

The 12 Steps from Life to Eagle

The following 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the Eagle Board of Review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.

1. Complete All Requirements of Tenure. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; [merit badges](#); While a Life Scout, serve actively for a period of six months in one or more positions of responsibility; While a Life Scout, plan, develop, and provide leadership to others in a service project; and the final Scoutmaster conference (Which can be held any time after Scout earns his Life Rank with a discussion of the Eagle Project).

2. Select and Gain Approval of Eagle Leadership Service Project. The Eagle candidate must select his Eagle Leadership Service Project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and a District Advancement Committee Member who will have final approval over your project proposal. The Eagle Scout Leadership Service Project Workbook must be used in meeting this requirement.

3. Complete All Requirements by Age 18. It is imperative that all requirements for the Eagle Scout rank, except the board of review, be completed prior to the candidate's 18th birthday. The Eagle Board of Review must be completed within 3 months after the candidate's 18th birthday (6 months with National Boy Scout Committee approval in special cases). When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed and sent to the Oregon Trail Council service center promptly. Remember to attach the statement fulfilling requirement #6 of the Eagle Scout Rank Application. (Youth members with disabilities should meet with their unit leader regarding time extensions.)

4. Gather Needed Signatures. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.



5. Contact References for Application. When the completed application is received at the council service center, its contents will be verified, and the references contacted. The candidate should have contacted those individuals listed as references before including their names on the application. The Eagle candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center or the District Advancement Committee member handling that particular Eagle Scout Board of Review.

6. Complete and Submit Workbook. The properly completed Eagle Scout Leadership Service Project Workbook must be submitted with the application.

7. Application is Submitted and Forwarded to the District Advancement Committee. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be forwarded to the District Advancement Committee member conducting the Eagle board of review so that a board of review can be scheduled. Under no circumstances should a board of review be scheduled until the application is forwarded to the District Advancement Committee member conducting the review. Reference letters are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

8. Schedule a date for the Board of Review. Once the District Advancement Committee member has determined that the Eagle Leadership Service Project has been completed satisfactorily, the Eagle Scout Candidate will be contacted to discuss the procedures for the Eagle Board of Review and to schedule a date for the Review. The Eagle Board of Review does not have to occur before the candidate's 18th birthday. It must occur within 3 months of the 18th birthday. The Eagle Board of Review Committee is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. At least one district or council advancement representative must be a member of the Eagle board of review. A council or district may designate more than one person to serve as a member of Eagle board of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.

9. Candidate is Presented and Sits for Board. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room but does not participate in the Eagle Board of Review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. At the conclusion of the review, the Board should be assured of the candidate's participation in the Scouting program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout.

The decision must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See "Appealing a Decision" in the National BSA Policies and Procedures, No. 33088A.)

10. Signed Application is Submitted to Council. As soon as possible after the board of review and after the application has been appropriately signed, the application and a properly completed Advancement Report are returned to the council service center.

11. Council Executive Approves Application and Forwards to National. When the application arrives at the council service center, the Scout Executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. Only the Eagle Scout Rank Application is forwarded to the National Eagle Scout Service.

12. Eagle Credentials Arrive at the Local Council and Made Available to Unit. The National Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the National Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials. It usually takes between three to four weeks for the National Eagle Scout Service to review and approve the electronically submitted Eagle Rank Application and send the Eagle Scout Certificate and Membership Card to your local council service center. When the Eagle credentials arrive, the local council service center will contact your Scoutmaster to pick them up.

If you have any questions, please call the Council Service Center at 541-485-4433