



Journey from Life to Eagle

*Helping Eagle
Candidates & Coaches
Better Understand the
Process*

Connecticut Yankee
Council
Scatacook District

1. What has to be completed before my 18th birthday?

The common misconceptions by Eagle candidates (Scouts) and parents is that the paperwork needs to be submitted to the District Advancement Chair or the Eagle Board of Review must take place, prior to the scouts 18th birthday. This of course is not true and should be discussed with the Scout at the start of the Eagle process.

The Scouts obligation is to complete all of the “requirements” for Eagle Scout, including all merit badges and the Scoutmaster’s conference prior to the Scouts 18th birthday.

The Scout should be aware that there are several merit badges that have requirements that take several months and should not be left until the last minute.

2. Selecting an Eagle Scout Service Project and getting it approved, started and what to do when completed.

The service project is a key requirement for all Eagle Scout Candidates. Below is an outline of the process to get it approved. No part of the project, including fundraising may be started prior to receiving the District Advancement Chair’s approval/signature. Below are the steps to get through the project.

1. Scout works with their Eagle Coach and a potential beneficiary on selecting a viable service project. The beneficiary should be part of the initial discussions and help outline what the project will accomplish.
2. Scout presents project idea to the Unit Leader and the Unit Committee.
3. Upon approval of the Unit Leader and Unit Committee, the Scout writes up the first part of the Eagle Scout Service Project Workbook, “Project Proposal”.
4. This should be reviewed with the Eagle Coach and modified if need be.
5. Once finalized, the Scout must obtain the following signatures directly on the proposal:
 - 5.1. Unit Leader
 - 5.2. Unit Committee Chair
 - 5.3. Beneficiary (organization representative who benefits from the project)

6. Once these signatures have been obtained, the Scout must contact the District Advancement Chair (see contact information on the last page) and make an appointment to present the project proposal for district approval. During this meeting, the Scout will verbally describe in detail the project and the logistics as well as submit the written proposal for review. This could include pictures, sketches or product data to best describe the project and its intent.
7. Upon a successful review, the District Advancement Chair will approve and sign the proposal giving the Scout permission to start their project anytime thereafter.
8. Although not required, all Scouts are encouraged to complete and share with the Beneficiary the “Final Plan” portion of the workbook. Although this does not require sign-off, it gives the Beneficiary a firm idea as to what they should expect at the completion of the project.
9. If the Scout will be raising funds or asking for material/product donations for their project, Connecticut Yankee Council requires that a fundraising application must be completed, scanned and emailed to the Council Program Executive (see contact information on the last page). This application could be found as part of the Eagle Scout Service Project Workbook.
10. After the project is completed in full, the Scout must complete the final portion of the Eagle Scout Service Project Workbook, the “Report”. Once completely filled out, the Scout must obtain the following signatures directly on the report:
 - 10.1. Unit Leader
 - 10.2. Beneficiary

3. I have completed my Eagle Scout service project, now what?

Upon completion of the project and Eagle Workbook, the Scout must be sure that all requirements have been completed and follow the steps outlined below:

1. Completely fill out the Eagle Scout application and obtain the following signatures:
 - 1.1. Unit Leader
 - 1.2. Unit Committee Chair
2. Things to be aware of on the application:

- 2.1. Be sure that the Scout has held a leadership position for at least six (6) months **AFTER** his earning the rank of Life Scout.
- 2.2. Be sure that the Scoutmaster's conference has taken place, just like all other requirements, prior to the scout's 18th birthday.
- 2.3. Within the merit badge section, there are three sets of required merit badges where the Scout chooses which he is applying to the Eagle Scout rank. The badges not selected should be crossed off as described on the application.
3. Per requirement 7 listed on the Eagle application, the Scout must write an essay outlining his life achievements and future life ambitions.
 - 3.1. This essay acts as a resume of sorts and allows the District Advancement Committee to get to know a little about the Scout prior to meeting him at the Board of Review.

4. That was a lot of paperwork; what should I do with it?

At this point the scout must have all of the paperwork listed below compiled and follow the steps outlined below:

1. The following paperwork must be compiled into a binder or folder to be submitted to the district:
 - 1.1. Eagle Application
 - 1.2. Eagle Project Workbook (all portions)
 - 1.3. Requirement 7 Essay
2. The District Advancement Committee also asks that the Scout take the paperwork and have it scanned into a single, low resolution PDF file and either email it to the District Advancement Chair or bring it to the next meeting on a flash/thumb drive. This should be a small enough file that could be emailed out to the District Advancement Committee members who will sit on the Scouts Board of Review.
3. Once the Scout has all of this information compiled, he will reach out to the District Advancement Chair for their last appointment before the Scouts Board of Review.

4. At this meeting, the Scout will turn over all of this paperwork in a binder or folder, clearly labeled with their name and unit, which the District Advancement Chair will hold on to until the Scouts Board of Review.

5. Verification and processing of the Eagle Application.

Once the District Advancement Chair has received all of the paperwork listed above, the following steps take place:

1. The District Advancement Chair will forward the Eagle application to council for verification.
 - 1.1. Verification of the Eagle application is where a member at the council office checks the National BSA database to confirm that the information on the application matches what is in the database.
 - 1.1.1. On occasion the Unit Advancement Chair may not have input all of the Scouts information into internet advancement. If this happens, council alerts the District Advancement Chair, who then alerts the Scout of the discrepancy.
 - 1.1.2. Once the discrepancies are corrected, the Scout alerts the District Advancement Chair who then alerts council that the correction(s) took place.
2. At this point the Eagle application is verified, signed by council and emailed to the District Advancement Chair.
3. The District Advancement Chair will issue an email to the Scout alerting him that the application has been verified and that we are ready to schedule the Eagle Board of Review.

6. It's Time for My Eagle Board of Review...What should I expect?

Scheduling the Eagle Board of Review is probably the biggest challenge for the District Advancement Chair as a date must be selected with the Scouts, leaders must confirm their availability and getting District Advancement Committee

members could be a challenge to cover all of the Boards that particular evening. What a Scout may expect in general terms is listed in the following steps:

1. Eagle Boards of Review are held at St. Thomas' Episcopal Church in Bethel, CT on the second Monday and fourth Tuesday of each month. The committee holds anywhere from 1 to 4 boards per night. We generally start at either 7:00 or 8:00 PM depending on the number of Boards of Review that are scheduled for that particular evening.
2. Scouts are asked to have their Unit Leader available to present and recommend the Scout to the committee. The Unit Leader's role is to act as the Scouts "lawyer". They sit silently off to the side and if they feel a line of questions is not appropriate for the Scout, they reserve the right to halt the line of questioning and request that it be redirected.
3. The Scouts are also asked to have another adult scouter or unit committee member from the unit attend and participate in the Board of Review as the Scout's "friendly face". This person may be any adult scouter with the exception of the scouts parent or guardian. This is especially important if the Scout has a disability that the District Advancement Committee should be made aware of.
4. Parents/Guardians should be asked to attend the evening with the Scout in order to celebrate the Scouts success or to understand why the decision to award the Scout the rank of Eagle might have been postponed so that the Committee could meet with the Scout again for further questioning. On occasion, we may ask an parent or two to join one of the other boards that night as a participant. This helps the committee and allows the parent to see what their own child is going through.
5. The Scout is asked to arrive 15 minutes prior to their scheduled time slot and are asked to be dressed in the BSA Field Uniform (Class A). BSA policy states either field uniform or neatly dressed is acceptable, however the Scout is expected to go the extra mile as a potential Eagle Scout and attend in the field uniform. In saying this, if the Scouts uniform no longer fits or is damaged, they are not expected to purchase a new uniform for the one evening.

6. Once the Scout is presented and recommended to the Committee, the Committee Member in charge of the Board of Review will conduct a uniform inspection if applicable. The following is looked for:
 - 6.1. Neatness
 - 6.2. Completeness (scout pants, shirt, neckerchief, merit badge sash, OA sash, belt and socks)
 - 6.3. Patch placement
 - 6.4. Gig line (the edge of the scout belt should align directly with the edge of the belt buckle)
7. The Scout will then be asked to take a seat across the table from the Committee. The Committee Member in charge of the Board of Review will outline what the Scout should expect throughout the “interview”.
8. The Board of Review will then commence and per BSA policy should last no less than 20 minutes and no longer than 40 minutes. This may fluctuate depending on the Scouts response and the Committee’s ability to ask and adequate number of questions.

7. Completion of the Eagle Board of Review

Upon completion of the Board of Review the Scout and Unit Leader will be asked to leave the room so that the Committee may discuss their experience and their opinion of how the Scout handled themselves. If the Board of Review was successful, paperwork and the Scouts handbook will be signed. This generally takes about five minutes. The Scout and Unit Leader are then invited back into the room with the parents and the Scout is given the Committees decision. Usually the Scout is successful however it does occur that the Committee might feel that the Scout, at that particular time, does not meet the ideals of an Eagle Scout. This could range from the Scouts religious beliefs or something as simple as the Committee feels that the Scout doesn’t grasp what the rank of Eagle Scout really means. The Committee may want the Scout to come back after some soul searching or discussions with their parent, leaders or other Eagle Scouts within their unit. In some instances, the Scout was not clear with their responses and the Committee will ask to meet on another night to continue with the Board of Review. By no means does this mean that the Scout “failed” the Board of Review.

The District Advancement Chair will submit via US Mail all successful applications to the council offices for processing. The Scout is asked to be sure to keep their handbook in a safe place as paperwork does occasionally get lost during transfer and the handbook holds the dates to help regenerate paperwork if necessary.

8. Understanding the Eagle Packet

At the end of the Scouts Board of Review the committee member in charge of the Board of Review will discuss the Eagle packet with the Eagle Scout. The packets are all donated to the Eagle Scouts by Father Balin and delivered to the scout shop in Milford, CT. Once they are received at the scout shop, the District Advancement Chair is notified by council. The District Advancement Chair then alerts the Eagle Scout that the packet is in the scout shop. They are asked to alert the Unit Advancement Chair and the Unit Leader so that arrangements could be made to retrieve the packet. With the packet will be a note of congratulations from Father Balin. The Scouts are asked to send via US Mail and thank you note (preferable hand written) thanking Father Balin for his contribution.

Within the Eagle packet are the following items:

1. Eagle Rank Patch
 - 1.1. May be worn on the Eagle Scouts Field Uniform until their 18th birthday. Upon the scouts 18th birthday, the Eagle rank patch is removed and replaced with the Eagle Square Knot.
2. Eagle Scout Medal
 - 2.1. The medal is generally worn to Eagle Courts of Honor for the rest of the scouts life and may be worn on the Field Uniform or jacket pocket.
3. Mother Eagle Scout Pin
 - 3.1. This pin is presented from the Eagle Scout to the mother at the Court of Honor.
4. Fathers Eagle Scout Pin
 - 4.1. This pin is presented from the Eagle Scout to the father at the Court of Honor.
5. Mentor Pin

5.1. This pin is presented at the Eagle Scout's discretion to any person who has been instrumental on the Eagle Scouts trail to Eagle. It could be a parent, leader, friend or another scout.

9. Contact Information

District Advancement Chair:

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Council Program Executive:

Christian Sauer

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