



Denver Area Council
Boy Scouts of America
2901 West 19th Avenue
Denver, CO 80204
(303) 455-5522
Fax: (303) 455-4689

Candidate Name: _____

1. Check the Scout's Record

The Scoutmaster, Varsity Coach, or Venturing Advisor must verify that the Life Scout has:

- A. Six months active service in his unit while a Life Scout
- B. Served in one or more of the approved leadership positions, listed in **Requirement 4** of the [Eagle Rank Application](#) (58-728), for six months while a Life Scout.
- C. Displayed Scout Spirit by living according to the Scout Oath and Law.
- D. A plan to complete Family Life, Personal Fitness, and Personal Management Merit Badges before the candidate's 18th birthday, since they have 90-day programs.
- E. Earned 21 merit badges including the required list on the Eagle Rank Application.

All of the numbered **Requirements** on the Eagle Rank Application must be completed prior to the candidate's 18th birthday. Approval and certification signatures and the Eagle Board of Review may occur within 3 months of the candidate's 18th birthday without further explanation.

2. Eagle Project Reviews

- A. The Scoutmaster, Varsity Coach, or Venturing Advisor will discuss with the Life Scout his Eagle project concept, help him mature it, help him prepare by presenting his concept to the unit committee, and approve the concept by dating the appropriate line on **Page 6** of the [Eagle Scout Leadership Service Project Workbook](#) (18-927D). The Life Scout can only continue to plan but **NOT** execute his project until the unit committee and district level approvals have been obtained.

- B. The Life Scout should obtain at least your approval **BEFORE** asking the sponsoring organization for their signature on **Page 6** of the workbook. Make sure that the sponsor's representative contact information is recorded on **Page 6** of the workbook.
- C. Note the requirement on **Page 7** of the Workbook: **“Plan your work by describing 1) the present condition, 2) the method, 3) materials to be used, 4) project helpers, and 5) a time schedule for carrying out the project. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.”** Many Scouts have trouble with this requirement and the need to be thorough. If this is the case with your Scout, ask him to make a list of tasks and then describe how each task will be performed.
- D. Insure that **Pages 7 and 8** of the Eagle Scout Leadership Service Project Workbook are a complete plan. Make sure that the questions on **Page 3** are answered in writing. Note on **Page 4** that “the Scout should add as many pages as needed to thoroughly complete the workbook”.
- E. The unit committee chairman will assemble the unit committee to review the Life Scout's Eagle Project plan, address any safety, scheduling, unique resource requirements, and other issues as necessary, and approve the concept by signing the **“Unit Committee Member”** line on **Page 9** of the Eagle Scout Leadership Service Project Workbook. The Life Scout can only continue to plan, but **NOT** execute his project until the district level approval has been obtained.
- F. Contact the District Advancement Chairman for instructions on how the Life Scout can obtain the district level approval. The District Representative assigned to review the project will review four issues; 1) Is the project benefactor valid? 2) Is the plan feasible 3) Is the plan safe? and 4) How will the Scout demonstrate leadership?
- G. After the project is complete, encourage the Scout to write the details about how the project was carried out on **Pages 10 to 12** as soon as possible, while the details are still fresh. Make sure that the questions on **Page 4** of the workbook are answered in writing. Add as many pages as needed to thoroughly complete the workbook,
- H. When the Eagle project is complete and recorded, the Unit Leader and Benefactor's Representative will certify that the Scout has completed the Eagle project by signing the bottom of **Page 13** of the Eagle Scout Leadership Service Project Workbook (18-927D).

3. **Preparation for Board of Review**

The Scoutmaster, Varsity Coach, or Venturing Advisor will:

- A. Insure the Life Scout has typed or neatly printed the final report of his Eagle project and that signatures on **Page 13** of the Eagle Scout Leadership Service Project Workbook are complete. Sign and date **Requirement 5** of the [Eagle Rank Application](#) (58-728).

- B. Insure that the Life Scout has completed **Requirement 6** of the Eagle Rank Application with a written “Statement of ambitions and life purpose, and a listing of positions held ... and awards received.” Advise the candidate to think of this as a resume. Hold a Scoutmaster conference with the Eagle candidate and sign and date **Requirement 6**.
- C. Review the candidate’s Eagle Rank Application and ask the candidate to certify that the application is true and correct. Approve the application by signing and dating the “unit leader” line.
- D. Ask the unit committee chair to review the Eagle Rank Application and project workbook. Review all dates for consistency. When Scouts earn more than 21 Merit Badges, make sure that Merit Badges used for Star and Life are listed. Approve the application by signing and dating the “committee chair” line.
- E. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate will 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.
- F. Insure someone within the unit is designated to receive the letters of recommendation for this Eagle candidate and a cutoff date is selected for receiving such letters. Also insure that the Eagle candidate is given this information so he can provide it to his references. Insure that the letters of recommendation are delivered unopened to the Eagle candidate’s board of review.
- G. Have the Eagle candidate collect the following: completed Eagle Rank Application, Eagle Scout Leadership Service Project Workbook, and the Life’s Ambition Statement (**Requirement 6**).
- H. The unit or family presents the items collected in **Step G** to the Council Service Center. After the Service Center has verified the data in the application, it is signed and the materials are returned to the unit or family.
- I. Any deficiencies noted by the Council Service Center must be repaired prior to the Eagle Board of Review. Inconsistencies in dates can be repaired using the [Unit Advancement Report](#) (34403A).
- J. After Council Service Center approval, or after deficiencies are repaired, have the Candidate contact the District Advancement Chairman, or the designated member of the advancement committee, to schedule the Eagle Board of Review.
- K. Have the Candidate make a copy of the workbook, project report, and Eagle Rank Application. This will make it easier to the Eagle Board of Review to process and you can keep the copy for Unit records.

- L. Fill out a Unit Advancement Report giving the name and address of the Unit Leader expecting to get notification of National approval. Bring this form to the Eagle Board of Review and make sure that the Board members sign it.
- M. Ask the Unit or District Committee to conduct the Eagle Board of Review as prescribed in BSA publication No. 33088 entitled “*Advancement Committee Policies and Procedures.*” Note *steps 8 and 9* of the 12 Steps specify that Unit Leaders may attend, but are not voting members of the Eagle Board of Review.

4. **Post Board of Review Activities**

The unit committee chairman or his/her designated representative will:

- A. Collect and present the following forms to the Council Service Center: the completed Eagle Rank Application (the “*Signature of Eagle Board Chairman*” and “*Approval Signature of Council/District Eagle Board Representative*” lines must be signed and dated at the board of review) and the properly compiled *Advancement Report No. 34403*, with signatures of Eagle Board members.
- B. Make *Copies* of these documents to preserve signatures. These documents have been known to get lost.
- C. The Council Service Center will notify you when National has approved the candidate’s application. Please allow *6 weeks* for processing by National.
- D. Once notified of National approval, begin planning the Eagle Court of Honor.

Best wishes to you as you guide this Scout along the trail to Eagle. Should you need any additional information, please feel free to contact your District Advancement Chair or the Council Service Center.

Yours in Scouting,

Advancement Committee
Denver Area Council