

EAGLE SCOUT SERVICE PROJECT, APPLICATION, AND BOARD OF REVIEW PROCESS

Eagle Scout Service Project Approval

The quality of Eagle projects is paramount – therefore, project approvals are centralized through the Council advancement committee member responsible to approve and/or oversee project approvals (list provided).

1. *The workbook must be worked in order from beginning to last page.*
2. *The project must not begin until ALL approval signatures have been obtained*
 - Required signatures are secured for the proposal. For Council approval, please speak with your District area Council advancement committee member. Council approval is the final approval signature. See the Council vice chair list provided.
3. *An Eagle Scout service project is considered completed when the:*
 - Project plans are executed.
 - Proposal, and report sections have been filled out completely.
 - Required signatures are secured for the report section and project completion.

Eagle Scout Application

The Unit Advancement person should assist the Scout in completing and assembling the needed items for the completed Eagle packet.

1. *Eagle Scout Application must be:*
 - Filled out completely (including the reference section)
 - The Eagle applicant will ask the references listed on the Eagle application to write a letter of recommendation telling how the Scout lives by the principles of the Scout Oath and the Scout Law in his/her daily life.
 - The *Guide to Advancement 2019* Topic 9.0.1.7 states, “In Scouts BSA, advancement references are required only for Eagle Scout rank. The Council determines methods of contact.” The Crossroads of the West Council has decided that the contact method of preference will be done by letters. The Scout provides stamped envelopes addressed with the name and address of the Council advancement vice chair in their District. Writing the Scout’s name on the back of the envelope is also helpful. These envelopes are then given by the Eagle applicant to the references listed on the Eagle application. See the Council vice chair list provided.
 - Also stated in the *Guide to Advancement 2019* Topic 9.0.1.7, “It is acceptable to deliver to the references a stamped addressed envelope with instructions. Scouts may assist with this.” It is then up to the Council’s designated representatives, the Council advancement vice chair, to follow up with the responses.
 - Eagle Boards of Review will not be delayed due to non-receipt of letters of recommendation. Council advancement vice chairs will follow up with a phone call or email. Boards will be scheduled after a reasonably diligent effort to obtain the references.
 - Verified by the Council office BEFORE Board of Review. The application is to be verified at the service center.
2. *Verification happens in one of two ways:*
 - In person at a service center OR
 - Submitted online (www.utahscouts.org/eagleform).

Eagle Scout Board of Review

After ALL the above steps are completed, the entire project workbook, completed Eagle application, Council verification, a statement of his/her goals with a list of positions held in his/her religious institution, school, camp, community organization and letters of reference (mailed) are delivered to the appropriate Council advancement vice chair in your District. See the Council vice chair list provided.

1. Board of Review:

- Is scheduled and conducted by the Council advancement committee AFTER receipt of the above listed items.
- Eagle Scout to be accompanied (if possible) with the following:
 - Unit leader – to introduce the Scout.
 - Parent(s)/guardian – introduced to the board and to support the Scout.

2. See the back side of the page for common questions and answers

Post Board of Review

After the Board of Review:

- Please be prepared to arrange for delivery of the Eagle certificate after the Board of Review. The certificate can be mailed for \$2.00 or the certificate and an Eagle presentation kit can be mailed for \$35.00. Scouts local to the Ogden office may choose to pick up the certificate for free at the Ogden office and then purchase the Eagle presentation kit directly from any scout shop location
- Application submitted to Council – board representative responsibility.
- Application is certified – Council responsibility.

Certificate Pick-up:

- If arrangements were made to mail the certificate it will be mailed when it arrives from National. For local pick up the Eagle Scout will be notified when the certificate arrives from National.
- Eagle Scout application to be returned to Eagle Scout with certificate.

May 18, 2020

FREQUENTLY ASKED QUESTIONS PERTAINING TO A BOARD OF REVIEW:

Q: When is the Eagle board of review held?

A: The time of your board of review will be scheduled by a Council Advancement Committee member

Q: Where will the board of review be held?

A: The location of your board of review will be scheduled by a Council Advancement Committee member

Q: How long is the board of review?

A: Generally, 30-40 minutes

Q: Who schedules a board of review?

A: The Council Advancement Committee member will schedule the board of review

Q: Who attends the board of review?

A: 1) Council/District Advancement Chair or designee; 2) Unit Leader; 3) Parent(s)/guardian(s); 4) 2 other individuals who are well versed in the Eagle Board of Review process.

Q: How should the Eagle Scout candidate be dressed for his/her board of review?

A: Scout Uniform is always preferred. Second to that would be best dress

Q: What does the Eagle Scout applicant need to bring to his/her board of review?

A: Parents/guardians, unit leader. The Council Advancement person will have all the paperwork needed for the Board of Review.

Before the board invites the youth into the room, members of the board will review the project workbook, read the reference letters and read the goals and ambitions statements. The Eagle application has already been verified.

Parents are welcome to come and be introduced to the board, but they will not be permitted to remain in the room during the Eagle Board of Review.