

**Conejo Valley District**  
**Eagle Scout Advancement Guide**

**A Checklist for Scoutmasters, Advancement Chairs, Eagle Advisors, Unit Committee Chairpersons,  
Parents of Eagle Candidates**

**Eagle Scout Service Projects:**

The Eagle Scout service project process can commence when a Scout becomes a Life Scout (date of board of review approval) as shown on Advancement Report turned into Council. The Scout does not need to earn all 21 merit badges before beginning the Eagle Service Project.

To qualify as an acceptable Eagle Scout Service Project, the Life Scout and his advisors should ascertain the following: DOES THE PROPOSED EAGLE SCOUT SERVICE PROJECT BENEFIT ONE OF THE FOLLOWING:

- A religious organization?
- The community or a Non-Profit organization? A School?
- The Unit's Charter Organization?

A Project may NOT BENEFIT:

- An individual,
- A For-Profit business or entity
- The Boy Scouts of America (Cubs, Explorers, Venture etc.)
- It may not be a fund raiser only

If you have any questions – Call a District Advancement Committee member **before starting.**

Before commencing the Eagle Service Project, a Life Scout must present his project idea to and receive the approval from a number of individuals. Approvals are to be obtained only in the following order:

1. Concept approval – Unit leader and District Advancement Committee member (This is just the basic idea of what is intended to be done – i.e. “I want to build a storage unit at Rydell High School.”)
2. The Beneficiary of the Project – A more detailed explanation to the recipient of the service project i.e. school, non-profit organization, etc. Find out what is and is not allowed to be done. Get the signature of the person legally responsible for the property or institution.
3. Unit Leader – Formal approval to present to Unit Committee must be obtained.
4. Unit Committee – Formal presentation (normally in writing) with estimate of hours, materials needed, proposed dates, problems anticipated, etc.
5. District Advancement Committee member - Call designated Advancement Committee member for your area to obtain sign-off approval. Please note that a unit may NOT sign approval prior to the beneficiary of the project. Also note that the unit may not sign the District approval section.

The Life Scout should read through the Eagle Scout Service Project booklet before beginning this approval process.

When the project is presented to the Unit Leader and Unit Committee, it should be planned and written out in detail. This proposal should be included in the Service Project report. Issues addressed in the project plan should include: Safety, Environmental impact, Supplies/Resources needed, Time required, Weather considerations, Transportation needed, Refreshments, A time table, and time estimate for each project task. NOTE! Planning is a significant part of the demonstration of leadership required for a project to qualify. Life Scouts should consider whether a tour permit

must be filed with the Council Office. This is a Scouting event and if work is to be done off-site, a tour permit must be filed.

Eagle Scout candidates should be sure to complete all pages of the Eagle Scout Service Project booklet, including the "Carrying Out the Project" portion **including a Final Report consisting of a brief summary of what was accomplished and describing, along with examples how the Life Scout demonstrated leadership and managed his project**. This will be read and considered at the Eagle Scout Board of Review. Finally, the Scout should have in his possession a letter of thanks or a letter accepting the project when completed from the beneficiary of the project. Remember this is not a family service project, and a majority of hours performed on the project should be from non-family members.

Advancement Records

Your unit should be maintaining advancement records. The pink copy of the Advancement Report is the unit's copy which should be permanently retained by the unit. These records for rank advancement and merit badges should be maintained by a unit in case a discrepancy arises as to whether a boy earned a rank or merit badge. Every Scout should be given his copy of the Merit Badge Application (blue card) when completed. This is his record of completion in case of a problem.

**Eagle Applications** are available from council. If downloaded from the web they should be printed in color on both sides of heavy paper so they look like an original. (Colors bleed through thin paper)

**Eagle Scout Boards of Review** Once a Scout has all necessary rank advancement and 21 merit badges on file at Council, has had his Scoutmaster's Conference signed off, has prepared his Statement of Life Ambition and Goals, completed his Eagle Scout Service Project and has a completed and signed Application for Eagle Rank, and all paperwork has been reviewed and signed off by the Scoutmaster and Unit committee he is ready to proceed toward his District Board of Review.

**The Application** should be taken to the Council Scout Office in Camarillo along with the Eagle Scout Service Project report and the Life Ambitions and Goals Statement. It will be given a short review and the Scout will receive his Eagle Scout Letters of Recommendation to distribute. They should be given to the persons appearing on his Application and to his unit leader. It is the Scout's responsibility to give them out and retrieve them back when completed. When all letters are returned and in his possession, then and only then may a Board of Review date be obtained by the unit leader. The letters are to remain sealed and confidential.

The Unit Leader or Unit Advancement Chairperson will be E-mailed and / or called by the District Eagle Board Coordinator to schedule a Board of Review only after all of the candidates paperwork has been audited – THE SCOUT (or parent) IS NOT TO INITIATE ANY ACTION TO ARRANGE FOR THE BOARD. The Eagle Scout Candidate should wear a Full Class A uniform with all appropriate and up-to-date insignia or a coat and tie or military uniform or appropriate clothing to demonstrate to the Board of Review that the request for approval is meaningful to the candidate. **Please note**, the Board of Review will most likely elect to discontinue or postpone the meeting if this REQUIREMENT is not fully met.

The Unit should be represented at the Eagle Scout Board of Review by a person chosen by the Eagle Scout Candidate (often the Advancement Chair or Committee Chair). The individual sitting on the candidate's board may not be his unit leader, assistant unit leader, coach, advisor, parent, guardian or relative. Typically the unit leader introduces the candidate to his Board of Review and then stays to participate on another candidate's Board.

Candidates, their unit leader, and the person who will sit on the candidate's Board should arrive at 7:00 p.m. with the recommendation letters and the 3 extra copies of your Eagle Application, Service Project Report, and Life Ambitions and Goals Statement. The Board should already have the originals of your candidate's Eagle Application, Service Project Report, and Life Ambitions and Goals Statement from when they were turned in to the Scout Office.