

# **PIEDMONT COUNCIL EAGLE SCOUT APPLICATION PACKAGE**

Applicant's Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of 18th Birthday: \_\_\_\_\_

Application is due in the Scout office no later than 30 days prior to 18th birthday and must be turned in at least 30 days prior to schedule Eagle Board of Review. Boards of Review are typically scheduled on the fourth Thursday of each month.



## PIEDMONT COUNCIL – EAGLE SCOUT CANDIDATE GUIDE

Read this guide carefully before beginning the Eagle Application process. Discuss the details with your Eagle Advisor or Scoutmaster. Scout Office staff people are always ready to help in any area needed. Telephone 510-547-4493.

### SELECTING AN EAGLE SERVICE PROJECT ADVISOR

Discuss with your Scoutmaster who would be a good candidate to assist you in your final steps towards Eagle. It is helpful to have an advisor who has had prior experience in this area.

An Eagle Advisor should:

- Have candid assessment of candidate's prior Scouting experience. Point out areas of strength and areas to improve.
- Work with the candidate to develop a careful plan to accomplish the steps toward Eagle.
- Discuss with the candidate the Project "vision" before beginning the Project Proposal.
- Review details of Project Proposal before writing it up. Make sure it "fits" with BSA guidelines (see *Eagle Scout Service Project Workbook pages 3-6*).
- Assist candidate in completing tasks, staying "on track" but never doing the work for the candidate.
- Encourage and direct, but don't do.

### **Eagle Requirement #1**

#### TENURE

An Eagle candidate must have been active in the troop and patrol for at least 6 months (and preferably longer) as a Life Scout.

### **Eagle Requirement #2**

#### SCOUT SPIRIT

As a Life Scout, demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future.

#### LETTERS OF RECOMMENDATION

Write a letter to each of the people identified under Requirement #2 on the Eagle Application requesting a written letter of recommendation. A return stamped envelope should be provided for each request with the name and address of your Troop Advancement Chair. **All letters must be signed and dated** and are returned directly to the Advancement Chair (not to you or your parents).

It is your responsibility to check and follow up to make sure all letters have been returned in time for your Troop Board of Review. Let your references know you have a deadline.

### **Eagle Requirement #3**

#### MERIT BADGES

Earn a total of 21 merit badges including these 13 merit badge:

- a. First Aid
- b. Citizenship in the Community
- c. Citizenship in the Nation

- d. Citizenship in the World
- e. Communication
- f. Cooking
- g. Personal Fitness
- h. Emergency Preparedness OR Lifesaving
- i. Environmental Science OR Sustainability
- j. Personal Management
- k. Swimming OR Hiking OR Cycling
- l. Camping, and
- m. Family Life

You must choose only one of the merit badges listed in categories h, i, and k. Any additional merit badge(s) earned in those categories may be counted as one of your eight optional merit badges used to make your total of 21.

The date your Troop Board of Review approved a merit badge should be the date entered on the Eagle Scout Application form. Ranks and merit badges must be earned in the time period designated in the National BSA Advancement Guidelines. The dates used should be the dates from your advancement record maintained by your Troop's advancement chair. Check with your troop's advancement chair or the Piedmont Council Office to confirm your troop's records are in agreement. If the council does not have a record of a merit badge or rank, the troop's Scoutmaster or the Advancement Chair should enter the advancements in MyBSA.

Record the Troop Number in which you were registered when you earned each merit badge. Line out the merit badges you have not earned.

A registered merit badge counselor must approve all merit badges.

#### **Eagle Requirement #4**

##### **POSITION OF RESPONSIBILITY**

While a Life Scout you must have actively served for a period of 6 months in one or more of the following positions of responsibility:

Asst. Senior Patrol Leader	Den Chief	Historian
Chaplain Aide	Instructor	
Junior Assistant Scoutmaster	Librarian	
Patrol Leader	Quartermaster	
Scribe	Senior Patrol Leader	
Order of the Arrow Troop Representative	Troop Guide	
Webmaster	Outdoor Ethics Guide	

#### **Eagle Requirement # 5**

##### **THE EAGLE SCOUT SERVICE PROJECT**

##### **INTRODUCTION**

The purpose of the Eagle Scout Service Project is to:

- a) Demonstrate your leadership skills;

- b) Create a project of lasting value; and
- c) Culminate your Scouting service.

The requirements of the rank of Eagle Scout are designed for the Eagle Candidate to look within the community, school or religious institution for a need that that can be satisfied through an Eagle Scout service project.

Read carefully the 'Becoming an Eagle Scout' section in the *Scouts BSA Handbook*. Also read the *Eagle Scout Service Project Workbook* (ESSPW).

While you are a Life Scout you must plan, develop, and give leadership to others in a service project that is helpful to your religious institution, school, or community. The Service Project Proposal, Plan and Report must be on the forms contained in the ESSPW.

### WHAT IS AN ACCEPTABLE PROJECT?

An important element of the service project is identifying an area of need in the community, religious institution or school. The more a scout does to develop and plan the project the more he/she will likely obtain approval for the project and learn. Others may provide ideas or suggestions. However, the candidate must be the one responsible for the completion of the project. Remember that an essential element of every successful project is **to demonstrate your leadership abilities**.

The *BSA Handbook* states the project "... must be of real value." In an effort to clarify that standard, the Piedmont Council has developed the following interpretation:

- a. A project must involve substantial commitment on your part and the others you ask to help. You will find that you will spend at least 25 hours in the development, planning, and execution of the project. In addition, to show sufficient leadership you will document that those who help you will spend over 50 combined hours on completing the project.
- b. "Real Value" suggests lasting value. On page 4 of the ESSPW under "Restrictions and Other Considerations" specifically states that "routine labor is not normally appropriate for a project."
- c. A good project addresses a real need. It will have a meaningful, measurable and lasting result.
- d. The project will display that you are able to plan, organize and execute a complicated task.
- e. The project will show you can lead others to accomplish a goal.
- f. A minimum of two others working under your direction is essential; however, it is strongly recommended that at least five others work under your direction.

### FINDING A PROJECT

Some suggestions for organizations to approach when looking for a project:

Chartering organization  
City Hall  
Religious Institution

Schools  
Public Works  
East Bay Parks

Recreation Department  
Hospital/Elder Care Facility  
Police/Fire Department

Select the project. The idea does not have to be your own, but the Proposal, Plan and Report must be yours. Before spending the time to prepare the Project Proposal in the ESSPW, discuss your project "vision" with your Eagle advisor and Scoutmaster to help ensure that your vision of the project will satisfy the project requirements of demonstrating your leadership and being of lasting value. Once you have approval of your vision, transform the vision into the Project Plan found in the ESSPW.

Before submitting your Project Proposal to the Council Representative for approval, be sure to obtain the signatures of your Scoutmaster, Troop Committee and project Beneficiary Representative.

Provide as much information as possible in your Project Proposal to clearly describe your project. Add extra pages if necessary. Those who will be reviewing your Project Proposal will know nothing about the project. It should be completed as a "stand alone" document. A reasonable person should be able to review and understand the project without any other source of information.

The project is a measure of your leadership abilities; therefore it is expected that you will take primary responsibility for the project. It is acceptable to have adults join as volunteers and overseers of safety. However, the role of adults must be secondary to yours.

The project cannot benefit the Troop, Piedmont Council or other BSA entities. The project cannot be a commercial venture or benefit a commercial enterprise.

Originality is encouraged. Scouts often find that areas which are of particular interest to them are fruitful grounds for their projects. For example, Scouts who enjoy the outdoors frequently come up with projects which improve a natural setting. It must be realized in doing projects for your selected organization that you must conform to the wishes and regulations of those for whom the project is undertaken. For example, a park superintendent would have definite ideas on what trees the scout would like planted and how they are to be planted. Scouts must not undertake projects on private or public property without first securing proper written authorization from the property owners.

**Do not begin working on the project until the  
Piedmont Council Eagle Project Coordinator has signed your Project Proposal.**

On Proposal Page E of the in the ESSPW obtain the approval signatures of:

1. A representative of the Institution or organization
2. Scoutmaster
3. Unit Committee (Committee Chairman)

Once the above approval signatures have been obtained contact the Piedmont Council Eagle Scout Service Project Coordinator to obtain the final approval signature before beginning work on your project.

The current Piedmont Council Eagle Scout Service Project Review Coordinator is:

Mr. Rich Harms  
1037 Winsor Ave  
Piedmont CA 94610  
Telephone (510) 465-4389  
[harms4law@earthlink.com](mailto:harms4law@earthlink.com)

**Note: The Council Eagle Project Review Coordinator only approves that your project meets the standards required. The Council Coordinator does not visit the project or provide the final approval, that is reserved for the project Beneficiary Representative**

In some cases, a project is not accepted. Accordingly, the project should not begin until all approvals have been received. Every effort is made to review a project promptly. However, other priorities may preclude an immediate turnaround.

**When you have completed the Project Proposal and Project Plan in the ESSPW and obtained all approval signatures you may proceed with the project.**

### DURING THE PROJECT

During the actual project keep good records of the work being done, hours of work, any difficulties you encountered and how you dealt with them, supplies being donated or purchased and costs etc. The ESSPW offers excellent formats for this record keeping; and it is recommended that a spreadsheet of names, dates and times be maintained from the inception of the planning stage to completion of the project (See, ESSPW Project Report page B) Be sure to take "before, in progress and after" pictures to assist in your documentation.

The *Guide to Safe Scouting* requires that two registered adult leaders or one registered adult and a parent of a participating scout must be present at all times work is performed on the project by volunteers.

If you are planning to use power tools you must comply with the guidelines contained in the *Guide to Safe Scouting* and an adult must be present to supervise and/or use power tools.

<http://www.scouting.org/scoutsource/HealthandSafety/Alerts/Tools.aspx>

Here are some safety tips:

- ✓ Is a first aid kit available?
- ✓ Is there an emergency phone available?
- ✓ Is emergency transportation available?
- ✓ If power tools are to be used, are you complying with the requirements in *The Guide to Safe Scouting*?
- ✓ If power tools are to be used is there an adult who will take responsibility for use and supervision?
- ✓ Is there safety equipment available such as eyeglasses, gloves, earplugs, etc?
- ✓ How will your fellow Scout helpers get to the project area? **Scouts driving other Scouts need written permission from a parent of each of those Scouts and must comply with California law currently prohibiting youth from driving other youth during the first year of licensure unless accompanied by a parent or a licensed driver 25 or over.**

### COMPLETING THE PROJECT

Upon finishing the project, you need to complete the three page Eagle Scout Service Project Report found in the ESSPW and sign it. Then you will need to obtain approval signatures from the Project Beneficiary and your Scoutmaster or designee of your Scoutmaster. The project must be completed to the satisfaction of the Beneficiary Representative and he or she must sign ESSPW Project Report page C

under “Approvals.” Additionally, your Scoutmaster, or his/her designee, needs to visit the site, inspect your project, and then sign ESSPW Project Report page C under “Approvals.”

### **Eagle Requirement #6**

#### **SCOUTMASTER CONFERENCE**

While a Life Scout, participate in a Scoutmaster conference. Arrange this conference with your Scoutmaster directly.

### **Eagle Requirement #7**

#### **BOARD OF REVIEW**

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

#### **The Statement of Ambitions and Life Purpose**

Prepare a statement about your life ambitions and purpose—what do you want to do in your lifetime?

The Statement must be:

- ✓ 200-500 words
- ✓ Of good quality (e.g. spelling, grammar, neatness, well organized)
- ✓ Typed or handwritten clearly - copies will be given to each member of the Board of Review to read.

In addition to the Statement of Ambitions and Life Purpose, the Eagle Scout candidate should also prepare autobiography for the Council Board of Review. It should be a brief history of your Scouting experiences. This will help the Council Eagle Board of Review to know you better when you appear before them. Express your feelings about the Eagle trail - was it fun, what did you get out of it, what would like to have done more of, how would you change it if it could be done again - rather than dates and facts. In addition, include your experiences from Cub Scouting on to the present - including your leadership experience, what you have done for your chartering organization and they for you, your awards, your camping experiences, your feeling about the training received from your fellow Scouts, your Troop and the Council in skills and leadership, and how you believe you have helped in service projects to your community. Finally, be sure to include a list/description of non-Scouting honors, awards and positions held in your religious institution, school, camp, community.

## **Piedmont Council Boy Scouts of America**

### **Guidelines for an Eagle Advisor**

Young men in scouting are dependent on several adults, despite the youth-run nature of most troops. The Scoutmaster is responsible for the oversight of the troop program. The Troop Committee Chair is responsible for the management of many of the administrative functions (fund raising, record keeping, logistics, etc.). Other volunteers help in directed or general ways.

Approximately 5% of the boys who start in Scouting BSA are motivated enough to achieve its highest rank, Eagle. Prior to reaching Life scout, those boys should get the same direction and support as others. However, troops are strongly encouraged to have each Eagle candidate select an adult to be his/her Advisor on the final leg of the road to Eagle. This recommendation is made in light of:

- a) substantial commitment required to complete the requirements;
- b) high expectations of the work to be done; and
- c) the often conflicting interests (studies, sports, cars, dating). Candidates usually spend between a few months to a year working on the final stages of Eagle. Staying in close touch is important.

The Piedmont Council is committed to making to Road to Eagle as clear as possible. The road is a tough one and the journey is greatly aided by the support of an Eagle Advisor. The Council recognizes that the candidate must do all the work for the award.

Towards that end, we have developed the following guidelines for an Eagle Advisor:

1. The Advisor should be active in the candidate's troop. That is the main way to work effectively with the candidate. The advisor should have had direct and frequent contact with the candidate over some part of the candidate's scouting career. A bond between the two needs to be present *before* they enter this relationship. Such bonds are best developed in shared camping, hiking, and other scouting activities. The more contact, the greater the likelihood the Advisor will be able to function effectively. A parent should not be the Advisor for his or her son or daughter.
2. The Advisor must understand the qualifications for the rank of Eagle, and the time line which is typically followed.
3. The Advisor should understand the delicate balance of encouraging the candidate, without becoming too active in support of project completion.
4. The Advisor must understand the Council's expectations for candidates. These include leadership qualities, demonstrated scout spirit, and prior participation within the troop.
5. The Advisor should be in close coordination with the Scoutmaster.
6. Experience suggests that it is very difficult to effectively work with more than one candidate at a time.
7. Scoutmasters are usually too focused on Troop activities to be effective Advisors, and therefore, it is advised that candidates identify other trusted adults to serve as Eagle Scout Advisors.



## **Piedmont Council Guidelines for Selecting an Eagle Project and Preparing the Proposal in the Eagle Scout Service Project Workbook**

Eagle Scout is the highest rank awarded in Scouting BSA. As can be expected, the requirements are difficult. One requirement involves a service project. The Piedmont Council has developed guidelines to clarify National BSA Eagle guidelines. The Piedmont Board of Reviewers will follow Council guidelines to assess proposed projects. This memo summarizes the Council expectations, reviews some of the common areas for improvement, and provides logistical recommendations.

Expectations:

1. The project must benefit the community, a school, or worship facility. It can't benefit the Piedmont Council or any Scouting BSA organization.
2. The project should be of "lasting value." Thus, projects which involve large components of maintenance work generally don't qualify.
3. The project must have a "significant" planning and development commitment, and enable the candidate to demonstrate leadership.
4. Projects should be stand-alone. Thus, it will generally not be suitable to select a work area, and then do only a portion of work required for a comprehensive project
5. The project must demonstrate the leadership abilities of the candidate. Thus, strong planning and organizing skills are expected. This is not doing "a good deed".
6. The council review is the last step before the project is started. No project should be started before the Eagle Scout Service Project Proposal has the necessary signatures of the Unit Leader, Unit Committee, Project Beneficiary and Council Representative, since the project, as proposed, might not be acceptable.
7. Adult supervision is fine for safety. The full responsibility of the project remains with the Eagle candidate. The candidate must be the driving force behind the project's proposal, plan and execution. The candidate may enlist adult help, particularly in areas of potential safety issues in order to meet National BSA requirements regarding use of power tools.
8. Project proposals which involve construction should have schematic drawings depicting general dimensions. If the Project Proposal is approved, the Project Plan should contain carefully prepared working drawings and a list of construction material needed to complete the project.
9. Projects must be proposed and completed only after the candidate has achieved the rank of Life. However, a Star Scout may discuss project ideas or visions with adults.

Frequent issues with the Eagle Scout Service Project Proposal include:

1. Only the Official *Eagle Scout Service Project Workbook* can be used. The Workbook can be downloaded from the following URL on the internet: <http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures-PC.aspx>. The Workbook contains forms related to the project, including: Eagle Scout Service

Project Proposal (“The Proposal”), Eagle Scout Service Project Plan (“The Plan”), Eagle Scout Service Project Report (“The Report”) and Eagle Scout Service Project Fundraising Application.

2. The Official *Eagle Scout Service Project Workbook* (ESSPW) contains information and resources that are valuable planning and executing the project. It is recommended candidates read the entire ESSPW before beginning the actual planning of the project.
3. The project **must** be submitted on the Eagle Scout Service Project Proposal form contained in the ESSPW.
4. No work can be started on the project until the candidate has obtained the following signatures on the Eagle Scout Service Project Proposal form (page “Proposal Page E” in the ESSPW): Unit Leader, Unit Committee, Project Beneficiary and Council.
5. The Proposal, Plan and Report should reflect the fact it is done as part of achieving Scouting's highest rank. Thus, the document should be edited for content and correct spelling.
6. However, a project may not be a fundraiser; it cannot be an effort that primarily collects money, even if it is for a worth Charity.
7. Most projects cost some money. A Preliminary Cost Estimate must be included in The Proposal at Proposal Page D. If it is anticipated that the project will entail significant fundraising, the candidate, Coach and Scoutmaster should familiarize themselves with Procedures and Limitations on Eagle Scout Service Project Fundraising (page “Fundraising Application Page B” in the ESSPW).
8. The Proposal must explain how the candidate will demonstrate leadership. This should be addressed at Proposal Page C under the heading Giving Leadership. This section should include a matrix of the proposed hours involved in the planning of the project by the candidate and the execution of the Project by the candidate and others and should include estimated hours per task, and demonstration the hourly targets will be achieved.

### **Logistics:**

Council review of Eagle Scout Service Project Proposals is currently done by Rich Harms. Mr. Harms is available for project assessment discussions at any stage of planning.

Call Mr. Harms to set a time for review. Email submission of a write up is also fine.

Projects can usually be reviewed within 24 hours. However, please do not wait until the day before the planned start date to submit the Eagle Scout Service Project Proposal.

Rich Harms:

Telephone: 510-465-4389

Email address:

[harms4Law@earthlink.net](mailto:harms4Law@earthlink.net)

## PIEDMONT COUNCIL EAGLE SCOUT SERVICE PROJECT STANDARDS

1. Piedmont Council standards include:
  - a. The project must involve "significant" commitment, meaning it involves planning, development and providing sufficient leadership to others.
  - b. The project should be of "lasting value" and therefore maintenance projects are not appropriate Eagle projects.
  - c. The project must demonstrate the candidate's leadership skills.
  - d. The project must benefit this community, a school, or a religious institution. The project cannot benefit the Piedmont Council or the Boy Scouts of America.
2. The scout must have the Project Proposal approved by the institution which benefits from the work, Scoutmaster, and Troop Committee Chair before having the Council Representative review it.
3. The Project Proposal can be completed only after the Scout has achieved the rank of Life, is under 18, and is generally done after all or most of the merit badges for Eagle have been completed.
4. Candidates can enlist adult assistance or supervision when safety issues are present. However, the candidate must be the 'driving force' behind the project.
5. After the project is completed, the Project Plan and Report will not be reviewed by the Eagle Board of Review until all signatures are secured on Project Report Page C of the *Eagle Scout Service Project Workbook* (ESSPW). The candidate shall also submit a binder containing the following documents:
  - a. The completed Eagle Scout Application;
  - b. The completed *Eagle Scout Project Service Workbook* including the Proposal, Plan and Report;
  - c. An executive summary of the project;
  - d. Completed Scouting Record on form supplied by Piedmont Council;
  - e. Completed School Record on form supplied by Piedmont Council;
  - f. The scout's autobiography;
  - g. The scout's Statement of Ambition and Life Purpose;
  - h. Completed Scoutmaster's Confidential Appraisal on form supplied by Piedmont Council (supplied by Scoutmaster or Troop Advancement Chair to Council Office);
  - i. At least five Letters of Recommendation (supplied by Troop Advancement Chair to Council Office);

The binder should be organized and include a table of contents and tabs for each section of the binder. The Board of review will evaluate the binder based on spelling and grammar. Candidates should check spelling and grammar before submitting the project binder for consideration for the rank of Eagle.
6. Pictures (particularly before and after pictures) are helpful. Obviously, after pictures will not be available when the Project Proposal is reviewed, so sketches or renderings may be useful to illustrate the proposed project.
7. Construction projects should have working drawings preferably prepared by the Scout.

<b>Typical Weaknesses in Project Proposals</b>	<b>Pointers for Improvement</b>
Planning is vague	Provide summary goal and detailed activity plan including steps to completion
No budget or funding plan	Provide materials list with costs and funding plan. Include copies of grant requests and correspondence,
No estimate of hours required for himself or group	Include hour breakdown that shows planning, development and project execution using the matrix format
No approval signatures	Secure and provide dated signatures from Scoutmaster, Troop committee member, and a representative from the group that benefits from the project.
Spelling and grammar errors. The Proposal should be a written product of good quality	Use spell check and proofread all documents.
No pictures, sketches, illustrations	Before and after pictures are very helpful. Sketches, renderings help reviewers visualize projects.
Knowledge of construction process unclear	All construction projects should have working drawings, preferably prepared by the Scout.

## Checklist Requirements - Life to Eagle

- \_\_\_ Review Piedmont Council Guidelines, Advisor Selection, Project Selection, and Project Standards.
- \_\_\_ Complete Scoutmaster Review (in conjunction with Life award) to plan for Eagle.
- \_\_\_ Select an Eagle Advisor.
- \_\_\_ Complete the required 21 Merit Badges.
- \_\_\_ Be active in your troop and patrol for at least 6 months as a Life Scout.
- \_\_\_ Serve for a period of at least six months (185 days minimum) as a Life Scout in one or more significant leadership of the leadership positions as specified in the *Scouting BSA Handbook* or those listed on the Eagle Rank National BSA Application.
- \_\_\_ Select and complete an Eagle Scout Service Project.
- \_\_\_ Use the BSA *Eagle Scout Service Project Workbook* found online at <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures-PC.aspx>
- \_\_\_ Complete BSA Eagle Service Project Proposal, including obtaining signatures from your Scoutmaster, Troop Committee Chair and Project Beneficiary Representative and then submit to Piedmont Council for review and approval before beginning any work on the project.
- \_\_\_ Complete your project. Gather and organize your work crew. Take plenty of pictures!
- \_\_\_ Complete the Eagle Service Project Report and obtain the signature from the Project Beneficiary Representative and your scoutmaster or designee of the Scoutmaster (Eagle Scout Service Project Report Page C).
- \_\_\_ Write an executive summary of the service project. The summary should be 1-2 paragraphs and describe the finished project; NOT the activities required to be complete the project. WHAT you accomplished, NOT how or why.
- \_\_\_ Complete the Official BSA Eagle Application Form. Hard copy enclosed or online at [http://www.scouting.org/filestore/pdf/512-728\\_wb\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_wb_fillable.pdf)
- \_\_\_ Complete Scouting Record on the form supplied by Piedmont Council.
- \_\_\_ Complete School Record on the form supplied by Piedmont Council.
- \_\_\_ Write your autobiography of approximately 500 words including Scouting, school, family, and community experience.
- \_\_\_ Write your statement of ambition and life purpose of no more than 500 words.
- \_\_\_ Have your Scoutmaster complete the Confidential Appraisal on the form supplied by Piedmont Council.
- \_\_\_ Mail requests and obtain required reference letters from: 1) parents/guardians, 2) religious/reverence mentor, 3) educational personnel, 4) employer (if any), 5) two additional references.
- \_\_\_ Ensure that all signatures have been obtained and all reference letters returned.
- \_\_\_ Take part in a Scoutmaster Conference and enter conference date on Eagle Application Form
- \_\_\_ Submit completed Eagle binder to Council office at least one month prior to 18th birthday. Submit the completed binder at least one month prior to your intended Board of Review (usually 1<sup>st</sup> Thursday of each month).
- \_\_\_ Organize the binder so that contents are clearly labeled with tabs and a table of contents is clearly labeled and convenient for the Reviewers' reviews.
- \_\_\_ Participate in the Council Board of Review and obtain unanimous approval from Board for Eagle Rank.

## **ASSEMBLING YOUR EAGLE SCOUT CANDIDATE BINDER TO BE SUBMITTED TO THE COUNCIL**

To assist the Council Office staff in submitting your application to the National Office of the Boy Scouts of America and in preparation for your Eagle Scout Board of Review, candidates must prepare a binder containing all of the necessary documents with a table of contents and tabs identifying each section of the binder. Do not submit documents in the binder inserted into plastic sheets; the Council Office Staff make copies of your binder's contents for the board of review and placing documents plastic sheets equates to unnecessary work for the staff.

The binder must include the following:

### **EAGLE SCOUT RANK APPLICATION FORM**

Type or print clearly. All merit badge and rank dates need to be the date earned and not the date presented. Cross out the merit badges not earned.

### **SCOUTING RECORD**

Obtain information from your Troop Advancement Chair and/or from the Scout office records and complete the form supplied by the Piedmont Council

### **SCHOOL RECORD**

Complete the form supplied by the Piedmont Council.

### **SCOUTMASTER'S CONFIDENTIAL APPRAISAL**

Your Scoutmaster completes this application and gives it directly to the Troop Advancement Chair. The Advancement Chair must make sure the appraisal is submitted to the Council Office to be included in your binder for the Board of Review.

### **EAGLE SCOUT SERVICE PROJECT**

This section of the binder should include the Eagle Scout Service Project Proposal, Plan and Report and all necessary signatures. This section should also include an Executive Summary of your project. This summary will remain on record at the Scout Office and will be used for publicity purposes and or samples of projects (The summary can be done in approximately three paragraphs or 150 words). Include in your summary: The organization for which you completed the project, **Project description (WHAT you did – NOT how or why)** and any details of your project you would like to publicize

### **STATEMENT OF AMBITION AND LIFE PURPOSE AND AUTOBIOGRAPHY**

### **LETTERS OF RECOMMENDATION**

The letters of recommendation are sent to your Troop Advancement Chair. The Advancement Chair must make sure the letters are submitted to the Council Office to be included in your binder for the Board of Review.

### **TROOP BOARD OF REVIEW**

Once all the necessary letters, project, forms and ESSPW Proposal Plan and Report are completed and in your binder, it is time for a Troop Board of Review as a rehearsal for the Council Board of Review. Set this up with your Scoutmaster or the unit committee chairman. The Troop Board of Review should sign and approve your Eagle Application form. The

Advancement Chair should now forward the material to the Scout office in preparation for the Council Board of Review.

#### COUNCIL BOARD OF REVIEW

The Council initiates the National BSA Eagle process. The Council must receive your Eagle Scout Rank Application and binder at least 30 days prior to your 18th birthday. The Council receives all the documents from the Troop and the Eagle Board of Review Chair reviews all documents. The Review Chair may request corrections or additional paperwork. Upon the Review Chair's approval the council will set up a Council Board of Review. Paperwork should be turned in at least 30 days prior to the Board of Review, which is the regularly scheduled on the first Thursday of each month except August.

When attending the Council Board of Review wear your **full** uniform with all patches and your merit badge sash to the Board of Review. Make an effort to look as neat and presentable as possible. Answer questions honestly. The thought processes maybe as important as a "right" or "wrong" answer. Be prepared for questions of all kinds. Take a few moments to formulate an answer then give it. The review is not an examination but a review of your qualifications, leadership, attitudes, and ideals. The review typically lasts about 30 minutes (25 minutes of discussion and 5 minutes for the Board to discussion and vote).

Your Scoutmaster may be present in the room to answer questions but may not participate in the review. Parents are not allowed to be present even if a parent is the Scoutmaster. It is encouraged for the Scoutmaster to attend in order to introduce you to the Board.

Very occasionally an Eagle Candidate may not pass a Board of Review or may pass subject to certain conditions. If you have not reached your 18th birthday you have until your 18<sup>th</sup> birthday to meet the conditions.

Note: A Council Board of Review may be held after your 18th birthday but all requirements must have been completed prior to your 18th birthday. (If you have any questions, call the Scout Office).





## SCOUTING RECORD

Dates

Pack/Troop/Post/Crew & City

1. Cub Scout: from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_  
(If exact dates are unknown for Cub Scouting - estimate)

Scout: from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_

Venturer from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_

Explorer from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_

2. Scouting awards and recognitions (include religious Scouting awards):

\_\_\_\_\_  
\_\_\_\_\_

3. List all Leadership positions held:

Cub Pack \_\_\_\_\_

Camp Staff \_\_\_\_\_

Scout Troop \_\_\_\_\_

Explorer Post \_\_\_\_\_

Venture Crew \_\_\_\_\_

Specials Activities \_\_\_\_\_

Other \_\_\_\_\_

Day Camp Staff \_\_\_\_\_

4. Scout Camping Record (an estimation is acceptable)

Number of years \_\_\_\_\_ Total of Days \_\_\_\_\_

5. Scout activities, leadership training and community service (give dates if possible).

National Youth Leadership Training (NYLT) \_\_\_\_\_

High Adventure Bases \_\_\_\_\_

High Adventure Backpacking \_\_\_\_\_

50 Miler Award (how many, locations) \_\_\_\_\_

Philmont Trek \_\_\_\_\_

National/World Jamborees \_\_\_\_\_

Order of the Arrow Office(s) held \_\_\_\_\_

Community Service Projects (other than Eagle) \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

## SCHOOL RECORD

1.	SCHOOLS	Name	Dates	Avg. Grade
----	---------	------	-------	------------

Elementary \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Intermediate \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

High School \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

## 2. SCHOOL ACTIVITIES

Offices held \_\_\_\_\_

Recognitions and awards \_\_\_\_\_

Clubs \_\_\_\_\_

Athletics \_\_\_\_\_

Music \_\_\_\_\_

Other \_\_\_\_\_

### 3. RELIGIOUS RECORD

Name of Religious Institution \_\_\_\_\_

Other religious affiliations \_\_\_\_\_

Church or synagogue activities \_\_\_\_\_

Clubs and organizations \_\_\_\_\_

Offices held \_\_\_\_\_

Service assignments \_\_\_\_\_

Other \_\_\_\_\_

#### 4. SPORTS RECORD

Type of sport \_\_\_\_\_

Group \_\_\_\_\_

(E.g. Little League, soccer club)

Position of leadership \_\_\_\_\_

Recognitions and awards \_\_\_\_\_



**REQUEST  
EAGLE SCOUT LETTER OF RECOMMENDATION**

Date \_\_\_\_\_

Dear \_\_\_\_\_

Scout \_\_\_\_\_ of Troop \_\_\_\_\_ is a candidate for the rank of Eagle Scout and has given your name as a reference. Specifically you have been named as a parent(s), a religious leader, educational instructor, an employer, or general (circle one).

We kindly request that you provide us with a written reference of the aforementioned Scout. Please do not return the reference to the Eagle candidate but mail it the Troop Advancement Chair, named below, in the envelope provided.

The Eagle Scout is Scouting's highest award. An Eagle Scout is expected to demonstrate a sense of duty to God, to country, and to other people, as well as high moral character and leadership ability. In addition, the scout should show that he/she is prepared and capable to care for him/herself and help others with skills developed through his/her Scouting experience.

From your personal contact with this young person, how do you feel the scout is qualified to receive this high award? Please be as specific as possible.

Your response, with any comments you care to include, should be received by the Advancement Chair before \_\_\_\_\_ (date).

Your courtesy in this matter is greatly appreciated.

Sincerely,

**Eagle Candidate Name**

**Send reference letter to:**

Advancement Chair, Troop \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

## SCOUTMASTER'S CONFIDENTIAL APPRAISAL

EAGLE CANDIDATE \_\_\_\_\_ TROOP \_\_\_\_\_

What degree of initiative, planning, and leadership ability was required of the candidate in the leadership position the scout has held since attaining Life Scout rank?

(More) (Same) (Less) than that required of a Patrol Leader.

In what positions of leadership did the scout serve for:

Life Scout rank? \_\_\_\_\_ Star Scout rank? \_\_\_\_\_

Has the scout actively participated in all types of unit activities? \_\_\_\_\_

Has the scout regularly attended unit meetings? Yes \_\_\_\_ No \_\_\_\_

Did the Life rank Scoutmasters Conference commitment require the scout to increase his/her capabilities?

In fulfilling the requirements for the Eagle Award, how did the candidate utilize his/her capacity?

	Increased Potential	Did Their Best	No Special Challenge
Leadership	_____	_____	_____
Skills	_____	_____	_____
Citizenship	_____	_____	_____

How do you rate the candidate on:

	Outstanding	Good	Adequate
--	-------------	------	----------

Dependability	_____	_____	_____
Group Cooperation	_____	_____	_____
Relations with peer group	_____	_____	_____
Consideration of others	_____	_____	_____
Leadership	_____	_____	_____
Acceptance of authority	_____	_____	_____
Scout Oath and Law	_____	_____	_____
Scout Spirit	_____	_____	_____

What is the candidate's strongest attribute? \_\_\_\_\_

\_\_\_\_\_

In what area should the scout be encouraged to strive for improvement? \_\_\_\_\_

\_\_\_\_\_

Please add any comments that may assist the Eagle Review Board in evaluating this candidate's qualifications for Eagle rank.

Date \_\_\_\_\_ Unit Leader's Signature \_\_\_\_\_

## **EAGLE COURT OF HONOR**

Do not plan or send out invitations to an Eagle Court of Honor until your application has been finally approved by the National Boy Scouts of America following the Council Board of Review. Allow 6 weeks for this approval – the process may be faster than 6 weeks. You will be notified when the process is complete.

It is your responsibility to prepare the Eagle Court of Honor Ceremony with help and guidance from your Troop Eagle representative (if your Troop has one), Eagle Advisor or Scoutmaster. The Eagle Court of Honor is a Troop Function; as such, the Scoutmaster must approve the date, place script, and all aspects of the ceremony. If you need additional help in setting this up ask at the Council Office, there are many volunteers who have knowledge and are willing to help.

Parents are only responsible for inviting the appropriate guests and the following reception. However, it is suggested that the following additional people be included in the invitations; Scoutmasters of other Troops; Members of the Board of Review; President of the Council; Vice President of Scouting; the Council Executive and the Administrative Staff.

Available at the Scout Office are:

- The council provides every Eagle 1 Packet of 50 invitations and 1 Packet of 50 program covers.
- Additional invitations
- Additional program covers
- Eagle Ceremonies suggestions and photographs
- Eagle decorations
- Outlines and other helpful suggestions on the process of the Eagle Court.
- Insurance coverage at specific City-owned facilities

Can be ordered from the Scout Office or from the Scout Catalog:

- Eagle napkins
- Eagle plates
- Eagle tablecloths

Various created and carved Eagle items created by the late Kenneth (Mac) MacTavish are available and can be signed out for use at the Eagle Court of Honor. Contact the Council office for more information and to arrange inspection of materials (510) 547-4493.

Suggestions:

- At the Eagle Court a display of photographs, such as Scouting, over the years is interesting.
- Display your Eagle Project (photos etc).
- Secure an older, engaging Eagle Troop member or adult to act as the Masters of Ceremony.

Note: You are responsible for the behavior of your fellow Scouts and guests at your Court of Honor. Understand the rules and regulations of the location - ask specifics. Assign reliable leadership Scouts to be responsible for monitoring the behavior. You and your family may have other concerns.

## Template Optional Letter to Dignitaries Requesting Recognition

DATE

Position Name

Address

City, State, Zip Code

Honorable XXXXXXXXXXXXX,

It is with the greatest of pleasure that we announce that our son/daughter, \_\_\_\_\_, has achieved the rank of Eagle Scout in Troop \_\_\_\_\_ of the Piedmont (California) Council. Only two percent of the youth who join the Scouting BSA Program reach this highest rank.

Please join us in honoring him/her for this achievement at his/her Court of honor at the \_\_\_\_\_ on \_\_\_\_\_ (**date**).

Thank you.

Sincerely,

Names of parents

Address

(Include a phone number)

## List of Dignitaries (9/30/2017)

The President and Mrs. Donald Trump  
White House  
1600 Pennsylvania Avenue NW  
Washington, DC 20500  
[president@whitehouse.gov/contact](mailto:president@whitehouse.gov/contact)

Honorable Mr. President and Mrs. Trump

The Vice President and Mrs. Michael Pence  
White House  
1600 Pennsylvania Avenue NW  
Washington, DC 20500  
[vice.president@whitehouse.gov/contact](mailto:vice.president@whitehouse.gov/contact)

Honorable Mr. Vice President and Mrs. Pence

US Senator Kamala Harris  
112 Hart Senate Office Building  
Washington, DC 20510  
or  
50 United Nations Plaza  
Suite 5584  
San Francisco, CA 94102  
<https://www.harris.senate.gov/>

Honorable Senator Harris

US Senator Diane Feinstein  
331 Hart Senate Office Building  
Washington, DC 20510  
or  
One Post Street, Suite 2450  
San Francisco, CA 94104  
Email: Use Web form at URL below  
<http://feinstein.senate.gov>

Honorable Senator Feinstein

Congresswoman Barbara Lee  
9<sup>th</sup> District Representative  
2267 Rayburn HOB  
Washington, DC 20515  
or

Oakland District Office  
1301 Clay Street  
Suite 1000-N  
Oakland, CA 94612  
Email: To Email Congresswoman Lee, go to her website,  
below  
<http://www.lee.house.gov>

Honorable Congresswoman Lee

The Honorable Gavin Newsome  
Governor's Office  
c/o State Capitol Building, Suite 1173  
Sacramento, CA 95814  
<http://www.gov.ca.gov>

Honorable Governor Newsome

State Senator Nancy Skinner  
State Senate, 9<sup>th</sup> District  
State Capitol, Room 2059  
Sacramento, CA 95814

or  
1515 Clay Street, Room 2202  
Oakland, CA 94612  
[senator.Hancock@sen.ca.gov](mailto:senator.Hancock@sen.ca.gov)

Honorable Senator Skinner

Assembly Member Tony Thurmond  
Assembly, 15<sup>th</sup> District  
P.O. Box 942849  
Sacramento, CA 94249-0015

or  
1515 Clay Street Suite 2201  
Oakland, CA 94612  
<https://a15.asmdc.org>

Honorable Assembly Member Thurmond