

The Advancement Committee of the

Boston Minuteman Council

Presents

The Eagle Trail Guidebook

The Policies and Procedures for Life Scouts in the Boston Minuteman Council to follow as they strive to obtain Scouting's highest honor.



BOY SCOUTS OF AMERICA

March 2008 Revision

www.bsaboston.org

Boston Minuteman Council

Congratulations Life Scout,

Becoming an Eagle Scout is the single greatest accomplishment of any young man's Scouting career. As an Eagle Scout, one immediately provides a positive image of himself and all others like him. Many people possess great qualities in their character, but the distinctive mark of the Eagle Scout demonstrates a young man's ability to focus these qualities and to provide him with the leadership necessary to sustain the future of our nation.

As a current Life Scout in the Boy Scouts of America, you are on the final leg of this journey. However only 50% of Life Scouts and 4% of all Boy Scouts complete this journey and are able to call themselves Eagle Scouts. Once you are an Eagle Scout, you will always be an Eagle Scout. This booklet has been provided to you as an aid in completing this journey. The Boston Minuteman Council recognizes your commitment and the fine work you have already completed in your Scouting career. If at any time you have questions or are unsure of anything related to this final step on your Trail to Eagle, contact your District Advancement Chairman, or Council Advancement Chairman, and you will be provided with the guidance you request.

Becoming an Eagle Scout is your ambition, and therefore, your responsibility. Your Scoutmaster, Committee Chair, and others will stand behind you and support you on your journey. You must now focus yourself on the six remaining requirements that stand between you and becoming an Eagle Scout for life. When ready, contact your District Advancement Chair . Refer to the Boston Minuteman Council website www.bsaboston.org for current contact information on your district site or Advancement section.



Where to Begin

The information provided here is designed to make your transition from a Life Scout to an Eagle Scout simpler, not only for you ,but for your parents and your troop's leaders. Beside this booklet you should also have in your possession by now two other items:

◆ Eagle Scout Leadership Service Project Workbook

This packet is provided by the Boy Scouts of America. It is what must be used to complete Eagle Scout Requirement 5. The packet's bin item number is 18-927E. Alternately, the Workbook can be downloaded from the The National Eagle Scout Association Web Site located at: <http://www.nesa.org/trail/manual.html>. Every Candidate should read and understand this workbook thoroughly. **It is highly recommended that you download and save the .doc version.** This will allow you to complete the workbook on your computer and to create an electronic version.

◆ Eagle Scout Rank Application

This application is the document, which must be filled out correctly, neatly, and in its entirety before you can appear before your Eagle Scout Board of Review. The Eagle Scout Rank Application is bin number 58-728A. You must use the latest revision of the Eagle Scout Application (2008 Version).

Check with your Scoutmaster, or contact the Advancement Chairman from your District or the Council Service Center, to be sure that you have the proper forms before you begin.

There is a repeated theme in the process of becoming an Eagle Scout and that is to ***Demonstrate Leadership***. In demonstrating your ability to lead you must assume responsibility for your work. Please remember to document your actions all along the way. This documentation demonstrates maturity and leadership, and will help (a lot!) when you compile your information and submit your final application. While working towards the rank of Eagle Scout, you should make photocopies of everything to prevent the disaster that can be created when something gets "lost in the mail." There are also many places on the Rank Application, which require you to provide dates, be sure that you accurately include those dates, paying particular attention to the years. The most common place for an error is when Scouts claim they are born in the year that they are applying for their Eagle rank.

The guidelines below are organized in the same order as they are placed on the Rank Application. Extra attention has been given to Requirement 5, which concerns the Eagle Scout Project. It is the hope of the Boston Minuteman Council that by using these guidelines the high standards of accomplishment symbolized by the badge of the Eagle Scout may be presented in a consistent, yet well understood framework.

One last bit of advice as you move towards the pinnacle of Scouting is to keep in mind the pledge, which all Scouts new and old make to themselves:

"On my honor, I will do my best..."

Who you are is as important as what you have accomplished. The first bits of information requested by the Eagle Scout Rank Application are the information that identifies you as a Scout and those that verify you are eligible to proceed with the requirements that follow. First and foremost, use a current version of the application (available from your district advancement Chairman or 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. Your unit leader 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. Make sure you use the actual board of review dates for the dates you achieved First Class, Star, and Life Scout ranks. Check resources such as your Scout Handbook (if you had it signed for your advancements) or your Advancement Chairman to verify all dates.

Date joined a Boy Scout troop _____/_____/_____
Date became a Varsity Scout _____/_____/_____
Date became a Venturer _____/_____/_____
Date of First Class Board of Review _____/_____/_____
Date of Star Scout Board of Review _____/_____/_____

Were you a Cub Scout? .. Yes .. No
Were you a Webelos Scout? .. Yes .. No
Did you earn the Arrow of Light Award? .. Yes .. No
Had you completed fifth grade upon joining? .. Yes .. No

Carefully read the section titled Age Requirement Eligibility on your Rank Application. You must complete all six requirements by your 18th birthday. This means that you must have had your Life Scout Board of Review at least six months prior to your 18th birthday (see requirement 1). **You do not need to have your Eagle Scout Board of Review before you turn 18.** You are given three months from your 18th birthday to be reviewed. If your review is between three and six months after your 18th birthday, you must provide a statement explaining the reason for the delay and attach it to your Application. The Boy Scout Division at the national office must be contacted for procedures to follow if your Board of Review is to be conducted more than six months after your 18th birthday. To avoid extra difficulties with your becoming an Eagle Scout, do your best to have your eagle requirements completed and your review held before your 18th birthday. You do not have to submit your completed Eagle Scout Package before you turn 18 but you should submit it expeditiously to avoid the three and six month issues described above.

Date of birth ____/____/____

Date of 18th birthday ____/____/____ (You must finish all six requirements prior to this day)

SIX REQUIREMENTS

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.

Date of Life Scout Board of Review ____/____/____

This may seem easy. However, you should note the word active. This requirement goes beyond just being registered. It means that you are an active, contributing member of your unit, whether that be a Scout troop, Venture crew, Varsity team, or Sea Scout ship.

Most Eagle Scout candidates are busy balancing their lives with school, sports, a job, family responsibilities, and their Scouting. Talk to your unit leader to find out what he or she considers to be acceptable performance. If necessary, use those leadership skills you're developing to negotiate an acceptable arrangement. You'll be glad you did!

Use this requirement as your time gauge. As long as you have had your Life Scout Board of Review before the age of 17 ½ you can complete this requirement. If you have more than six months until you turn 18, then you may wish to spread out your work. Remember these requirements are not intended to be completed in order; there is no reason why you cannot be working on Requirement 5 (your project) before you complete Requirement 3 (merit badges). Planning is important, try not to leave anything to the last minute.

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. It's important they are legible with complete and accurate addresses including zip codes.

You should find this requirement easy. You need to list the names and contact information of people who know you. If you do not have an employer, feel free to cross out that title and substitute it with another person of your choice. Remember to ask the people before you list them. They should not be surprised when contacted to write a reference on your behalf.

In accordance with the *National BSA Advancement Policies and Procedures*, the Boston Minuteman Council has determined that the Council Advancement Committee will be responsible for the verification of references listed on the Eagle Scout Rank Application. Therefore you need to list the names in accordance with the application and make sure that you have informed them that they have been listed as a reference on your Eagle Scout Application. All reference checks are confidential, and their contents will not be disclosed to any person who is not a member of the board of review. **Do not include letters of recommendation with your application.** Unsolicited letters will NOT be forwarded to the chairman of the board of review.

F To speed the reference process, please include stamped business-size envelopes addressed to those you list as references.

Your Unit Leader and Committee Chairman cannot be used as a reference since their endorsement of your application serves as their recommendation.

Parents/Guardians Contacted Yes

Name: _____ Telephone (____) _____ - _____

Address: _____

Religious Contacted Yes

Name: _____ Telephone (____) _____ - _____

Address: _____

Educational Contacted Yes

Name: _____ Telephone (____) _____ - _____

Address: _____

Employer Contacted Yes

Name: _____ Telephone (____) _____ - _____

Address: _____

Other reference Contacted Yes

Name: _____ Telephone (____) _____ - _____

Address: _____

Other reference Contacted Yes

Name: _____ Telephone (____) _____ - _____

Address: _____

Note: If you are not a member of a Religious Organization or are not employed you need to add additional other references so that the total number of references provided equals six.

Requirement 3

Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned. Also list unit number where you were registered when earning each merit badge. You should be aware that Family Life, Personal Management, and Personal Fitness require at least three months of work to complete. Make sure you allow for these merit badges in your time plan. The date earned for the merit badge is the actual day the merit badge counselor signed and dated your merit badge card, not the date you received it at your Court of Honor.

When filling out the chart on the Application, list the actual merit badges you used for Star and Life ranks, as well as the remaining merit badges necessary for Eagle. When checking the dates you list on your application for earning merit badges it must indicate that you earned enough merit badges in the proper time frame to satisfy the requirements of earlier ranks.

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 any or all, for example Cycling and Swimming as two required on your Star rank. If you have done this, make sure you select one as the required merit badge (cross out the other options on the application) and list the other optional merit badge as a non-required merit badge (in one of the spaces numbered 13-21).

REQUIRED MERIT BADGES	DATE EARNED	UNIT
** Camping	____/____/____	_____
** Citizenship in the Community	____/____/____	_____
** Citizenship in the Nation	____/____/____	_____
** Citizenship in the World	____/____/____	_____
** Communications	____/____/____	_____
** Emergency Preparedness OR Lifesaving	____/____/____	_____
** Environmental Science	____/____/____	_____
** Family Life	____/____/____	_____
** First Aid	____/____/____	_____
** Cycling OR Hiking OR Swimming	____/____/____	_____
** Personal Management	____/____/____	_____
** Personal Fitness	____/____/____	_____

OPTIONAL MERIT BADGES	DATE EARNED	UNIT
** _____	____/____/____	_____
** _____	____/____/____	_____
** _____	____/____/____	_____
** _____	____/____/____	_____
** _____	____/____/____	_____

..	_____	____/____/____	_____
..	_____	____/____/____	_____
..	_____	____/____/____	_____
..	_____	____/____/____	_____

Please be sure to turn in your Troop's advancement record for you that list all your dates of rank advancement and the dates that you earned your Merit Badges. If your Troop utilizes electronic record keeping (e.g. Troopmaster Software) then you **must** submit a printout from that program. The Advancement Record needs to be signed by your Troop Advancement Chair. The Troop should contact the Advancement Committee if they have any questions on how to do this.

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, Order of the Arrow Troop Representative.

Varsity Scout team - Captain, Co-captain, Program Manager, Squad Leader, Team Secretary, Librarian, Quartermaster, Chaplain Aide, Instructor, Den Chief, Order of the Arrow Team Representative.

Venture crew/ship - President, Vice President, Secretary, Treasurer, Boatswain, Boatswain's Mate, Yeoman, Purser, Storekeeper.

Remember that you must serve in one of the above positions after your Life Board of Review. If you feel as though you might not be elected or appointed to such a position in your unit, speak with your unit leader before it is too late to receive an assignment. Please remember that being a Den Chief can be an excellent opportunity to demonstrate responsibility.

Position _____ From ____/____/____ To ____/____/____

Position _____ From ____/____/____ To ____/____/____

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 pre-approved by the organization benefiting by the project as well as your Scoutmaster and Troop Committee and District Advancement Chair before you start. You must use the *Eagle Scout Leadership Service Project Workbook, No. 18-927*, in meeting this requirement.

The Eagle project workbook is going to be the starting point for your eagle project. Use the pages in the workbook to record your plans and progress. Remember that others will be reading these pages. You should print, type, or write legibly. The workbook serves as the proof that your project was approved before you began. **It is important that no work be done on your project until all approval is given to your idea.** Read the entire Eagle Scout Leadership Service Project Workbook before beginning your project. It contains questions and asks for information that will make it easy to determine if your project is within the guidelines of an Eagle Scout Leadership Service Project. The ability for you to provide leadership, to others, in accomplishing a task, is the fundamental concept behind the Eagle Scout Project. When selecting a project you must select one that will challenge you and your abilities. Not every project is appropriate for every Scout.

Choosing Your Project

Does the leadership service project for Eagle have to be original, perhaps something you dream up that has never been done before? The answer is No, but it certainly could be. You may pick a project that has been done before, but you must accept responsibility for planning, directing, and following through to its successful completion.

Routine labor (a job or service normally rendered) should not be considered. Work involving council property or other BSA activity is not permitted. The project may not be performed for a business or an individual, be of a commercial nature, or be a fund-raiser. (Fund-raising is permitted only for securing materials or supplies needed to carry out your project.) A project's success is not measured by the number of hours you or your supporters are involved with it, rather by your ability to challenge yourself and the group in which you are leading to complete the task that you have chosen to undertake. This may sound confusing, but you will know you have chosen the right project if you say to yourself "...wow, this is not going to be easy."

Project Idea Discussions

Once you have your idea you should talk it over with your unit leader. Once the two of you agree that this idea is worthy of being your Eagle Scout Project you need to discuss it with someone from the organization you have chosen to provide service to. Remember to let the organization know that you need to have your idea approved and that this may take a little while. Now you must write your proposal.

Project Proposal

While writing your proposal in the workbook, be sure to fill in every blank and answer every question that is asked. Make sure to fill in your name and address inside the front cover as well as the information for your unit leaders. Include all zip codes. If you have an e-mail address, include it somewhere near your name. Having this information handy will speed up the approval process if there are any questions. Be sure to be as specific as possible, write down things that you can use to measure your success. If you say you will build trays to fasten to wheelchairs for disabled veterans in a VA hospital that would not be as clear as saying you would outfit at least 80% of the veteran's wheelchairs with trays or you would provide 100 trays for use on the wheelchairs. Establishing measurable objectives will make it easier to write up your project when it is over.

Many choose to use a computer. These clear printouts make for easier reading. If you choose this method and download the form, please keep fonts and formatting similar to the printed gray booklet. If you use a computer but wish to use the gray booklet, write in the section "See Attached" and reference it to your printed page numbers in the Leadership Service Project Workbook, or print it out and then Cut and Paste the old fashioned way so it appears in the proper section. Remember this is your first impression for the advancement person whose signature you are seeking. So please be complete and concise as possible. Again it is strongly encouraged that you type your proposal.

Project Approval

Once you have written your description and the planning details for your project **you need the approval of four individuals.** 1.) The organization you are planning on working with needs to approve the project. 2.) Your Unit Leader. 3.) A representative of your unit committee must also approve your project. Once these three approvals are received you must then receive final approval. In Boston Minuteman Council, 4.) Your District Advancement Chairman (whose name, phone number, email address can be found on the council website) provides the final approval required before work may begin on your project. Contact the appropriate person to have your project approved. Once your project is approved it is time for you to be a leader. **The pre-approval of the project does not mean that the Eagle Board of Review will approve the way the project was carried out.** Investment of careful planning and preparation at the start of the project will reap rewards when it comes time to write your Eagle Scout Service Project Report.

KEEP A DIARY: The very first thing to do, even during the proposal and planning stages, is keep a diary or notebook of your Eagle Scout Service Project. Your diary will contain lists of names, addresses, phone numbers, dates and times of meetings, records of phone calls, changes from your plan including costs, materials, services donated, your time spent, and time spent by others.

IMPORTANT QUESTIONS: When filling out the packet, you should try to answer the questions of Who, What, Where, When, How, and Why. If you answer all these questions to the fullest, your initial proposal should be complete. This should speed up the approval process.

TAKE PICTURES: As they say, "A picture is worth a thousand words". What better way to demonstrate the "before and after" aspects of your work? Photos also document your leadership of others' work.

KEEP SUPPORTING MATERIALS: Save any publicity, maps, letters, newspaper clippings, church bulletins, posters or thank you notes related to your project. These make excellent supporting material and can be included with the photographs in your report. List donations of money or materials (tools, lumber, equipment, etc.) used in your project.

LETTER OF SUPPORT: You might want to procure a letter from the organization for which you carried out your project. This letter should be received after you have completed your project and allows the organization to comment on your efforts.

YOUR EAGLE REPORT: Handwriting is sometimes hard to read; it is suggested that all of your reporting be typed. Feel free to cut the binding on the Eagle Scout Service Project Workbook so it will fit in a typewriter or printer, or use the download version. You may also use additional sheets of paper and attach them if necessary. (If you attach additional papers, make sure to reference them appropriately.)

FOLLOW YOUR WORKBOOK: Use your project workbook as a working guide or path. The steps laid out in the workbook illustrate what your troop and district expect from an Eagle candidate.

This workbook helps you to:

- s Think through your project before doing it.
- s Do your project in an orderly manner.
- s Outline your Service Project Report.

Upon completion, the project will be inspected and approved by your Scoutmaster and the representative from the organization served. *The Leadership Service Project Workbook* requires the signature of both mentioned people to declare your project finished and complete. This needs to be done before your Eagle Scout Rank Application is submitted to the Council Advancement Committee. You should spend some time and prepare a "final report" of your project. This report should summarize your project, include all pictures, publications and your diary of events. The report will make it easier for the members of your board of review to recognize that your project is indeed truly worthy of being called an Eagle Scout Project. Be sure to emphasize your **Leadership**, your **Planning**, and your **Organization**.

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.

This single requirement really has two separate parts. The first part is your statement. This is an excellent opportunity for you to tell members of your board of review what you do outside of Scouting. The statement will reveal how you have matured through your involvement in Scouting. Scouts who have been successful in Scouting will find that this success has spread to other areas of their life. This is especially true of Eagle candidates, because you have actually developed character, which demonstrates the Scout Oath and Law in everything you do.

List all the various awards and honors you have achieved in life. These may be a medal, plaque, or certificate; they could also be a different type of honor. An example, a letter from a principal or volunteer organization recognizing your contributions, or it may be a letter from an elected official thanking you for being their assistant (a Page etc.) for a season. Perhaps you may have a newspaper article mentioning you. If it made you feel honored, it counts!

The second part is your Scoutmaster conference. You've been through this experience before, but here, of course, it is more significant. You are applying for the highest honor available from the Boy Scouts of America.

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 this conference. (You may be expected to have everything completely written and ready to turn in.)

F Remember, this scoutmaster conference must occur prior to your 18th birthday.

The Home Stretch

Once you have completed the six requirements of the Eagle Scout Rank, only one thing stands between you and your board of review *Paperwork*. Paperwork difficulties seem to be all too common. By following the guidelines in this booklet up to this point, you should now be ready to complete your Eagle Scout Rank Application without any problems.

Your application is a reflection of you and the work you have completed to get this far in Scouting. It is very important that the information on the application be NEAT and LEGIBLE. Any problems with the information on your application can delay your board of review. Remember to make photocopies of every piece of paper you submit for review.

Boston Minuteman Council requires that for an Eagle Scout Rank Application to be considered complete, it must be delivered to the Council Advancement Committee signed by the applicant with the two appropriate unit signatures. In addition to the Eagle Scout Rank Application the following must also be present: the completed *Eagle Scout Leadership Service Project Workbook* and project write-up. The candidate's Statement of ambition and life purpose (see requirement 6) and the completed 'Board of Review Request' sheet. Please be sure to turn in your Troops advancement record for you that list all your dates of rank advancement and the dates that you earned your Merit Badges. The Troop should contact the Advancement Committee if they have questions on how to do this. See the Advancement page on the Council website for the latest contact information.

F You must provide three additional photocopies of all work with your application. These copies will be provided to the members of your Board of Review.

In order to submit the application package you must contact the Eagle Coordinator for your District. The council website has the latest contact information. Do not mail or deliver the application to the Council Office. Once the completed application is received the individuals you identified in Requirement 2 will be contacted. This may take several weeks, during which the other information on your application will be verified.

F To speed the reference process along, please include stamped business-size envelopes addressed to those you list as references.

After the Boston Minuteman Council certifies your application, your Board of Review will be scheduled. In most cases applications received in one month should be ready for a review board in the following month.

Boston Minuteman Council conducts Eagle Scout Boards of Review under the supervision of the Eagle Coordinator for your District. If you have not heard back in a month please contact the Advancement Committee.

On the last page of this booklet you can find the 'Board of Review Request' sheet. Fill out this form and submit it with your application to the Eagle Coordinator for your District. This will make the scheduling of Eagle Boards of Review easier for all parties involved.

Your Board of Review

Once the date, time, and location of your board of review are confirmed by the Eagle Coordinator you are one final step away from becoming an Eagle Scout for life. Be sure to arrive at your Board of Review 20 minutes ahead of your scheduled appointment or at the time stated by the Eagle Coordinator. When you arrive you should be dressed in **COMPLETE** and **CORRECT** uniform. Get a uniform inspection sheet (available from your unit or the Council Service Center) and check. Have your Scoutmaster inspect your uniform - it's worth it...you're an Eagle candidate!

Your Unit Leader or their designee should accompany you to your Board of Review, as should your parents/guardians. Neither your Unit Leader or Assistant Unit Leader nor your parents/guardians or relative will be permitted to be a member of your Board of Review. You are permitted, and encouraged, to have a member of your unit's committee to be a member of your Board of Review and if so; place his/her name on the 'Board of Review Request' sheet so that they might be contacted prior to the convening of the board. Below you will find the policies and procedures for conducting an Eagle Scout Board of review.

The following is from the *National BSA Advancement Committee: Policies and Procedures*.

The Board of Review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least thirty minutes before the candidate appears in order to review the application, reference checks, and service project report.

The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a boy may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given

period. Should the applicant disagree with the decision, the appeal procedures should be explained to him? Immediately after the board of review and after the application has been signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.

Once you have successfully completed your Board of Review your application will be signed by the Scout Executive and then submitted to the National Council for final review and approval. Please allow 6 - 8 weeks from the date of your Board of Review until you plan your Court of Honor. This allows for National approval and for the return of the Eagle Scout certificate and card. You should not schedule your Court of Honor until your Scoutmaster has been notified that your Eagle Scout Certificate has been returned to the Council Service Center.

Acknowledgments

The Advancement Committee of the Boston Minuteman Council has compiled the information in this booklet. The purpose of this booklet is to act as a resource for the Life Scouts of the Boston Minuteman Council, their unit leaders, and their parents as these young men strive to achieve the greatest achievement the Boy Scouts of America has to offer, that of an Eagle Scout. Our information has been supplied by numerous sources. The Eagle Scout requirements, and the policies and procedures surrounding them were taken from the current editions of the Eagle Scout Rank Application (No. 58-728A), the *Eagle Scout Leadership Service Project Workbook* (No. 18-927E), and the *National BSA Advancement Policies and Procedures* handbook (No. 33088B) all published by the Boy Scouts of America. Some information was collected via the World Wide Web and is assumed to be in the public domain.

Bob Evans, Eagle class of 1974, Eagle Advancement Chairman for Chief Seattle Council's Northlakes District. www.eaglescout.org Troop 10, Needham Charles River District, Boston Minuteman Council Bruce Cobern Advancement Chairman Founders District, Queens, Greater New York Councils Troop 26, Staten Island, Greater New York Councils, The Advancement Committee of Boston Minuteman Council



Eagle Scout Board of Review Request

Boston Minuteman Council

Candidate

Name: _____ Phone: (____) ____ - ____

Email: _____

Unit Number: _____ Town: _____

Unit Leader: _____ Phone: (____) ____ - ____

Address: _____

Email: _____

Date Submitted to Council Advancement Committee: ____/____/____

I am submitting the following completed items:

- * ** Original Eagle Scout Rank Application
 - * ** Leadership Service Project Workbook & Project write-up
 - * ** Statement of Ambition and Life Purpose
 - * ** Advancement records from your Troop
 - ** Stamped business-size envelopes addressed to each reference, including zip codes
 - ** Three additional photocopies each asterisk item above
- You must keep one copy for your records

I would like to ask that the following member of my unit's committee serve as a member of my Eagle Scout Board of Review.

Name: _____ Phone: (____) ____ - ____

Email: _____

"IN ORDER TO SUBMIT THE APPLICATION YOU MUST CONTACT THE EAGLE COORDINATOR FOR YOUR DISTRICT. THE COUNCIL WEBSITE (www.bsaboston.org) HAS CONTACT DETAILS. DO NOT MAIL TO COUNCIL OFFICE"

Boards of Review

NORTH - Flintlock, & Sons of Liberty

2nd Monday of the Month - Belmont United Methodist Church, 421 Common Street, Belmont, Ma

2nd Thursday of the Month - St. Brigid Parish Center, 2001 Massachusetts Ave, Lexington, Ma

4th Thursday of the Month - Arlington Town Hall, 730 Massachusetts Ave., Arlington, Ma

SOUTH - Great Blue Hill District

Egan Center, 411 Unquity Road, Milton, MA 02186



The Sweet Sixteen of BSA Safety

Few youth organizations encompass the breadth, volume and diversity of physical activity common to Scouting, and none enjoy a better safety record. **The key to maintaining and improving this exemplary record is the conscientious and trained adult leader who is attentive to safety concerns.**

As an aid in the continuing effort to protect participants in Scout activity, the BSA National Health & Safety Committee and the Council Services Division of the BSA National Council have developed the "Sweet Sixteen" of BSA safety procedures for physical activity. These 16 points, which embody good judgment and common sense, are applicable to all activities.

1. QUALIFIED SUPERVISION

Every BSA activity should be supervised by a conscientious adult who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced and skilled in the activity to be confident of his/her ability to lead and to teach the necessary skills and to respond effectively in the event of an emergency. Field knowledge of all applicable BSA standards and a commitment to implement and follow BSA policy and procedures are essential parts of the supervisor's qualifications.

2. PHYSICAL FITNESS

For youth participants in any potentially strenuous activity, the supervisor should receive a complete health history from a health care professional, parent or guardian. Adult participants and youth involved in higher-risk activity (e.g., scuba) may require professional evaluation in addition to the health history. The supervisor should adjust all supervision, discipline and protection to anticipate potential risks associated with individual health conditions. Neither youth nor adults should participate in activity for which they are unfit. To do so would place both the individual and others at risk.

3. BUDDY SYSTEM

The long history of the "buddy system" in Scouting has shown that it is always best to have at least one other person with you and aware at all times as to your circumstances and what you are doing in any outdoor or strenuous activity.

4. SAFE AREA OR COURSE

A key part of the supervisor's responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.

5. EQUIPMENT SELECTION AND MAINTENANCE

Most activity requires some specialized equipment. The equipment should be selected to suit the participant and the activity and to include appropriate safety and program features. The supervisor should also check equipment to determine that it is in good condition for the activity and is properly maintained while in use.

6. PERSONAL SAFETY EQUIPMENT

The supervisor must ensure that every participant has and uses the appropriate personal safety equipment. For example, activity afloat requires a PFD properly worn by each participant; bikers, horseback riders, and whitewater kayakers need helmets for certain activity; skaters may need protective gear; and all need to be dressed for warmth and utility depending on the circumstances.

7. SAFETY PROCEDURES AND POLICIES

For most activities there are common sense procedures and standards that can greatly reduce the risk. These should be known and appreciated by all participants, and the supervisor must ensure compliance.

8. SKILL LEVEL LIMITS

There is a minimum skill level requirement for every activity, and the supervisor must identify and recognize this minimum skill level and be sure that none are put at risk by attempting activity beyond their ability. A good example of skill levels in Scouting is the venerable "swim test" which defines conditions for safe swimming based on individual ability.

9. WEATHER CHECK

The risk factors in many outdoor activities vary substantially with weather conditions. These variables and the appropriate response should be understood and anticipated.

10. PLANNING

Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks and also anticipates contingencies that may require emergency response or a change of plan.

11. COMMUNICATIONS

The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.

12. PERMIT AND NOTICES

BSA tour permits, council office registration, government or landowner authorization, and any similar formalities are the supervisor's responsibility when such are required. Appropriate notification should be directed to parents, enforcement authorities, landowners, and others as needed, before and after the activity.

13. FIRST AID RESOURCES

The supervisor should determine what first aid supplies to include among the activity equipment. The level of first aid training and skill appropriate for the activity should also be considered. An extended trek over remote terrain obviously may require more first aid resources and capabilities than an afternoon activity in the local community. Whatever is determined to be needed should be available.

14. APPLICABLE LAWS

BSA safety policies generally parallel or go beyond legal mandates, but the supervisor should confirm and ensure compliance with all applicable regulations or statutes.

15. CPR RESOURCE

Any strenuous activity or remote trek could present a cardiac emergency. Aquatic programs may involve cardiopulmonary emergencies. The BSA strongly recommends that a CPR-trained person (preferably an adult) be part of the leadership for any BSA program. Such a resource should be available for strenuous outdoor activity.

16. DISCIPLINE

No supervisor is effective if he or she cannot control the activity and the individual participants. Youth must respect their leader and follow his or her direction.

In addition to these general rules, safety concerns in certain BSA activities, including most of the aquatics programs, have been specifically addressed in more detailed guidelines. All leaders should review and comply with such guidelines in the respective activities.

These include:

- Swimming (all in-the-water activity) - Safe Swim Defense, No. 34370
- Boating (all activity afloat) - BSA Safety Afloat, No. 34368
- Boardsailing BSA Award Application, No. 20-935
- Winter Sports - Health & Safety Guide, No. 34409, Guide to Safe Scouting, No. 34416
- Cycling - Bike Safe, Health & Safety Guide, No. 34409
- Skating - Health & Safety Guide, No. 34409
- Snorkeling - Safe Swim Defense, Snorkeling Award application, No. 19-176
- Guide to Safe Scouting, No. 34416
- Camp Health & Safety, No. 19-308
- Venturing Reference Guide, No. 25-202
- Waterskiing - Safe Swim Defense, BSA Safety Afloat, Camp Program and Property Management, No. 20-920, Section IV