



THE EAGLE PROCESS

As a Life Scout, you are about to begin the arduous process of attempting to become an Eagle Scout. The following information is provided to help you and answer many of the basic questions you will have. Review this information and follow the steps carefully. It will smooth your way to becoming an Eagle.

BEFORE YOUR 18TH BIRTHDAY

The following must be completed:

1. Hold the rank of Life Scout for at least six months and serve in leadership position with your troop during that time.
2. Have earned a minimum of twenty-one (21) Merit Badges (12 Eagle-required and 9 others).
3. Completion of your Eagle Leadership Service Project.
4. Participate in a Scoutmaster Conference.

EAGLE APPLICATION

EAGLE SCOUT LEADERSHIP SERVICE PROJECT WORKBOOK

Your first step is to obtain the above two forms. Both of these forms are available on the Los Angeles Area Council website (www.boyscoutla.org) link to "FORMS." The link will connect you to www.scouting.org/filestore/pdf/512-728.pdf for the Eagle Application. The original application must be printed in color. Numerous copies are made of the application and the colored application (blue and red ink) makes it easy to identify as the original. The link for the Project Workbook is www.scouting.org/filestore/pdf/512-927.pdf.

EAGLE APPLICATION

1. In the blocks where you enter your name, fill-in these blocks exactly the way you want your Eagle Certificate to read. This can be first name, last name; or first name, middle name, last name; or whatever way you wish.
2. Your unit may have you registered with the Council as both in a Boy Scout Troop and in a Venture Crew. On the appropriate line, designate either Troop XXX or Crew XXX. The BSA National Office will issue your Eagle

Certificate as being earned from your troop or crew, whichever you prefer. However, you must be registered appropriately in the troop and/or crew.

3. In the blocks where you enter the date that you joined Boy Scouts, enter the first day of the month and year that you joined. For example: if you joined on March 15, 2001, the date you enter is March 1, 2001 (030101).
4. The date of your Star Scout Board of Review must be at least four months after your First Class Board of Review.
5. The date of your Life Scout Board of Review must be at least 6 months after your Star Scout Board of Review.
6. Requirement 4 asks what leadership positions you have held in your Unit while a Life Scout. You must hold the rank of Life Scout for at least six months before you are eligible for the Eagle Character Board and you must have held a leadership position during that time.
7. Requirement 5 pertains to your Eagle Project. The Project Name is the name of the organization which benefitted from your project. The grand total of hours is the sum of the hours you spent planning the project, the hours you worked on the project and the hours that all of your volunteers worked on the project.
8. Requirement 6 requires that you participate in a Scoutmaster conference. With his signature, your Scoutmaster attests that you are knowledgeable and experienced in the Scout skills that have led you to the threshold of becoming an Eagle Scout. The conference is also a final confirmation that you know and understand the Scout Oath, the twelve points of the Scout Law and the "Aims and Methods" of Scouting.

EAGLE SCOUT LEADERSHIP SERVICE PROJECT WORKBOOK

1. Choose your project. Consult with your Scoutmaster and/or other adult leaders in your unit for advice and guidance about the appropriateness of the project you have chosen.
2. Begin writing your "PROJECT DESCRIPTION" and "PROJECT DETAILS." These should include the following information:
 - a) "Before" photos
 - b) Description of actual work to be performed

- c) Manpower allocation - how many volunteer helpers and how you will deploy them
- d) Estimated project hours
- e) Tools and materials needed
- f) Budget and funding source

You may use additional blank sheets as long as they are titled appropriately.

3. Begin your log of the hours you spend planning your project.
4. **In your Class A uniform**, obtain the signature of approval of an official of the group or organization that will benefit from your project. Do this before obtaining any other signatures.
5. **In your Class A uniform**, obtain the signature of approval from your Unit Leader (Troop Scoutmaster, Team/Varsity Scout Coach or Venturing Crew Advisor).
6. **In your Class A uniform**, present your **Eagle Project Plan** to the Unit Committee Chairperson and obtain the signature of approval.
7. Make an appointment to meet with the District Advancement Chair. At this meeting (**in your Class A uniform**), be prepared to present and discuss your **Eagle Project Plan** and obtain the signature of approval. All other signatures of approval must be obtained prior to meeting with the District Advancement Chair. Once this final signature of approval of the District Advancement Chair has been obtained, **you may proceed to carry out your project.**
8. Be sure to submit to Council, Tour Permit Applications for fundraising and/or projected work dates for your project. The approved Tour Permits should be included in your final Project Report.
9. When you have completed your project, you must sign the "Approvals for Completed Project" page and obtain the signatures of your Unit Leader (Scoutmaster/Coach/Advisor) and the representative of the organization that benefitted from your project.

YOUR EAGLE BINDER (3-ring Binder)

1. The binder starts with your **Eagle Scout Rank Application** that is completed with accurate dates and the required signatures of your Unit Leader and Unit Committee Chair. (The signatures for “BSA LOCAL COUNCIL CERTIFICATION” and the “EAGLE SCOUT BOARD OF REVIEW” are not your responsibility).
2. The next page(s) should be the statement of your “ambitions and life purpose” and a listing of those positions you have held (in and out of Scouting) that attest to your leadership experience.
3. Your **Eagle Project Workbook** comes next. Be sure that you have obtained all the required signatures for approval of the project plan and the required signatures at the completion of your project.
4. The final section must have all the “blue cards” of the Merit Badges you have earned. These “blue cards” assist in the verification of your Merit Badges. Final verification is based on the Advancement Reports that have been filed by your Unit with the Council. It is suggested that you use the plastic sheet protectors such as the type used for sports trading cards. These have individual pockets for each of your blue cards. Starting with your 12 required Merit Badges, place the blue cards in the same order as they appear in Requirement No. 3 of the Eagle Application, starting with Camping and ending with Family Life. All the other blue cards can be placed in any order you wish. Rank cards, Merit Badge cards or any other cards you have earned or received should not be in your Eagle Binder.
5. An **Advancement Report** (Form #34403B) should be completed by your Scoutmaster or Unit Advancement Chair and submitted along with your Eagle binder. Only the top left block needs to be completed. This form will be signed by the District Advancement Chair (DAC) and the members of the Character Board after successful completion of the Character Board.

Other documents and award certificates should not be included in your binder nor should extraneous photos that are not related to your Eagle project.

PERSONAL REFERENCES

Requirement No. 2 on the Eagle Application asks for the names and addresses of those individuals who know you personally and would be willing to provide a reference on your behalf.

THE NAMES, ADDRESSES, PHONE NUMBERS AND E-MAIL ADDRESSES MUST BE COMPLETED ON EVERY LINE.

ONLY THE LINE FOR EMPLOYER MAY BE LEFT BLANK.

You are required to have **FOUR** actual **EAGLE SCOUT CONFIDENTIAL REFERENCES** submitted on your behalf:

1. Religious
2. Educational
3. Personal
4. Personal

For your Religious Reference, if you have difficulty in finding an individual in a religious organization that can provide a reference, you may substitute a reference from your parents or other individual who has given you spiritual and religious guidance (Scout is Reverent). In any case, the reference must address your spiritual and religious development.

Your Educational Reference may be submitted by a teacher, counselor or administrator at the school you attend. This reference must be current and not a teacher you had in elementary school. The reference must address academics, character and leadership at school and your involvement in your education.

The Personal References should be completed by adults who know you well and can vouch for your character. Ideally, the references should come from individuals who have known you for a number of years. References from peers, relatives, your Scout leaders or individuals who advised you on your Eagle Project are not acceptable.

All References must be mailed directly to the District Advancement Chair at the address below. They should not be given or mailed to you. It is suggested that you provide to each of the individuals providing a reference for you, a stamped envelope, already addressed. The letters should be addressed and sent as follows:

Eagle Scout Character Board for (Your Name)
c/o Wayne Omokawa
640 W. La Crosse St.
Glendora, CA 91741

All References must be received at least two weeks prior to your Eagle Character Board.

REFERENCES SHOULD NOT BE GIVEN OR MAILED TO YOU

OTHER MATERIALS

The Eagle Project Information Form

This form (with the “before” and “after” photos) needs to be completed and submitted along with your Eagle binder. This form is not part of your Eagle binder but is submitted to Council separately.

THE EAGLE CHARACTER BOARD OF REVIEW

You are required to be interviewed by a panel of adults who will determine your worthiness to receive the rank of Eagle Scout. The panel is made up of individuals who do not know you and you do not know them. They may be Scout leaders from other troops and also members of the community who have no direct connection to Scouting. The interview is not a test of your Scouting skills, although you may be asked about your understanding of the Scout Oath, the Scout Laws, the Scout Motto and Slogan and the Aims and Methods of Scouting. The interview may consist of questions about your Scouting career, your Eagle project, your family, your career goals, about your leadership abilities and about your character. With your answers, it is your opportunity to explain what you have gained (or not gained) from being a Scout. You must be able to articulate your answers and be honest. The inability to answer a question or being dishonest are grounds for not passing the Eagle Character Board of Review.

It is appropriate and encouraged for your parent(s) and your Scoutmaster or other leader from your troop to attend your Character Board with you. Your Scoutmaster’s responsibility is to introduce you to the Board. The Board usually has a short discussion with your parent(s) before they interview you.

FINAL STEPS

1. Once you have finished your project and completed the Eagle Workbook, your completed Eagle Application should be placed in your Eagle binder, along with your statement of your ambitions and life purpose (Requirement 6). Check all the dates on your Application for accuracy and be sure you have obtained all the required signatures.

2. Meet once more with the District Advancement Chair to have your Eagle binder reviewed. This final District review is to insure that your Eagle application and your Eagle Project Workbook have been completed properly and accurately.
3. Your Eagle application must have the approval signature of the Council Advancement Chair. The Council Advancement Committee meets once per month, on the first Wednesday of the month, and it is at this meeting that Council approval is obtained. It is imperative that the final District review of your Eagle application and Eagle Project Workbook be done prior to the Council Advancement Committee meeting. Once the Council Advancement Committee has approved your application, you will be notified to schedule your Eagle Character Board. Eagle Character Boards are held on the third Thursday of each month.
4. Neither the Eagle Character Board or the Council can award you the rank of Eagle. If you successfully complete your Eagle Character Board, your application is sent to the National Office of the Boy Scouts of America in Irving, Texas, with the Council's recommendation that you be awarded the rank of Eagle Scout. If the recommendation is accepted, the national office will send your Eagle Scout certificate to the Council office and you and your Scoutmaster will be notified. The certificates are usually received in about ten working days.