

# EAGLE RANK and PROJECT GUIDE

## Amangi Trail District, BSA

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### Amangi Trail District / Concho Valley Council Boy Scouts of America

If you are a Life Scout, or just about to become one, this information is for you! An Eagle Scout is an Eagle Scout, no matter where they earned their rank. However, each Council, District, and/or Scout Unit have some differences in expectations and implementation of BSA national policy. This guide outlines what the Amangi Trail District expects and will help you prepare. The information within is not here to do your thinking for you, but rather to help you have the best possible experience while achieving the rank of Eagle Scout. Always feel free to ask the Scoutmaster or an Assistant Scoutmaster if you have any questions or need help. An Eagle Advisor may be assigned to you. One of the best leadership traits you can ever develop is to use resources available to you.

To many, achieving Eagle Rank seems larger than life. In reality, there are only six requirements. If you plan ahead and are systematic in your approach, nothing can stop you. As you advanced through Scout ranks, you were recognized for what you did. The Eagle Rank is different, because it is more a measure of the kind of person you've become, not merely what activities you've completed. To be eligible for the Eagle rank, you must earn 21 merit badges, perform a service project of significant value to the community, and complete the other Eagle requirements listed in the Scout Handbook. You may begin working on your service project anytime after you earn Life, regardless of the number of merit badges that you have earned. You **must** complete all requirements and submit the necessary paperwork to Council before you reach your 18th birthday.

Follow the instructions in the Life to Eagle packet carefully. This packet will include a current Eagle application form (1999 revision or newer- the date can be found on the back side of the application), and an "Eagle Scout Leadership Service Project Workbook", No. 18-927A, and possibly other documents with specific instructions. All the necessary steps are outlined in the packet, but please do not begin without first reading this guide completely. Make several copies of the packet and of the Eagle Rank Application before writing anything. Make all your entries in the copies and when you are satisfied with your work, then fill out the original forms. Usually, it takes about three tries before you get the Eagle Rank Application filled in correctly.

# Planning for Success

Getting started seems to be easy for some, difficult for others. Either way, it is your desire, not that of your parents or unit leaders, that will be the driving force to a fun and rewarding pursuit. But even with great desire, you may not be successful (or have a good time, which you should) if you don't plan properly. After you determine what needs to be accomplished, you must set deadlines for yourself to get them done. Make up a calendar and plan out important dates and actions that you need to do. This is your promise and reminder to yourself regarding when things will be completed. It keeps you on track, makes sure first things get done first, and will make your life much easier. If you don't do this, you may find yourself overwhelmed at the final hour with too many activities and only 24 hours in a day. You should remember to document your actions all along the way. This demonstrates maturity and leadership, and will help (a lot!) when you compile your information and submit your application.

The six requirements for Eagle Rank follow with expanded explanations and information for each. Please pay extra attention to the information on the Eagle project.

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## Eagle Scout Requirement 1:

Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

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While this may seem as easy as falling off a log, you should note the operative part of the requirement, which is to be active. It goes beyond just being registered. It means that you are an active, contributing member of the Troop.

Maybe you served on camp staff all summer and were busy during the fall with the start of school, sports, and/or a job. If you are not being a participating member, leader and example in your "troop, team, or post", the Scoutmaster may not accept your performance for this requirement.

So what do you do if life has you running a hundred miles an hour? Talk to the Scoutmaster. Find out what he sees as acceptable performance. If necessary, use those leadership skills you're developing to negotiate an acceptable arrangement. You'll be glad you did!

The Troop expects Life Scouts to be an example to the other Scouts and to be ready to take on special activities and requests when they come up. In addition, the Life Scout should wear his complete uniform, including neckerchief, at all Scout meetings and functions. This is all part of the demonstration of maturity, self-discipline, the taking of responsibility, and the ability to lead other Scouts that are all important for this rank.

Also, keep in mind that this requirement sets the minimum time for this rank. You may wish to take more than six months to complete all six requirements and we recommend that you do. At the very least, it is important that you not delay in establishing your plan to accomplish all the requirements and have them done time prior to turning eighteen.

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## Eagle Scout Requirement 2:

Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.

List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

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If you are of Eagle quality, this requirement will be difficult because you'll have so many people to list, you won't know which ones to use! Seriously, any Eagle candidate should have no problem with this. Simply list people who know you well. Try to get a varied selection- meaning, don't list four teachers, rather select people from different areas of your life.

If you do not have an employer, it is permissible to put a line through that title and use the space to list another reference. Since a Scout is reverent, you should have a religious reference. We have had Scouts who are home-schooled that don't know what to do with the "Educational" line. If this is the case for you, we suggest you think about other educational sources: music lessons; a sports coach; etc. someone who has had a major role in one of your educational pursuits.

The Scoutmaster is a good choice for one of the reference letters.

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### Eagle Scout Requirement 3:

Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned.

**The 12 required merit badges are: Camping; Citizenship in the Community; Citizenship in the Nation; Citizenship in the World; Communications; Emergency Preparedness or Lifesaving; Environmental Science; First Aid; Cycling or Hiking or Swimming; Personal Management; Personal Fitness; Family Life.**

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Imagine how it must feel when a Scout realizes he turns 18 in two months and he needs Family Life or Personal Management, which require at least three months. Don't put yourself in that position! If you still have hard merit badges to complete, lay out a plan to get the toughest done first (and in time), and plan the fun ones for the last.

**Note:** Before you fill out this section of your application, save yourself and the people at the council office a lot of headaches by doing the following:

- List the actual merit badges you used for Star and Life ranks, as well as the rest needed for Eagle. Many Scouts want to put down the merit badges they are most proud of, but don't! Any checks made against the dates you list on your application will most likely make it appear that you did not have enough merit badges to earn earlier ranks as per the board of review dates you list for them.
- On the Eagle Application, there are two sets of required merit badges from which you can choose to do one from each group (Emergency Preparedness or Lifesaving; and Cycling or Hiking or Swimming). Both Star and Life ranks allow you to use two from one group, like using Hiking and Swimming as two required merit badges on your Star rank. If you have done this, make sure you select one as the required merit badge (cross off the other option on the application) and list the other required merit badge as a non-required merit badge (in one of the spaces numbered 13-21).

- The date earned for the merit badge is the actual day the merit badge counselor signed and dated your merit badge card. Do not use the date you received it at your Court of Honor. The Scoutmaster, Troop advancement chairman, or district advancement chairman can help you with dates if you do not have complete records.
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## Eagle Scout Requirement 4:

While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility. **List only those positions served after Life board of review date.**

Boy Scout troop: Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, den chief, scribe, librarian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, historian, Venture patrol leader.

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Make sure your plan includes a position of responsibility. If it is not currently possible for you to be elected to an office (for example, the Troop's elections won't be held for a while), talk to the Scoutmaster. He may have a position that can be assigned.

The wording "serve activity" and "position of responsibility" implies much more than just sewing on a patch and showing up for meetings. The Scout must be actively demonstrating leadership and participating in approximately 85% or better of the Troop functions, including the patrol leaders council. This leadership role in the Troop includes the role of setting the example as discussed for requirement one. There's an old saying that sums it up well. It goes something like this: "What you do speaks so loudly that I can't hear what you say." In other words, you shouldn't have to tell the Troop you are providing the proper leadership; show us by your example. If good leadership and personal responsibility are not shown, Scouts will be asked to continue working to improve in this area. The growth experience and life lessons involved are too important not to be learned and demonstrated.

Ideally, each Life Scout would have an opportunity to be the Senior Patrol Leader. Due to the larger number of Life Scouts in the Troop, each individual Scout may not have the chance. It is however, expected that each Life Scout as he approaches Eagle has the ability to be the SPL and may be asked to stand in on occasion in that role. If a Scout is not "ready" to be Senior Patrol Leader, he is not ready for the rank of Eagle.

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## Eagle Scout 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 and troop committee and by the council or district before you start. **You must use the *Eagle Scout Leadership Service Project Workbook, No. 18-927*, in meeting this requirement.**

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First, the project is to be done while you are a Life Scout. This means that if you are still a Star Scout, focus on your merit badges and other things, and don't put yourself in the position of having to explain

why you worked on the project prematurely. It is all right to look ahead and identify opportunities that might become available after your Life Scout board of review. However, never begin planning or executing your project prior to achieving Life rank.

Next, note that the service project is to be "...helpful to any religious institution, any school, or your community...", which means you need to be discerning while selecting a project. You are looking for a project to do for an organization that is non-profit; meaning they provide services to the community at large for purposes other than making a profit. No projects are allowed for profit-making organizations.

There are no minimum hours or size for an Eagle service project. The project should however be of significant magnitude to be special and should represent the candidate's best possible effort. The amount of time spent by you in planning your project and actual working time spent in carrying out the project should be as much as necessary to DEMONSTRATE your leadership to others. Although the project must be approved before work is begun, the board of review must determine if the project was successfully carried out. Two of the questions the board of review will seek answers are: did the candidate demonstrate leadership of others? and, did he indeed direct the project rather than the majority of the work himself?

What **not** to do:

- Projects that begin prior to achieving Life Rank
- Work on your project (other than planning) prior to getting ALL approvals
- Projects for the Boy Scouts of America, including troop or council property
- Any project that another Scout is using for his Eagle project (only one Scout gets credit)
- Projects involving only routine labor normally done by volunteers  
(Your project must allow you to demonstrate creativity, planning, and leadership of others)
- Any project for profit-making organizations. For example:
  - Painting the clubhouse for a home-owners association
  - Installing curb reflectors in a store's parking lot
  - Doing landscaping for a local business

What **to** do:

- Consult with local Scouting leadership, starting with your unit, while selecting a project
- Choose a project you will be proud of for the rest of your life
- Do a project that really stretches you
- Start documenting from day one (you will use this information for your final report)
  - Keep a log of the hours you put into your search for a project
  - Keep a log of notes regarding your search, including names of people you work with.

## INITIAL PROJECT WRITE-UP

Before you start your project, even before you begin planning your project, get a notebook. Record events in your notebook when they happen and keep as accurate a set of notes as possible. When you call or visit some one to discuss your project, write that in your notebook. Make a separate section to record what you buy, what is donated, any moneys that you receive. In a separate section, record when you do the various parts of your project, who helped, how much time each of the volunteers spent on the project. Make a section to list tools and equipment.

After you have talked over possible project ideas with your troop leaders and chosen the right one for you, it is now time to begin the detail planning and initial write-up which will be submitted to the District for approval. The requirement is that you must plan, organize, and direct a project of significant value. This is your opportunity to demonstrate leadership qualities. You are expected to be in charge of this project and the project should be a reflection of you, your goals and your abilities. Arrange to have a contact person from the sponsor to monitor the progress of the project. Also, locate a technically knowledgeable person to guide and instruct you as you work on your project.

Remember, you cannot begin actual work on the project until the district approves it, but there is a lot of planning to be done before you get that far. Usually, it takes several months to locate a project. Many boys spend three or four months (or more) trying to find the right project.

Get a current copy of the Life to Eagle Packet, which includes the Eagle Scout Service Project Workbook, from the council office or from one of the troop leaders to use in preparing your plan. This is the official booklet that is submitted to the district for approval. Read everything in it before beginning to write up your plan.

The project plan may be typed on a typewriter or computer, or may be hand written, but it must be very neat and written using your best grammar. You may also use an electronic version. The plan should tell someone else everything they would need to know to carryout your project without you present. You should include the following information as shown in the workbook. **Hint:** Make an outline with the following headings, then work your way through each area and discuss each topic as it relates to your project. Leave out the headings which do not apply to your project.

## **A. - Project Description**

Briefly (approximately one to two paragraphs) describe the project. This should not include any details, those will come later. Address this section as though you were telling a friend what you were going to do. Think of this as an executive summary of the overall project. All of the details will be covered later.

## **B. - Who Will Benefit**

Name the group or organization who will benefit from your project and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts (except in the most indirect way). Do not describe the project again, just focus on the benefit of the project. You should also work with an official of the institution in planning the project. See the section below for some hints on working with an agency.

## **Hint - Coordination with Agency**

Discuss your coordination with the agency which is benefiting from your project. Be sure to include the name, position within the agency (e.g. Personnel Director, Community Relations Coordinator, etc.), and phone number of your point of contact. Use proper titles (e.g. Mr., Mrs., Dr., Chief, etc.) when referring to adults. Discuss your coordination meetings with the agency to include dates you have met or talked on the phone, who was present, and exactly what they agreed to provide to you and what you agreed to do for them. You should also obtain a letter from the agency authorizing you to conduct your project. Do not get into a position of saying, "I talked to some lady a few weeks ago." Whenever you call the agency again, be able to ask for

your contact by name.

Finances are of particular interest. Be sure both you and the agency understand all financial obligations, and preferably stated in writing. Are they going to "fund your project" or "pay up to \$100 toward your expenses"? No one should try to cheat you, but a misunderstanding can create hard feelings or cost you more than you had planned.

Another area where you should ensure complete understanding is in the materials to be provided. When an agency says they will provide building materials, make sure you both understand exactly what is to be provided (see the materials section below). Find out if the agency will deliver the materials to your work site or if you must pick them up. If you are going to have to go get materials, find out exactly where (i.e. address) and the name and phone number of the person you need to talk to when you get there. Do you need to call ahead and setup an appointment to pickup the materials? Dealing with government agencies can be particularly frustrating if you do not ensure all details are understood by both parties. Making assumptions is dangerous!

## **C. - Planning Details**

This is the heart of the project plan and the area which will require the most work. The plan should include all details needed by someone else to carryout the project as though you were not around. The plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects, so may be omitted if not needed. Since there is limited space in the workbook, you may attach extra pages with the details. You may prefer to write or type the plan on separate pages and then cut and paste them into the proper section of the workbook after your advisor has helped you get it into the final form.

### **Present Condition**

Describe the current condition or situation that you are going to change. Do not repeat the benefit of the project, but focus on creating a word picture of how things are now. This is a good place to include pictures (either photographs or drawings) of the project area. Remember, the District Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project is important unless you show and tell them

### **Plans / Drawings / Designs**

If your project is to build something, you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Plans or drawings are usually done on graph paper which has guidelines, but blank paper is acceptable as long as you are neat. Photographs may also be of value here for some projects. If you have made a design (e.g. emblem, logo, etc.) include it in this section. All plans, drawings, or figures should be labeled with a Figure Number and a Title (e.g. "Figure 1, Playground looking east"). Refer to them in the appropriate sections of the text.

### **Materials**

Materials are those things which become part of the finished product. Examples are lumber, paint, nails, concrete, etc. This is truly a shopping list, so include material specifications (exact

size, quality, brand, finish, etc.), number of each item, and cost. Don't just say "lumber", you need to describe exactly what pieces of lumber. If items are to be donated, state so. This section is best presented in the form of a separate list or table attached to extra pages in the workbook. Tables should include a Table Number and Title (e.g. "Table 1, Materials & Supplies") and be referred to in the appropriate section of the text.

## **Supplies**

Supplies are those expendable things which do not become part of the finished product, but that are used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated. You cannot 'borrow' something which you cannot return. You may choose to combine the materials and supplies into one list; but label it as such.

## **Tools**

Tools are those items used to aid in making the work easier, or even make it possible to do at all. Tools are not used up and should be saved and used again and again. Examples of tools are hammers, shovels, tractors, or saws. Provide a list of all tools required to work the project, don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, type/size of paint brushes, etc.). Tell how those tools will be obtained. If you must purchase tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. Try not to spend much money on tools since they are expensive but not part of the finished product. If you must buy tools, discuss what is going to be done with them after your project is complete. Are you going to keep them, give them to the troop or other organization, or maybe to the organization who is funding the project?

## **Schedule**

A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. Your schedule may be in the form of a Gantt Chart (bar chart), a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done. Include project planning and approval on your schedule. Include how many volunteer hours each step will require. No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it.

## **Step-by-step instructions**

In addition to the schedule which shows the dates when you think tasks will be worked, you will also need detailed instructions. These instructions should read like a recipe in a cookbook. These tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done, and who will do them. Include the clean-up of the work site in your plan.

## **Financial plan**

Every project will cost something and you need to discuss those costs in your plan. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be part of your list of materials/supplies. If items are loaned or donated, state so. Remember to include any fees (e.g. city dump fees) in your cost estimate.

Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the organization for whom you are doing the project, donations from others, from your allowance, or any other legitimate source. While your project **MAY NOT BE A FUNDRAISER**, you may conduct fundraising activities, if necessary, to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility, don't assume that someone will cover cost until you have asked them.

A major part in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one.

After the source of your funding is established, you should also consider how the money is to be handled. As money is brought in from fundraising activities, where will it be held for safe keeping? Exactly how will supplies and materials be paid for? It is strongly suggested that you do not put your parents or yourself in the position of holding any substantial amount of money. Discuss this issue with the organization which is providing financial support. Consider letting the sponsoring organization's treasure manage the funds. Your troop treasure may also be willing to help. Whatever you decide, ensure you have a complete paper trail for all financial transactions and include a summary in your final report.

One last financial point to consider -- since your project must benefit a not-for-profit organization, see if the organization has an exemption from state sales taxes. If so, find out how to take advantage of this savings before you go to buy your materials. This may help you stay within your budget. If they are not tax exempt, then don't forget to include the sales tax in your budget plan.

## **Written /Printed Information**

If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook. These attachments should have a Figure Number and Title (e.g. "Figure 6, Sample handout to the troop") and be referenced in the appropriate section of the text.

## **Helpers/Workers**

Discuss who will be doing the work. You do not need to state names (which you most likely will not know yet), just the number of people, what organization they are part of, and what special skills will be required. For example, are you going to need a carpenter? However, if you can make a list of potential helpers (with their phone numbers) it will help you get volunteers later. Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and, if so, who will lead the teams? What tasks will each team be doing?

How will you use adult leaders? Discuss how you will ensure the safety of the workers. Remember, you do not have to DO any of the physical work yourself; you are responsible for LEADING others in carrying out the project and ensuring that everything is done the way you want it (i.e. show leadership).

## **Adult Supervision**

Boy Scout policy requires at least two adult leaders be present at all times during any Scouting activity. At least one of them must have 'Youth Protection' certification. It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just 'be there' -- arrange, in advance, for them to be there. You should state how you will ensure this in your plan. Without the proper adult supervision, you will not be able to work your project.

## **Work Site**

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools, state so. Think about how the weather will effect your work site.

## **Safety**

Safety is an important consideration. List precautions that will be taken and any safety concerns that might be involved with the project. Remember that all BSA polices are in effect. This limits Scouts in the use of some power tools. A First Aid Kit, readily available drinking water, scheduled breaks, ventilation when painting, and personal protective equipment (like safety glasses) are some of the normal particulars to document.

## **Transportation**

Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. NO ONE, child or adult, should ever ride in the bed of a moving truck under any circumstance! All of this is your responsibility.

## **INITIAL PROJECT APPROVAL**

There are several approvals required for your project along the way. The first is the verbal approval from your Scoutmaster or project advisor that your idea will qualify as a valid project. You need this before spending much time writing up the detail plan.

After your advisor has helped you get the written plan in order and ready to submit, you will then need several signatures in the Eagle Service Project Workbook. A responsible representative from the organization you are doing the project for is the first signature required. Be sure to include the name, position within the agency, and phone number of your point of contact. It is also a good idea to attach a letter from the organization or agency authorizing you to conduct your project. The Scoutmaster

signs next, followed by the Troop Committee Chairman after you present the project to the Troop committee. This will require you to attend one of the regularly scheduled monthly committee (parents) meetings and review your project plan. The project is now ready to present to the District Advancement Committee for approval. Trying to rush the approval process is usually a sign of poor planning.

Note: you should keep a Xerox copy of the project, exactly as is presented to the various committees, in case it is lost during the approval cycle. This usually requires about two or more weeks. You may be asked to revise or change parts of the plan and to resubmit for approval, which could add several more weeks.

## **DOCUMENTING DURING THE PROJECT**

You can never keep too much information while you are doing your project. Use a notebook or folder to collect papers so they will be available to you. It's better to have more than you need at the end. That's why we have recycling. You can dispose of everything you don't need/want after you have compiled all your information at the end of your journey.

While the project is underway, especially keep information you'll need for your final report like:

- Tables, Charts, Diagrams
- Time Logs -- list the people that worked on your project, when and how long they worked
- Tools and Equipment
- Expenses, Money Received, Goods and Services
- Diagrams and drawings
- Photographs (TAKE LOTS OF PHOTOS)
- Also, try to remember to keep complete notes of your progress. You'd be amazed at how much you'll forget.

## **FINAL WRITE-UP**

After the actual work on the project is completed, you are ready for the last phase of your project - the final report. This is the section where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Eagle Service Project Workbook, following the Initial Planning section which was approved by the District.

As with any project, it is important to review what was done and see what lessons were learned as well as providing a historic record. In this case, you also need to write a final report because your project is not complete without it! You should use the project plan as guide for preparing the final report. In the 'Carrying Out the Plan' workbook section, describe how the project was accomplished, any problems that you encountered, any changes or deviations from your project approval form. Discuss budget, funding, volunteer hours involved, tools and equipment. The report should indicate how the sponsor, the people involved, and you benefit from the project. A good report is usually three to five pages, plus supporting tables, lists, pictures, etc.

You will most likely require some advice from your project advisor before you are ready to turn the project in for final signatures. Consult with him often as you are completing the report. The following suggested outline works well in most cases. Once you and your advisor are happy with the result, it is time to get the final approval signatures.

# Suggested Project Report Outline

As you write your report, emphasize your **Leadership**, your **Planning**, your **Organization** of project details, your project **Direction** (instruction and direction of project volunteers). Try to include strong statements, such as "I said...", "I decided...", "I think...". In the following suggested outline, the recommended total length of sections 1,2,3 should be about 3 to 5 pages.

## 1. Introduction

Tell what your project is, what you intended to accomplish, why you selected this particular project. Tell who your sponsor is and how your project benefits the sponsor. Mention the sponsor representative, and if you had some one guiding and instructing you technically, mention that person.

## 2. Project implementation

Describe the planning stages of your project, who you met with, any special problems in planning that you had to resolve, any special concerns such as safety. Discuss what you did to prepare for your project, such as presentations to sponsoring organizations, raising funds, getting donations of material and equipment, preparing posters and handouts, what you did to get people to volunteer.

Discuss the actual work required to accomplish your project. Was the project completed according to your original plans, or did you have to revise and change some of the steps? Were you able to keep everyone busy, were there any special problems keeping everything under control and running smoothly? Were the volunteers friendly, or did they complain and fool around? Generally, the best way to write this section is to simply say, "This is what we did on the first day.", "This is what we did on the second day.", etc. Leading people is a difficult skill and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

## 3. Conclusions, Thoughts, Ideas

This section summarizes your efforts and how the project affected you and the people you worked with. Tell whether the project was successful, did it met the goals outlined in your project approval form? Tell about any unexpected problems and what you might do differently if you were to do this project again. What did you learn from doing the project? How has the project helped you and your sponsor?

Finally, take some time to acknowledge and thank anyone special, the people that gave you that extra bit of support. Acknowledge your sponsor, the person who guided you as a mentor, the people and organizations that donated money and material, your friends who volunteered their time.

## 4. Tables, Charts, Diagrams

Provide an appendix with the following documents and any other documents that you think would help the Board of Review evaluate your efforts.

- Time Log -- list the people that worked on your project, when and how long they worked

- Tools and Equipment
- Expenses, Money Received, Goods and Services
- Diagrams and drawings
- Photographs - hopefully, you took many photographs during each phase of the project. A photo of you presenting the finished product to the organization for whom you did the work help show off the value of the project. Of course, the photographs should be labeled.

## Final Project Approvals

Only a couple of signatures are required on your final report, the most important of which is yours. If you are proud of your effort and pleased with the write-up, then sign it on the last page. You also need the signature of your Scoutmaster or project advisor. The representative of the institution benefiting from your project must also sign your workbook after you complete the work. While these are the only signatures required in order to submit it, the project's final approval will come during your Eagle Board of Review.

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## Eagle Scout Requirement 6:

Attach to this 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 with your unit leader.

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Let's look at this single requirement in the two parts it really is. First, your statement. This is very straight forward, and an excellent opportunity for you to tell members of your board of review what you do outside Scouting. The statement will reveal who you have become in several ways. Scouts who have been successful in Scouting will find it has spread to other areas of their life. This is especially true of Eagle candidates, since you have actually developed character which demonstrates the Scout Oath and Law in everything you do.

Don't be shy about bragging! List it all! Most Scouts don't consider this well enough to remember all the things they do. And it is key to something that will help you all your life - that being establishing a good self-esteem, which, by the way, is to do good things and remember what you did!

List all the various awards and honors you've achieved along the way. These may be a medal, plaque, or certificate, but could also be a different type of honor. For example, a letter from a principal or volunteer organization recognizing your contributions. Or maybe a letter from an church official thanking you for being in the choir for a season. Maybe it's a newspaper article mentioning you. If it made you feel honored, it counts!

Next is the Scoutmaster conference. You've been through this drill before, but here, of course, it is more significant. You are applying for the highest honor available from the Boy Scouts of America. Walk the walk, talk the talk. You should be prepared beyond your unit leader's expectations.

Make sure you have completed all the requirements and have everything ready for him or her to review. You might want to talk to him/her ahead of time to see what is expected in the way of

documentation when you have the conference (such as, are you expected to have everything completely written and ready to turn in). Remember, this conference must occur prior to your 18th birthday.

## **Compiling your information and submitting your application**

Your application and the information you submit along with it says a lot about the kind of person you are. You have one shot at making a great impression! This will also be good practice for you, since being able to present yourself in written form is an important life skill. Use the information here to help you put your materials together for both your Scoutmaster's Conference and board of review.

## **Completing your application**

First and foremost, use a current version of the application (available from your council service center) and BE NEAT. The quality of your applications is, like everything else, a reflection of you. Also, check with your unit leader. They might want you to make a copy of your application and fill that out, while saving the original for when they meet with you.

The top part of the front page is easy. Just make sure you use the actual board of review dates for the dates you achieved First Class Scout and Life Scout ranks. Check resources like your Scout Handbook (if you had it signed for your advancements), your unit Advancement Chairperson, etc. to verify dates.

**Requirement 1.** As above, use the date of the actual board of review.

**Requirement 2.** If you are of Eagle quality, this area is not difficult. Simply list people who know you well. Try to get a varied selection - meaning, don't list four teachers, rather select people from different areas of your life.

If you do not have an employer, it is permissible to put a line through that title and use the space to list another reference. Since a Scout is reverent, you should have a religious reference. I have seen Scouts who are home-schooled that don't know what to do with the "Educational" line. If this is the case for you, I suggest you think about other educational sources: music lessons; a sports coach; etc. Someone who has a major role in one of your educational pursuits.

**Requirement 3.** Before you fill out this section of your application, save yourself and the people at your council office a lot of headaches by doing the following:

List the merit badges you ACTUALLY used for Star and Life ranks, as well as the rest needed for Eagle. Many Scouts want to exclude those easy merit badges they earned earlier in their scouting careers (like Basketweaving and Woodcarving), and instead list on their Eagle Scout application the merit badges they are most proud of (like Wilderness Survival and Longhorn Steer Roping). Don't do it! Your council office checks all the dates you list on your application to ensure you are eligible to earn the rank of Eagle Scout. If you list alternate merit badges it will appear as though you did not have enough merit badges to earn your earlier ranks (Star Scout and Life Scout, per your board of review dates), and your application will be rejected. Then you'll enjoy the pleasure of correcting your Eagle Scout application and resubmitting it. Do it right the first time!

On the Eagle Application there are two sets of required merit badges from which you can choose to

do one from each group (Emergency Preparedness or Lifesaving; and Cycling or Hiking or Swimming). Both Star and Life ranks allow you to use two from one group, like using Cycling and Swimming as two required merit badges for your Star rank. If you have done this, make sure you select one as the required merit badge (cross out badges not used in items #6 and #9 of the application) and list the other required merit badge as a non-required merit badge (in one of the spaces numbered 13-21).

The date earned for the merit badge is the actual day the merit badge counselor signed and dated your merit badge card. Do not use the date you received it at your Court of Honor. Your unit or district advancement chairman can help you with dates if you do not have complete records.

**Requirement 4.** Make sure you remember to list at least six months of service since your Life Scout board of review. Check your date on the front of the application to double check.

**Requirement 5.** Input completion date as stated.

**Requirement 6.** Input completion date as stated.

The Eagle Candidate should prepare a 3-ring binder to organize all the documentation for submittal. The following items should be placed in the binder;

- Completed Eagle Application
- Merit Badge Cards in card holder or color copies of cards. (this makes verification at Council much easier)
- Reference Letters
- Life ambitions letter
- Eagle Project Workbook and all related information.
- Miscellaneous documents
  - Some Scouts write a thank you letter to the Scoutmaster/ Troop Committee and include a copy.
  - Scouts have listed all the outings and activities they went on with the Troop.

**Below are some ideas for Eagle Scout projects gleaned from local Troops and Internet sources. A project idea does not have to be original to be a good project. It is the effort of the Scout undertaking the project that is important.**

- Youth Protection and Identification Program: I provided parents and children with information to prevent abductions. I also provided a place for parents to fingerprint and video tape their child in case they ever need to file a missing child report.
- Community Bicycle Registration: The number of bicycle thefts in our area was rising, so I worked with the Police to develop a card file where people could register their bikes. For three Saturdays we put on a bike safety and registration fair.
- Built a Playground: There is a home for orphans in our neighborhood. I organized a construction project and built a playground in their backyard for the kids.
- Planted a row of windbreak/shade pine trees along length of church property. Provided initial watering until trees were established.
- Expanded Toys-For-Toys program by constructing collection boxes for area Schools and Scouting units for collection of toys through city and not just area mall.
- Pond Clean-Up: My town has a neat park where the kids play in the ponds. The ponds were

really dirty and had a lot of garbage in them, so I arranged a pond cleanup project. We hauled all of the trash out and planted grass and bushes to stop the erosion.

- Tiger Shelter at Wildlife Preserve: The tiger shelters at a local animal preserve were falling apart, so I organized a project to rebuild the shelters over the cages!
- Picnic Tables for Park: We built new picnic tables for the park's pavilions.
- Vacant Lot Cleanup: I organized my troop to clean all the debris and garbage from a vacant lot in our neighborhood.
- Leadership Training Program: My school district has a neat leadership training program, so I helped them organize and train the staff members for a week long retreat for the 6th graders.
- Homeless Shelter Concert: I play in a rock band. To help stock the shelves of the homeless shelter, I organized a concert where the admission price was a can of food.
- Bicycle Racks for Baseball Complex: The grass was torn up at our baseball diamond because kids kept dumping their bikes on the ground. I got a construction company to donate the materials, and built a cement bike rack on the edge of the field.
- Eyeglass Drive: I collected eyeglasses from local mortuaries for three months, and then sent them with a doctor who goes to Mexico. He gave them to people who could not afford to buy glasses for themselves.
- Collected 450 pair of used eye glasses from area churches for the Lions Club program for the needy.
- Put together an eyeglass donation drive involving both the Troop and the local junior high. (Note: last three projects shown how similar ideals can be carried out differently)
- Restore Storage Shed at Neighborhood Park: The shed at our neighborhood park had been ignored for a long time. I got our troop and neighborhood together to repair it.
- Hearing Aid Drive: I heard about the eyeglass drive, where Scouts collect eyeglasses from local mortuaries, and send them to third world countries. I decided to try it with hearing aids.
- Cemetery Directory: I catalogued all of the gravestones in our city cemetery. Then I worked with the troop to put together a cemetery kiosk where visitors could look at a large map and find the graves they wanted to visit.
- Repainted Bleachers: Our baseball park was in pretty sad shape, so my project was to strip the old paint away and then repaint four sets of bleachers and the four team dugouts.
- Recycling Drive: I live in a city where there is a lot of trash in the streets. After the 4th of July Parade I organized my troop and some neighborhood groups to clean up all the trash along the parade route. We sorted it for recycling.
- Toy Drive: For Christmas, I organized a toy drive with a thrift store in town. All the toys were donated to foster homes and orphanages.
- Flag Pole: Our school's flagpole was really old, so I got a company to donate the cement and pole for a new one. My troop helped put it in.
- Cut Down Trees for Firewood: There was an old orchard in my neighborhood. I organized my troop to go and cut down the dead trees, and we delivered the wood to widows for firewood.
- Flood Sand Bags: In spring the river near our town flooded. I organized groups to fill sand bags to protect the buildings along the river.
- Area Trail Maintenance: A public trail was in need of some improvements so I put in two grade-level steps to prevent erosion. I also cleaned the trail and leveled it in places.
- A "Big Toy" for the pre-schoolers at our sponsoring organization. This project was a lot of work. The Eagle spent many hours planning and getting the materials together. He copied a design at another church that was what the sponsor wanted. It took one long afternoon to cut and sand all the wood (250 pieces). and two days to build it. We routed in the Eagle's name and our troop number on one of the boards. The kids who use it just love it.
- As in the previous listing, a tire swing was built. The Eagle built a large wood structure from

which to hang the swing.

- One Eagle repainted a torpedo and a deck gun at the Battleship Texas site here in Houston. That involved a lot of sanding and repair as well as all the painting. It took two days.
- Some large shelving units were built in the Interfaith Ministries food pantry. This was an all day affair for about 8-10 scouts.
- One Eagle built a boat dock at a park which the troop uses for Webelos overnight campouts and canoeing merit badge. This was also two long days of work.
- Working with Sam Houston National Forest, one of our Eagles built bat boxes. One weekend we built them. The next weekend we went on a campout to the national forest and put out the boxes. We had a great time.
- The same as the previous project but the Eagle built owl houses.
- One Eagle built trash receptacles for the local nature center and installed them.
- Another nature center project was building benches in the rest areas along a nature trail.
- Upgrading existing or building new hiking trails at a county park (basically the park ranger has a shopping list of things that need to be done).
- Recruiting volunteers from the Troop and high school service clubs (including getting formal permission through high school channels) and managing their work at the Community Food Bank of New Jersey.
- Hanging signs on trees or cementing them on the ground next to plants or shrubs identifying what they are.
- Clean up and repair headstones in an old community cemetery. 10 or so Scouts for two full days of work + Adults. Can require expertise if repairing large Monuments.
- Build a walking trail around a lake in a local county park. Requires a LOT of patience working with the county government. The full trail was 2 projects. About 4 work days with 4-6 boys and adults each day for each half.
- Walking/Nature Trails at local schools including chips and shavings to walk on, leveling trail for ease of use, etc. Several days with various sized crews of 5-10.
- Construct and install a Guide rope and Braille signs for a boardwalk at a local nature center. Nature centers always seem to have projects for Eagle Scouts.
- Clean and repaint the parking lot for a large local church.
- Organized a day-long cleanup of a recreational trail at a nearby state park. The trail had fallen into disrepair and was not useful for its intended purposes (equestrian) because of underbrush, fallen trees across trail, etc..
- Designed, planned and organized the construction of a mobile literature storage box/podium for his church. The project was about 6 feet high, 6 feet wide and 2 feet deep, on wheels. The project was painted, made lockable and rather nicely finished (painted, stained) in coordination with the church's general decor.
- Installation of a basketball goal and 1/2 court marking at a nearby church parking lot as a recreational project for the church and community youth.
- Arranged to plan and execute a large concrete sidewalk pour at a church in the area. Digging, leveling and forming up for the pour was quite a bit of planning and work and was a rather educational experience for the several scouts that had been recruited to work on the project. It took several days.
- Building a volleyball court for our church.
- Fixing up one of the meeting halls in our church.
- Building cages for the Humane Society as my Eagle Project.
- Paint the interior of a 2 story local church Sunday school building.
- Move the shelving, supplies, stock, and books from a stockroom in a 500 pupil elementary school to a new storage building.

- Clear woods, paint some outdoors equipment, and dig a 150 foot trench for a underground cable for a local church.
- Dig up and remove several dead trees, plant replacement trees and some new trees along the access road to a local neighborhood, and plant bushes and fix up several existing nursery beds.
- Paint house numbers on the curb for each house in a 700 home development.
- The Township is building a new high school. Move all the books, supplies, music instruments, lab equipment etc. from the old building to the new building.
- Clear and develop a nature trail at a local park.
- Laying a wood chip trail around a local school yard for the students and citizens to use as a fitness trail.
- Painting the inside walls of a firehouse.
- Refurbished the inside of a Chessie System caboose that the local town purchased for a local museum.
- Built 3 newspaper recycling boxes for an elementary school.
- Built 2 camp chuck boxes for a Girl Scout Troop.
- Repaired and painted the playground at the church Landscaped the church grounds, including shrubs, ground cover, and edging.
- Repaired fencing and outdoor facilities at a church sponsored nursing home and organized a social function for the residents.
- Built a foot bridge in an Arlington city park .
- Repaired the church sign and re-landscaped around it.
- Built a janitor closet in the church Fellowship Hall.
- Built storage cabinets in Sunday School rooms.
- Re-roofed and painted gazebo at church.
- Conducted a book fair for a church run bookstore.
- Repaired a local troubled youth facility, inside and out, including woodwork, painting, carpeting
- Collected children's books and toys and setup a play area at a public hospital neighborhood clinic.
- Painted a mural on the wall of his Synagogue depicting Jewish life.
- Conducted a program for kindergarten children about dangers of abduction and fingerprinted them for their parents .
- Modified church's storage building, adding double door for tractor access, shelves, permanent window.
- Planted trees and placed boulders in a local park to stop off-roading vehicles from damaging grounds.
- Built a nature trail and erosion dams in a city park.
- Rebuilt and greatly improved a patio at a local troubled youth home.
- Collected dog and cat food for area animal shelter.

## **Eagle Board of Review**

Below is the document one District compiled for Board of Review members. It is a compilation of BSA resources and experience. It should be very helpful to you in preparing for yours. Remember, the Board is like one of the most important interviews you will ever have. Every minute you spend in advance will pay back tenfold!

Quick reminder: You had better know the Scout Oath and Law better then ever before in your life! I can't believe how many candidates I've seen who got stuck on these-- WOW! What a bad way to start!

Also, be in complete AND CORRECT uniform. Get a uniform inspection sheet (available from your unit or Council office) and check. Also have your Scoutmaster inspect. It's worth it...you're an Eagle candidate!

Finally, pay attention to the types of questions in the document below, and think through them ahead of time.

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## **Eagle Board of Review Guidelines**

The Board of Review for an Eagle candidate is composed of at least three but not more than six members. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review. 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 advancement representative must be a member of the Eagle Board of Review if the review is conducted at a unit level. A Scout may request a District Board of Review which will consist of members of the District Advancement Committee and/or District members who have an understanding of the importance of the Eagle Board of Review. In no case should a relative or guardian of the candidate attend the review, either as a participant or observer. The contents of the Board of Review are confidential and the proceedings are not to be disclosed to any person who is not a member of the Board of Review.

The Board members need to convene prior to interviewing the candidate (15 to 30 minutes.) The purpose of meeting before the actual interview is to:

1. Review the prospective Eagle Scout's application.
2. Read his reference letters and other important documents.
3. Become familiar with his service project by assessing his final report and any available pictures.
4. Review these guidelines to help formulate pertinent questions.

During this initial meeting, the Chairman makes sure everyone is introduced to one another, sees that everyone has an opportunity to review all the paperwork and determines that all understand the goals of this Board, which are:

1. The Board determines that the Eagle project was successfully carried out.
  - a. Did the candidate demonstrate leadership?
  - b. Did he indeed direct the project himself, rather than do all the work himself or allow someone else to direct the project?
  - c. Was the project of value to the institution, school or community group?
  - d. Who from the benefiting group may be contacted to verify the value of the project?

2. Did the project follow the plan, or were modifications necessary to complete it - what did the candidate learn from making the modifications?
3. The Board should be assured of the candidate's participation in and understanding of the Scouting program.
4. A thorough discussion of his successes and experiences in Scouting must take place.

As the documents are making the rounds, the Chairman should add any relevant data of which he is aware. It is best if the Chairman has personally viewed the completed project - if that is not possible, a telephone call to the benefiting group's representative to discuss the merits of the project will do.

The following guidelines must be kept in mind during the questioning of the project:

1. The review is not an examination; the Board does not test the candidate. However, the Board should not be a "rubber stamp" approval process. Appearance of the candidate before the Eagle Board of Review does not mean automatic attainment of the Eagle Rank.
2. The Board should attempt to determine the Scout's attitude toward and acceptance of Scouting's ideals.
3. The Board should make sure that good standards of performance have been met in all phases of his life.
4. A discussion of the Scout Oath and Scout Law is in keeping with the questioning.
5. Be sure the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
6. The Scout should be encouraged to talk - don't ask questions answerable with a simple yes or no.

Once the Scout's Eagle Application, service project paperwork, letters of recommendation and these guidelines are reviewed, the Scoutmaster is asked to introduce the candidate to the Board (as a courtesy the Board members should stand). The Scoutmaster can be invited to remain as an observer and may be called upon to clarify a point in question. The candidate is asked to begin the Board by reciting the Scout Oath and Scout Law.

### **The interview process:**

1. Ask him questions about his understanding and adherence to the Scout Oath and Scout Law: The Board should make sure that good standards have been met in all phases of the Scout's life. A discussion of the Scout Oath and Scout Law is in keeping with the purpose of the review, to make sure that the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
  - a. What is the hardest point of the Scout Law for him to live by - why?
  - b. What point of the Scout Law is the most important to him - why?

- c. What does "Scouting Spirit" mean to him - why?
  - d. What do the various points of the Scout Law mean to him?
  - e. What values has Scouting taught him that he thinks others see in him - at home, in his unit, at school and/or in the community?
  - f. How does he live by the Scout Law and Oath?
  - g. What do the different points of the Scout Oath mean to him?
  - h. What does "duty to God" mean to him?
  - i. What does "duty to Country" mean to him?
  - j. How does he "help others at all times"?
  - k. How does he feel about wearing his uniform in public?
2. Ask him questions about his camping experiences:
- a. What was his most enjoyable experience in Scouting?
  - b. Conversely, what was his least enjoyable experience?
  - c. How many summer camps has he attended and where?
  - d. What did he enjoy most about his summer camp experiences?
  - e. Has he attended any High Adventure camps (Philmont, etc.) - where and what did he enjoy about them - describe the experience.
  - f. Ask him about his outdoor experiences in Scouting - campouts, 50 milers, etc.
  - g. Ask him what he remembers of the "Outdoor Code".
  - h. Ask him if he has staffed any summer camps - what did he learn from the experience and what did he enjoy about the experience.
3. Ask him questions related to his Scouting experience:
- a. What leadership positions has he held?
  - b. What were his responsibilities in each position?
  - c. What leadership position does he hold now?
  - d. Ask him what he would do if a scout refused to comply and/or ignored a valid request he

made in the performance of his duties.

- e. Ask him about his troop's discipline policy and where he figures in it in his present leadership position.
  - f. Ask him how he might handle "hurry-up" first aid cases.
  - g. Ask him other questions related to merit badges he has earned (remember you are not testing him).
  - h. Has he earned any merit badges that will help him in his choice of occupation?
  - i. What merit badge did he enjoy working on the most - why?
  - j. Conversely, which one did he enjoy working on the least - why?
  - k. Ask him what changes he might make in his unit.
  - l. If he earns his Eagle rank tonight, what does he intend to do to repay Scouting, his unit and its leaders?
  - m. Who has been the most influential person in his Scouting career?
  - n. Is there anything Scouting did not give him that he feels could be beneficial to the program to help other young men develop?
4. Ask him pertinent questions about his project. The Board should make sure that a good standard of performance has been met.
- a. What group benefited from his project?
  - b. How did he find out about the need?
  - c. Ask him to walk the Board through the project from beginning to end
    - i. The planning phase
    - ii. The organization of personnel
    - iii. Directing the project to completion
  - d. Did he have to contact any city, county or state officials for permits or to find out about ordinances, etc. - did the Citizenship in the Community Merit Badge help - how?
  - e. Once his project was approved, did he have to modify it - what did he learn from that experience?
  - f. Who did he get involved in helping him with his project - scouts, adults from his troop, members of the benefiting organization....?
  - g. Did he have any problems directing adults in their work - how did he feel about that?

- h. In what ways does he feel he demonstrated leadership in this project?
  - i. Every scouts feels his project was "special" - how is his project "special"?
  - j. Thirty years from now when someone else asks him what he did for his Eagle project, what will stand out in his mind - how will he answer that question?
5. Ask him about his plans for the future. The Board should attempt to determine the Scout's ideals and goals.
- a. Ask him about his plans for the future - college, Armed Forces, trade school, ....
  - b. How does he feel earning Eagle will help him in those plans?
  - c. When he turns 18, he assumes some new responsibilities - What are they? Sign up for the draft, register to vote and responsible for his actions in the eyes of the law.
  - d. What should an Eagle Scout be expected to do and what responsibilities does he think come with the rank?
  - e. What does he plan to do in scouting in the immediate and long range future?

These are by no means the only questions that may be asked. They are merely examples to be used as a springboard to other questions and further discussion. Please do not assume that you are to ask only these questions and consider the interview complete. The interview should come to a natural conclusion as each board member runs out of questions.

There is not set length of time for an Eagle Board of Review. However, 15 minutes is probably too short and an hour is probably too long.

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. Because of the importance of the Eagle Scout Award, the decision of the Board of Review 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 award. Immediately after the Board of Review and after the application has been appropriately signed, the application is turned into the Council Service Center. A photocopy of the application should be attached to an Advancement Form and submitted to the Council Service Center as well.

If the candidate is found unacceptable, 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, provide the name and address of the person he is to contact.