

Montgomery District

National Capital Area Council, Boy Scouts of America

LIFE TO EAGLE GUIDANCE FOR SCOUTS

October 1, 2008

INSTRUCTIONS TO EAGLE CANDIDATES:

So you want to become an Eagle Scout. Congratulations! It is a worthwhile, challenging goal, and one that is achieved by only two Scouts out of every one hundred who start up the Eagle trail.

The following suggestions and considerations will help you along the way:

1. Choose your merit badges carefully. Try to earn the 12 required ones at your first opportunity. Twenty-one merit badges are required for Eagle. Use this part of your program to learn from experts in a variety of interesting subjects. You will grow from the challenge and it may help you to select a future career. Please hang on to your blue merit badge cards. They are important to you in the event you or your troop's records become lost. Primary evidence of completion of the 21 merit badges is required by the National Court of Honor of the Boy Scouts of America with your application (Blue card or Unit Advancement Report, Form 34403). Make sure you are working on the current merit badge advancement requirements for Eagle.
2. Your Eagle Service Project is a very important part of the Eagle requirements. Choose and develop one that is truly worthwhile. The Scout Handbook states "you must plan, develop, and give leadership to others in accomplishing this project." It must be a significant benefit to your community, church, or school. Fundraising, projects for scouting, businesses or profit making organizations will not be approved. **The project must provide the Eagle Scout candidate a significant opportunity to demonstrate their leadership skills and ability.** If you have questions regarding a project, it is best to resolve them as soon as possible. You should discuss your project informally with your Scoutmaster or Troop Eagle Advisor. If there are questions on the merits of your idea, you should start by contacting your Area Eagle Coordinator. If you still have questions you can contact the District Eagle Chairman or the District Advancement Chairman. Your project must receive approval from the benefiting organization; your Scoutmaster, the Troop Committee, and the District Advancement Committee before you may start work on the project. The Area Eagle Coordinators are members of the District Advancement Committee and authorized to approve and sign the project. Planning the project is not considered starting actual work on the project.
3. Use of the 2009 Eagle Scout Leadership Service Project workbook is required to obtain the necessary approvals before you start actual work on the project. It is available via download from the Montgomery District advancement or NCAC online resources web page. Fill it out completely through the PLANNING DETAILS. Remember a scout is prepared; your detailed plan will assist you and the sponsoring organization along with your team to better

understand what you are going to accomplish. This will become an agreement between you and the benefiting organization. Good planning is an important leadership skill. After getting the approval of the benefiting organization, your Scoutmaster, and the Troop Committee, please contact your Area Eagle Coordinator for an appointment to review your project and receive approval to begin work. **You may not begin actual work on your project until all approvals have been received.** Planning leading up to the actual work is not considered working on the project. Remember, it's important to keep the page with the original signatures with your project paperwork since it must be included with your Eagle Scout Leadership Service Project report when you submit your application to the Eagle Board of Review.

4. Your project write-up is as important as the project itself. Prepare it neatly and in enough detail to show you planned and managed the efforts of others in completing the work. (Note: You should ask yourself could you give the plan to someone else and could they complete the project without you.) Keep a log of your hours and of those who helped you in completing your project. Keep track of your leadership activities, as you must include a description of how you gave leadership in accomplishing your Eagle Scout Leadership Service Project. Do not forget the time you spent in planning and writing the report as part of the Service Project. Page 10 of the Workbook contains a place for these totals. You may wish to include "before" and "after" photographs, as they will assist you in the write-up. List and include any references that will help explain your approach to the project. Please put the report in a theme binder of some type when it is submitted with your application. Large notebooks or other bulky binders are discouraged. You will want to submit a good technical report that sells both you and the project. Your project approval work sheet and a letter from an official of the benefiting (sponsoring) organization on their stationary or letterhead certifying completion of the project must be included in the report.

5. You **MUST** use the Eagle Rank Application Form, 512-728 dated 2009, (prior editions are not acceptable), available via download from the Montgomery District or NCAC advancement web page. An original signed copy (color copy desired) of the form is required. The application **MUST** be on a **SINGLE** (front/back) sheet of paper. It is your job to fill in everything by printing clearly in blue or black ink – no pencil, typing the information or use the interactive PDF from the web site and printing it out. You must sign the final application indicating you have completed the all of the requirements. Please have a name, address, zip code, and phone number for each of the references provided. Include at least the three names from which you requested letters of recommendation. If you have not had an employer you may enter 'not applicable'. **When you enter the dates for the merit badges, take them directly from your blue cards.** Arrange your merit badges in the same order as they are listed in the rank application form, 1-21. The optional merit badges should be listed on the form in chronological order beginning with the first one you earned. Work with your Scoutmaster, Unit's Eagle Advisor or Unit's Committee Advancement Chairman. Upon completion of your Eagle application packet, your Scoutmaster will sign off and arrange for unit approval. It is important you make extra copies of your application packet, including the project report, in case something bad happens to the originals.

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6. You are required to have three letters of recommendations for the Board of Review. These must be from other than family members and your troop leaders (the leader signatures on the application are the troop recommendation). If you wish to include family members or scout leaders, they can be in addition to the three required. You are encouraged to seek these from others: teachers, coaches, employers, family friends, religious leaders, and neighbors. **These letters must be in sealed envelopes addressed to your Board of Review in care of your Scoutmaster. They must not be open or read by anyone except by the Board of Review and they will not be returned to you.**
7. It is important to make sure you address in an essay and list format all four parts of Requirement 6. They include: (1) Statements of ambitions and (2) Life purpose, (3) leadership outside of Scouting and (4) honors and awards received. Ambitions and Life Purpose are two different ways of looking at your life and should be expressed in writing accordingly.
8. When you have completed all the requirements for your application and report, assemble them in a format that reflects the significance of the Eagle Scout award. Remember first impressions are lasting. The first thing your Board of Review will see is your application package. You will need to make two copies in addition to the original of everything except your blue cards and photos for use in the Board of Review. The next step is to schedule an appointment to with the District Area Eagle Coordinator, normally one close to you, for review and approval of the application and report so arrangements can be made for an Eagle Review Board.
9. **Remember all the requirements for Eagle must be completed before your 18th birthday.** If you have not completed everything before 12:00AM on the day of your birthday then you're too late. This includes having your Scoutmaster Conference which is usually the last requirement completed. However, if you have applied, through your unit, for and received an official extension from NCAC you must follow the time period listed in that extension. The 18 year old requirement only applies to completing all 6 requirements, it does not include finishing and handing in the application packet (paperwork) and arranging for an EBOR with the Area Eagle Coordinator. An EBOR will be scheduled only when everything is complete and been approved by the Area Eagle Coordinator. Bring your Scout Handbook to the Board so the chairman can sign it for you.
10. Your Board of Review must be completed within 90 days after your 18th birthday. As noted in #9 above, the Eagle application packet (paperwork) must be completed and submitted to the District Area Eagle Coordinator no later than **7 days prior** to the date of the planned Board of Review to allow sufficient time for review and to make arrangements for the Board.
11. If, for extreme extenuating circumstances, you are not able to complete the Board of Review within 90 days of turning 18 years old, a letter requesting an additional 90 day extension must be submitted by your Scoutmaster. The letter must contain details explaining the reason you were not able to complete your Board within the initial 90 days, and should contain a proposed date when you plan to complete the Board of Review. This letter must be submitted directly to the District Advancement Chairman **prior** to the end of the first 90 days. The

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District Advancement Chairman will either approve or disapprove your request. Late requests will not be considered for the extension of time. If approved, you will have an additional 90 days to complete your EBOR.

12. Extensions beyond 180 days from your 18th birthday will only be given for the most extreme situations. This request must be submitted in writing **before** the 180 days to the District Advancement Chairman who will consider approval. They will then submit it to the National Capital Area Council (NCAC) Advancement Committee for consideration. If NCAC approves the request, they submit it to the National Court of Honor in Texas. **A word of caution; extensions beyond the 180 days are normally not approved.**

Good luck.

Sincerely yours,

Byron N. Lord
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