

LIFE TO EAGLE GUIDE



**GEMSTONE DISTRICT
PIEDMONT COUNCIL
SCOUTING AMERICA**

Introduction

Welcome Life Scouts, Parents of Life Scouts, Troop Adult Volunteers and Eagle Board of Review members:

This document is a guide to assist with the requirements and process to successfully complete the Rank of Eagle Scout. However, the best reference for the process is the [Scouting America Guide to Advancement](#), known to many as the “G.T.A.” This document is 99 pages and is available online as a downloadable PDF. Section 8 covers all Boards of Review and is specific to Eagle Scout Boards of Review beginning at 8.0.3.0. Section 9 is devoted to the requirements and application process to become an Eagle Scout.

If you find information you think would be helpful to include in this document, please let us know. It is our intention for this to be a living document, so check for updates. Our role as the District Key Three is to inform, guide and assist all of you in this incredible journey. We both believe and support the creed of the Commissioner Staff to **"Be the Heart, Build Relationships, Change Lives."**

Manny Lopez
Chairman
Gemstone District
lopezmanny911@yahoo.com

Tommy DeWeese
Commissioner
Gemstone District
tommy.g.deweese@gmail.com

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Message for Scouts and Parents

Age Requirement Eligibility¹

Merit badges, badges of rank, and Eagle Palms may be earned by registered Scouts, including Lone Scouts, and by qualified Venturers or Sea Scouts who are not yet 18 years old. Venturers and Sea Scouts qualify by achieving First Class rank as a Scout or Lone Scout (or as a Varsity Scout prior to Jan. 1, 2018). The only exceptions for those older than age 18 are related to Scouts registered beyond the age of eligibility and those who have been granted time extensions to complete the Eagle Scout rank.

An Eagle Scout board of review may occur, without special approval of the National Council Service center, up to twenty-four months after a Scout's 18th birthday. **Consult the Scouting America Guide to Advancement topic 8.0.3.1 in the case where a board of review is to be conducted more than twenty-four 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, Venturer or a Sea Scout with special needs or a disability may continue to work toward rank advancement after their 18th birthday if they meet the guidelines in Section 10 of the *Guide to Advancement*.

Eagle Scout Requirements²

1. Be active in your troop for at least six months as a Life Scout.
2. As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and 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. Must list names and contact information for four people who are willing to serve as references for the Eagle candidate. These may be Scout leaders, teachers, employers, coaches, other Scouts, etc. References do not need to be 21 or older. Parents and other relatives are strongly discouraged from serving as references. The current unit leader and committee chair are not eligible to serve as references; their signature on the application is their endorsement.³
3. Earn a total of 21 merit badges (10 more than required for the Life rank), including these 13 Eagle Required merit badges:

a. First Aid	h. Environmental Science <u>or</u> Sustainability
b. Citizenship in the Community	i. Personal Fitness
c. Citizenship in the Nation	j. Personal Management
d. Citizenship in the World	k. Swimming <u>or</u> Hiking <u>or</u> Cycling
e. Communication	l. Camping
f. Cooking	m. Family Life
g. Emergency Preparedness <u>or</u> Lifesaving	

¹ <https://www.Scouting.org/programs/Scouts-bsa/advancement-and-awards/eligibility/>

² <https://www.scouting.org/wp-content/uploads/2024/11/eagle-rank-requirements.pdf>

³ Scouting America Guide to Advancement Section 9.0.1.7.

You must choose only one of the merit badges listed in categories g, h and k as an Eagle required merit badge. Any additional merit badges earned in those categories may be counted as one of your eight optional merit badges used to make your total of 21.

4. While a Life Scout, serve actively in your unit for six months in one or more of the following positions of responsibility:

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. Assistant Patrol Leader is not a position of responsibility for any rank and bugler is not a position of responsibility for the Eagle rank. ⁴
Venturing Crew	President, vice president, secretary, treasurer, den chief, historian, guide, quartermaster, chaplain aide, or out-door ethics guide.
Sea Scout Ship	Boatswain, boatswain's mate, purser, yeoman, storekeeper, crew leader, media specialist, specialist, den chief, or chaplain aide.
Lone Scout	Leadership responsibility in your school, religious organization, club or elsewhere in your community.

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 Scouting 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 requirement.

- Eagle Scout Project Proposal Steps and Tips
 - a. Use the most current Eagle Scout Service Project Workbook.⁵ The Proposal is part of the Workbook.
 - b. Read the entire workbook thoroughly & carefully, noting the words “must” and “shall” to help ensure you obtain the needed approvals.
 - c. Identify a project and discuss with Troop Leadership. You can use Project Coach, Mentor or Scoutmaster from your unit to review and make suggestions.
 - d. Contact and meet with Project Beneficiary, review your project idea with them and secure an oral OK. Give them a copy of “Navigating the Eagle Scout Service Project” from the workbook.
 - e. Fill in all the boxes with the requested information, especially on the contact page signatures and date signed. Note: All Entries in the Workbook must be legible, preferably using a computer, typed or in ink.
 - f. The Proposal should be written in a way reviewers will not have to ask questions about what you are proposing and how it will be done.

⁴ <https://www.scouting.org/wp-content/uploads/2024/11/eagle-rank-requirements.pdf>

⁵ <https://www.Scouting.org/wp-content/uploads/2023/01/EagleProjectWorkbook2023a.pdf>

- g. Ensure your project meets the 5 tests of an acceptable Eagle Scout Service Project⁶:
 - Provides enough opportunity to show the requirements of planning, development and leadership will take place. Leadership is at least 2 other people.
 - Note: “Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work.
 - Project appears to be feasible.
 - Safety issues are addressed.
 - Action Steps for further detailed planning are included – A list of the key Project steps.
 - On the right track with a reasonable chance for a positive experience.
- h. Explain clearly how you will show leadership to others during your project.
- i. Suggested you Include Safety criteria like a First Aid Kit, outdoor essentials, having a Safety Meeting. Review the following handouts linked in the footnotes below from Scouting.org to help: BSA SAFE Project Tool Use⁷, BSA SAFE Service Project Planning Checklist⁸ and The Sweet 16 of BSA Safety⁹.
- j. Include photographs, site maps and diagrams with measured dimensions (use full page not small boxes) in proposal if applicable. Appendices are acceptable.
- k. Track all your hours researching and planning, meetings for the proposal in addition to the project work parties. These are part of the Final Report and Eagle Application. Sample sign in sheets and summaries are in Appendix IV.
- l. Estimate value of project materials (even if donated) – Everything has value.
- m. Meet with beneficiary and review written proposal with them. Obtain approval signature on Proposal Page B (See example below).
- n. Obtain proposal approval signatures from your Unit Leader, Unit Committee prior to sending to the District Representative for approval (See example below).
- o. Proposal and all related materials should be submitted as a PDF to your Unit Commissioner with a CC to tommy.g.deweese@gmail.com.
- p. If your fundraising effort involves contributions only from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to apply (included in the Eagle Project Workbook) prior to fundraising.⁹
- q. Once collected, money raised must be turned over to the beneficiary or the candidate’s unit until needed for the project. If the unit receives the funds, it must release any excess to the beneficiary once expenses have been paid. If the beneficiary is not allowed or simply does not want, for whatever reason, to retain any excess funds, supplies, or materials, the beneficiary should be asked to designate a suitable charity (which may include the Scout Unit) to receive them. The unit must not influence this decision.¹⁰

⁶ <https://www.Scouting.org/wp-content/uploads/2023/01/EagleProjectWorkbook2023a.pdf> (Proposal Page a)

⁷ <https://filestore.Scouting.org/filestore/healthsafety/pdf/680-028.pdf>

⁸ <https://filestore.Scouting.org/filestore/healthsafety/pdf/680-027.pdf>

⁹ <https://stlbsa.org/wp-content/uploads/2020/07/The-Sweet-Sixteen-of-BSA-Safety.pdf>

¹⁰ Scouting America Guide to Advancement Section 9.0.2.10

- r. Complete, obtain approval signatures from Beneficiary, your Unit Leader and submit to Council for approval.
- s. Work on your Eagle Project may not begin until it has District Approval.
- Eagle Scout Project Proposals Approval by the Gemstone District

Candidate's Promise*	
Sign below before you seek the other approvals for your proposal.	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.	
Signed _____	Date _____

Scout Must sign and date.

* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.

Unit Leader Approval*	Unit Committee Approval*
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them.	This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.
Signed _____ Date _____	Signed _____ Date _____
Name (Printed) _____	Name (Printed) _____

Approvals must be signed and dated.

Beneficiary Approval*	Council or District Approval
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.	I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." Yes _____ No _____	
Signed _____ Date _____	Signed _____ Date _____
Name (Printed) _____	Name (Printed) _____

After Troop signs, the plan must be submitted and approved by the district or council designee.

See Attachment I For additional guidance.

6. While a Life Scout, participate in a Scoutmaster conference.
7. Successfully complete your board of review for the Eagle Scout rank. (This requirement may be met after age 18¹¹.)

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.¹²

If a Scout believes he or she has completed all requirements for the Eagle Scout rank but is denied a board of review, he or she may request a board of review under disputed circumstances in accordance with Guide to Advancement.¹³ If the board of review does not approve the Scout's advancement, the decision may be appealed.¹⁴ If a Scout foresees that, due to no fault or choice of his or her own, he or she will be unable to complete the Eagle Scout rank requirements before age 18, he or she may apply for a limited time extension.¹⁵ Time extensions are rarely granted.¹⁶

¹¹ Scouting America Guide to Advancement Section 8.0.3.1.13

¹² <https://www.scouting.org/wp-content/uploads/2024/11/eagle-rank-requirements.pdf>

¹³ Scouting America Guide to Advancement Section 8.0.3.2

¹⁴ Scouting America Guide to Advancement Section 8.0.4.0

¹⁵ Scouting America Guide to Advancement Section 9.0.4.0

¹⁶ <https://www.scouting.org/wp-content/uploads/2024/11/eagle-rank-requirements.pdf>

Completing the Paperwork

Tips on preparing the Eagle Scout Application

- 1) Before your Eagle Scout Board of Review can be scheduled, the Eagle Scout must complete the current and official Eagle Scout Application¹⁷. No other form or application method is permitted. To prevent delays and returns for corrections, you can follow a checklist of common errors found on the Council Website and in the appendices of this document.
- 2) Generally, if you use Scoutbook to print the Eagle Application, it will get most of the information put into your application correctly, if the information in Scoutbook is complete. The main things to check in Scoutbook (or on your hand printed application) are:
 - a) Your full name is used (First, Middle and Last as they appear on your birth certificate).
 - b) No abbreviations are used (for example, Street not St.)
 - c) All dates are correct, properly appear and are visible in the boxes (Apple computers using Safari seem to have issues with this.)
 - d) Add your references and their contact information into the application.
- 3) You can also print the application from the Scouting America web site¹⁸ and very neatly and legibly print the information onto the form.
- 4) With either process, a thorough proofreading will help prevent delays. Remember, everything is verified by the local council; discrepancies and errors will lead to the application being returned for correction. Unnecessary delays can be avoided by working with the unit advancement coordinator and obtaining the Scout's personal history profile from either Scoutbook or from the Council office.

Eagle Scout Application Certifications

On the Eagle Application, the Scout, Unit Leader and Unit Committee Chair all must sign indicating the information submitted is correct to the best of their knowledge. The signed application must be submitted to your Unit to send to Piedmont Council to have all of the dates and other data verified, approved and signed by Council¹⁹. Council will return the document along with a printout of your Scouting Personal Profile Record to the person designated by your District's guidelines. These documents will be part of your binder for the Eagle Board. Only after receiving this certification can the Eagle Scout have their Eagle Board of Review scheduled.

Securing the Eagle Scout recommendation letters

The Scout is responsible for requesting references from the four people listed on the application—this is a valuable life skill. Councils choose the method (letter, email, online form, etc.) and where submitted. Electronic submissions are allowed only if confidentiality at all stages is guaranteed. Requested references may be returned to the Scout in a sealed envelope, or sent to a designated unit, district, or council adult for safekeeping until the Eagle Board of Review.²⁰

¹⁷ Scouting America Guide to Advancement 9.0.1.3

¹⁸ <https://www.Scouting.org/wp-content/uploads/2025/01/512-72825-Eagle-Scout-Application.pdf>

¹⁹ The phone number of the Council Advancement Designee can be found here: <https://www.piedmontcouncilbsa.org/advancement> and their email address will be firstname.lastname@Scouting.org

²⁰ Scouting America Guide to Advancement Section 9.0.1.7

Clarification on the Eagle Scout Rank Application (March 16, 2026)²¹

“Scouts and Scouters,

We have received many questions about the parent/guardian contact information section added near Requirement #2 on the updated Eagle Scout Rank Application, and we are very glad you reached out.

That field was added solely to collect contact information in case we need to reach a parent or guardian — it was never meant to imply that a reference letter or recommendation from parents was required or even recommended. In fact they are still strongly discouraged (Guide to Advancement 9.0.1.3, #3). However, we understand how the placement implied otherwise, and we apologize for the confusion.

We are already working to update the form and move that field to a better location. We appreciate your patience, and are sincerely grateful for everything you do to support Eagle Scout candidates on their journey.”

Creating the Eagle Binder

The Eagle Binder represents your efforts to reach the Eagle Scout Rank. It should include:

- a. Your signed Eagle Application
- b. Your personal profile created by the Council office
- c. Your Statement of Ambitions and Life Purpose
 - i. Guidance: Write a 200–400-word paper that introduces who you are, explains your values and mindset, and describes what motivates you. The statement should include your accomplishments, with a strong focus on leadership experiences both in Scouting and in other areas of your life such as school, sports, clubs, or community activities. You may also include your short-term goals, such as what you hope to achieve in the next year or two, and your long-term goals, such as your future career interests or the kind of person you want to become.
- d. Your completed Eagle Project Workbook, including any photographs available of the project during and after completion.²²
- e. The Eagle Project Summary Sheet.²³
- f. If you wish to create a cover page, a sample is in the Appendices.

²¹ <https://www.scouting.org/program-updates/clarification-on-the-eagle-scout-rank-application/>

²² <https://www.Scouting.org/wp-content/uploads/2023/01/EagleProjectWorkbook2023a.pdf>

²³ <https://www.piedmontcouncilbsa.org/files/37859/2023-Eagle-Project-Summary-Sheet>

The Trail to Eagle: Overview for Troop Adult Volunteers

This section contains some helpful hints for Scouters helping the Scout to prepare for their journey to Eagle. It also contains the rules for the Eagle Board of Review (EBOR).

Aiding the Eagle Candidate

It is important to understand the role of the Scouter in an Eagle Project. First and foremost, the Eagle Scout Candidate is responsible for all aspects of their project from beginning to end. The adult is there to ensure safety and to help remind other adults to allow the Eagle Scout Candidate the room and ability to run their project and to make the decisions affecting their project. The primary purpose of the project is to allow the Eagle Scout Candidate to demonstrate what they have learned and their ability to lead a group of people, both youth and adult, in the successful completion of their project.

Submitting the Eagle Scout Application

The application is the final key to getting the Eagle Scout Candidate ready for an EBOR. To assist with the application moving smoothly through the council process, a checklist has been created and is attached as an exhibit. Using the Scoutbook application to generate the Eagle Scout Application will help with accuracy and neatness. You would need to ensure Scoutbook is consistent with the various requirements, such as full name, no abbreviations, etc.

Preparing for the Eagle Board of Review

What they will need is help on how to navigate the process of getting their project approved, documenting their effort and then preparing for their Eagle Board of Review. A practice or “mock” Eagle Board of Review must not be done.²⁴ The Eagle Board of Review is not a test, but rather a celebration of their achievement.²⁵ As such, there is no need to “cram” for questions or demonstrations of the Scout Skills they have learned. It is all about them and their achievements.

²⁴ Scouting America Guide to Advancement Section 8.0.1.0

²⁵ Scouting America Guide to Advancement Section 8.0.1.1

The Trail to Eagle: Overview for the Eagle Board Members

This section contains some helpful hints for Scouters and others serving on an Eagle Board of Review.

Setting the Scene for the Eagle Board of Review (EBOR)

The Scouting America Guide to Advancement is the definitive document on all aspects of a Scout's Advancement. In the front of the guide, it states "No council, committee, district, unit or individual has the authority to add to, or subtract from, advancement requirements, or deviate from policies in this publication. There are limited exceptions relating only to members with special needs."²⁶

Creating and running an Eagle Board of Review

The Scout has two options for an EBOR. They may be conducted at the unit level or at the district level.²⁷ If conducted at the unit level, *at least one district or council level representative must serve as a member*.²⁴ More than one may do so if the unit requests it.²⁴ There must be at least three, but not more than 6 members, all at least 21 years of age.²⁸

A board of review must not occur until after the local council has verified the application.²⁹ The EBOR Chair works with all involved parties to schedule the date, time and place and it should be scheduled promptly.³⁰ The EBOR should not be delayed for reasons unrelated to rank requirements.³¹ The EBOR should not be delayed due to unresponsive references.³² A board of review is scheduled and held even if a unit leader or unit committee chair fails to approve the application.³³ Members of the EBOR do not need to be on an advancement committee nor registered with Scouting America, but they must have an understanding of the rank and the purpose/importance of the EBOR.³⁴

EBOR members should meet 30 minutes prior to the EBOR to go over the application, references and service project workbook.³⁵ EBORs should generally last about 30 minutes and rarely exceed 45 minutes.³⁶ Only one EBOR is allowed for a candidate, although it can be adjourned and reconvened.³⁷

In the unlikely event an EBOR does not recommend a candidate for advancement, a letter detailing the issues that causes the denial, advising actions needed to lead to advancement and explaining the appeal procedures should be sent to the Scout with a copy to the appeals coordinator within two weeks after the EBOR decision.³⁸ If a Scout or their parent or guardian feel a unit EBOR will not be heard fairly, they may request a EBOR under disputed circumstances.³⁹

1) Conducting the Eagle Board of Review

Section 8 of the Scouting America Guide To Advancement deals with all Boards of Review and the particulars unique to an Eagle Board of Review start at 8.0.3.0. Once a Scout has completed all the requirements for any rank (other than Scout), they appear before a board of review.⁴⁰ Regardless of unit, district or council

²⁶ Scouting America Guide to Advancement page 2

²⁷ Scouting America Guide to Advancement Section 8.0.3.0.2

²⁸ Scouting America Guide to Advancement Section 8.0.3.0.3

²⁹ Scouting America Guide to Advancement Section 8.0.3.0.4

³⁰ Scouting America Guide to Advancement Section 8.0.3.0.5

³¹ Scouting America Guide to Advancement Section 8.0.0.1

³² Scouting America Guide to Advancement Section 8.0.3.0.6

³³ Scouting America Guide to Advancement Section 8.0.3.0.7

³⁴ Scouting America Guide to Advancement Section 8.0.3.0.3

³⁵ Scouting America Guide to Advancement Section 8.0.3.0.8

³⁶ Scouting America Guide to Advancement Section 8.0.3.0.9

³⁷ Scouting America Guide to Advancement Section 8.0.3.0.10

³⁸ Scouting America Guide to Advancement Section 8.0.3.0.12

³⁹ Scouting America Guide to Advancement Section 8.0.3.2

⁴⁰ Scouting America Guide to Advancement Section 8.0.0.1

expectations, boards of review must not reject candidates solely for reasons related to uniforming if they are clean and neat in appearance.⁴¹

“Even though the reason for a board of review is to help ensure the Scout did what was supposed to have been done to meet the requirements, it must never become a retest or ‘examination,’ nor a challenge of the Scout’s knowledge. In most cases it should, instead, be a celebration of their accomplishment.”⁴²

The board of review is about the journey. Asking “Tell us about when you learned how to tie a square knot” is appropriate, but “Here is a rope, tie a square knot” is not.⁴³ It is most important that the Scout has a positive attitude, accepts Scouting’s ideals, and sets and meets good standards in daily life.⁴⁴

2) Timing of the Eagle Board of Review

EBORs may occur after a Scout’s 18th birthday (up to 24 months) if all the other requirements have been completed by their 18th birthday.⁴⁵ However, EBORs must be granted when requirements are met even if there are some concerns that requirements have not been fulfilled.²¹

3) Processing the Eagle Application after the EBOR

The paperwork should promptly follow the completion of the EBOR. The following items need to be submitted to the Piedmont Council by the Unit to create the rank recognition:

- a) The Advancement Report
- b) The final signed application (signed by the EBOR chair and the District/Council representative.
- c) The Eagle Project Summary Sheet⁴⁶
- d) Eagle Palms earned concurrent with Eagle Scout Rank application, if warranted⁴⁷
- e) Applicant’s “Ambitions and Life Goals” statement
- f) Submit to Patricia Barber:
 - 1) Electronically send PDFs via email at: patricia.barber@Scouting.org, or
 - 2) Hand Deliver at: 1222 East Franklin Blvd, Gastonia, NC 28054
 - 3) If you have questions? Call Patricia Barber at 980-888-1377, ext. 100

*****Important***** Do not record the Eagle Rank or Eagle Palms in Scoutbook, Council will update Scoutbook for these items.

*****Important***** It is recommended the unit keep a copy of the above documents until confirmation is received from National that the Eagle Rank has been recorded, approved and issued.

*****Important***** "Once a review has been held, or an appeal process conducted, responses must be returned to the council, where they will be **destroyed after the Eagle Scout credentials are released or the appeal is concluded**⁴⁸

⁴¹ Scouting America Guide to Advancement Section 8.0.0.4

⁴² Scouting America Guide to Advancement Section 8.0.1.1

⁴³ Scouting America Guide to Advancement Section 8.0.1.2

⁴⁴ Scouting America Guide to Advancement Section 8.0.1.2

⁴⁵ Scouting America Guide to Advancement Section 8.0.3.1.1

⁴⁶ <https://www.piedmontcouncilbsa.org/files/37859/2023-Eagle-Project-Summary-Sheet>

⁴⁷ <https://www.piedmontcouncilbsa.org/files/44694/2023-Eagle-Scout-Palm-Application>

⁴⁸ Scouting America Guide to Advancement Section 9.0.1.7

Appendix I: Eagle Scout Project Proposal Review

1. The Five Main Tests

The proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show the unit leader, unit committee, and council or district that the project can meet the following tests.

1. **The project provides sufficient opportunity to meet the Eagle Scout service project requirement.** The proposal 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.
2. **The Project appears to be feasible.** The proposal must show the project is realistic for the Eagle Scout Candidate to carry out.
3. **Safety issues will be addressed.** The proposal must show the Eagle Scout Candidate understands what must be done to guard against injury and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** The Eagle Candidate must list the key steps they will take to ensure their plan has enough details to be carried out successfully.
5. **The Eagle Candidate is on the right track with a reasonable chance for a positive experience.** When completing the proposal, the Eagle Scout Candidate only needs enough detail to show a reviewer that they can meet the tests above. If showing that the project meets the tests requires a lengthy and complicated proposal, the project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of the planning will come with the next step, preparation of the project plan. If the project does not require materials or supplies, etc., simply mark those spaces "not applicable." Do not begin any work, or raise any money, or obtain any materials, until the project proposal has been approved.

2. Leadership and Impact

- "Giving Leadership": The project must show how the Eagle Scout Candidate will direct at least two other people (unskilled or skilled).
- Beneficiary Benefit: The project must benefit a religious institution, school, or community (not SA).
- Not Routine Labor: The project must not be routine maintenance (e.g., simply mowing a lawn), but rather a substantial improvement.

3. Key Proposal Elements

- Preliminary Description: A clear explanation of what will be done. This should include photographs, site maps, and diagrams. (*The workbook states a more detailed drawing and plans may be required during the planning phase indicating something already existed in the proposal. I find it hard to believe a beneficiary is not expecting some of this before approving the project.*)
- Project Phases: A breakdown of the project into manageable phases.
- Materials and Tools: A list of needed materials and tools, including a cost estimate. There should be at least enough specificity to do a reasonable cost estimate.
- Logistics & Transportation: Plans for moving materials and tools.
- Funding Plan: A clear plan for obtaining materials, including any needed fundraising applications.
- Signatures: The proposal must be signed by the beneficiary, the Unit Leader, and the Unit Committee Chair before district review.

4. Safety and Risk Management

- Guide to Safe Scouting: The project must comply with the Guide to Safe Scouting and the "Sweet 16" of Scouting America safety. An affirmation should be included in the proposal that the documents have been reviewed and complied with.
- Utility Hazards: If the project involves digging, there must be a plan to locate underground lines.
- Tool Usage: Proper planning for the use of tools, including considering age guidelines.

5. Proper Formatting

- Official Workbook: The current Eagle Scout Service Project Workbook (No. 512-927) must be used.
- Legibility: If handwritten, it must be neat and legible; excessive spelling errors may require correction.

Reviewers should not require more planning and development than is necessary to execute the project, and they cannot add requirements or create extra forms. The proposal is only the beginning of the planning process. The above items are, however, not additional requirements but clarification of what is needed to meet the tests.

Appendix II: Eagle Application Checklist

FULL NAME OF APPLICANT:

TROOP/CREW/SHIP AND NUMBER

CITY AND STATE

DISTRICT:

SCOUTMASTER NAME:

SCOUTMASTER EMAIL:

1. ALL INFORMATION IS LEGIBLE
 2. APPLICANT'S FULL LEGAL NAME (INCLUDING MIDDLE NAME) SPELLED CORRECTLY AND LEGIBLE
 3. APPLICANT'S ADDRESS – NO ABBREVIATIONS
 4. UNIT TYPE, LOCAL NUMBER, LOCATIONS – NO ABBREVIATIONS
 5. DATES: PAID AND REGISTERED IN TROOP, FIRST CLASS, STAR AND LIFE BOARDS OF REVIEW
 6. MUST BE AT LEAST FOUR MONTHS BETWEEN FIRST CLASS AND STAR SCOUT BOARD OF REVIEW DATES
 7. MUST BE AT LEAST SIX MONTHS BETWEEN STAR SCOUT AND LIFE SCOUT BOARD OF REVIEW DATES
 8. WEBELOS SCOUT AND ARROW OF LIGHT QUESTIONS ANSWERED
 9. DATE OF BIRTH
 10. DOES APPLICANT MEET AGE REQUIREMENT
 11. MUST BE AT LEAST SIX MONTHS BETWEEN LIFE SCOUT AND EAGLE SCOUT BOARD OF REVIEW AND/OR 18TH BIRTHDAY
 12. REFERENCES CHECKED: LETTERS ARE TO BE RETURNED SEALED TO SCOUTMASTER AND REMAIN SEALED UNTIL DELIVERED TO EAGLE BOARD OF REVIEW CHAIR
 13. 21 MERIT BADGES EARNED (DAY, MONTH, YEAR AND UNIT # LISTED) NOTE: 14 REQUIRED, 7 OPTIONAL AND DATES VISIBLE ON APPLICATION
 14. EARNED 6 MERIT BADGES PRIOR TO STAR SCOUT BOARD OF REVIEW DATE – AT LEAST 4 EAGLE REQUIRED
 15. EARNED 5 MORE MERIT BADGES (11 TOTAL) PRIOR TO LIFE SCOUT BOARD OF REVIEW DATE – 3 MUST BE EAGLE REQUIRED
 16. MUST SERVE AT LEAST SIX MONTHS IN A POSITION OF RESPONSIBILITY BETWEEN LIFE SCOUT AND EAGLE SCOUT BOARD OF REVIEW DATES – SEE APPLICATION FOR LIST OF POSITIONS AND/OR 18TH BIRTHDAY
 17. SERVICE PROJECT COMPLETED BETWEEN LIFE SCOUT EARNED AND 18TH BIRTHDAY
 18. SCOUTMASTER CONFERENCE COMPLETED BETWEEN LIFE SCOUT EARNED AND 18TH BIRTHDAY
 19. APPLICANT'S SIGNATURE AND DATE
 20. UNIT LEADER'S SIGNATURE AND DATE
 21. UNIT COMMITTEE CHAIRMAN'S SIGNATURE AND DATE
 22. COUNCIL REPRESENTATIVE'S SIGNATURE AND DATE
- EAGLE BOARD OF REVIEW:
- EAGLE BOARD OF REVIEW SIGNATURES AND DATE:
- EAGLE BOARD CHAIR
 - DISTRICT REPRESENTATIVE

NOTE: IF SCOUTBOOK IS USED TO CREATE THE APPLICATION, HIGHLIGHTED ITEMS 1 AND 4 THROUGH 18 ARE CHECKED BY SCOUTBOOK. JUST MAKE SURE THE DATES AND ITEMS FIT PROPERLY ON THE FORM (A PROBLEM SPECIFICALLY WITH THE APPLE SAFARI INTERNET INTERFACE). YOU WILL NEED TO CHECK ITEMS 2 AND 3 TO MAKE SURE THEY ARE CORRECT IN SCOUTBOOK. IMPORTANT...REVIEW SCOUTBOOK AND ENSURE FULL NAME IS INCLUDED AND THERE ARE NO ABBREVIATIONS USED.

Appendix III: Quick Primer for Board Members

The journey to Eagle Scout consists of meeting specific requirements. This guide outlines the essential steps and expectations for Scouts in the Piedmont Council so Board Members can be prepared for the Eagle Board of Review. Common to all ranks are community service, living the Scout Oath/Law in their everyday lives and (other than the Scout rank) participating in a Board of Review.

Rank Advancement Requirements

1. Scout, Tenderfoot, Second Class, and First Class:
 - a. These initial ranks focus on basic Scouting skills, participation, and personal growth.
 - b. Scouts demonstrate proficiency in camping, first aid, citizenship, and physical fitness.
2. Star and Life Ranks:
 - a. Merit badges (6 for Star and 5 for Life),
 - b. Troop leadership positions.
3. Eagle Scout:
 - a. Additional merit badges,
 - b. Sustained leadership,
 - c. Completion of an approved Eagle Scout Service Project
 - d. Eagle Board of Review.

Merit Badge Requirements

The rank of Eagle Scout requires 21 merit badges to be earned – 13 required (First Aid, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communication, Cooking, Personal Fitness, Emergency Preparedness {or Lifesaving}, Environmental Science {or Sustainability}, Personal Management, Swimming, {or Hiking or Cycling}, Camping, and Family Life) and elective Merit Badges. They can earn Eagle Palms for every 5 Merit Badges over the required twenty-one that are completed at the time of their Eagle Board of Review concurrent with the Eagle Rank. Additional Eagle Palms can be earned after the Eagle Rank if all of the requirements are met.

Leadership and Service

Leadership is a vital part of the Eagle Scout journey. Scouts must serve in troop leadership positions and actively participate in service projects. These experiences develop teamwork, problem-solving, and responsibility. The Eagle Scout Service Project is their signature requirement. Scouts plan, develop, and lead a project to benefit the community. The project should demonstrate leadership and provide a lasting impact. Approvals must be obtained from the troop, beneficiary and the Piedmont Council before beginning the project. Upon completion documentation is memorialized in a project workbook. Part of the role of the Eagle Board of Review is to look at the project and interact with the Eagle Scout Candidate about leadership. It is also to celebrate their significant accomplishments.

You will have a copy of their Eagle Binder to review. It should include:

- 1) Their signed Eagle Application
- 2) Their personal profile created by the Council office
- 3) Their Statement of Ambitions and Life Purpose
 - i) A short essay written by the Eagle Scout candidate describing their goals, values and mindsets. Generally, you might expect to see”
 - ii) An introduction of the Eagle Scout Candidate
 - iii) Their short-term goals
 - iv) Their long-term goals

- 4) Their completed Eagle Project with any photographs available of the project during and after completion
- 5) An Eagle Project Summary Sheet⁴⁹

⁴⁹ <https://www.piedmontcouncilbsa.org/files/37859/2023-Eagle-Project-Summary-Sheet>

Appendix IV: Piedmont Council Board of Review (EBOR) Directive

Piedmont Council Board of Review (EBOR) Directive

The Piedmont Council is establishing these procedures as required by the Guide to Advancement (8.0.3.0).

1. The Eagle Scout Project Proposal will be submitted to the District Advancement Chair (or Designee) for review and approval to begin the Eagle Project (9.0.2.0). Final approval of the completed Eagle Project is made by the Scoutmaster (SM) and the benefited organization representative.
2. When the Scout has completed all Eagle Rank requirements, the SM will submit the signed Eagle Scout Application as a PDF via E-mail to Patricia Barber (980-888-8649) at patricia.barber@scouting.org. Council will generate the Scout Personal Profile to verify the Scout has met the qualifications in compliance with the B.S.A. Guide to Advancement (GTA) prior to the EBOR being held (8.0.3.0-4 and 9.0.1.6).
3. Concurrently, the Unit CC should determine if they will be using a Unit led EBOR or a District led EBOR.
4. When the SM receives the Scout Personal Profile (verifying qualifications) from Piedmont Council, the SM will forward the Personal Profile of the Scout and copies of the Eagle Scout Application to the Unit Committee Chair/designee or the District EBOR Chair, depending on the process selected by the Unit.
5. **Both District and Unit EBORs must:**
 - a. Be a minimum of 3 persons, maximum of 6-persons (8.0.3.0.).
 - b. Include at least one Council, District or District EBOR Member (8.0.3.0-2).
 - c. Follow these EBOR Guidelines and comply with the 2025 GTA.
 - d. Schedule the EBOR promptly and not delay it for reasons unrelated to rank requirements (8.0.0.1).
 - e. Determine if the scout participated in a "Practice EBOR." (8.0.1.0)
 - f. Not be a retest or examination, direct or indirect, but rather a Celebration (8.0.1.1).
 - g. Generally last about 30 minutes, but rarely more than 45 minutes (8.0.3.0-9)
 - h. Give a PDF copy of this document and sample questions as references to all EBOR members.
6. **Scouts Using the Unit led EBOR**
 - a. When the unit conducts the EBOR, the Unit Committee Chair (CC) or designee will assign an EBOR Chair. The Unit EBOR Chair will receive the Scout Personal Profile from the SM:
 - b. The Unit Eagle Board Chair will coordinate with the Scout to set a date, time and location for the Eagle Scout Board of Review, (8.0.3.0-5).
 - c. The Unit Eagle Board Chair will determine how many District/Council members to invite based on the number of Unit Board Members and arrange for them to attend the EBOR.
 - d. The EBOR Chair will provide the EBOR members the Final Eagle Project, Eagle Application, Scout's Statement of Ambitions and Life Purpose, Eagle Project Summary and any letters of recommendation,
7. **Scouts Using a District led EBOR**
 - a. The District Advancement Chair will identify a District EBOR Chair, who will coordinate with the Troop to set a date, time and location for the EBOR. (8.0.3.0-5).
 - b. The Unit SM will provide to the District EBOR Chair a copy of the Scout Personal Profile and contact information of any Troop Members identified to participate on the District EBOR.
 - c. The District EBOR Chair will determine the number of District members based on the number of Unit provided members. District members should not have an affiliation with the Unit. (8.0.3.0-2)
 - d. The Scoutmaster will provide to the EBOR the Eagle Project Workbook, Eagle Application, Scout's Statement of Ambitions and Life Purpose, the Eagle Project Summary and letters of recommendation.
8. Once the EBOR is completed, the EBOR Chair and the District/Council Representative will sign the Application and Advancement Report. The SM is responsible for submitting these documents to Piedmont Council. It is suggested a copy of all submitted documents be retained by the Unit CC for reference.
9. The Unit should not record the Eagle Rank or Eagle Palms in Scoutbook, Council will update Scoutbook for these items.

Rev. 04/22/25

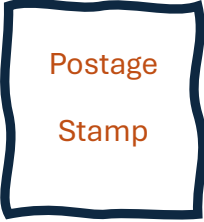
Appendix V: Tracking Time for the Eagle Project Sample

Name	Arrived	Left	Hours on 1/3/26
Eagle Scout Candidate	9:00 AM	3:30 PM	6.5
Scout #1	10:00 AM	2:30 PM	4.5
Scout #2	9:30 AM	2:30 PM	5
Adult #1	9:15 AM	3:00 PM	5.75
Adult #2	9:30 AM	2:30 PM	5

Total Time

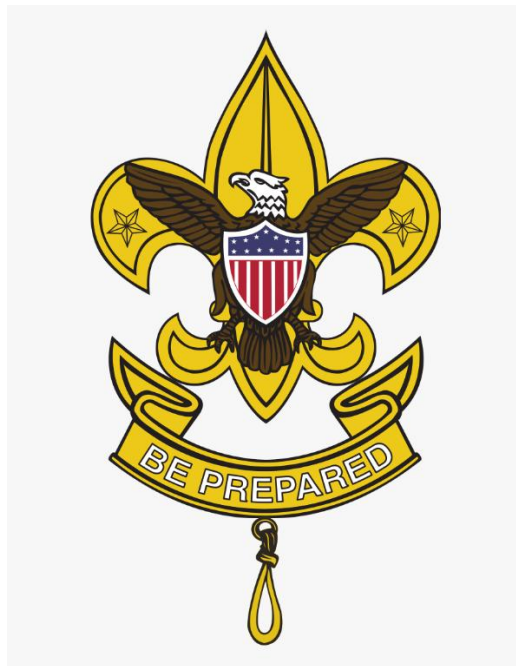
Name	Plan	1/3	1/4	1/10	1/11	1/17	Totals
Eagle Scout Candidate	26	6.5	7	6	8	4	57.5
Scout #1		4.5	4	2			10.5
Scout #2		4	2	3	2		11
Scout #3			1.5	3	4		8.5
Scout #4			3	4	2		5
Adult #1	3	5.75	6	5	7	2	25.75
Adult #2		5	2	3	2		12
Totals	29	25.75	25.5	26	25	6	137.25

Appendix V: Self Addressed and Stamped Envelope Sample

Name of Reference Street Address City, State Zip Code	 Postage Stamp
Name of Troop Person Collecting Letters Street Address City, State. Zip Code	
Eagle Scout Reference letter for Eagle Scout Candidate (Name)	

Appendix VI: Sample Eagle Scout Binder Cover Page

Scout Name
UNIT XXXX
Eagle Binder



XXXX District
Piedmont Council
Scouting America

