

***A GUIDE TO***  
**The Twelve Steps You Must Follow...**  
**From Life to Eagle**



**Northeastern Pennsylvania Council  
Boy Scouts of America  
Council Advancement Committee**

## STEP 1

### COMPLETION OF ALL REQUIREMENTS

In order to advance to the rank of Eagle Scout, you must complete all requirements of:

#### **Tenure**

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.

#### **Scout Spirit**

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

#### **Recommendations/References**

List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, employer (if any), and 2 other references.

These references should speak directly to the aspect that they refer to in your life. For example, the parent reference should discuss the kind of family member you are; the educational reference should speak to your academic record and the kind of student you are; the employer reference should note your performance as an employee. The other 2 references may be more general and refer to your general character and how you live up to the Scout Oath & Law in your daily life.

***Religious Recommendation:*** Your religious recommendation must explain how you have done your duty to God and been reverent in living your life. If you are affiliated with an organized religion, your religious recommendation should be provided by an official of the religious organization. If you do not know an official of your religious organization well enough to request a recommendation, your parent or guardian may provide your religious recommendation. If you are not affiliated with an organized religion, your parent or guardian must provide this recommendation. In sum, only an official of your religious organization or your parent or guardian can provide a religious recommendation for you. And, if your parent or guardian provides your religious reference, they must also prepare a separate parent/guardian reference, the 2 letters cannot be combined.

#### **Merit Badges**

Earn a total of 21 merit badges, including the following:

- a. First Aid
- b. Citizenship in the Community
- c. Citizenship in the Nation
- d. Citizenship in the World
- e. Communication
- f. Cooking
- g. Personal Fitness
- h. Emergency Preparedness OR Lifesaving
- i. Environmental Science OR Sustainability
- j. Personal Management

k. Swimming OR Hiking OR Cycling

l. Camping

m. Family Life

\* As of July 1, 2022, Citizenship in Society will also become a required merit badge. However, the total number of badges needed will still remain at 21.

You must choose only one merit badge listed in items h, i, and k. If you have earned more than one of the badges listed in items h, i, and k, choose one and list the remaining badges to make your total of 21.

### **Positions of Responsibility**

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

**Scouts BSA Troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide.

**Venturing Crew.** President, vice president, secretary, treasurer, quartermaster, chaplain aide, historian, den chief, guide, outdoor ethics guide.

**Sea Scout ship.** Boatswain, boatswain's mate, purser, yeoman, storekeeper, crew leader, media specialist, specialist, den chief, chaplain aide.

**Lone Scout.** Leadership responsibility in your school, religious organization, club, or elsewhere in your community.

### **Service Project**

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 must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 2021c. in meeting this requirement. (To learn more about the Eagle Scout service project, see the *Guide to Advancement 2021* (available at [www.scouting.org/advancement](http://www.scouting.org/advancement)) topics 9.0.2.0 through 9.0.2.16.)

### **Ambitions and Life Purpose Statement**

You will need to write and attach to your Eagle Scout Rank 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.

### **Unit Leader Conference**

You must take part in a conference with your unit leader.

### **Eagle Scout Board of Review**

You must successfully complete an Eagle Scout board of review.

## Notes

### **AGE REQUIREMENT ELIGIBILITY**

All Scouting awards, merit badges, badges of rank, and Eagle Palms are only for registered Scouts, Lone Scouts, and qualified Venturers or Sea Scouts who are not yet 18 years old. Venturers and Sea Scouts qualify by achieving First Class rank as a Scout or Lone Scout. The only exceptions for those older than age 18 are related to Scouts registered beyond the age of eligibility (*Guide to Advancement 2021* “**Registering Qualified Members Beyond Age of Eligibility,” 10.1.0.0**) and those who have been granted time extensions to complete the Eagle Scout rank (*Guide to Advancement 2021* “**Time Extensions,” 9.0.4.0**).

An Eagle Scout board of review may occur, without special approval, up to 24 months after a Scout’s 18th birthday. To hold a board beyond 24 months after the 18<sup>th</sup> birthday, the candidate, the candidate’s parent or guardian, the unit leader, or a unit committee member must submit a Belated Rank Application (*Guide to Advancement 2021* “**Belated Rank Application,” 11.3.0.0**).

### **Time Extensions**

If the requirements for the Eagle Scout rank will not be able to be completed before the 18<sup>th</sup> birthday due to circumstances beyond the candidate’s control, a request may be made for a limited extension of time within which to complete the requirements. Such extensions are rarely granted and are available only for the rank of Eagle Scout. The BSA procedures to be followed in requesting a time extension are explained in detail in the (*Guide to Advancement 2021* “**Time Extension” 9.0.4.0** and “**Process for Submitting and Evaluating an Extension Request” 9.0.4.1**.)

## **Advancement in Scouts BSA for Scouts with Special Needs**

### ***Alternative Merit Badges for Eagle Scout Rank***

Though individual requirements for Eagle Scout rank merit badges may *not* be modified or substituted, youth with special needs may be approved for alternative badges they *can* complete. The policy governing the granting of such approval is explained in the *Guide to Advancement 2021*, 10.2.2.3 “**Alternative Merit Badges for Eagle Scout Rank.**”

### ***Approval for Special Needs Eagle Candidates Over Age 18***

Individuals over age 18, properly approved by the council executive board to register beyond the age of eligibility, may apply for the Eagle Scout rank. Since they are considered youth members for as long as they are so registered, they do not need a time extension; nor is special permission needed for an Eagle Scout board of review that is held more than 24 months after the 18<sup>th</sup> birthday. More information on this topic is available in the *Guide to Advancement 2021*, 10.2.2.4 “**Approval for Special-Needs Eagle Candidates Over Age 18.**”

**STEP 2**  
***EAGLE SCOUT SERVICE PROJECT WORKBOOK, NO. 2021c***

Using the *Eagle Scout Service Project Workbook*, BSA Publication No. 2021c, you must:

- Select your service project.
- Complete the **Eagle Scout Service Project Proposal** found on Proposal Pages A through H of the *Eagle Scout Service Project Workbook*, No. 2021c.
- Have your completed **Eagle Scout Service Project Proposal** reviewed and approved by your unit leader, a member of your unit committee, and a representative of the beneficiary of the project. Next, you must submit your proposal to the council registrar who will arrange for a member of the council advancement committee to approve it. You can e-mail the proposal (Proposal Pages A through H) to the council registrar (eagleproject@nepabsa.org); mail it to Northeastern PA Council, BSA Attn: Council Registrar 72 Montage Mountain Road Moosic, PA 18507; or drop it off at the Scout Service Center.
- Complete the **Eagle Scout Service Project Final Plan** found on Project Plan Pages A through F of the *Eagle Scout Service Project Workbook*, No. 2021c.
- Submit to the council registrar the **Eagle Scout Service Project Fundraising Application** found on Fundraising Application Pages A and B of the *Eagle Scout Service Project Workbook*, No. 2021c if you will be seeking funds to purchase materials **and/or** donations of materials/supplies for your project from any source other than the project beneficiary, your parents or relatives, your unit or its chartered organization, or parents or members in your unit. You can e-mail the fundraising application to the registrar (eagleproject@nepabsa.org); mail it to Northeastern PA Council, BSA Attn: Council Registrar 72 Montage Mountain Road Moosic, PA 18507; or drop it off at the Scout Service Center.
- When your service project is finished, complete the **Eagle Scout Service Project Report** on Project Report Pages A through C of the *Eagle Scout Service Project Workbook*, No. 2021c.

The Northeastern Pennsylvania Council Advancement Committee has developed a Guide to *Planning, Developing, and Carrying Out Your...Eagle Scout Service Project* to inform Life Scouts how to use the *Eagle Scout Service Project Workbook*, No. 2021c. You can download this guide by clicking on the “Advancement and Awards” section of the council website ([www.nepabsa.org](http://www.nepabsa.org)) and selecting the “*The Trail to Eagle Scout*” link.

You can download the official fillable PDF version of the *Eagle Scout Service Project Workbook*, No. 2021c by clicking on the “Advancement and Awards” section of the council website ([www.nepabsa.org](http://www.nepabsa.org)) and selecting the “*The Trail to Eagle Scout*” link.

### STEP 3 EAGLE SCOUT RANK APPLICATION

You must complete all requirements for the Eagle Scout rank, except the Eagle Scout board of review, *prior to* your 18th birthday. When you have completed all Eagle Scout requirements, you must fill out the Eagle Scout rank application (No. 512-728). A fillable PDF Eagle Scout rank application can be downloaded from the council website ([www.nepabsa.org](http://www.nepabsa.org)) by clicking on the “Advancement and Awards” section and selecting the “*The Trail to Eagle Scout*” link.

Here are some things to keep in mind as you complete your Eagle Scout rank application:

1. Print in ink or type all information requested on the form.
2. Spell your name accurately. The way you spell your name is the way it will be spelled on your official Eagle Scout certificate.
3. Make certain all required signatures appear in the proper places on the application.
4. Be sure all required dates have been listed in the proper places and that they are accurate.
5. You must list the names of individuals you know personally who would be willing to provide a recommendation in support of your Eagle Scout rank application. You are to inform these individuals that you will be listing them as references before including their names on your application. The council advancement committee has designated your unit committee as being responsible for collecting your references. You are not to be involved with this process. Finally, if after a reasonable effort no response can be obtained from certain references, your Eagle Scout board of review must be held without them.

***IMPORTANT: Please refer to and re-read the information in Step 1 (page 1) under the “Recommendations/References” section for more specific information and detail on the recommendations.***

6. You need to make clear which twenty-one merit badges you earned to complete the Eagle Scout merit badge requirement. In section 7 (emergency preparedness or lifesaving) and section 8 (environmental science or sustainability) you must cross out one of the merit badges. If you earned the other merit badge listed in sections 7 and/or 8, you may enter that (or those) badge(s) in sections 14 through 21. In section 10 (cycling or hiking or swimming) you must cross out two of the merit badges. If you earned one or both of the other merit badges listed in section 10, you may enter that (or those) badge(s) in sections 14 through 21. **Merit badges 14 through 21 should be listed in the chronological order in which they were earned with badge 14 being the badge earned on the earliest date.**

*\* As of July 1, 2022, Citizenship in Society will also become a required merit badge. However, the total number of badges needed will still remain at 21.*

7. After you submit the application to the Scout Service and Training Center, the council registrar will check council advancement records to ensure that you are a registered member of your unit and that the information provided on your application is accurate. If warranted, the registrar will sign the application approving its accuracy.

#### **STEP 4 UNIT LEADER/COMMITTEE CHAIR SIGNATURES**

Your unit leader and unit committee chair must sign your Eagle Scout application in the proper places before you submit the application to the council registrar at the Scout Service and Training Center. If your unit leader and/or unit committee chair will not approve your Eagle Scout application by signing it, you can initiate an Eagle Scout board of review under disputed circumstances by following the BSA advancement policy guidelines listed below.

**Note:**

**Initiating an Eagle Scout Board of Review Under Disputed Circumstances**

BSA advancement policy provides for initiating an Eagle Scout board of review under disputed circumstances as follows:

*It is indicated when a unit leader or committee chair does not sign the application, if a Scoutmaster conference is denied, if it is thought a unit will not provide a fair hearing, or if the unit leader or project beneficiary refuses to sign final approval for what might be considered a satisfactory service project (see Guide to Advancement) 2021 “Evaluating the Project After Completion,” 9.0.2.13).*

*If a unit leader or committee chair does not agree a Scout has met the requirements, then before a board of review is held, he or she should confer with the Scout and his or her parents and come to an understanding of all viewpoints. Guidance should also be sought from the district or council advancement chair to assure expectations are not more than are actually required. If the leader or chair remains unconvinced, then they may deny approval of the Eagle Scout Rank Application. In this case, the application, along with a letter explaining the reasons for denial and the right to request a board of review under disputed circumstances, is returned to the Scout or his or her parent or guardian, who may then choose to request a board of review under disputed circumstances.*

*In any case, if a Scout or his or her parent or guardian has legitimate concern that a unit cannot deliver a fair hearing, one of them may write a letter explaining the reasons and request a board of review under disputed circumstances. The letter is attached to the completed Eagle Scout application and sent with the service project workbook to the council service center. The council advancement chair or staff advisor, or other designated volunteer or professional, should notify the unit leader or unit committee chair that the request has been received and then guide the process through the council or district advancement committee according to local practices. After the board has met, the unit leader or committee chair should be informed of the decision. (Source: Guide to Advancement - 8.0.3.2 Initiating Eagle Scout Board of Review Under Disputed Circumstances)*

## STEP 5 PREPARING YOUR APPLICATION FOR SUBMISSION TO THE COUNCIL SCOUT SERVICE AND TRAINING CENTER

When your Eagle Scout application is received at the Scout Service and Training Center, its contents will be reviewed. Here are some things to keep in mind as you prepare to submit your application to the center:

1. It is expected that the application and all accompanying materials be secured in a three-ring binder with your name and unit number on the front cover. This binder will be returned to you after your Eagle Scout board of review.
2. You must include the fully completed “Contact Information” sheet which is page B of the Proposal section of the official *Eagle Scout Service Project Workbook*, No. 2021c
3. Before submitting your application binder, you and your unit leader **must** complete the **“COMPLETED EAGLE SCOUT APPLICATION & BINDER CHECKLIST.”** This checklist can be retrieved from the council website ([www.nepabsa.org](http://www.nepabsa.org)) by selecting “Advancement and Awards” on the home page menu, clicking on “The Trail to Eagle Scout” on the next page, and clicking on “Eagle Application Process Checklist” on the next page. Completing the checklist should ensure that you submit a properly filled out application and the required supporting materials.

## STEP 6 SERVICE PROJECT INFORMATION INCLUDED IN APPLICATION BINDER

The following Service Project information should be included in your finished binder:

1. Your original **“Eagle Scout Service Project Proposal”** write up and signature approval pages (Project Proposal Pages B through H of the official *Eagle Scout Service Project Workbook*, No. 2021c, as produced by the Boy Scouts of America).
2. Your completed **“Eagle Scout Service Project Final Plan”** (Final Plan Pages A through F of the official *Eagle Scout Service Project Workbook*, No. 2021c). ***If you did not complete this plan, be prepared to prove to your Eagle Scout board of review that your planning was sufficient for an Eagle Scout service project. The board of review may not recommend you for Eagle Scout rank if you cannot show that you engaged in sufficient planning for the project. A completed “Final Plan” will be an easily reviewed record of your planning that you can show your board of review.***
3. Approved **“Eagle Scout Service Project Fundraising Application,”** if applicable, (Fundraising Pages A and B of the *Eagle Scout Service Project Workbook*, No. 2021c.)
4. Your completed and signed **“Eagle Scout Service Project Report”** (Project Report Pages A through C of the *Eagle Scout Service Project Workbook*, No. 2021c).

## **STEP 7**

### **REFERRAL OF MATERIALS TO THE EAGLE SCOUT BOARD OF REVIEW**

After the contents of your Eagle Scout application have been verified by the council registrar, your application, completed *Eagle Scout Service Project Workbook* materials and sealed reference letters will be forwarded to the chair of the Eagle board of review. The council registrar will ensure that you are informed in writing (usually via email) regarding when your board will be held. Eagle Scout boards of review are held the third Wednesday of every month except July. If you hope to have a review during a particular month, you should submit your Eagle Scout binder to the registrar at least 14 days before the third Wednesday of that month.

## **STEP 8**

### **COMPOSITION OF THE EAGLE SCOUT BOARD OF REVIEW**

Your Eagle Scout board of review will have at least three, but no more than six members. One member will serve as chair for your review. No leader or assistant leader from your unit or relative or guardian of yours may serve as a member of your board. Although members of your board might not be registered in Scouting, they will understand the importance and purpose of the Eagle Scout board of review.

## **STEP 9**

### **YOUR EAGLE SCOUT BOARD OF REVIEW**

Here are some thoughts to keep in mind about your Eagle Scout board of review:

1. The board will make every attempt to begin your review at your scheduled time, so please be on time. Understand, however, that unavoidable delays may occur that will throw your board off schedule.
2. You should be neat and professional in appearance. Your full uniform (including merit badge sash) should be as correct as possible with all badges worn properly.
3. When you enter the room in which your Eagle Scout board of review will occur, the chair will ensure the board members are introduced. Your unit leader will introduce you to the members of the board and should remain in the room. Your unit leader will not participate in the review, but may be called upon to clarify a point in question.
4. No relative or guardian of yours may attend your review, even as a unit leader.
5. The chair will ask that you begin the review by leading those present in a Scout opening ceremony which includes the Pledge of Allegiance, the Scout Oath, and the Scout Law.

6. The chair will then tell you how the review will be conducted.
7. Each board member will spend time asking you questions he or she has prepared. There are no defined sets of questions board members use. The questions they will ask you are designed to ensure that you have participated fully in the Scouting program and are a good citizen, of high character, and mentally and physically fit. The rank of Eagle Scout is the highest Scouting award you can achieve and, consequently, the board will engage in a thorough consideration of your successes and experiences in Scouting.
8. When the board members have completed questioning you, your unit leader will be asked to speak in support of your Eagle Scout candidacy.
9. After your unit leader addresses the board on your behalf, you and your unit leader will be asked to leave the room while the board members decide whether to recommend you to the National Advancement Team for the rank of Eagle Scout. Your Eagle Scout candidacy will be approved only if your board's decision to approve it is unanimous.
10. When the board has made its decision regarding your Eagle Scout candidacy, you and your unit leader will be asked to return to the room. **No one else may return with you.** The chair will inform you of the board's decision.
11. If you have been successful in meeting the requirements for Eagle Scout, a member of the board of review will administer the Eagle Scout Oath to you. Also, you will be given certain Eagle Scout related materials, and a photo of you will be taken for the Council's archives.
12. If your board of review has concerns about recommending you for Eagle Scout rank, it could extend your board to another date. In such a case, the board would give you a written explanation of how to address its concerns. If you are asked to return for another board session, an attempt will be made to have you meet with the same members of your initial board of review. If your board of review decides not to approve your Eagle Scout candidacy, the chair will tell you how you can appeal the decision.

## **STEP 10**

### **IMMEDIATELY AFTER YOUR EAGLE SCOUT BOARD OF REVIEW**

Immediately after your Eagle Scout board of review your Eagle Scout application and reference letters will be returned to the council registrar. The reference letters will be destroyed.

## STEP 11 SCOUT EXECUTIVE SIGNATURE

After your Eagle Scout application is returned to the council registrar, the council Scout Executive will sign it to certify that the procedures presented in the *Guide to Advancement 2021* have been followed in reviewing your application and that the Eagle Scout board of review has recommended you for Eagle Scout rank.

## STEP 12 APPLICATION IS SENT TO THE NATIONAL ADVANCEMENT PROGRAM TEAM

Once the Scout Executive signs your application, it will be filed with our local council and sent electronically to the National Advancement Program Team. The National Advancement Program Team will validate the application and generate your Eagle Scout credentials. BSA staff members will then mail your Eagle Scout certificate, pocket card, and congratulatory letter to our council. **The council registrar will notify your unit leader when these materials arrive at the council service center. Your Eagle Scout court of honor should not be held beforehand.**

*(It is noted that much of the information presented in this guide consists of text paraphrased or copied verbatim from the BSA Guide to Advancement 2021 and the Eagle Scout Service Project Workbook, No. 2021c publications.)*

