



# Harford District – Baltimore Area Council

## Life to Eagle Process - Check List

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Revision: 01-23-2017

### The process from Life to Eagle

- It's about the Scout
- Maturity, responsibility, leadership
- Should be a combined effort by the Scout, the Parents and the Troop
- Parents, you will learn practical pointers to help the Scout succeed.
- Adult support is needed, but the Scout does the project not the adult.
- A lifelong memory and accomplishment.

### What to complete before turning 18

Be Prepared! There are Six (6) requirements that must be completed **before** a Life Scout's 18<sup>th</sup> birthday.

#### Complete Eagle Scout Rank Requirements: (1-6)

**Requirement (1):** Be active in your troop for at least six months as a Life Scout.

**Requirement (2):** As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious (if not affiliated with an organized religion, then the parent or guardian provides this reference), educational, employer (if employed), and two other references.

**Requirement (3):** Earn a total of 21 merit badges (10 more than required for the Life rank), including these 13 merit badges: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communication, (f) Cooking, (g) Personal Fitness, (h) Emergency Preparedness OR Lifesaving, (i) Environmental Science OR Sustainability, (j) Personal Management, (k) Swimming OR Hiking OR Cycling, (l) Camping, and (m) Family Life. You must choose only one of the merit badges listed in categories h, i, and k. Any additional merit badge(s) earned in those categories may be counted as one of your eight optional merit badges used to make your total of 21.

**Requirement (4):** While a Life Scout, serve actively in your troop for six months in one or more of the following positions of responsibility<sup>(9)</sup>:

Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide.

Varsity Scout team. Captain, co-captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, webmaster, or outdoor ethics guide.

Venturing crew/Sea Scout ship. President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, or webmaster.

#### Lone Scout.

Leadership responsibility in your school, religious organization, club, or elsewhere in your community. While a Life Scout, serve actively in your troop for six months in an approved position of responsibility

**Requirement(5):** While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster and unit committee, and the council or **district before you start.** You must use the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this





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requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.16.)

**Requirement (6):** While a Life Scout, participate in a Scoutmaster conference.

In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

**Requirement 7:** Successfully complete your board of review for the Eagle Scout rank.<sup>(10)</sup>

(This requirement may be met after age 18, in accordance with Guide to Advancement topic 8.0.3.1.<sup>(11)</sup>)

Notes: For Varsity Scouts working on Boy Scout requirements, replace "troop" with "team" and "Scoutmaster" with "Varsity Scout Coach." For Venturers working on Boy Scout requirements, replace "troop" with "crew" and "Scoutmaster" with "crew Advisor." For Sea Scouts working on Boy Scout requirements, replace "troop" with "ship" and "Scoutmaster" with "Skipper."

### (10) APPEALS AND EXTENSIONS

If a Scout believes he has completed all requirements for the Eagle Scout rank but is denied a board of review, he may request a board of review under disputed circumstances in accordance with Guide to Advancement topic 8.0.3.2.

If the board of review does not approve the Scout's advancement, the decision may be appealed in accordance with Guide to Advancement topic 8.0.4.0.

If a Scout foresees that, due to no fault or choice of his own, he will be unable to complete the Eagle Scout rank requirements before age 18, he may apply for a limited time extension in accordance with Guide to Advancement topic 9.0.4.0. Time extensions are rarely granted.

### (11) AGE REQUIREMENT ELIGIBILITY

Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Varsity Scout, or qualified Venturer or Sea Scout. He may earn these awards until his 18th birthday. Any Venturer or Sea Scout who has achieved the First Class rank as a Boy Scout in a troop or Varsity Scout in a team may continue working up to his 18th birthday toward the Star, Life, and Eagle Scout ranks and Eagle Palms.

An Eagle Scout board of review may occur, without special approval, within three months after the 18th birthday. Local councils must preapprove those held three to six months afterward. To initiate approval, the candidate, his parent or guardian, the unit leader, or a unit committee member attaches to the application a statement explaining the delay. **Consult the Guide to Advancement, topic 8.0.3.1, in the case where a board of review is to be conducted more than six months after a candidate's 18th birthday.**

If you have a permanent physical or mental disability, or a disability expected to last more than two years or beyond age 18, you may become an Eagle Scout by qualifying for as many required merit badges as you can and qualifying for alternative merit badges for the rest. If you seek to become an Eagle Scout under this procedure, you must submit a special application to your local council service center. Your application must be approved by your council advancement committee **before you can work on alternative merit badges.**

A Scout or Venturer with a disability may also qualify to work toward rank advancement after he is 18 years of age if he meets the guidelines outlined in section 10 of the Guide to Advancement.

### TIP:

1. Your board of review for life must be completed at least 6 months before your 18<sup>th</sup> birthday to satisfy requirements 1 and 4.
2. Requirements 1-5 can be worked on simultaneously.
3. Requirement 6 must be completed **BEFORE** your 18<sup>th</sup> birthday.

### Notices:

1. This document may change without notice. It is the Scout's responsibility to check for updates on the Harford District's Advancement Team's web-site for updates. The revision date is clearly marked at the top of the document.
2. If you have any questions or find any type errors, omissions or corrections to this document, please contact:

Jim Grant  
Harford District Advancement Chair  
e-mail: [jawigrant@gmail.com](mailto:jawigrant@gmail.com)  
Mobile: (443)271-3390





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	Step	Harford District – Life to Eagle – Process Step
<input type="checkbox"/>	1.	<p><b>Attend the District’s Life to Eagle Seminar:</b></p> <p>The Harford District schedules and performs the Life to Eagle seminar to assist Eagle Candidates obtain information on the current process and changes to requirements twice per calendar year. Usually once in March and once in October. Check the Harford District calendar for exact dates and location.</p> <p><a href="http://www.baltimorebsa.org/event/calendar/2411">http://www.baltimorebsa.org/event/calendar/2411</a></p> <p><b>TIP:</b> While this step is optional, the Harford District Advancement committee <b>highly recommends</b> attending this seminar. Parents/Guardian, Project Coaches as well as Scouts should attend.</p>
<input type="checkbox"/>	2.	<p><b>Complete Eagle Scout Rank Requirements: (1-4)</b></p> <p><b>Requirement (1):</b> Be active in your troop for at least six months as a Life Scout.  <b>Requirement (2):</b> As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law.  <b>Requirement (3):</b> Earn a total of 21 merit badges.  <b>Requirement (4):</b> While a Life Scout, serve actively in your troop for six months in an approved position of responsibility</p> <p><b>TIP:</b> Requirements 1-4 can be worked on simultaneously while complete requirement 5. Your board of review for life must be completed at least 6 months before your 18<sup>th</sup> birthday to satisfy requirements 1 and 4.</p>
<input type="checkbox"/>	3.	<p><b>Complete Eagle Scout Rank Requirement (5):</b></p> <p>While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster, your unit committee, <b>and the council or district before you start.</b> You must use the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this requirement.</p> <p><b>TIP:</b> Do not begin your Eagle Scout Service Project until you have secured District Approval.</p> <p><b><u>Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.</u></b></p>





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<input type="checkbox"/>	<p>4. <b>Obtain the most current “Eagle Scout Service Project Workbook”.</b></p> <p>The current workbook may be downloaded from the National Boy Scout web-site Scouting.org: The latest revision is: Eagle Scout Service Project Workbook No. 512-927 October 2015 <a href="http://www.scouting.org/scoutsourc/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx">http://www.scouting.org/scoutsourc/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx</a></p> <p><b>TIP:</b></p> <p>Do not attempt to open this workbook in a browser (i.e. Internet Explorer, Google Chrome, Firefox, Safari, etc.), on your mobile device or in programs such as Nuance PDF Converter or Foxit Reader. The workbook was created in Adobe LiveCycle. The file must be downloaded and <b>must be saved to your computer and opened with Adobe Reader 9 or later.</b> This enables you to take advantage of the enhancements of expandable text boxes and importing images. Create a directory on your computer “My Eagle Project” and save the file in the directory. Save your file often and make backup copies to e-mail and or USB thumb drive.</p>		
<input type="checkbox"/>	<p>5. <b>Read the entire Eagle Scout Service Project Workbook</b></p> <p>The Scout and Parent/Guardian should read the entire “<b>Eagle Scout Service Project Workbook</b>” from cover to cover. Taking notes of the project data collection requirements and specifically the fundraising application form as well as the following sections:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">           Preparing the Project Proposal            The Project Plan  <b>The fundraising Application/Form</b>            The Project Report            Choosing a Project         </td> <td style="width: 50%; padding: 5px;">           Restrictions and other considerations            Message to Scouts and Parents or Guardian            Risk Management and Eagle Scout Service Projects            Insurance and Eagle Scout Projects            Navigating the Eagle Scout Service Project         </td> </tr> </table>	Preparing the Project Proposal The Project Plan <b>The fundraising Application/Form</b> The Project Report Choosing a Project	Restrictions and other considerations Message to Scouts and Parents or Guardian Risk Management and Eagle Scout Service Projects Insurance and Eagle Scout Projects Navigating the Eagle Scout Service Project
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<input type="checkbox"/>	<p>6. <b>Choose a Project:</b> Complete steps 1, 4 and 5 above before completing this step.</p> <p>Research a project which will benefit any religious institution, any school, or your community. Your project must present an opportunity for planning, development, and leadership. Discuss your project with your Scoutmaster, Parents/Guardian and the Project Beneficiary. Think about organizations you care about and the kind of help they need. Pick something you like. You will be living with this and you want to BE excited and LOOK excited about it. Some organizations to consider:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>• Your church or synagogue</li> <li>• Salvation Army</li> <li>• Senior citizens' center</li> <li>• Nursing homes</li> <li>• Public libraries</li> <li>• Veterans organizations</li> <li>• Hospitals</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> <li>• City recreation department</li> <li>• City and county parks department</li> <li>• State and national parks</li> <li>• Conservation and energy groups</li> <li>• Mayor and city government offices</li> <li>• Civic clubs</li> <li>• Your School</li> </ul> </td> </tr> </table> <p><b>TIP:</b> In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time. If there is a question whether a project is suitable please contact the Harford District Advancement committee at <a href="mailto:HarfordEagle@aol.com">HarfordEagle@aol.com</a> .</p>	<ul style="list-style-type: none"> <li>• Your church or synagogue</li> <li>• Salvation Army</li> <li>• Senior citizens' center</li> <li>• Nursing homes</li> <li>• Public libraries</li> <li>• Veterans organizations</li> <li>• Hospitals</li> </ul>	<ul style="list-style-type: none"> <li>• City recreation department</li> <li>• City and county parks department</li> <li>• State and national parks</li> <li>• Conservation and energy groups</li> <li>• Mayor and city government offices</li> <li>• Civic clubs</li> <li>• Your School</li> </ul>
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<input type="checkbox"/>	<p>7. <b>Choose an Eagle Project Coach:</b></p> <p>Contact your unit's Scoutmaster and /or Advancement Chair and ask them for the list of approved Eagle Project Coaches for your unit (Eagle Project coaches have attended the Harford District Eagle Project Coach training). If your unit does not have a Eagle Project Coach then contact the District Advancement committee at <a href="mailto:HarfordEagle@aol.com">HarfordEagle@aol.com</a> and the committee will attempt to find a coach willing to work with you.</p> <p><b>TIP:</b> While there is no requirement to use a Project Coach, the Harford District Advancement Committee <b>highly recommends</b> that Eagle Scout candidates choose an Eagle Project Coach to aid the Scout in completing the Eagle Scout Service Project.</p>				
<input type="checkbox"/>	<p>8. <b>Obtain Scoutmaster and Unit Committee consent to proceed:</b></p> <p>Discuss your Eagle Scout Service project concept with your Scoutmaster and/or Unit Committee Chair and gain their approval to proceed.</p>				
<input type="checkbox"/>	<p>9. <b>Complete the “Eagle Scout Project Proposal” and Contacts Section:</b></p> <p>The Scout completes the Contacts and Project Proposal pages of the Service Project Workbook, signs it, and reviews it with his Eagle coach. For the contact section Use the following contact information:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #e1eef6;"> <th style="width: 60%;">Council or District Project Approval Representative</th> <th style="width: 40%;">Your Council Service Center</th> </tr> </thead> <tbody> <tr> <td>           Jim Grant            Harford District Advancement Chair            1711 Sable Ct            Bel Air, MD 21014            e-mail: <a href="mailto:jawigrant@gmail.com">jawigrant@gmail.com</a>            Mobile: (443) 271-3390         </td> <td>           Denise Shoemaker            701 Wyman Park Drive            Baltimore, MD 21211            Phone: (443) 573-2500         </td> </tr> </tbody> </table> <p><b>Meeting The Five Tests of an Acceptable Eagle Scout Service Project</b></p> <p>Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.</p> <ol style="list-style-type: none"> <li>a. <b><u>It provides sufficient opportunity to meet the Eagle Scout service project requirement.</u></b> You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.</li> <li>b. <b><u>It appears to be feasible.</u></b> You must show the project is realistic for you to carry out.</li> <li>c. <b><u>Safety issues will be addressed.</u></b> You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.</li> <li>d. <b><u>Action steps for further detailed planning are included.</u></b> You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.</li> <li>e. <b><u>You are on the right track with a reasonable chance for a positive experience.</u></b> When completing your proposal, you only need enough detail to show a reviewer that you can meet the tests above.</li> </ol> <p><b>TIP:</b> Please remember that the contents of the Eagle Scout Service Project Workbook should represent your best work. Please type (or write legibly), spell and grammar check the proposal. Avoid one sentence responses. Your responses should be detailed and well thought out. Please include before photos, drawings, tentative build plans, etc. when applicable and possible.</p>	Council or District Project Approval Representative	Your Council Service Center	Jim Grant Harford District Advancement Chair 1711 Sable Ct Bel Air, MD 21014 e-mail: <a href="mailto:jawigrant@gmail.com">jawigrant@gmail.com</a> Mobile: (443) 271-3390	Denise Shoemaker 701 Wyman Park Drive Baltimore, MD 21211 Phone: (443) 573-2500
Council or District Project Approval Representative	Your Council Service Center				
Jim Grant Harford District Advancement Chair 1711 Sable Ct Bel Air, MD 21014 e-mail: <a href="mailto:jawigrant@gmail.com">jawigrant@gmail.com</a> Mobile: (443) 271-3390	Denise Shoemaker 701 Wyman Park Drive Baltimore, MD 21211 Phone: (443) 573-2500				





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10.	<p><b>Risk Management and Eagle Scout Service Projects:</b></p> <p>The following guides can be helpful in planning and executing an Eagle Scout Service Project: Please review and read the following attachments</p> <ol style="list-style-type: none"> <li>1. <b>Guide to Safe Scouting</b> <a href="http://www.scouting.org/filestore/pdf/34416.pdf">http://www.scouting.org/filestore/pdf/34416.pdf</a></li> <li>2. <b>Sweet 16 of BSA Safety</b> <a href="http://www.scouting.org/scoutsource/healthandsafety/sweet16.aspx">http://www.scouting.org/scoutsource/healthandsafety/sweet16.aspx</a></li> <li>3. <b>Service Project Planning Guidelines</b> <a href="http://www.scouting.org/filestore/healthandsafety/pdf/680-027.pdf">http://www.scouting.org/filestore/healthandsafety/pdf/680-027.pdf</a></li> <li>4. <b>Age Guidelines for Tool Use and Work at Elevations or Excavations</b> <a href="http://www.scouting.org/filestore/healthandsafety/pdf/680-028.pdf">http://www.scouting.org/filestore/healthandsafety/pdf/680-028.pdf</a></li> </ol> <p><b>TIP:</b> All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity.</p>
<input type="checkbox"/>	<p><b>11. Complete the Fundraising Application Form (FAF) (if applicable):</b></p> <p>This two-page form can be found within your Eagle Scout Service Project Workbook. There is no requirement that an Eagle Scout Service Project include fundraising.</p> <p>The FAF is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members in his unit, or the beneficiary.</p> <p>The Eagle Scout Service Project FAF must be used for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs from any other source not listed above. While you cannot schedule the fundraiser, or hold the fundraiser as the approvals for the project have not been obtained, you can complete the FAF form and put estimated dates in for the actual fundraiser.</p> <p><b>TIP:</b> By completing the form now it allows you to obtain the required Beneficiary, Scoutmaster and District signatures and approval in the following steps without having to chase the parties down and coming back to District for approval a second time.</p> <p><b><u>Remember that fundraising events should be advertised in the name of your Project Beneficiary not your unit or the Boy Scouts of America.</u></b></p>
<input type="checkbox"/>	<p><b>12. Obtain approvals/signatures of the Eagle Scout Service Project Proposal:</b></p> <p>Print a copy "Navigating the Eagle Scout Service Project - Information for Project Beneficiaries" (two pages) from the Eagle Scout Workbook and supply a hardcopy to the project beneficiary.</p> <p>On Project Proposal Page E obtain the following signatures (the preferred order is as follows):</p>





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<input type="checkbox"/>	<p>a. <b>Candidate's Promise</b> – Please read the pledge and note the fact that you are indicating that you have read the complete project workbook.</p> <p>b. <b>Beneficiary Approval</b> - Be sure to have the Project Beneficiary, sign and date the proposal as well complete the check box indicating that they have received the "Navigating the Eagle Scout Service Project - Information for Project Beneficiaries" document.</p> <p>c. <b>Unit Leader Approval</b> - Unit leader's signature and date.</p> <p>d. <b>Unit Committee Approval</b> – Check with your Scoutmaster or Project Coach as who has the ability to approve the Eagle Service Projects within your unit's committee. This varies unit by unit.</p> <p><b>TIP:</b> Obtain signatures and approvals for the Eagle Scout Service Project Fundraising Application (if required) at the same time you are getting approval for your proposal.</p> <p><b><u>Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.</u></b></p> <p>If for some reason you need to reprint Proposal Page E after signatures have been obtained, leave the original copy and place the new copy in your workbook along side the original.</p>
<input type="checkbox"/>	<p><b>13. Obtain Approval from Harford District Advancement Committee:</b></p> <p>Obtain District approval of the Project Proposal. If you are also holding a fundraising event, you will also need District approval for your Eagle Scout Service Project Fundraising Application.</p> <p>The Harford District Advancement committee reviews Eagle Project Proposals each month at Harford District Round-table. Harford District Round-table is held the 2<sup>nd</sup> Monday evening of each month August through May. There is no pre-scheduling requirement for Project Proposal Reviews, although its highly recommended to send an e-mail to <a href="mailto:HarfordEagle@aol.com">HarfordEagle@aol.com</a> signifying your desire for a project proposal review. Please include your name and unit number when sending this e-mail.</p> <p><u>Roundtable is held at:</u>            The Church of Jesus Christ of Latter Day Saints            2810 Emmorton Road, Abingdon, MD 21009            Start time is: 7:00PM</p> <p>For months when there is no round-table scheduled you can contact the Harford District Advancement Chair to schedule an appointment to review your proposal. Keep in mind that we have over 25 units and approximately 100 Eagle Candidates per year. Please make every attempt to attend round-table for Eagle Project Proposals.</p> <p>If you cannot attend round-table or if you have an urgent time sensitive project, the advancement committee will make every attempt to accommodate your request, however, these appointments are scheduled at the convenience of the Advancement committee.</p> <p><b>Harford District Advancement Chair</b>            Jim Grant            1711 Sable Ct            Bel Air MD 21014            e-mail: <a href="mailto:jawigrant@gmail.com">jawigrant@gmail.com</a> (preferred contact method)            Mobile: (443) 271-3390</p>





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	<p><b>TIP:</b> Please “Be Prepared”, do not procrastinate, and plan ahead.</p> <p>Lack of planning on the Scout’s part does not make it a priority for the Advancement Committee.</p>







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<input type="checkbox"/>	14.	<p><b>You can now Start your Project. Complete the “Eagle Scout Project Plan”:</b></p> <p>Complete the following sections.</p> <ol style="list-style-type: none"><li>Comments from the District Project Proposal</li><li>Project Phases</li><li>Work Processes</li><li>Secure Permits (if Any)</li><li>Identify Materials, Supplies, Tools, Other Needs, Expenses/Costs</li><li>Giving Leadership, identify jobs to be performed, Form your project teams</li><li>Logistics</li><li>Safety Concerns</li><li>Contingency Plans</li><li>Identify fundraising needs (If you are fundraising you need to complete the “Eagle Scout Service Project Fundraising Application”) found in your work-book.</li><li>Schedule/coordinate your fundraising event(s) (if applicable) and Project work date(s) <u>with your Scoutmaster/Unit</u>.</li><li>Advertise your dates/events (using social media, with friends, family, and your unit) and recruit workers for the project from your unit, friends, family, school, and church/synagogue.</li></ol> <p><b>TIP:</b> Review the final project plan with your Eagle Coach, Project Beneficiary and Scoutmaster BEFORE you attempt to complete your project</p>
<input type="checkbox"/>	15.	<p><b>Complete your Project:</b></p> <p>The Scout completes the project, keeping track of worker types (Adult, Scout, etc.), hours worked, receipts of materials, supplies, tool rentals, other needs. Make sure that photos are taken during the project to help the Eagle board reviewers appreciate what and how the work was accomplished.</p>
<input type="checkbox"/>	16.	<p><b>Complete “Eagle Scout Service Project Report”.</b></p> <p>The Scout completes the Eagle Scout Service Project Report. Sections to be completed:</p> <ol style="list-style-type: none"><li>Dates work began</li><li>Dates work was completed</li><li>Project Description</li><li>Describe what you did after your proposal was approved to complete the final planning of your project</li><li>Observations: What went Well? What was challenging?</li><li>Document any changes from the original plan (be detailed and avoid one sentence responses)</li><li>Leadership: How did you demonstrate leadership?</li><li>Document any shortage of Materials, Supplies, and/or Tools and what impact if any?</li><li>Total the hours for the service project data. (a simple Excel sheet to total the hours works best)</li><li>Funding summary - be sure to document the funds raised and expenses paid (<b>including receipts</b>) Your overall project balance should be zero when you are finished.</li><li>Include any photos or any other documentation that might be helpful to your Eagle board reviewers.</li></ol> <p><b>TIP:</b> Please remember that the contents of the Eagle Scout Service Project Workbook should represent your best work. Please type (or write legibly), spell and grammar check the proposal. Avoid one sentence responses. Your responses should be detailed and well thought out. Please include photos, drawings, final plans, etc. when applicable and possible.</p>





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## Life to Eagle Process - Check List

<input type="checkbox"/>	<p>17.</p>	<p><b>Obtain approvals/signatures for the project (Project Report Page C):</b></p> <p>On Project Report Page C obtain the following signatures (the preferred order is as follows):</p> <p><b>Candidate's Promise</b> – sign and date.  <b>Beneficiary Approval</b> – Sign and date  <b>Unit Leader Approval</b> – Sign and date.</p> <p><b>TIP:</b> A letter and/or e-mail signifying the project was completed to the beneficiaries' satisfaction is optional but highly recommended. If materials, supplies, tools, or monies were left over and donated to the beneficiary (or its designee) please include that fact (and the amount donated) in the letter from the beneficiary.</p>
<input type="checkbox"/>	<p>18.</p>	<p><b>Complete any remaining Eagle Scout Rank Requirements:</b></p> <p>As outlined in step 2 please complete any remaining requirements  Do not proceed with the next steps until you have verified with your unit's Advancement Chair/Scoutmaster that all of the Eagle requirements have been completed, with the exception of your Scoutmaster's conference and Eagle Board of review.</p>
<input type="checkbox"/>	<p>19.</p>	<p><b>Obtain a Troop Rank Advancement History Report:</b></p> <p>Contact your unit's Advancement Chair and/or Scoutmaster and request a Troop History Report. This report will include the dates required to complete the Eagle Scout Rank Advancement Form.</p> <p><b>TIP:</b> Place the report in your Eagle Scout Service Project Workbook.</p>
	<p>20.</p>	<p><b>Obtain the most current "Eagle Scout Rank Application":</b></p> <p>The current Eagle Scout Rank application may be downloaded from the National Boy Scout web-site Scouting.org: The latest revision information: Eagle Scout Rank Application No. 512-728 2016 Printing <a href="http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf">http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf</a> Complete the form using the Unit History Report. See below for tips on completing the form.</p> <p><b>Complete the "Eagle Scout Rank Application" BEFORE your Scoutmaster conference for the Eagle Scout Rank AND BRING THE COMPLETED form to your Scoutmaster conference.</b></p> <p><b>TIP:</b> To insure that there are no delays in processing the Eagle Scout Rank Advancement form, please type the form (or print legibly). Typing is preferred.</p> <ol style="list-style-type: none"> <li>Webelos Scout and Arrow of Light questions answered. Most Scouts have NOT completed 5<sup>th</sup> grade when they join. Typically, the 4<sup>th</sup> "Yes/No" question should be answered NO.</li> <li>Life Scout leadership position(s) and dates listed must be WHILE A LIFE SCOUT. At least 6 months of leadership must be listed AFTER Life Scout date and PRIOR to the 18<sup>th</sup> birthday. Use only the positions listed on the application. ASSISTANT PATROL LEADER and BUGLER are not acceptable leadership positions to use for this requirement. More than one position can be listed and more than six months can be listed.</li> <li>All dates on the form should be entered in MM/DD/YY form.</li> <li>Please complete the "Date Joined a Boy Scout Troop" correctly. This is the date the Scout joined the unit not the Scout Badge/Rank date. No official date is recorded at the council office. It MUST be BEFORE the Scout has earned any merit badge.</li> <li>Check to make sure that at least 4 months for 1<sup>st</sup> Class to Star and at least 6 months for Star to Life and Life to Eagle are listed. Not one day short of 4 or 6 months. If reaching age 17, do the math and make sure you have enough time to complete the necessary timing requirements.</li> <li>The Scoutmaster's Conference Date needs to be done PRIOR to the 18<sup>th</sup> birthday.</li> </ol>





# Harford District – Baltimore Area Council Life to Eagle Process - Check List

<input type="checkbox"/>	21.	<p><b>Obtain the Eagle Scout Rank Award Confidential Reference Request</b></p> <p>This form can be downloaded from the Baltimore Area Council Website: <a href="http://www.baltimorebsa.org">www.baltimorebsa.org</a> Under the Program &gt; Eagle Scouts &gt; Eagle Scout Forms</p> <p><a href="http://www.baltimorebsa.org/program/eagle-scouts/eagle-scout-forms/29983">http://www.baltimorebsa.org/program/eagle-scouts/eagle-scout-forms/29983</a> See the first page of this document for detailed instructions. Create the reference letter request for each of your references listed on Eagle Scout Rank Application.</p> <p>Contact your unit Advancement Chair and/or Scoutmaster for any unit specific requirements such as where the returned reference letters should be sent. You should Included a postage paid pre-addressed envelope with each letter.</p> <p><b>The confidential reference letters should NOT be viewed by the Scout or Parent/Guardian.</b></p> <p><b>TIP:</b> When addressing the reference letter return envelope, make sure that you include postage as well as include the name of the reference in the return address section. This allows the Unit Advancement or Committee Chair know which letters have been returned and which letters are outstanding.</p> <p>Complete the reference letters requests BEFORE your Scoutmaster conference for the Eagle Scout Rank with included postage paid return envelope. They should be ready to drop in the postal mail box.</p> <p><b><u>The Reference Letter Request should not be sent until after successfully completing the Scoutmaster conference for Eagle Scout Rank.</u></b></p> <p>Place the Reference Letter Requests in your Eagle Scout Service Project Workbook.</p> <p>The Reference letters should match up to reference list on Your Eagle Application !</p>
<input type="checkbox"/>	22.	<p><b>Obtain the Life Purpose and Ambitions Statement:</b></p> <p>This form can be downloaded from the Baltimore Area Council Website: <a href="http://www.baltimorebsa.org">www.baltimorebsa.org</a> Under the Program &gt; Eagle Scouts &gt; Eagle Scout Forms</p> <p><a href="http://www.baltimorebsa.org/program/eagle-scouts/eagle-scout-forms/29983">http://www.baltimorebsa.org/program/eagle-scouts/eagle-scout-forms/29983</a></p> <p>Complete this document BEFORE your Scoutmaster conference for the Eagle Scout Rank</p>
<input type="checkbox"/>	23.	<p><b>Obtain the Baltimore BSA Project Description Form:</b></p> <p>This form can be downloaded from the Baltimore Area Council Website: <a href="http://www.baltimorebsa.org">www.baltimorebsa.org</a> Under the Program &gt; Eagle Scouts &gt; Eagle Scout Forms</p> <p><a href="http://www.baltimorebsa.org/program/eagle-scouts/eagle-scout-forms/29983">http://www.baltimorebsa.org/program/eagle-scouts/eagle-scout-forms/29983</a></p> <p>Complete this document BEFORE your Scoutmaster conference for the Eagle Scout Rank</p>





# Harford District – Baltimore Area Council Life to Eagle Process - Check List

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<input type="checkbox"/>	24.	<p><b>Schedule your Eagle Scout Scoutmaster's Conference:</b></p> <p>Contact your Scoutmaster and request an Eagle Rank Scoutmaster Conference.</p> <p><b>TIP:</b> <u>Eagle rank requirements 1 through 5 must be complete BEFORE the Eagle rank Scoutmaster conference. The Scoutmaster conference for Eagle Rank must be completed PRIOR to the Scouts 18<sup>th</sup> birthday.</u></p> <p>On the agreed upon date and time. <b>You will need the following items for your Eagle Rank Scoutmaster Conference:</b></p> <ol style="list-style-type: none"><li>You should be in your Class-A Uniform (follow your unit's uniform policy).</li><li>Your Scout Handbook.</li><li>Your completed Merit Badge Blue Cards.</li><li>Your Eagle Scout Service Project Workbook (with signature from the project beneficiary on the Project Report Page C)</li><li><u>Your completed Eagle Scout Rank Application</u></li><li><u>Your completed "Ready to be Mailed" Reference Letters.</u></li><li><u>Your completed Life Purpose and Ambitions Statement</u></li><li><u>Your completed BSA Project Description Form.</u></li><li>Check with your unit for any other required items.</li></ol> <p><b>TIP:</b> The Scoutmaster and Eagle Candidate should sign and date the Eagle Scout Rank Application form.</p> <ol style="list-style-type: none"><li>The Eagle Scout Candidate, should sign, fill in the telephone number, and date the form.</li><li>The Scoutmaster should fill in the Date the Conference was held, telephone number and sign the form (under signature of Unit Leader).</li><li>The Scoutmaster should sign and date the Life Purpose and Ambitions Statement. (Place the completed Life Purpose and Ambitions Statement into your Eagle Scout Service Project Workbook for later use.</li><li><u>The Scoutmaster should complete the Unit Leader Comments form ASAP and deliver it to the Unit Advancement Committee for the Eagle Board.</u> (see #30 Below for details)</li></ol>
<input type="checkbox"/>	25.	<p><b>Mail the Reference Letter Requests:</b></p> <p>Mail the reference letter requests upon completion of the Eagle Rank Scoutmaster conference.</p>
<input type="checkbox"/>	26.	<p><b>Obtain the Unit Committee Chair Signature on the Eagle Rank Application</b></p> <p>The Unit Committee Chair should fill in their telephone number, sign and date the form (under signature of Unit Committee Chair).</p>
<input type="checkbox"/>	27.	<p><b>Deliver Your Eagle Scout Service Project Workbook to your Unit Advancement Chair</b></p> <p>Your Eagle Scout Service Project Workbook will need to be delivered to the unit person coordinating your Eagle Board of Review. Generally, your Unit Advancement Chair or Unit Committee Chair. Contact your Scoutmaster or Unit Committee Chair for direction.</p>





# Harford District – Baltimore Area Council

## Life to Eagle Process - Check List

<input type="checkbox"/> 28.	<p><b>Deliver the completed Eagle Rank Application to the Baltimore Area Council Service Center</b></p> <p><b>The Council service center is located at:</b> Schapiro Scout Service Center (Council Headquarters) 701 Wyman Park Drive Baltimore, MD 21211 Phone: 443- 573-2500 Office Hours: Monday – Friday, 8:30 AM to 4:30 PM. (Major Holidays Closed)</p> <p>Its generally a good idea to call and ask for Denise Shoemaker and tell them you plan on delivering the documentation for the Eagle Candidate. You NEED to get the below listed documentation to the council service center as soon as possible after your Eagle Scoutmaster conference.</p> <p><b>TIP:</b></p> <ul style="list-style-type: none"> <li>a. Your completed (signed) Eagle Scout Rank Application</li> <li>b. Your completed Life Purpose and Ambitions Statement</li> <li>c. Original copies of ALL your completed Merit Badge Blue cards. (just in case there is a discrepancy) (If you have lost a blue card(s) and have the unit copy, copies of the lost blue card(s) are okay)</li> </ul>
<input type="checkbox"/> 29.	<p><b>The Eagle Application is Verified and Processed by Baltimore Area Council and BSA Nationals:</b></p> <p>This process can take up to 4-6 weeks. The Scoutmaster (for the unit) will get a postcard signifying that the verified Eagle Application has been received by Baltimore Area Council from Nationals.</p>
<input type="checkbox"/> 30.	<p><b>Baltimore Area Council Notifies the District Advancement Committee:</b></p> <p>The Baltimore BSA council notifies the District Advancement Committee that an Eagle Board of Review needs to be scheduled by sending the Verified Eagle Application to the District Advancement Committee. The Board is handed off to one of the Advancement Committee members and they contact the Unit Advancement and/or Committee Chair to schedule the Eagle Board of Review.</p>
<input type="checkbox"/> 31.	<p><b>The Eagle Board of Review is scheduled</b></p> <p>The Unit coordinates attendance by the Eagle Candidate, the District/Council Advancement Member, and at least two (2) but no more than five (5) Unit Committee members at least 21 years of age. Three (3) is the usual number that participate from the unit. The Unit follows-up for the Eagle Reference Letters as well as The Unit Leaders Comment form.</p> <p>The Unit Leaders Comment Form may be downloaded from The Baltimore Area Council Website: This form can be downloaded from the Baltimore Area Council Website: <a href="http://www.baltimorebsa.org">www.baltimorebsa.org</a> Under the Program &gt; Eagle Scouts &gt; Eagle Scout Forms</p> <p><a href="http://www.baltimorebsa.org/program/eagle-scouts/eagle-scout-forms/29983">http://www.baltimorebsa.org/program/eagle-scouts/eagle-scout-forms/29983</a></p> <p><b>TIP:</b> The unit leader may remain in the room, but only to observe, not to participate unless called upon. The Scout's parents, relatives, or guardians should not be in attendance in any capacity—not as members of the board, as observers, or even as the unit leader.</p>





# Harford District – Baltimore Area Council

## Life to Eagle Process - Check List

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<input type="checkbox"/>	32.	<p><b>The Eagle Board of Review is held:</b></p> <p>On the agreed date and time, the Eagle Board is convened. The District Advancement Committee assigned to the Eagle Board brings the Verified Eagle Application. The Unit brings the following Items:</p> <ul style="list-style-type: none"><li>a. The Eagle Scout Service Project Workbook</li><li>b. The <b><u>unopened sealed confidential reference letters</u></b></li><li>c. Unit Advancement Record.</li><li>d. The Unit Leader Comments Form</li></ul> <p>The unit leader may remain in the room, but only to observe, not to participate unless called upon.</p> <p>The Scout's parents, relatives, or guardians should not be in attendance in any capacity—not as members of the board, as observers, or even as the unit leader.</p> <p>The Eagle Candidate should be prepared as follows:</p> <ul style="list-style-type: none"><li>e. The Eagle candidate should be in their Class-A Uniform (follow your unit's uniform policy). If your class-a uniform is weathered/tattered that shows an active scout as well as character. Please wear your Class-A (follow your Unit's Uniform Policy)</li><li>f. Make sure your Scout uniform has all of the appropriate rank patch (Life Scout), patrol patches, current Leadership position, if any.</li><li>g. Merit Badge Sash.</li><li>h. Your Scout Handbook.</li><li>i. Your completed Life Purpose and Ambitions Statement</li><li>j. Your completed BSA Project Description Form.</li><li>k. Check with your unit for any other required items.</li></ul> <p><b>TIP:</b></p> <p><b><u>Reference letters, used by the Eagle board are to be turned over to the District Advancement member for proper disposal. No exceptions!</u></b></p> <p>The Eagle Board of Review can be conducted up to three (3) months after a Scouts' 18<sup>th</sup> birthday. Eagle boards beyond this three (3) month period require an extension form to be filed. Extension requests are rarely granted and must be approved by Council and the BSA National Advancement teams. See the BSA Guide to Advancement for details or contact the District Advancement Chair for more guidance.</p>
<input type="checkbox"/>	33.	<p><b>CONGRATULATIONS - YOU ARE AN EAGLE SCOUT!!!</b></p>





# Harford District – Baltimore Area Council Life to Eagle Process - Check List

34.	<p><b>Deliver the completed FINAL Eagle Rank Application to the Baltimore Area Council Service Center</b></p> <p><b>The Council service center is located at:</b> Schapiro Scout Service Center (Council Headquarters) 701 Wyman Park Drive Baltimore, MD 21211 Phone: 443- 573-2500 Office Hours: Monday – Friday, 8:30 AM to 4:30 PM. (Major Holidays Closed)</p> <p>Its generally a good idea to call and ask for Denise Shoemaker and tell them you plan on delivering the Final Eagle Application. Don't Delay, You NEED to get the below listed documentation to the council service center as soon as possible after your Eagle Board Of Review.</p> <ul style="list-style-type: none"> <li>a. Your completed (signed) Eagle Scout Rank Application from the Eagle Board of Review.</li> <li>b. Your completed Life Purpose and Ambitions Statement</li> <li>c. Your completed Baltimore BSA Project Description Form</li> </ul>
<input type="checkbox"/> 35.	<p><b>Baltimore BSA Council and BSA Nationals Will Process the Final Eagle Application.</b></p> <p>The process of recording your Eagle Scout Certificate/award can take up to 4-6 weeks. The Scoutmaster (for the unit) will get a postcard signifying that your Eagle Scout award had arrived at the BSA Council Service center.</p> <p><b><u>Don't delay pickup of your Eagle Scout Award. Awards should be picked up no later than two weeks after your Unit Leader/Scoutmaster received the postcard.</u></b></p>
<input type="checkbox"/> 36.	<p><b>Time to Celebrate and Schedule Your Eagle Court of Honor!</b></p> <p>Check with your unit for details.</p>

Revision History	
Date	Change Description/Details
03-16-2016	Document proofed by multiple District Advancement Committee members. First use at 2016-03-16 Harford District Life to Eagle. Document will be published on the Harford District Advancement Home Page.
08-02-2016	Corrected minor formatting errors. Added step for 10 " <b>Risk Management and Eagle Scout Service Projects</b> " with links to: "Guide to Safe Scouting", "Sweet 16 of BSA Safety", "Service Project Planning Guidelines" and "Age Guidelines for Tool Use and Work at Elevations or Excavations".
08-09-2016	Fixed type error on Page 11, Step 26.
12-13-2016	Revised Eagle Scout Rank requirements to match the 2016/2017 Rank requirement change. Also, included the appeals and extension request requirements as listed by nationals.
01-23-2017	Highlighted recommended forms needed for Eagle Scout Rank Scoutmaster conference.



