



## Razorback District's Eagle Advancement Message to Life Scouts:

Dear Life Scout,

Congratulations on having progressed thus far on your trail to Eagle! You have matured in your Scouting skills and knowledge, during your journey, and you are now prepared for the next *BIG* step, working on your Eagle Scout Rank.

This page will give you *some* guidance on how to successfully complete the Eagle Scout Leadership Service Project Workbook as well as your Eagle Advancement Application. It will explain some things that are required that typically are omitted or insufficiently explained. These errors and omissions slow down the review and approval process. Additionally, this page also provides you with links to the latest versions of the Eagle Scout Leadership Service Project Application Booklet and the Eagle Scout Rank Application, which may be printed out for your use.

Remember to strive hard to reach your ultimate goal! The Eagle Scout Award is a difficult accomplishment to achieve. It requires perseverance, dedication, and effort, but it is an accomplishment is well worth the effort. You will never meet and an adult who stopped at the Life Scout Rank, who does not wish he would have finished his Eagle Scout Rank. According to the statistics maintained by the National Office, only 4% of young men who enter the BSA program will earn the Eagle Scout Rank. Will you be a part of the 4% that have achieved the highest of Boy Scout accomplishments?

Good luck on these final steps towards achieving the Eagle Scout Rank!

Sincerely,

Razorback District Advancement Committee  
WestArk Area Council

## Part I: Razorback District Guidelines for a Smooth Eagle Scout Leadership Service Project Approval

1. Read the “12 Steps from Life to Eagle” excerpt below, taken from the Boy Scouts of America, National Council website to gain an understanding of the Life to Eagle advancement process.
2. Complete the Eagle Scout Leadership Service Workbook (see the link below if you do not have a hardcopy of the workbook).
3. Make sure that Eagle Scout Leadership Service Workbook contains the following information (which is frequently left off of the workbook when it is submitted for approval). Remember, you still must provide **all** the information requested in the Workbook even if it is not listed in the examples below!
  - a. Your City and Zip Code on the personal information page, the zip code is frequently omitted.
  - b. Complete contact information for the group that will benefit from your project, not just a name.
  - c. Obtain a signature from your Unit Committee, your Scoutmaster/Coach/Advisor, and your Religious Institution/school/community representative (this is the person from the organization that is benefiting from your project).
4. Answers to the *following* questions **must** be answered in your Workbook and are typically omitted in the first draft sent for approval. Remember, you still must answer **all** the questions asked in the Workbook even if they are not listed below!
  - a. How many volunteers do you expect to recruit (be sure to include yourself)?
  - b. A proposed time schedule for completing your work.

**(NOTE: \*\*\*The following format is an example of one *possible* way to provide the information required in this planning phase of your project.)**

*For example:*

My work schedule will consist of two 7 hour workdays from 10 AM to 6 PM with an hour lunch break. Additional workdays will be scheduled as needed.

My project is estimated to take 120 man-hours of labor:

Planning and Approval: 10 man hours

- o Contacting Groundskeeper at church
- o Surveying Worksite
- o Pricing Supplies, securing supply donations, and equipment
- o Completing the planning portion of the Eagle project workbook

Equipment and Supplies Moving Hours: 4 man hours

- o Over the course of 2 days: Loading equipment and supplies at Scout Hut, unloading equipment and supplies at worksite, and setting up and breaking down equipment and supplies (8 people X .25 hours x 2 days).

DAY 1:

Site Prep Hours: 34 man hours

- o Thirty man-hours clearing and disposing of brush (10 people x 3 hours)
- o Four man-hours digging the footing (4 people X 1 hour)

Materials Prep Hours: 3 man hours

- o One man-hour mixing the concrete (2 people X .5 hours)
- o Two man-hours building the molds (4 people X .5 hours)

Footing Construction: 16 man hours

- o Placing the footing molds
  - o Pouring the concrete
  - o Leveling the pads
- (8 people x 2 hours)

DAY 2:

Constructing the Planter Boxes: 24 man hours

- o Sawing Landscape Timbers
  - o Drilling Holes
  - o Screwing together the planter boxes
  - o Painting the planter boxes
- (6 people X 4 hours)

Filling in Planter Boxes and Planting Plants: 24 man hours

- o Filling in planter boxes with planting soil
  - o Planting plants
  - o Covering the plants with mulch
  - o Watering plants
- (6 people x 4 hours)

Project Write Up: 5 hours

- o Calculating Hours
- o Completing the Project Workbook

- c. A list of materials to be utilized, with the cost if the items if they are to be purchased, or source if they are to be donated:

*For example:*

Supplies:

- 1) Four 75 lb. Bags of concrete – To be donated by the church.
- 2) Fifty shrubs and flowers - \$4.00 a piece
- 3) Two gallons of paint (1 green and 1 white) – To be donated by Lowes
- 4) Two sheets of 4 X 8 plywood - \$12 a piece
- 5) Fifty landscaping timbers - \$4 a piece
- 6) 2 Box of Woods screws – \$3.50 a box
- 7) Mulch – To be donated by the church
- 8) 20 8” bolts with nuts - \$23

- d. A list of tools to be utilized, and their source of the tools.

*For example:*

Tools and Equipment:

- 1) Rakes and Shovels – To be brought by the volunteers and borrowed from the church Groundskeeper.
- 2) Weed Eater – To be brought by the Smith family
- 3) Work Gloves – To be brought by the volunteers.
- 4) Concrete Mixing Tub – To be borrowed from Mr. Severs
- 5) First Aid Kit – To be furnished by the Troop Quartermaster
- 6) Water Cooler- To be furnished by the Troop Quartermaster
- 7) Drill, Sawhorses, Extension Cords, Safety Goggles, and Circular Saw – To be furnished by Mr. Morton and Mr. Lee

e. A list of Safety Hazards for your project and how you plan to control the risk.

*For example:*

**SAFETY HAZARDS:**

1. Back injury from heavy objects – Everyone will be trained on proper lifting techniques and will be supervised during the materials moving phase of the project.
  2. Minor Cuts – Workers will wear gloves. A first aid kit will be available.
  3. Injury from Circular Saw – Only adults will operate the circular saws and they will wear gloves and goggles.
5. All Eagle projects are to be submitted, in complete form, for initial approval to John Blair, PO Box 1715, Rogers, AR 72757 or in person at 109 N. 34<sup>th</sup> Street, Rogers, AR. Many of these are urgent and need action within twenty four hours. A project will be approved or disapproved without committee action. The requested project must be completely described, which must include the signature of the organization to receive the benefit of the project, suggested service to exceed 100 hours, and not be for the primary benefit of an individual, business or BSA. The project must have some permanence as opposed to an immediate benefit only (such as organizing troop scouting-for-food drive.) Any project not approved will be provided a list of what is needed for approval, or a scout can make an appeal to the District Advancement Chairman for final determination of the approval of the project.
6. Have your Scoutmaster or other Adult Leader in your Troop review, approve, and sign your final project proposal before it is submitted to the District for approval.
7. Use extra sheets of paper, if needed to fully document your project! The space in the workbook is usually not large enough to sufficiently document your project.
8. Remember, the approval process takes time. Do not wait till you are 17 years and 11 months of age and expect everything can be done in a month!!!!
9. Allow sufficient time for your paperwork to be received, processed and approved by the District Committee. The approval of the District may take several weeks! Eagle Projects may be approved in a shorter time frame, based on circumstances, and at the discretion of the Eagle Advancement Chair. The situation will be assessed on a case-by-case basis.
10. ALL Eagle Scout Service Project Proposals, and finished Project Packets should be compiled in report covers (NOT three-ring binders) and sent to John Blair, Eagle Advancement Chair.

Send to:                      John Blair  
                                      109 N 34<sup>th</sup> St, PO Box 1715  
                                      Rogers, AR 72757-1715

11. For any questions regarding the Eagle Scout Leadership Service Project or it's workbook first contact your Scoutmaster or designated Troop leader, or you may contact the Eagle Advancement Chairman, John Blair, directly 479-631-0100 or 479-636-0845. These are Rogers numbers with a voicemail box. Leave a message if you are unable to talk to anyone at these numbers.

## **Part II: Guidelines for Submitting Your Eagle Advancement Paperwork After Your Project is Completed**

1. **\*\*\*ALL work and activities required for Eagle Advancement must be completed and your paperwork turned in before your 18<sup>th</sup> birthday, except for the BSA Local Council Certification section and your Eagle Scout Board of Review!!!** This includes your Scoutmaster's Conference and all required signatures in your workbook and Eagle Scout Rank Application.
2. Complete all question in the "Carrying Out the Project" section of the Eagle Scout Leadership Service Project Workbook. You will probably need to attach additional sheets of paper to complete some sections of the workbook.
3. Make sure that the "Completion Date of Project" is before your 18<sup>th</sup> birthday!
4. Be sure to obtain the signatures and dates of your Scoutmaster/ Coach, Advisor and your Religious institution, school, or community representative of your charter organization.
5. Be sure and include some 'after" photos of your project. Some photos during the work would be nice as well.
6. On Requirement 3 of the Eagle Scout Rank Application, cross out the listed merit badges that you did not earn towards the rank of Eagle Scout for Merit Badge # 6 and # 9.
7. **\*\*\*Make a photocopy of all your Eagle Advancement Material that you are submitting!!!!** Things do get lost in the mail or when they are exchanged from person to person.
8. Mail your Eagle Scout Leadership Service Project Workbook, your Eagle Scout Rank Application, and your Troopmaster individual history together, to John Blair, Eagle Advancement Chair.  
  
Send to:        John M. Blair  
                     PO Box 1715  
                     Rogers, AR 72757-1715
9. Contact and thank all your family, friends, and leaders that pushed on you to do your project and get your paperwork submitted and tell them that you have finally finished your Eagle Project and your Eagle Paperwork and that is has been submitted to District! (Not a requirement, but a good idea!)
10. Have your letters of Recommendation (Eagle Scout Reference Form) sent directly by the person making the recommendation to John M. Blair, Eagle Advancement Committee, PO Box 1715, Rogers, AR 72757-1715 within two months of the completion of all other Eagle

Requirements. This is usually what slows the process down. Letters of recommendation must not be more than one year old.

11. Contact the District Eagle Advancement Chairman 2 weeks after submittal to verify that your Eagle paperwork was received. When the committee has the Eagle application, the Troopmaster individual history, letters of recommendation and project workbook, review prior to the Board of Review is requested from Fort Smith.
12. When Fort Smith returns the approved Eagle application, John Blair will contact the scout to arrange a board of review. No adult from the scout's unit may participate in the board of review. All decisions must be unanimous. Any denial of the Eagle rank will be accompanied by a written explanation and possible appeal procedure explanation mailed within three business days to the scout with a copy sent to the scoutmaster. Be patient and wait to be contacted for your Eagle Scout Board of Review!!! The review process is very slow and it may take between 2-4 months before your Eagle Scout Board is performed!
13. Start planning your Court of Honor but do not select a date. The Eagle Presentation Kit and BSA issued Eagle Card will be delivered to an adult leader of the Eagle Scout's unit upon obtaining a signature and date on the "Eagle Committee Checklist". The "Eagle Committee Checklist" will be maintained in alphabetical order in a notebook through December 31 of the year following the date of the board of review. It can take up to eight weeks for the return of these items from National.
14. The Eagle Committee recognizes that there is a great deal of excitement and apprehension for the scout, his family, and members of this troop over the Eagle project, application process, and the planning of the Court of Honor. It is our desire to maintain the high standard for the rank of Eagle Scout and to help facilitate this process. We serve as your contact. Individuals not on the committee should not contact Boy Scout offices in Fort Smith or Irving, Texas. The "Eagle Committee Checklist" is maintained for information as to the status of the process and individuals may contact John Blair at 479-631-0100 for additional information. Members of your Eagle committee consider this a great privilege and heavy responsibility to assist in these last steps of the trail to Eagle rank



## 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 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. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.
2. Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. The workbook must be used in meeting this requirement.
3. 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. 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 council service center promptly. (Youth members with disabilities should meet with their unit leader regarding time extensions.)
4. 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. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.
6. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.
7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.
8. The board of review for an Eagle candidate 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. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards 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. 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 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. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the 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 to him. 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. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.
11. 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. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval. **Only the Eagle Scout Rank application is forwarded to the national Eagle Scout Service.**
12. The 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 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.

\*\*\*This excerpt has been taken from the Boy Scouts of America Website at:  
<http://www.scouting.org/boyscouts/eagleproject/12steps.html>

Link to the Current Eagle Scout Leadership Service Project Workbook:  
<http://www.scouting.org/boyscouts/eagleproject/dload.html>

Link to the Current Eagle Rank Application:  
<http://www.scouting.org/boyscouts/eagleproject/58-728.pdf>