



FAR EAST COUNCIL SUPPLEMENT to the National Eagle Scout Association 12 Steps from Life to Eagle 22 October 2010

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.

The bullets in blue italic font is a supplement to the 12 NESA Steps to Eagle that provide recommendations or clarify council policy and guidance for the Eagle Scout candidate.

- A good tool to use as a supplement to the 12 Steps is the Eagle Scout Leadership Service Project Planning Guide developed by Mr. Randall C. Smith, Troop 389 (<http://home.flash.net/~smithrc/eagleprj.htm>). Although Eagle Project requirements are sometime updated or revised, this Planning Guide provides examples that may aid you in planning, coordinating, executing, and writing up your Eagle Project Workbook.*

STEP 1. In order to advance to the rank of Eagle, while a Life Scout, a candidate must complete all the requirements of active tenure; Scout spirit; any remaining merit badges; positions of responsibility; planning, developing, and providing leadership to others in a service project; and the Scoutmaster conference.

- You must be a Life Scout before you begin the Eagle Scout leadership service project.*
- Contact your Scoutmaster to let him know that you are ready to plan your service project. Your troop committee and district advancement chair can also provide guidance and assistance to help you get started.*
- Print a copy of the Eagle Scout Leadership Project Workbook at <http://www.scouting.org/filestore/pdf/512-927.pdf> or www.nesa.org*

STEP 2. Using the Eagle Scout Leadership Service Project Workbook (<http://www.scouting.org/filestore/pdf/512-927.pdf> or www.nesa.org), the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, the benefactor of the project, and reviewed and approved by the council or district advancement committee. This workbook must be used in meeting this requirement.

- *Project approval should be submitted to your district advancement chair who's information you can find online at info.fareastcouncil.org.*
- *Remember the unit committee not just the troop committee chair must review the project. The unit committee can also give the scout tips and suggestions.*
- *DO NOT begin the service project until the district advancement chair has approved and signed the Eagle Scout Leadership Project Workbook.*

STEP 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 and Scoutmaster conference, have been completed, the Eagle Scout Rank Application (http://www.scouting.org/filestore/pdf/512-728_web.pdf or www.nesa.org) must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their unit leader regarding time extensions.)

- *The Eagle Scout Rank Application can be completed electronically but note that it does not save the work. Highly recommend making a copy of the application before submitting to council.*
- *The scout's record of advancements can aid the scout in completing the application and can be obtained from the unit advancement chair or from the council registrar by asking for their person profile. registrar@fareastcouncil.org*

STEP 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.

- *Submit the Eagle Scout Rank application along with the Eagle Scout Leadership Service Project Workbook and Requirement #6, 'statement of ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service' to the Far East Council Registrar at registrar@fareastcouncil.org*

STEP 5. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.

STEP 6. When the completed application is received at the council service center, its contents will be verified and the references contacted. The Scout shall have listed six references (five if no employer, and parent if no organized religious association). The council advancement committee or its designee contacts the references on the Eagle Scout Rank Application 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. If desired by the council, the candidate may be asked to deliver a blank reference form and envelopes to the listed references. **The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center or advancement committee.** If the initial reference letter or form is not returned to the council in a timely manner, the council advancement committee must make direct contact with the reference(s) listed on the Eagle Scout Rank Application on its own, by follow-up letter, phone contact, or other methods as it chooses. The candidate shall not be required to make a follow-up contact with the reference or submit other reference names. A Scout cannot have a board of review denied or postponed because the council office or council advancement committee does not receive the reference letter forms he delivered.

- *The scout should contact their references and ask them to submit letters of recommendation no less than 6-8 weeks before the Board of Review.*
- *Letters of recommendation for the Eagle candidate must be addressed to either the (Scoutmaster, Committee Chair or District Advancement Chair).*
 - *If letters will be sent to the District Advancement Chair, address the letters to:*

Scouts in the Japan District
Far East Council
Boy Scouts of America
ATTN: DAC (scout's name)
APO AP 96315-5005

Military Not in Japan District
Far East Council
MCB Camp Butler
ATTN: DAC (scout's name)
Unit 35049
FPO AP 96373

Non-Military Not in Japan District
Far East Council
Boy Scouts of America
ATTN: DAC (scout's name)
Bldg 4150 Camp Foster
Urasoe, Okinawa 904-0000
Japan

STEP 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.

- *The district advancement chair or his representative will schedule the Eagle board of review.*

STEP 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.

- *The Eagle board of review is a very important event and therefore should be scheduled in another location outside the unit's meeting room. Examples should include:*
 - *Base Commander's office or conference room*
 - *Ask Commander to sit on board*
 - *Business leader's office or conference room.*
 - *Church or chapel conference room.*

STEP 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 *Advancement Committee Policies and Procedures*, No. 33088.)

- *The Eagle Board will need to have a copy of the Eagle Scout Leadership Service Project Workbook, Eagle Rank application, Statement of Ambitions, Letters of Recommendations, and Scout's Handbook. The scout should work with the District Advancement chair or their designated representative to make sure all of these are at the Board of Review.*

- *A scout should arrive at the Board of Review in full field uniform, please see the uniform inspection sheet at <http://scouting.org/filestore/pdf/34283.pdf> or www.scouting.org/forms for guidance on proper uniform wear.*

STEP 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.

- *All board of review members must sign the Eagle Scout Rank Application and the advancement report (which the district advancement chair or their representative should provide), this ensures that all board members are in agreement with the board's decision and that there were at least 3 board members.*

STEP 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.**

STEP 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.** After earning the Eagle Scout Award, a Scout may work to earn Eagle Palms. Any Eagle Palm or Palms must be earned before the Scout's 18th birthday. Palms must be earned one at a time, in the order of Bronze, Gold, and then Silver. Each Palm level can only be earned after a three-month tenure since earning the last Palm and by satisfactory completion of all of the other requirements for the next Palm.

- *Please contact the Far East Council scout office at (if part of the Japan District) at 263-7497(Intl: +81-46-407-7497), or (if the scout is part any other District) 645-2400 (Intl: +81-98-970-2400) or email at registrar@fareastcouncil.org , if you have any questions or concerns regarding the Eagle project, the Eagle application or procedures.*