

**Sioux Council
Advancement Policies and Procedures
for Eagle Rank**



No local council Cub Scouter, Varsity Scouter, Exploring leader, or Scouter shall have authority to increase or diminish requirements and standards established by the Corporation.

**Article VI. Clause 4.
Bylaws, Boy Scouts of America**

**APPROVED BY SIOUX COUNCIL EXECUTIVE BOARD
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Adopted from Longhorn, Central New Jersey and Yankee Clipper Councils Policies and Procedures

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INTRODUCTION

- A. Education and fun are functions of the Scouting movement, and they must be the basis of the advancement program. A fundamental principle of advancement in Cub Scouting and Boy Scouting is the growth a young person achieves as a result of his participation in his unit program. The rank requirements in both of these phases of the Scouting program, as set forth in the official publications, shall furnish the basis of the activities of the unit.
- B. Advancement is the process by which youth members of the Boy Scouts of America progress from rank to rank in the Scouting program. Advancement is simply a means to an end, not an end in itself. Everything done to advance and earn these ranks, from joining until leaving the program, should be designed to help the young person have an exciting and meaningful experience. In Scouting, recognition is gained through leadership in the unit; attending and participating in the activities; living the ideals of Scouting; and developing a proficiency in outdoor life and other useful skills.
- C. Advancement is one of the methods used to achieve the aims of Scouting, which are: character building, citizenship training, and physical and mental fitness. Cub Scout advancement is based on the programs in the den and pack, and consists of preparation, qualification, and recognition. Rank requirements are the basis for Boy Scout advancement. There are four steps in Boy Scout advancement procedures: learning, testing, reviewing, and recognition.
- D. Advancement encourages the Scouting spirit. Scouting teaches a young person how to care for himself and help others. Advancement should reflect the desire to live the Cub Scout, Boy Scout, or Venturing Oath in his daily life.
- E. A fundamental principle of advancement is the growth a young person achieves as a result of his participation in the unit's program. Advancement therefore should be a goal, not a requirement for participating in the Scouting program.

STATEMENT OF PURPOSE

The purpose of this document is to provide concise guidance to Scout leaders in the Sioux Council on the policies and procedures relating specifically to the Eagle rank. This information is intended to supplement the BSA publications listed in the References section, below. National BSA policies and procedures, as stated in national publications, will have precedence over this Sioux Council document. In the event of conflicting information between revisions of national documents, the later publication will prevail, unless specifically stated herein. Specifically, this document addresses those areas in which the BSA policy allows council discretion and presents procedures for carrying out BSA policy within the Sioux Council. The requirements for the Eagle Rank are clearly listed in the *Boy Scout Handbook* (Ref 2). Further requirements and limitations concerning the Eagle Leadership Service Project are presented in the *Eagle Leadership Service Project Workbook* (Ref. 3). While other BSA publications provide added discussion, these two resources provide all the requirements. As stated in *Advancement Committee Policies & Procedures* (Ref. 4), these requirements must be strictly adhered to and nothing shall be added, changed, or waived except as authorized and approved for Scouts with Disabilities. It is the duty of the Scout leaders in the Sioux Council to ensure fair, consistent adherence to these requirements. A Scout who earns the Eagle rank in one district should be held to the same standards as a Scout in another district. Policies and Procedures in this manual are subject to review and amendment at any time as necessary by the Sioux Council Board of Directors. These policies and procedures must be administered under the spirit and intent as set forth in the current official publications of the Boy Scouts of America.

GENERAL POLICY

- A. The Sioux Council Advancement Committee's purpose is to implement throughout the council the national advancement policies and procedures by training, promoting advancement, and supervising those involved in the advancement process. The council advancement committee is an advisory group, made up of the various district advancement chairs and members at large, that guide the district advancement committees in their work with each unit. The council advancement committee will establish procedures within the framework of national and local policies.
- B. The advancement procedures of the Sioux Council comply with the policies and procedures published in the current edition of the Advancement Committee Policies and Procedures, Boy Scouts of America.
- C. Standards for all advancement are the requirements listed in the Cub Scout, Boy Scout, or Venturing handbooks, or special change-of-requirement notices as published by the Boy Scouts of America.
- D. Advancement standards must be fair and uniform. No council, district, unit, or individual has the authority to add or subtract from any advancement requirement as published by the Boy Scouts of America.
- E. All applications for advancement (including Eagle Scout) must be submitted to the Sioux Council Center for Scouting on a properly completed Unit Advancement Report. No certificates or awards will be issued without the proper and timely submission of the report
- F. Each unit of the Sioux Council shall designate an Advancement Chairman. Troops and Posts should also designate an Eagle Advancement Chairman from the unit's registered adult leadership. The same person may perform both duties.

REFERENCES

BSA publications are frequently updated and the most current revision of these documents should be used for reference. This Sioux Council document will only be revised when newer versions of these references dictate a change in the information provided herein. While every effort will be made to disseminate any new Eagle policies and procedures information within the council through training, publications, the Internet, appropriate committees, and Roundtables, it is the individual Scouts and Scout leaders' responsibility to follow the policies presented in the most current BSA publications.

1. Sioux Council Internet Website, <http://www.siouxbsa.org/> .
2. Boy Scouts of America, *Boy Scout Handbook*, Publication #13239.
3. Boy Scouts of America, *Eagle Leadership Service Project Workbook*, Publication #18-927.
4. Boy Scouts of America, *Advancement Committee Policies & Procedures*, Publication #33088.
5. Boy Scouts of America, *Eagle Scout Rank Application*, Form #58-728.
6. Boy Scouts of America, *Scouting for Youth with Physical Disabilities*, Publication #WW33057.

RESPONSIBILITIES

The responsibilities presented here only address Eagle related tasks. Reference 4 discusses additional advancement responsibilities for the council, districts, and units beyond the scope of this document. The details of these responsibilities are presented in later sections of this document.

Unit Responsibilities

- Maintain adequate advancement records and provide requested documentation to the Council Service Center if information provided on the Eagle application is incomplete or is in question.

- Ensure the Scout meets all requirements for the Eagle rank and conduct the Scoutmaster's Conference.
- Submit request for alternate Eagle requirements to the District Advancement Committee for Scouts with disabilities, in accordance with Reference 4.
- Obtain letters of reference from the persons listed on the Eagle Rank application for submission to the Eagle Board of Review.
- Troop leadership must sign the Eagle application and submit it to the Council Service Center for verification.

District Responsibilities

- Review and approve the project description and project details portion of the Eagle Scout Leadership Service Project Workbook prior to the project being worked.
- Conduct Eagle boards of review (BOR). The Sioux Council Advancement Committee has delegated the responsibilities for conducting Eagle boards of review to the districts.
- Evaluate final project write-ups, as part of the Eagle board of review.
- Submit Eagle applications to the Council Service Center following the successful board of review.
- Consider and act upon appeals from unit level applications and boards of review.
- Submit request for alternate Eagle requirements to the Council Advancement Committee in accordance with Reference 4.

Sioux Council Responsibilities

- Review Eagle applications for accuracy and completeness following the Scoutmaster's Conference.
- The Council Service Center will process Eagle applications through National Service Center following successful board of review. This includes follow-up to ensure timely return from National.
- The Council Service Center will maintain a log of all Eagle applications being processed through the office.
- The Council Advancement Committee serves as an appeal board for district Eagle boards of review.
- Review, and if warranted, grant extensions to complete requirements beyond 18th birthday.
- Conduct posthumous boards of review upon request (Ref. 4).
- Investigate and, if warranted, approve requests for alternate Eagle requirements for Scouts with disabilities.

REQUIREMENTS TO BECOME AN EAGLE SCOUT

Eagle Requirement #1

Be active in your troop and patrol for at least 6 months as a Life Scout.

- As long as the Scout is active for six months after becoming a Life Scout, it is not required that he be active for the six month period immediately preceding his board of review for Eagle. Troops may not modify the requirements to require a Scout to be active for a consecutive six-month period, or require that the period must be immediately before the board of review. Units may not set numerical attendance standards to qualify for "active" determination.

Eagle Requirement #2

Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.

- Scout spirit is defined as the Scout living the Scout Oath and Law in his everyday life. (The Scoutmaster Handbook recommends that living the Scout Oath and Law in a Scout's everyday life be discussed at every Scoutmaster conference all along the Scouting advancement trail. This reinforces the idea of actually making these principles a part of a Scout's daily habits, not just at troop meetings and activities.)
- When determining whether a Scout is living the Scout Oath and Law in his everyday life, it is important to realize that the Scout is human and may make mistakes, just like his troop leaders and those who will sit on his board of review. It is unreasonable to expect perfection, yet at the same time, if there are continuous concerns in this area, *it is possible for a Scout to fail to meet this requirement.*
- Many times, the troop's only association with a Scout may be at troop meetings and campouts. The references for Eagle are used as an indicator that the boy lives by Scouting principles in other areas of his life. District Advancement Committees will request that troops secure letters from the references to bring to the District Eagle Scout Board of Review. Please note that it is the responsibility of the troop adult leadership to secure the letters, not the Eagle candidate. The national guidelines state that, "*The candidate should not be involved personally in transmitting any correspondence between persons listed as references ...*" See Appendix A for a sample request for letter of recommendation.
- When an Eagle candidate is told that he fails to demonstrate Scout spirit in his everyday life, it is commonly found that **the troop should have dealt with the issue earlier -- usually several ranks earlier.** A Scout who is not trustworthy or obedient usually doesn't develop this problem just prior to the Eagle Scout Board of Review. To postpone dealing with the problem until it becomes imperative to do so at Eagle advancement time is a disservice to the boy. However, *the fact that it wasn't dealt with does not exempt the Scout from fulfilling this requirement for Eagle.*

Eagle Requirement #3

Earn a total of 21 merit badges (10 more than you already have), including the following: (1) Camping, (2) Citizenship in the Community, (3) Citizenship in the Nation, (4) Citizenship in the World, (5) Communications, *(6) Emergency Preparedness OR Lifesaving, (7) Environmental Science, (8) First Aid, *(9) Cycling OR Hiking OR Swimming, (10) Personal Management, (11) Personal Fitness, and (12) Family Life.

*** Scouts must choose only one merit badge listed in items (6) and (9). If they have earned more than one of the badges listed in (6) and (9), they must choose one to use as a required badge, and the optional badges may be listed to make the total of 21.**

- Eagle candidates cannot be required to earn merit badges other than those listed above.
- All merit badges must be earned with an approved merit badge counselor. According to Clause 13, Article X. of the Rules and Regulations of the Boy Scouts of America, "*The responsibility for merit badges shall rest with the merit badge counselor approved by the local council and district advancement committee. Merit badge counselors shall be registered members of the Boy Scouts of America.*"

Eagle Requirement #4

While a Life Scout, serve actively for a period of 6 months in one or more of the following troop positions of responsibility: Assistant Senior Patrol Leader, Chaplain Aide, Den Chief, Instructor, Junior Assistant Scoutmaster, Librarian, Patrol Leader, Quartermaster, Scribe, Senior Patrol Leader, Troop Guide, Historian, Varsity Team Captain, Co-Captain, Venture President, Vice President, Secretary, Treasurer, Boatswain, Boatswain's Mate, Yeoman, Purser, Store keep, Program Manager, Squad Leader, Team Secretary, or OA Troop Representative.

- If a Scout serves actively in one or more of the listed positions for 6 months as a Life Scout without being removed from the position, the troop must give the Scout credit for fulfilling the requirement, even if the Scout was not effective in the position. Fulfilling this requirement is not dependent on how effective the boy is as a leader, only that he served actively in the position.
- The traditional way that this requirement is fulfilled is by serving in one position for the entire six months. A Scout may also fulfill this requirement by serving in more than one position; however, he must serve in the position(s) during six different months after earning the Life rank.

Eagle Requirement #5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The project idea must be approved by your Scoutmaster, your troop committee, the beneficiary of the project, and approved by the council or district before you start. You must use the “Eagle Scout Service Project Workbook,” No.18-927, in meeting this requirement.

- The “Eagle Scout Service Project Workbook” must be used to meet this requirement, and will help the Eagle candidate through all of the steps necessary to conduct a service project. (A copy may be downloaded from: <http://www.nesa.org/trail/manual.html>. PDF, DOC and RTF versions are available on this site.) Hard copies are available from the Center for Scouting.
- Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fund-raiser. Fund-raising is permitted only for securing materials or supplies needed to carry out the project.
- Routine labor, or a job or service normally rendered, should not be considered. Therefore, if the Eagle candidate proposes to do a service project for a church that involves painting the fellowship hall, the question to be asked is, does the church plan to have the hall painted even if the Scout doesn't do this as a project? If the Scout finds that the answer to this question is “yes,” then it would not qualify as an Eagle project. The work would fall into the category of “routine labor, or a job or service normally rendered.”

Securing Approval

Securing approval is a several-step process. Approvals are obtained in the order of signature blocks in the Eagle Scout Service Project Workbook.

The first step is for the Scout to propose his project concept to his Scoutmaster. The Scout shows the Scoutmaster his project concept in the Eagle Scout Service Project Workbook. If the Scoutmaster agrees that the Scout is on the right track, the Eagle candidate can then proceed to the next step.

Next, the Scout describes his project in more detail on the pages of the Eagle Scout Service Project Workbook requesting Project Details. The space provided in the workbook should be adequate to write a description of the project and how it will benefit the beneficiary, and to describe the plan. (If the Eagle candidate needs extra space, he may add more pages if he chooses to. The brochure says “You may remove staples and add pages if you wish.” This is the choice of the Eagle candidate.) Troops and Districts that desire more detail than can be written in the appropriate spaces and blanks in the workbook are expecting more than is necessary. When this is complete, the Scout presents the project plans to the beneficiary and the plans are formally approved by the beneficiary. For convenience, a letter signed by the benefiting organization may be submitted in lieu their signature on the workbook form.

Now the Scout must obtain approval and signatures of the unit leader and a member of the unit committee. These signatures are also made in the Eagle Scout Service Project Workbook.

The Scout, along with his Scoutmaster or Troop Eagle Advisor/mentor, will meet with a representative of the District Advancement Committee who will approve the project and sign the Eagle Scout Service Project Workbook. Only after this occurs, may the Scout proceed to carry out his project.

Role of Parents

Parents should not be involved in planning, supervising or carrying out the project.

Evaluation of the Service Project

The service project must meet the criteria and limitations as described in the Leadership Service Project Workbook (Ref. 3). Approval of the Eagle Project workbook is an area where consistent standards must be applied. The first criterion in assessing the validity of a project idea is that it must not violate any restrictions listed in the Leadership Service Project Workbook (Ref. 3). There are no specific requirements on how big the project must be or how many hours will be spent in carrying it out. The time spent in planning and working the project should be sufficient to demonstrate leadership of others. With the exception of the limitations listed in Reference 3, no project ideas should be eliminated from consideration, so long as the Scout can show how he will meet the goals of planning and developing the project and leading others. There are projects that are preplanned by others and thus would not stand up to this standard, but it could also be possible for the Scout to accomplish the same task utilizing his own plan, which would be acceptable.

The plan must be reviewed and approved by a representative of the beneficiary organization, the unit leader and unit committee before it is presented to a member of the District Advancement Committee. The District Advancement Chairmen (or authorized delegate) will indicate the district's approval with his/her signature and the date of approval. This must be accomplished before any physical work, except planning, is actually begun. Projects begun before the date of the Life board of review or for which work is begun before securing district approval will be invalid, and another project must be planned and executed to meet this requirement for Eagle.

The Eagle project is not an initiation ritual and should be approached only as a demonstration of leadership capabilities. Troop advisors and district reviewers should understand that Scouts already view this as a major challenge, without having extra requirements being explicitly or implicitly added. The properly written project plan, as submitted on the Eagle Leadership Service Project Workbook (Ref. 3), should stand-alone; formal presentations by the Scouts in seeking approval should not be expected. The space provided in the workbook should be adequate to write a description of the project and how it will benefit the beneficiary, and to describe the plan.

The procedure for Scouts to route the Eagle Scout Service Project Workbook paperwork to the districts is at the discretion of the District Advancement Chairman and committee. The procedure used to review and approve the Eagle Service Project plans will not require the Scout to appear before a board, but rather, should be a conference with the District Advancement Chairman (or designee), a unit leader or mentor and the Scout. These procedures should be published and distributed to the troops by the districts.

Carrying Out the Eagle Leadership Service Project

The *Eagle Leadership Service Project Workbook* has adequate space for the Eagle candidate to keep notes and records of how the project progresses, those who assisted on the project, any changes that were made, materials used and time spent. There is no minimum or maximum number of hours required. The project should be of sufficient duration for the Scout to

clearly demonstrate his leadership in the effort. Remember, the objective is completion of the approved Eagle service project, not how many hours it takes.

Since the Eagle project is a Scouting activity, two-deep leadership and Youth Protection guidelines must be adhered to for all project work.

Neither the Troop nor the District may micro-manage the Eagle candidate's project. Rather, once the project is approved, the Scout should be allowed to carry out the project on his own. If mistakes are made, the Scout has an opportunity to learn and to make changes.

Since this is the candidate's Eagle Project, he is expected to be more of a supervisor than a participant. He should demonstrate his leadership abilities in coordinating the completion of his desired project. The Eagle Candidate, not his parents, needs to determine what must be done and schedule workers to help meet his goals.

Upon completion of the project, the Eagle candidate, the Scoutmaster and a representative of group benefiting from the project sign the appropriate places in the *Eagle Leadership Service Project Workbook*.

Although it is not required, it is suggested that the Eagle Candidate present his *Eagle Leadership Service Project Workbook* in a report cover or small binder and type, print, or write legibly all of the information as it allows the board members to more easily review it. The *Eagle Leadership Service Project Workbook* does call for the information to be presented neatly and legibly.

Eagle Requirement #6

Attach to [the Eagle] application a statement of your 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. Take part in a Scoutmaster conference.

The Sioux Council follows national procedures concerning the flow of paperwork and forms for the Eagle Scout Application (form 58-728). The Eagle Scout application need not be completed until after the Scout has completed his Eagle Scout project write-up and all merit badge work necessary for Eagle rank. The Eagle application must be the current edition at the time the Scout finishes all requirements for the Eagle rank. The Scout is expected to complete the requirements which are current at the time of his Scoutmaster's conference, unless specified differently by National BSA. Information regarding the form's edition is located at the very bottom of the reverse side of the application form itself. The Eagle application should be completed with utmost neatness and accuracy. When recording the dates merit badges were earned on the application, the day, month, and year that each merit badge was earned (not presented) should be entered. All requirements as stated on the application, including Scoutmaster Conference must have been met before the Scout's 18th birthday. It is important to remember that Requirement #6 (statement of Life Ambition) is part of the Eagle application and must be attached when submitted to the Scoutmaster. The position of responsibility or combination of positions, held by the Scout (as listed on the application) must total at least six calendar months. If the Scout has held more than one position of responsibility, indicate so and list the time period he served in each position. Positions held concurrently may not shorten the six calendar month requirement. The application is considered complete and ready for submission to the Council Service Center only after the Scout, the unit leader, and the unit Committee Chairman have signed and dated it in the appropriate places and Requirement #6 is attached. After the Council registrar has verified the Eagle Application by signing and dating it, the application (including Requirement #6), and the completed Eagle project write-up (in the Project workbook) are returned to the Scout or his troop leader to deliver to the District Advancement Chairman, who will schedule the Eagle BOR. The District Advancement Chairman will specify the procedure for getting the application paperwork to the district following council verification. Note: As a precaution, Eagle candidates are advised to retain a photocopy

of all their Eagle paperwork, including the completed Eagle application whenever the original is submitted to the district or council.

Eagle Requirement #7

Complete your board of review.

An Eagle board of review can be scheduled only after the District Advancement Chairman has received: (1) the Council-certified Eagle Application with Requirement #6, (2) the completed final write-up of the Eagle project in the Eagle Scout Service Project Workbook, and (3) recommendations from references (requested by the unit).

EAGLE BOARD OF REVIEW

Eagle boards of review (BOR) will be conducted in accordance with the National BSA policy as stated in Reference 4. The Sioux Council Advancement Committee supplements those guidelines with this document.

The Sioux Council has placed the responsibility for conducting the Eagle Scout board of review with the District Advancement Committee. The District Advancement Chairman will designate the board chairman and may serve on the board anytime, at his/her discretion. The board will be made up of from three to six members. The board chairman has final authority on who serves on an Eagle BOR, which may include one or more representatives from the candidate's unit. The Scoutmaster, Assistant Scoutmaster, or any relative of the Scout may not serve as members of the board. The Scoutmaster or mentor may sit in as a non-participating visitor, but under no circumstances will a relative be present (Ref. 4). All members of the board do not have to be registered Scout leaders, but "must have an understanding of the importance and purpose of the Eagle board of review."

The Eagle BOR should be planned to take approximately 30 minutes. The BOR is not a retest of the Scout's knowledge or skills, but rather an opportunity to get to know the candidate, assess his personality and character, review his Scouting career, and conduct the final review of his project report.

The Eagle Scout board of review must approve the manner in which the Eagle Scout Service Project was carried out. The following must be answered:

- In what ways did the Scout demonstrate leadership of others?
- Obtain examples of how the Scout directed the project rather than doing the work himself.
- In what way did the religious institution, school, or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, why were the changes necessary?

An important duty of the District Advancement Committee is to secure definite, concrete, satisfactory evidence that the Eagle candidate has lived up to the ideals of Scouting. This evidence should come from those who know the candidate personally, as well as from the candidate himself. The Scout provides references on his Eagle application and the BOR should review input from them. While the reference's letters should never be given to the candidate, what they say about the Scout may be discussed with him during the BOR. The information provided by the references must be considered along with the opinion of the board members in assessing the Scout's final selection for the Eagle rank. At the discretion of the BOR chairman, it is not necessary to receive input from all references before conducting the Eagle BOR. A negative reference is not, in itself, a disqualifier. The letters of reference will be retained by the BOR chairman and destroyed after the successful board of review.

Boards of Review for Scouts older than 18 years

Scouts who have completed Eagle requirements 1-6 prior to their 18th birthday may be reviewed within three months after their 18th birthday without any explanation. For Eagle Scout Boards of Review conducted between three and six months after the candidate's 18th birthday, a written statement from a unit or district leader knowledgeable of the circumstances explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the council office. If an Eagle Scout board of review will be held after the six months following the candidate's 18th birthday, the Eagle Scout must petition the National Boy Scout Committee for an extension of time to hold the board of review. The petition must be processed through the local council, detailing the extenuating circumstances that prevented the board of review from being held within the six-month period following the candidate's 18th birthday, and be accompanied with a copy of the Eagle Scout Rank Application.

Conclusion of the Eagle Scout Board of Review:

1. The decision of the Eagle board of review is arrived at through discussion and must be unanimous to grant an Eagle candidate the rank of Eagle Scout.
 - a. If approved, the Board members will sign the Eagle Scout Rank Application and Boy Scout Handbook, invite the candidate back in the room and formally announce the results to him. Parents, guardians, and unit leaders should be invited in for the announcement.
 - b. The Board of Review Chairman should explain the Process of paperwork through the Sioux Council and the National BSA Council for "Official" confirmation of the Eagle Award. The Eagle Scout Rank Application will be forwarded by the BOR Chairman to the Service Center to be signed by the Scout Executive. A properly completed unit advancement report must accompany the successful Eagle Scout application package.
 - c. The Eagle Scout Presentation Kit may not be purchased, or the Eagle Scout Court of Honor may not be scheduled until the approved Eagle Scout credentials are received at the Sioux Council Service Center from the National Eagle Scout Service. The Council office staff will notify the unit leader when confirmation is received.
2. If disapproved:
 - a. When the decision is not to advance the candidate, the board must explain to the candidate the reasons for its decision and any corrective action, and provide a letter stating such. If the Eagle board of review determines that the candidate can correct a deficiency and there is sufficient time for him to do so before his 18th birthday, he must be informed of what he must do, be allowed to take the corrective step(s), and reappear later before the board for review of his progress. At that time, the board will decide if his progress meets the criteria it set previously, although it cannot add to the requirements for the Eagle rank. All corrective action on the part of the candidate must be completed prior to his 18th birthday. The Board Chairperson must tell the candidate the reasons for his failure to qualify, exactly what must be done to meet the requirements, and a specific time period within which to meet those requirements. The appeal process as described in the BSA Advancement Guidelines must be explained to the Scout.
 - b. A follow-up letter must be sent to the Scout confirming the agreements reached on the actions necessary for advancement, with copies to the District Advancement Chair, the Council Advancement Committee Chairman and the Council Scout Executive.
 - c. The applicant, the unit leader, or the unit committee may request a new review.

- d. Appeal of Eagle Scout Board of Review decisions must go to the District Advancement Committee, the Council Advancement Committee, and the National Advancement Committee, IN TURN. Refer to the special rules for appeals in National BSA "Advancement Committee Policies and Procedures".

APPEALS

Eagle appeals usually result because of one of two circumstances: (1) the *unit* leader or *unit* committee does not recommend the Scout for an Eagle board of review or refuses to sign the Eagle application or final project report, or (2) the district Eagle board of review does not recommend the candidate for the Eagle Scout rank. In either of these cases, the Scout, his Scoutmaster, or his parent (or guardian) may appeal this decision to the next higher level.

Appeals of *unit* level decisions are made at the district level, to the District Advancement Committee (normally by contacting the District Advancement Chairman). Appeals of district level decisions are made at the council level, to the Council Advancement Committee (of which all District Advancement Chairs are members). At either of these levels, the committee receiving the appeal will investigate it promptly, interviewing (or obtaining written input from) all parties involved, and either resolve the matter or make a detailed recommendation in writing to the next higher level.

All appeals forwarded to the National Boy Scout Committee must be in writing and filed through the local council office. A copy of the Eagle Scout application must accompany all appeals. Decisions made by the National Boy Scout Committee are final.

ALTERNATE EAGLE RANK REQUIREMENTS FOR SCOUTS WITH DISABILITIES

A Boy Scout, Varsity Scout, or Venture Scout who has a physical or mental disability may achieve the Eagle Scout rank by qualifying for alternate merit badges. While merit badges are awarded only when all requirements are met as stated, alternate merit badges may be authorized when the Scout cannot earn a required merit badge.

A Scout who is unable to complete any or all of the requirements because of a permanent physical or mental disability, as defined by The Americans with Disabilities Act of 1990 (ADA), is eligible to apply for alternate merit badges. The disability can't be temporary in nature. The application for alternate requirements should be submitted such that the Scout can complete the specified / approved requirements prior to his 18th birthday. Approval for alternate requirements does not, in itself, imply an extension past the 18th birthday. The *Advancement Committee Policies and Procedures* (Ref. 4) and the *Scouting for Youth with Physical Disabilities* (Ref. 6) document the details for the alternate merit badge process and should be consulted whenever a Scout is thought to be in this situation.

When it is felt that a Scout meets the criteria for alternate requirements, his parents or unit leader shall complete the Application for Alternate Eagle Scout Award Merit Badges. The application should be completed and approved prior to qualifying for alternate merit badges. The completed Application for Alternate Eagle Scout Award Merit Badges will be submitted to the District Advancement Chairman, who will forward it to the Council Advancement Committee. The Council Advancement Committee, utilizing the expertise of professional persons involved in Scouting for people with special needs, is responsible for approval of the application. After approval, the Council Advancement Committee will route the application back to the unit. Alternate requirements will be clearly documented.

SAMPLE LETTER OF RECOMMENDATION REQUEST

Dear _____,

Life Scout _____ has indicated that you are willing to attest to his character, morals, and personal code of conduct in a letter of recommendation for attaining the Eagle Scout Award, Scouting's highest honor. Below you will find the Scout Oath or Promise and the Scout Law. Please review these and indicate in your letter your personal opinion as to his lifestyle in following the Scout Oath or Promise and the Scout Law in his daily life.

THE SCOUT OATH OR PROMISE

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

THE SCOUT LAW

A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent

Some points you may wish to consider in your letter are:

The Scout's fidelity to the three major points of the Scout Oath or Promise:

- a. Duty to God and Country
- b. Helping others at all times
- c. Duty to self

Please mail your completed letter, at your earliest convenience, to:

Name of Troop Committee Chair, Scoutmaster, or Eagle Scout Advisor

Address,

City, State, Zip code

A stamped envelope has been provided for your convenience. The letter should ***NOT*** be returned directly to the Scout. Thank you for your cooperation and support in this matter of great importance to this young man and to the Scouting Program.