

**Conejo Valley District**  
**Eagle Scout Advancement Guide**  
**A Checklist for Life Scouts**

**Eagle Scout Leadership Service Projects:**

- I passed my Life Board of Review, before I started planning and development of my Eagle Scout service project
- I read through the Eagle Scout Service Project booklet prior to beginning this approval process.
- My proposed Eagle Scout Service Project benefits any of the following groups:  
A religious organization, the community, a Non-Profit organization, a school or, my units Charter Organization.
- My proposed Eagle Scout Service Project is not work normally done, a fund raiser, and is not being done for an individual or a For-Profit entity / business or any part of the BSA.
- I understand the project magnitude shall represent my best effort and as demonstration of leadership and management. There is no requirement for how many hours or the number of days an Eagle leadership service project must be however, generally projects range between 40 and 200 hours and completed in a minimum of 2 days.
- I got my first approval of the brief concept of my project idea from my Unit leader and District Advancement Committee member. [The basic ideas of what is to be included in the project, details come later].
- I next got written approval of my plans from the person who has legal authority over the place that will benefit from my project and found out what was allowed and what was not allowed to be done.
- I understand that I may not start work based on this preliminary approval alone.
- I then got the approval in writing from my unit leader showing him detailed plans.
- I next presented my project in detail to my unit committee and got their approval. This is a formal presentation (normally in writing) with time schedule, estimate of hours, materials needed, proposed dates, problems anticipated, safety concerns, etc.
- I then called the District Advancement Chairperson for approval of the project and met with him showing him the written proposal (signed off by all the others).
- My final project proposal included: safety, environmental impact, materials/supplies, resources/tools needed, time schedule and time estimate for project tasks, weather considerations, transportation needed, refreshments.
- I can fund my project through donations from any number of sources (The Organization benefitting from the project, Family, Friends, local Business, and Corporations). Fund raising is not the project however fund raising hours can be included as project planning hours.
- I have sent proper acknowledgment to my project donors.
- I will file or arrange to file a tour permit with the Council Office, if the site of my Eagle project can reasonably be identified as different from the normal meeting place of my unit.
- I have permissions slips for all of those under age individuals that will be participating in the project.

- I have arranged for two deep adult leadership to be present at all times during the project work schedule.
- I will be sure to complete all pages of the Eagle Scout Service Project Booklet, including the "Carrying Out the Project" portion and including a brief summary (Final Report) of what was done and how I gave leadership and managed the project along with examples.

**Eagle Scout Boards of Review:**

- I have checked and all my 21 merit badges required have all been turned into council.
- My Eagle Scout Leadership Service Project is complete and signed off by recipient and unit leader
- I have prepared my Statement of Life Ambition and Goals
- I have had my Scoutmaster's Conference signed off.
- I have a completed and signed Application for Eagle Rank. (If downloaded from the web it is preferred that it be printed, in color, on heavy bond paper as a two sided document so it looks like an original)
- I have taken my application, one copy of my completed Eagle Service Project packet complete with a project summary, and my statement of my life ambitions and goals (Requirement #6 on the Eagle application) to the Council Scout Office in Camarillo and received my Eagle Scout Letters of Recommendation to distribute. (In the Conejo Valley notify Roger Russell to start the verification process)
- I have given the letters of recommendation to the persons appearing on my Application and to my unit leader and requested that they be returned to me, sealed!
- I have received back all of the completed and sealed Letters of Recommendation.
- I have informed my unit leader, Eagle Advisor or Advancement Chairperson that I have all of my letters and that I am ready for an Eagle Board of Review. In Conejo Valley, District Advancement Committee Member will contact via E-mail the appropriate unit individuals when all of the candidates paperwork has been audited thus clearing the way to set a date for a board. The Unit Leader or Unit Advancement Chairperson will then arrange for members of the unit to participate on the Board of Review – **THE SCOUT OR THE SCOUT'S PARENTS ARE NOT TO CALL!**
- On the night of the Eagle Board of Review I will wear a FULL Class A uniform with all appropriate and up-to-date insignia or a coat and tie or military uniform. **Please note**, the Board of Review will most likely elect to discontinue or postpone the meeting if this REQUIREMENT is not fully met.
- I understand the purpose of The Eagle Board of Review is to determine I have met and fulfilled the requirements for the rank of Eagle Scout. The Board of Review must vote unanimously that I have met all of the requirements for the rank to be awarded and that their recommendation be passed on to National.
- I will arrive at my Eagle Board of Review at 7:00 p.m. and will bring with me all my letters of recommendation (sealed and unread by me), and 3 copies each of the my application, my service project report and my statement of life ambitions and goals.

In the Conejo Valley community, Review Boards are typically held on the 4<sup>th</sup> Thursday of the month at the LDS Stake, 1600 Erbes Road. Your unit leader will inform you as to the date, time, and location of the board.