

**Great Lakes Field Service Council, BSA
Council Advancement Committee
Advancement Committee Policies and Procedures**

The 12 Steps from Life to Eagle

The following information originates from *Guidelines to Advancement #33088* (current edition) to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the Board of Review. This document includes clarifications and actions specific to the Great Lakes Field Service Council established by the Council Advancement Committee within the framework of national policy and shall serve as the official procedures of the Great Lakes Field Service Council. Publications prior to this release should be discarded.

1. In order to advance to the rank of Eagle, while a Life Scout, a candidate must complete all the requirements of active tenure, Scout spirit, any remaining merit badges, positions of responsibility, planning, developing, and providing leadership to others in a service project, and the Scoutmaster conference.
2. Using the *Eagle Scout Service Project Workbook #512-927* (current edition), the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the beneficiary of the project, and have it reviewed and approved by the council or district advancement committee. In the Great Lakes Field Service Council, the project workbook must be presented to a representative of the district advancement team by the Eagle candidate. The district advancement team representative will schedule the review meeting as soon as possible (see “Eagle Scout Leadership Service Project - District Approval Process” on the GLFSC Advancement webpage).
3. It is imperative that all requirements for the Eagle Scout rank *except* the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review, including the service project and the Scoutmaster conference, have been completed, an Eagle Scout Rank Application must be filled out and sent to the council service center promptly (see “Eagle Scout Rank Application Verification Process” on the GLFSC Advancement webpage). Youth members with disabilities who may need a time extension should meet with their unit leader as soon as such possible. Time extensions must be approved by the council advancement committee and national advancement team prior to the Scout’s 18th birthday.
4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a Board of Review. The failure of a unit leader or unit committee to sign an application may be considered by the Board of Review in determining the qualification of the Eagle candidate. Procedures for requesting a Board of Review under these circumstances are described in the *Guide to Advancement*
5. The *Eagle Scout Service Project Workbook* (current edition), properly filled out, must be retained by the unit or candidate so that it can be presented for final approval at the Eagle Scout Board of Review.

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6. The candidate should contact those individuals he chooses to list as references and provide them with a copy of the *Request for Letter of Reference* form before including their names in the reference section of the Eagle Scout Rank Application. Reference letters are to be mailed (via the U.S. Postal Service) to the unit leader, his/her designee, or the adult within the unit responsible for advancement, and shall remain unopened until provided to the Eagle Scout Rank Board of Review. **After the initial contact, the candidates should not be involved personally in transmitting any correspondence from persons listed as references. It is up to the designated adult representatives to make every effort to collect the responses, either by letter or phone.** If after a reasonable effort no response can be obtained from any references, the board of review must go on without them. It may not be postponed or denied for this reason, and the Scout may not be asked to submit additional references or to provide replacements.

7. When the completed application is received by the Council Service Center, its contents will be verified. After the council service center has verified the contents of the application, the unit will be notified and given approval to schedule an Eagle board of review. The verified Eagle Scout Rank Application including the *Life Ambitions and Purpose* portion of requirement #6 on the application, the *Eagle Scout Service Project Workbook*, and all **unopened** reference letters, must be given to the board chairperson prior to the board of review taking place. Letters of Reference are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review. Scheduling of the board of review should occur as soon as possible after the verification confirmation. **Under no circumstances may a board of review be held until the council service center has verified the Eagle Application and the application has been returned to the unit.**

8. The board of review for an Eagle Scout candidate is composed of at least three but not more than six members. One member serves as chairman. **A Scout's unit leaders, assistant unit leaders, relatives, guardians, or other Scouts may not serve as members of his board of review.** The board of review members should convene before the candidate appears in order to review the application, check references, and review the service project report. At least one district or council Advancement Committee representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.

9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no required set of questions that an Eagle Scout candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision to approve must be unanimous.** If the

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candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank.

- a. If the candidate does not meet the requirements, 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. If there is agreement between the candidate and the board of review, the review should be **adjourned** until the time specified and then reconvene to reach a final decision. *Under no circumstances can a second board of review be held.* A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. Should the applicant disagree with the decision, the appeal procedures should be explained to him and he should be provided with the name and address of the person he is to contact. (See "Appealing a Decision" in *Guidelines to Advancement*, No. 33088, current edition.)
10. Immediately after a successful board of review and after the official Eagle Scout Rank Application has been appropriately signed, the application, and Statement of Life Purpose are submitted to the Council Service Center by a unit representative for certification. All other documents **except the reference letters** are returned to the Scout.
11. When the application arrives at the Council Service Center, the Scout Executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank.
12. The Eagle Scout Service screens the application to ascertain information such as proper signatures, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The council will then forward the certificate to the unit leader. **The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.**