



Cascade District – Life to Eagle Scout

Dear Unit Leaders:

On behalf of the Cascade District Advancement Committee, I would like to thank you for your efforts on behalf of the Scouts in your units. I would like to share some very important information with each of you, especially the Scoutmasters and Troop Advancement Chairmen, regarding one of your most challenging responsibilities – assisting a Scout to attain the highest rank in Scouting, the Eagle Scout Rank. In addition to the challenges facing both you and the Scout, this is one of the greatest achievements attainable by a young man in America and remains one of your greatest achievements as an adult leader in Scouting.

I realize for some Scout Leaders, this seems a bit like “preaching to the choir.” However, from the District’s prospective, based on the number of calls from Scouts, parents and unit leaders, there are still persistent questions about the process by which a Scout can achieve his Eagle rank and we see sufficient numbers of errors each year to warrant this review and outline of our District’s procedures. I hope this information will assist you, the parents of your units Scouts and the Scouts themselves.

There are however a few critical steps involved in the road from Life Scout to Eagle Scout and these may be easily accomplished with careful planning, awareness of the steps and process involved and careful counseling of the Scouts seeking the Eagle Scout Rank. Most of these guidelines are procedural and required by the Boy Scout Eleventh Edition, 2003 Boy Scout Requirements booklet, the National BSA Advancement Policies and Procedures Guide and some of them are based on the observations and reviews of our District’s Advancement Committee and Eagle Scout Review Board members. In most instances, the Scouts we review and observe are among the best Eagle candidates possible and

representative of the many fine Scouts throughout your Troops and our District. There is an excellent handout, which includes both the Eagle Scout Application and Service Project Workbook, available in the lobby of the Chief Seattle Council Office. The current issue of the Eagle Scout Leadership Service Project Workbook, 18-927C (2008 Revision), should be obtained by each Life Scout as he embarks on the final stages of his Eagle trail.

There are several of these procedures that must be followed carefully and fully. The members of the Cascade District Advancement Committee all stand ready to assist you in any way we can. The following are the key steps. As a reminder, we suggest that you carefully review them with each Life Scout as they prepare for the trail to Eagle Scout. Providing a copy for the Scout is also a very useful tool and resource for the Scout.

Eagle Scout Leadership Service Project Review and Approval

You should carefully discuss with each Scout his proposal for his service project. The Scout should then obtain the written approval of the Troop Leader as well as that of his unit advancement committee and the project's benefactor. **After** each of these reviews and written approval has been obtained, the Scout should then submit the service project proposal for the review and approval of the District's Advancement Committee. The Scout's Eagle Leadership Service Project **must be reviewed and written approval received prior** to the beginning of the actual service project. Often times, this document will become part of a long-term record of your Scout activity and leadership. As such, you want it to provide the best possible representation of your activities and it should be typed or prepared in computer generated form, carefully check your spelling, grammar and organization before you submit it for approval.

The District's approval of the proposed plan can be accomplished by submission of the plan to one of the following Committee members. We will review and return the proposed projects directly to the Scout, as quickly as possible. It would be very helpful if the Scout would include a self addressed, stamped, 8.5" X 11" envelope, in which we can return the project proposal. We also often conduct much of the review based on the Scout's submissions via the Internet, which reduces the need for the Scout to make several visits with the Board's members.

It is also worth noting that while the Board members are committed to work with all Scout applicants and are often asked for advice from unit leaders, unit committee members and parents of Scouts, the primary contact for questions involving the applicants proposal should be with

the Scout themselves. A major aspect of Scouting is the Scout's growth, independence, communications skills and leadership. This growth is best accomplished using the Scouting methods with the Scout themselves.

Please remember the Districts review and approval is required prior to the projects initiation and remind the Scout that this pre-approval of the service project does not constitute the District Eagle Board of Review's approval of the manner in which the project is eventually carried out. This means that the dates for the proposed project should not have been agreed to nor should any of the work attendant to the project be initiated prior to the Scout's receiving approval from the Cascade District.

Applicants should also be advised to allow for the time needed to review, amend or strengthen the Scout's proposal. Sometimes a Scout will contact the Board with a very short time remaining prior to their 18th birthday and leave the District with little or almost no time to conduct our review. Unfortunately, this is not the responsibility of the District and while we hate to see such an event, it is often an indication that the Scout may not be able to demonstrate the required level of planning or leadership to become an Eagle Scout. As noted below, we would like to have at least 30 days in which to review and approve ELSP proposals.

We also adhere to Scouting's Youth Protection plan and request that Scouts who visit with us are to be accompanied by either a parent or another Scout during their appointments with us.

The District's reviews of proposals for Eagle Scout Leadership Service Projects, our effort is directed by the BSA National Advancement Committee's Guide, Policies and Procedures booklet (Doc. 33088 2007 Revision). This guide clearly explains that we must address several key questions during our review. Additionally, the Scout is expected to discuss (in their report and before the Board of Review) the following information regarding their ELSP:

What is the project?

How does it benefit others?

Does the candidate's proposed project demonstrate leadership of others?

Does the Scout direct the project rather than do all of the work himself?

Will the project be of real value to the religious institution, school or community group?

Who from the group benefiting from the project may be contacted to verify the value of the project?

Who from the group benefiting from the project giving guidance?

Who will help carry out the project?

What materials are to be used and how will they be acquired?

Does the project follow the approved plan or were modifications needed to bring it to its completion?

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Eagle Scout Leadership Service Project Workbook, BSA Publication 18-927E, 2008 Revision) must be used by the Scout to document his Service Project. This workbook form can be obtained from the Chief Seattle Council office. The Eagle Scout applicant should retain his completed Workbook and other documentation covering his service project and bring it with him to review with the Eagle Scout Board of Review. It will be reviewed and discussed during the Scout's Board of Review.

References

The Scout's personal references are a very important aspect of the Scout's Eagle Application process. There are six (6) references blocks shown on the application under requirement number 2. All six spaces should be completed on the application and each of the completed reference forms (from the six named individuals listed on the Requirement 2 list on the Eagle Application itself) should be mailed directly to the District Advancement Chairman (Diane Pottinger, at her address as shown in the last paragraph of this outline) by those completing and submitting these references. We strongly recommend the Scout begin this process by forwarding copies of the personal

reference forms to those six individuals at the same time they prepare their written Eagle Scout Application. The Scout should also contact each of these applicants to insure they understand the importance of their reference and that they understand what is expected of them in the Scout's application process.

These letters of recommendation are required to be reviewed by the Advancement Committee. Should the Scout's letters of reference not be received by the Advancement Chairperson, the applicant's Board of Review will not be scheduled. If these references are not received in a timely manner, the District Advancement Chair will contact each of the references with a follow-up telephone call.

Age Limitation

All work on the Eagle Scout Leadership Service Project by the Eagle Scout candidate must be finished and completed while they are Life Scouts. All requirements must be completed and his application submitted to the Council Office before the applicant's 18th birthday.

In order to insure that Scouts are able to successfully plan, prepare and submit their Eagle Leadership Service Project proposal to the District's Advancement committee members with no less than 30 days remaining before the Scout's 18th birthday. Without at least this much time remaining before the Scout turns 18, there generally will not be sufficient time for the Scout to submit and insure timely acceptance of both his proposed project, receive written approval for the project and be able to complete the project itself.

Quality Applications

In this one area, we recommend that your counseling include a discussion of the importance and value of a quality presentation of the Scout's application. This would include type written or pen preparation of the Eagle Scout application and completion of the Service Project Workbook and having any other reports or notes completed with a typewriter or computer printer. Spell checking is important. Sometimes the Scout does not realize this application will serve as a lasting record of his achievement and personal growth.

Eagle Scout Rank Application

When the Scout has completed all rank requirements and obtained your unit signatures, the Eagle Scout Application should be sent to the Chief Seattle Council office for verification with their advancement records.

Requirement #6 should be mailed to the District Advancement Chairman, Diane Pottinger (Unit leaders should keep photocopies of these documents for your records. The Scout should also maintain his completed Eagle Scout Leadership Service Project documentation and bring it with him, for presentation, at his board of review. Only the latest version of the Eagle Scout Rank Application will be accepted. Currently this is the BSA Application Form no. 58-728, 2008 Revision. The Scout should also have copies of all their signed merit badge applications (the 'blue cards') and those cards brought by the Scout to the District's Eagle Board of Review.

The Eagle Rank Board of Review

When the District Advancement Chairperson has received the Eagle Scout Rank Application from the Council, she will contact the Scout to schedule a Board of Review. The Eagle Review Board will be comprised of two adult leaders from your troop and one representative from the District Advancement Committee. The national guidelines do not allow unit leaders or assistants, relatives or guardians to serve as members of the board.

Cascade District Eagle Scout Boards of Review are held on the eastside, generally on 1st and 3rd Thursday evenings. We are currently holding our Eagle BOR's at the Bellevue City Hall and generally schedule our boards at either 7:00 or 8:00pm.

The applicant should also be reminded that their Eagle Scout Court of Honor may not be conducted until after recommendation action of the District's Board of Review has been approved by both the Chief Seattle Council Executive and returned from the BSA National Office.

A few other reminders about the Cascade District's Eagle Scout Board of Review should also be mentioned at this time.

The Eagle Boards needs adults from the Scout's unit to participate and serve as members of our Boards – usually two adults are requested from the Scout's unit. These adults may not include either the Scout's unit leader, assistant unit leaders or parents. While we encourage the Scoutmaster or other registered Leader to introduce the applicant to the Board, they may stay in the room during the Board only as observers and may not take any other part in the Boards review.

The Eagle Scout Board of Review constitutes a formal procedure. We expect the Scout will be on time, in complete Scout uniform and prepared for their Board of Review. It will ask meaningful and thoughtful questions

of the applicant. These questions do not constitute a test, but will serve to determine the Scout's aptitude and fitness to represent Scouting's highest achievement. As such the Scout should appear in complete uniform and expect to demonstrate his fulfillment of both the Scout Oath and Law through his discussions with the Board. The Scout should also bring their Eagle Scout Leadership Service Project report with them to review with the Board of Review.

The Cascade District Advancement Committee members wish you and the Scouts in your Troop well on their trail to Eagle Scout. We also welcome any suggestions or comments you have about any aspect of this outline or other District Advancement activity. Thanks for your attention and interest in this important aspect of our District's Scouting program.

Mrs. Diane Pottinger
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ADDITIONAL UNIT LEADERS NOTES REGARDING THE LIFE TO EAGLE PROCESS:

It is incumbent on all leaders in Scouting to keep abreast of the changes in requirements and be counseling Scouts with the latest in information and resources. In this process there are several tools you can use and ways in which the District Advancement Committee feels you can serve your Scouts and Units in this regard. We recommend:

Copy the Life to Eagle Process and provide it to all Scouts and Parents in your unit as they achieve their Star and Life Scout ranks.
PLEASE FEEL FREE TO COPY AND DISTRIBUTE COPIES OF THIS INFORMATION TO THE LIFE SCOUTS (AND THEIR FAMILIES) IN YOUR UNIT. THIS HANDOUT IS INTENDED TO ANSWER THE MOST FREQUENTLY ASKED QUESTIONS AND TO CLARIFY OUR DISTRICT'S PROCEDURES.

Use and recommend the various web site resources regarding the Eagle Scout advancement. These include:

THE BSA'S WEB SITE DISCUSSES THE EAGLE SCOUT LEADERSHIP SERVICE PROJECT GUIDELINES AND THE 12 STEPS FROM LIFE TO EAGLE. THIS IS AN INVALUABLE OUTLINE AND WRITTEN FOR THE SCOUT TO USE IN THEIR PREPERATION FOR THEIR APPLICATION AND PROJECT PLANNING.

[HTTP://WWW.BSA.Scouting.org/BOYSCOUTS/EAGLEPROJECT/12STEPS.
HTML](http://www.bsa.scouting.org/boyscouts/eagleproject/12steps.html)

I ALSO ENCOURAGE YOU AND YOUR SCOUT TO REVIEW THE EXCELLENT
LIFE TO EAGLE INFORMATION AVAILABLE ON THE WEB SITE MAINTAINED
BY BOB EVANS, CHAIRMAN OF THE NORTHLAKES DISTRICT
ADVANCEMENT COMMITTEE, AT [HTTP://WWW.EAGLESCOUT.ORG](http://www.eaglescout.org)

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