

Great Lakes Council, BSA
Council Advancement Committee
Advancement Committee Policies and Procedures

The 12 Steps from Life to Eagle

The following information originates from the Advancement Committee Policies and Procedures #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 clarification and actions specific to the Great Lakes Council established by the council advancement committee within the framework of national policy and shall serve as the official procedures of the Great Lakes 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 Leadership Service Project Workbook* (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 benefactor of the project, and reviewed and approved by the council or district advancement committee. In the Great Lakes Council, the project workbook must be presented to the district advancement committee by the Eagle candidate. The district advancement committee will schedule the review meeting as soon as possible (see “Eagle Scout Leadership Service Project - District Approval Process” on the GLC 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 for the rank of Eagle Scout, 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 GLC Advancement webpage). Youth members with disabilities should meet with their unit leader regarding time extensions.
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.
5. The *Eagle Scout Leadership Service Project Workbook* (current edition), properly filled out, must be retained by the unit so that it can be provided to the Eagle Scout board of review.
6. When the completed application is received by the council service center, its contents will be verified. The candidate should contact those individuals he chooses to list as references and provide them with a copy of the *Reference Letter* form (available on the GLC Advancement webpage) *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.**

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7. 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 Leadership Service Project Workbook*, and all **unopened** reference letters, must be given to the board chairperson prior to the board of review taking place. Reference checks that are forwarded with the application 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 council verification process has been completed. **Under no circumstances should a board of review be scheduled until the council service center has verified the Eagle Scout Rank Application and confirmation has been provided 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, or guardians may not serve as members of his board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership 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 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 boy 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 must be unanimous.** If the 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. 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. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See "Appealing a Decision" in *Advancement Committee Policies and Procedures*, No. 33088, current edition.)

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10. Immediately after a successful board of review and after the Eagle Scout Rank Application has been appropriately signed, the application, and a properly completed Advancement Report signed by all board members are submitted to the council service center by a unit representative for certification. All other items, **except the reference letters** are returned to the Scout. Reference letters will be retained by the district representative and will be destroyed after 30 days. Under **no** circumstances are any of the letters to be returned to the new Eagle 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 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.**