

The Eagle Process within our District closely follows the Grand Canyon Council procedures, as laid out in the **Guide to Advancement**. There are a few caveats to meet our local needs. Please use the following guidance in our District:

When starting the Eagle process, first refer to the Council's Eagle Website under **SCOUTER RESOURCES** (<https://www.grandcanyonbsa.org/>)

**CURRENT FORMS/WORKBOOKS:** The **Guide to Advancement** mandates that we use current forms and workbooks. **Be careful**, as many older/obsolete versions can be mistakenly found when browsing the internet.

**LEGEND OF ABBREVIATIONS USED:**

**DACC** – District Advancement Committee Chair (oversees all Advancement procedures)

**EBC** – Eagle Board Chairman (District Leader on the Advancement Committee appointed to oversee operational and administrative functions of the Eagle Board Process)

**EBM** – Eagle Board Member

**EBOR**—Eagle Board of Review

**EBORC**—Eagle Board of Review Chairman (the appointed leader that conducts your EBOR)

**EBORM** – Eagle Board of Review Member (leaders over age 21 that sit on your EBOR)

**EC** – Eagle Candidate (A Life Scout pursuing the Eagle Rank)

**EM** – Eagle Mentor/Adviser (Unit level expert in the Eagle Process that guides the Scout through the process from Life to Eagle. Not necessarily the person the Scout awards the Mentor Pin to at the Eagle Court of Honor)

**EPA** – Eagle Project Approver (District level position on the Eagle Board) Approves Scout's Project Proposal BEFORE it can be started.

**EPC** – Eagle Project Coach (Council/District/Unit subject matter expert (SME) that can assist Scout with various aspects, often technical, of the project. Optional)

**VF** – Eagle Rank Application/Packet Verifier (Council approved position, appointed by the District Advancement and Eagle Board Chairs—represents Council in many areas noted in the Guide to Advancement)

**After you have reviewed the Council guidance on the Eagle Process, refer to these**

**instructions** (please realize these are generic for the District and certain circumstances may necessitate reasonable changes or modifications—if in doubt, consult the EBC or DACC. They will contact the Council Advancement Chair for you, if necessary):

**DISTRICT GUIDANCE:**

1. **EAGLE PROJECT APPROVER (EPA).** BEFORE a Scout starts the Eagle Project, APPROVAL must be received from the District/Council. There are two main ways to find an EPA:
  - a. At our Roundtables (scheduled each month on the 1<sup>st</sup> Thursday, with few exceptions), from 7:30-8 p.m. EPAs from the Advancement Committee will be available to discuss with a Scout and parent(s) the Proposal for the Eagle Project.

(Check the District Calendar/Events Page before coming to ensure a live Roundtable is being held for the month).

If a Scout is unable to come to Roundtable, a list of EPAs, can be found at this link on our District Website: <https://drive.google.com/open?id=1cYgv-TvjKrpLdBruVETabyPshFlqdhIqouTZYrze0Es>

## 2. BASIC PROCESS (supplements guidance provided on the Council website):

- a. **MEET THE EM.** Generally, you are introduced to your Unit's EM after a successful Life Scout Board of Review, but no later than your Life Scout Court of Honor. The Eagle process and resource materials are reviewed.
- b. **PROJECT HOURS LOG.** All hours expended for your project count from initial discussions, to proposal, planning and execution. KEEP A DETAILED LOG of every hour expended. If you complete something related to the project, take the number of people present, times the hours spent, and get the total hours for the specific meeting or event to log. When complete with your Project, you will add up all the hours for your Project and annotate them in your Project Workbook and Application Requirement #5.
- c. **PROJECT APPROVAL GUIDANCE:** First, you sign the Candidate's Promise on Proposal Page E. You will then coordinate and gets approvals/signatures from the Unit Leader, Unit Committee, and Beneficiary (listed sequence of signatures recommended, but not required). You will then meet with an EPA. If the Project meets the standards/requirements of an Eagle Project, the **EPA will provide the final signature** indicating it has been approved.
- d. **REMEMBER: YOUR PROJECT MUST BE APPROVED BY THE EPA BEFORE YOU COMMENCE ACTUAL WORK ON IT.**
- e. If **SIGNIFICANT CHANGES occur to the approved project** wherein it is quite different than the original project approved, you should confer with the EPA for an amended/modified or new approval.
- f. **FUND RAISING.** If the cost of the project will exceed \$500, the "Eagle Scout Service Project Fundraising Application" should be reviewed and completed if applicable. It must be approved by a Council Representative, usually the District Executive or a Council Advancement Committee member (it can be found in the Eagle Project Workbook).
- g. **COMPLETE YOUR PROJECT.**
- h. **BENEFICIARY/UNIT LEADER SIGNATURES.** Make absolutely sure that you have signed off the second Candidate's Promise and acquired the Beneficiary's and (usually) the Scoutmaster's Project (completion) Approvals on Project Report Page C of the Project Workbook. **Do NOT acquire these signatures before the project is completed.**
- i. **ASSEMBLE YOUR PACKAGE:** Once all Eagle Requirements have been completed, assemble your Rank Application and Project Workbook into a neat, presentable package (most place it in a one inch, three-ring-binder).
- j. **ADVANCEMENT RECORDS.** Once all your Merit Badges and other advancement materials have been recorded by your Unit Advancement Chair, he/she can provide you a copy of the Council's *Internet Advancement Summary*, or a

“synchronized copy” of your *Scout Book Advancement Summary* (identified with a QR code on the report). Use this summary to fill in dates/information required on the *Eagle Scout Rank Application*. It is recommended that you include it in your packet for the Council Verifier’s use to show where you got your information for the Application.

- k. **REFERENCE LETTERS.** You will list five to six acquaintances/leaders on your Rank Application who you request to write you a letter of recommendation (Rank Application requirement #2). If you have no Religious Reference, a parent’s name can be entered. Give/send the references/people listed the form letter found in the Council instructions (<https://www.grandcanyonbsa.org/eagle-scout-process/>) and have them return it to you in a sealed envelope, OR mail OR give it to your Scoutmaster or Committee Chair. You are not to open the letters. You or they will add them to your completed Eagle packet. If the letters are not received before turning in your packet to the VF, they can be delivered at the actual EBOR to the EBC/EBORC. Reference letters must match reference names listed on your Eagle Rank Application. It is OK if all are not returned in time for the EBOR.
- l. **UNIT LEADER/SCOUTMASTER CONFERENCE.** Don’t forget Application Requirement #6. Complete it after your Life Board of Review, but before your EBOR. Enter the date completed.
- m. **REVIEW YOUR PACKAGE.** When you have completed ALL requirements for the Eagle Rank, ensure you, your Unit Leader, and your Unit Committee Chair have reviewed and signed the Eagle Rank Application (second or back page).
- n. **A SCOUT IS COURTEOUS. Consider making a “courtesy” call or visit with the EPA** that originally approved your project and let him/her know you completed the project as approved. You may want to share your completed workbook so they can learn of your successes. It helps them to learn of any challenges you had so they can provide even better advice when they approve projects for Scouts that come next. The EPA may have some guidance to help you prepare for your EBOR. With all in order, your EPA or unit leaders can suggest a Council VF for you to drop your packet off to. You can also select a VF from the District Eagle Board List: <https://grandcanyonbsa.wixsite.com/sonoransunset/eagle-information>
- o. **CHECK CALENDAR FOR THE NEXT EBOR.** Review the District Calendar/Events Page for upcoming EBORS:  
<https://grandcanyonbsa.wixsite.com/sonoransunset/eagle-information>
- p. **NO LATER THAN TWO WEEKS** before the desired, scheduled District EBOR, make an appointment with and deliver your Eagle Rank Application/reference letters/Statement of Ambitions and Life’s Purpose/Project Workbook to a Council VF. Take a parent or leader(s) with you (observing two-deep leadership requirements). The VF may ask a few questions to ensure all materials are included. The VF will then take the packet from you for the verification process. This is NOT your EBOR.

- q. **ONE WEEK BEFORE EBOR.** If all is confirmed correct and ready for the EBOR, the VF will deliver your packet to the EBC, who will contact you and a parent (via email addresses on your application and/or phone numbers). If, due to unforeseen circumstances, you cannot attend the EBOR you are scheduled for, you can request an alternate date from the EBC or his Assistant.
  - r. **Your Unit EM should assist with any final EBOR preparation,** or Life to Eagle process questions. If your unit does not have an EM, Scoutmasters and Advancement Committee Members should help.
  - s. **SCOUT HANDBOOK.** It is recommended to bring your Scout Handbook to the EBOR (like all Boards of Review). The EBORC will sign it off after successful completion of the EBOR. If you forget, it is OK.
  - t. **After the EBOR,** your Eagle Rank Application and a Council Checklist created by the VF are forwarded to the Council HQ, then on to BSA National HQ for processing (so make sure they are neat and readable). The “confidential” Letters of Recommendation are retained, but later shredded/disposed of by the EBOR when the processing is complete. After your EBOR, the rest of your Eagle Packet will be returned to you for your safe keeping and to inspire great memories of the noteworthy leadership and service you accomplished.
3. **OFFICIAL DATE YOU BECOME AN EAGLE** (or any other Scouting rank) is the date you pass your Board of Review, not the Court of Honor date.
  4. **WHAT’S NEXT?** To help plan your Eagle Court of Honor, refer to our District Eagle Information page and download the “**WHAT’S NEXT**” packet in the *After My Board* section: <https://grandcanyonbsa.wixsite.com/sonoransunset/eagle-information>
  5. **EXPECT 4-6 WEEKS** for mailed approval notification of your Eagle Rank Application from National BSA. If you have not received notification in that timeframe, contact the EBC for assistance. It is recommended that you not schedule an Eagle Court of Honor until you have received notice that your Application has been approved and recorded. The notification letter/card will authorize you to purchase Eagle Rank uniform materials and applicable pins/badges.
  6. **WELL DONE!** If any additional assistance is needed at ANY POINT during the process, feel free to contact the EBC or DACC.