✦ Thirty years from now when someone else asks him what he did for his Eagle project, what will stand out in his mind - how will he answer that question?

5. Ask him about his plans for the future. The Board should attempt to determine the Scout's ideals and goals.

- ✦ Ask him about his plans for the future - college, Armed Forces, trade school,
- ✦ How does he feel earning Eagle will help him in those plans?
- ✦ When he turns 18, he assumes some new responsibilities - What are they? Sign up for the draft, register to vote and responsible for his actions in the eyes of the law.
- ✦ What should an Eagle Scout be expected to do and what responsibilities does he think come with the rank?
- ✦ What does he plan to do in scouting in the immediate and long range future?

These are by no means the only questions that may be asked. They are merely examples to be used as a springboard to other questions and further discussion. Please do not assume that you are to ask only these questions and consider the interview complete. The interview should come to a natural conclusion as each board member runs out of questions.

During your review you should have covered the requirements for Eagle Scout as listed below.

**EAGLE SCOUT REQUIREMENT 1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.**

As long as the Scout is active for six months after becoming a Life Scout, it is not required that he be active for the six month period immediately preceding his board of review for Eagle. Troops may not modify the requirements to require a Scout to be active for a consecutive six-month period, or require that the period must be immediately before the board of review.

- ✦ When it is apparent that a Scout's participation has fallen below that deemed acceptable by the troop leadership, then a letter should be sent to the Scout informing him that he has been dropped from the active role of the troop and placed on the inactive role. The letter should spell out the criteria for the Scout to once again be placed on the active role. Naturally, the Scout should be encouraged to return to this level of participation.

**EAGLE SCOUT REQUIREMENT 2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names**

**of individuals who know you personally and would be willing to provide a recommendation on your behalf.**

- ✦ Scout spirit is defined as the Scout living the Scout Oath and Law in his everyday life. (The Scoutmaster Handbook recommends that living the Scout Oath and Law in a Scout's everyday life be discussed at every Scoutmaster conference all along the Scouting advancement trail. This reinforces the idea of actually making these principles a part of a Scout's daily habits, not just at troop meetings and activities.)
- ✦ When determining whether a Scout is living the Scout Oath and Law in his everyday life, it is important to realize that the Scout is human and may make mistakes, just like his troop leaders and those who will sit on his board of review. It is unreasonable to expect perfection, yet at the same time, if there are continuous concerns in this area, it is possible for a Scout to fail to meet this requirement.
- ✦ Many times, the troop's only association with a Scout may be at troop meetings and campouts. The references for Eagle may be used as an indicator that the boy lives by Scouting principles in other areas of his life. District Advancement Committees may request that troops secure letters from the references to bring to the District Eagle Board of review. Please note that it is the responsibility of the troop adult leadership to secure the letters, not the Eagle candidate. The national guidelines state that, *“The candidate should not be involved personally in transmitting any correspondence between persons listed as references ...”*

The Council supplies a standard Reference Request Form as outlined below: ...”

<p><b>Council Name</b></p> <p><b>Eagle Award Candidate <u>Recommendation Form</u></b></p> <p><b><u>Recommendation Instructions</u></b></p> <p>The Eagle Award Candidate (named below) who mailed or handed you this form has completed,, in the judgment of his Scout leaders, all the technical requirements needed to become an Eagle Scout, the highest award that can be presented to a Scout.</p> <p>The honor proposed to be conferred upon this young man necessitates frank opinions of fellow citizens regarding his character and ability.</p> <p>If you are a relative or a leader for this Scout in his Troop or Crew, we cannot accept your letter of recommendation as one of the three (3) that he is required to provide.</p> <p>You are invited to help the Progress Review Board evaluate this Scouts Eagle Award Application. <i>Please mail or deliver your letter of recommendation to the person whose name and address appear below.</i></p> <p>Thank you for your time and consideration for this request.</p> <p>Sincerely, For Troop or Crew Number</p>	<p><b>Boy Scouts of America</b></p>
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⚠ When an Eagle candidate is told that he fails to demonstrate Scout spirit in his everyday life, it is commonly found that **the troop should have dealt with the issue earlier -- usually several ranks earlier**. A Scout who is not trustworthy or obedient usually doesn't develop this problem just prior to the Eagle board of review. To postpone dealing with the problem until it becomes imperative to do so at Eagle advancement time is a disservice to the boy. However, the fact that it wasn't dealt with does not exempt the Scout from fulfilling this requirement for Eagle.

**EAGLE SCOUT REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned.**

**Including the following: (1) Camping, (2) Citizenship in the Community, (3) Citizenship in the Nation, (4) Citizenship in the World, (5) Communications, \*(6) Emergency Preparedness OR Lifesaving, (7) Environmental Science, (8) First Aid, \*(9) Cycling OR Hiking OR Swimming, (10) Personal Management, (11) Personal Fitness, and (12) Family Life.**

**\* Scouts must choose only one merit badge listed in items (6) and (9). If they have earned more than one of the badges listed in (6) and (9), they must choose one to use as a required badge, and the optional badges may be listed to make the total of 21.**

- ✦ Eagle candidates cannot be required to earn merit badges other than those listed above.
- ✦ All merit badges must be earned with an approved merit badge counselor. According to Clause 13, Article X. of the Rules and Regulations of the Boy Scouts of America, *–The responsibility for merit badges shall rest with the merit badge counselor approved by the local council and district advancement committee. Merit badge counselors shall be registered members of the Boy Scouts of America.*”
- ✦ All merit badge counselors must fill out a second leader application with a code –42” designation. This includes Scoutmasters, Assistant Scoutmasters and troop committee members. This is a BSA national policy.
- ✦ Because merit badge counselors are called upon only infrequently to counsel for a badge, there is no fee to register with the BSA. Some counselors may go months or a year without being called upon. To register as a merit badge counselor, a person writes the number –42” in the position code space on the application. The application is then submitted to the troop committee (or directly to the District Advancement Committee if recruited by the district). Upon being submitted to the troop committee, it is necessary that the committee review the application at a regularly scheduled troop committee meeting, and take whatever measures are necessary to conclude that there are no discernible reasons to keep the person from working with boys. This could include checking references listed by the person on their application.
- ✦ Once a person’s application is approved by the troop committee, the troop is then responsible to submit the person’s name to the District Advancement Committee for approval using form No. 34405, *–Merit Badge Counselor Information.*” The troop may request that the name not be published or circulated to other troops. All counselors must be approved by the Council Advancement Committee.
- ✦ Simply being registered with the BSA does not mean that a merit badge counselor is approved. Final approval is given when the counselor’s name is submitted to the district advancement committee on the Merit Badge Counselor Information form. The counselor must be approved for each badge that he/she will counsel for.
- ✦ Additionally, merit badge counselors recruited from outside the ranks of Scouting (those not currently registered with the BSA and/or who do not have a son in the program) must fill out a Criminal Background Check form.

**EAGLE SCOUT REQUIREMENT 4. While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date.**

**Boy Scout troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, historian, Venture patrol leader

**Varsity Scout team.** Captain, co-captain, program manager, squad leader, team secretary, librarian, quartermaster, chaplain aide, instructor, den chief, Order of the Arrow team representative

**Venturing crew/ship.** President, vice president, secretary, treasurer, boatswain, boatswain's mate, yeoman, purser, storekeeper

- ♣ If a Scout serves actively in one or more of the listed positions for 6 months as a Life Scout without being removed from the position, the troop must give the Scout credit for fulfilling the requirement, even if the Scout was not effective in the position. Fulfilling this requirement is not dependent on how effective the boy is as a leader, only that he served actively in the position.
- ♣ The traditional way that this requirement is fulfilled is by serving in one position for the entire six months. A Scout may also fulfill this requirement by serving in more than one position; however, he must serve in the position(s) during six different months after earning the Life rank.

**EAGLE SCOUT REQUIREMENT 5.** While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The project idea must be approved by your Scoutmaster and troop committee and by the council or district before you start. You must use the *Eagle Scout Leadership Service Project Workbook*, No. 512-927, in meeting this requirement.

**EAGLE SCOUT REQUIREMENT 6.** Attach to The Eagle Scout 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. Take part in a Scoutmaster conference with your unit leader.

- ♣ All requirements up to this point, including this one, must be met before the Scout's 18th birthday.
- ♣ Upon completion of this requirement, the Eagle candidate is ready for his board of review.

**EAGLE SCOUT REQUIREMENT 7 - CERTIFICATION BY APPLICANT.** On my honor as a Scout/Venturer, all statements on this

**application are true and correct. All requirements were completed prior to my 18th birthday**

♣ Scouts who have completed Eagle requirements 1-6 prior to their 18th birthday may be reviewed and recognized within three months after that date. For Eagle Scout boards of review conducted between three and six months after the candidate's 18th birthday, a written statement explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the council office. The Council must be contacted for procedures to follow if a board of review is to be conducted more than six months after a candidate's 18th birthday.

**Eagle Board of Review -Time:**

There is not set length of time for an Eagle Board of Review. However, 15 minutes is probably too short and an hour is probably too long.

**Eagle Board of Review-Decision:**

The candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, the decision of the Board of Review must be unanimous.

**Eagle Board of Review-Accepted:**

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 award. Immediately after the Board of Review and after the application has been appropriately signed, the application is turned into the Council Service Center. A photocopy of the application should be attached to an Advancement Form and submitted to the Council Service Center as well.

**Eagle Board of Review-Rejected:**

If the candidate is found unacceptable, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, provide the name and address of the person he is to contact.

**Deadlines:**

**18<sup>th</sup> Birthday:**

All requirements and SM conference MUST be completed and submitted to council office before candidate's 18th birthday

**18<sup>th</sup> Birthday + 3 Months:**

If a Board of Review cannot be held before the Candidate's 18th birthday An Eagle Board may be convened within 3 months following the 18th birthday.

**18<sup>th</sup> Birthday + 6 Months:**

If a Board of Review cannot be held before the Candidate's 18th birthday + 3 months An Eagle Board may be convened after the Candidate's 18th birthday + 3 months and before the Candidate's 18th birthday + 6 months. Boards of review conducted between three and six months after the candidate's 18th birthday must be pre-approved by the local council. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the Eagle Scout Service. This statement must explain the extenuating circumstances that caused the delay in holding the Eagle Board of Review. Approval is not guaranteed - approval is at the discretion of Council/National Advancement Committee.

**18<sup>th</sup> Birthday over 6 Months:**

If a Board of Review cannot be held before the Candidate's 18th birthday + 6 months An Eagle Board **may not** be convened after the Candidate's 18th birthday + 6 months without prior written approval from BSA National Advancement Committee. If this is a real concern, *please* provide an early warning to the District Advancement Committee.

## **Eagle Scout Guidelines for Elected Officials/Distinguished Guests Participation in Ceremonies**

Congratulations on achieving the highest rank from the Boy Scouts of America! Your community and elected officials are delighted to celebrate your monumental achievement. The elected officials from the district where the Eagle Scout resides will be happy to provide proclamations. In order to help them honor you, please go to your states homepage at [www.state.pa.us](http://www.state.pa.us) (Change pa to your state) and click on “Contact Your Legislators” to learn who would be the proper official to contact and then observe the following guidelines:

1. Information needed for a proclamation:
  - a. Name of Scout as you wish it to appear on the proclamation
  - b. Home address of Scout
  - c. First and last name(s) of parent(s)
  - d. Contact numbers for parents and/or troop leader
  - e. Troop number
  - f. Troop meeting location
  - g. All leadership positions Eagle Scout candidate has held
  - h. Description of Eagle project
  
2. Eagle Scout Ceremony Event Details
  - a. Location with exact address and directions
  - b. Time of ceremony
  - c. Cell number of Scout leader involved with ceremony in case of emergencies such as getting lost or if there is a last minute change of plans.
  
3. Elected Officials and their Designates
  - a. Please be respectful of their time. Elected officials and their designates are invited to attend many community events throughout the week including weekends.
  - b. Please schedule your elected officials to speak as close to the beginning of the ceremony as possible.
  - c. Suggested placement of elected officials/designates within the Eagle Scout Ceremony
    - i. Welcome
    - ii. Presentation of Colors
    - iii. Invocation
    - iv. Call to Order
    - v. Scout Oath and Law
    - vi. Elected officials/designates or indeed, any other distinguished guest who wants to pay his or her respects and must move on to the next event on his or her schedule

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