

# 2006

# OCCONEECHEE COUNCIL



JANUARY 2006 EDITION

## INTRODUCTION

All adults deserve a clear understanding of their role in helping our scouts along the Life-to-Eagle Trail. A volunteer's failure in his/her responsibilities can be devastating. The Occoneechee Council Advancement Committee provides this guide to help units and volunteers understand the national requirements and how to apply them. The Boy Scouts of America publishes *Advancement Committee Policies and Procedures* (**available for purchase at the Scout shop**). It lists the requirements and procedures for earning the Eagle rank. Some parts are clear and precise; others permit more than one interpretation. The national office maintains control over fundamental elements that apply to all scouts. It delegates other judgments to the council, the district and the unit so they may deal fairly with each candidate as local circumstances require. The policies and procedures of Occoneechee Council have been reviewed and approved by the national office.

The council office provides this *Adult Scouter's Guide* to volunteers in the Life-to-Eagle program at no charge, and electronically at [www.campdurant.com](http://www.campdurant.com). Please share this material with your unit.

***The Occoneechee Council Advancement Committee***

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## DEFINITIONS USED IN THE LIFE-TO-EAGLE GUIDE

- APPEALER:** ..... A scout, or one acting on his behalf, who appeals an unfavorable decision by an Eagle board, district or council advancement committee.
- BOARD:** ..... Any board of review convened to review the qualifications of one or more Eagle candidates.
- COURT OF HONOR:** . A formal ceremony to present the Eagle Scout rank to a new Eagle Scout.
- DISTRICT EAGLE COMMITTEE:** The district committee that receives the Eagle packet from the council Eagle Service Desk; responsible for creating Eagle boards of review.
- EAGLE DESK:** ..... The **department** at the council office that receives, logs, processes and mails all Eagle applications; and receives and logs the letters of reference.
- EAGLE PACKAGE:** .. The Eagle application, the project workbook, statement of life purpose including a list of honors and awards, and letter from the project recipient.
- FAMILY MEMBER:** ... Any person related to an Eagle Scout candidate by blood or marriage, including parents, step-parents, grandparents, aunts, uncles or guardians.
- LEADER:** ..... The scoutmaster of the troop, or advisor of the post or crew, in which the Eagle candidate is registered.
- LETTER:** ..... A confidential letter written by the scout's reference to verify whether he lives the Scout Oath and Law in his daily life.
- REFERENCE:** ..... A person listed under Requirement #2 of the Eagle Rank Application who is not related to the candidate, nor one of the candidate's unit leaders.
- SCOUT:** ..... A Life Scout, less than 18 years old, working at any stage of the Eagle process.

*Changes or clarifications for 2005 are marked in red.*

*Changes or clarifications for 2006 are marked in green.*

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## CANDIDATE RESPONSIBILITIES

### A: Ownership

1. The **SCOUT** shall be the driving force behind his quest to attain the rank of Eagle Scout.
2. The unit and its **LEADERS** will provide the **SCOUT** with the guidance and documents as outlined in the section on Unit Responsibilities, including a copy of the National BSA Life-To-Eagle Packet, including the *Eagle Scout Service Project Workbook* and a current Eagle Scout Application form, or will direct the **SCOUT** to obtain them at the Eagle Service Desk or the Cumberland Scout shop.
3. The district will provide each **SCOUT** with a review and approval to start his Eagle Scout Leadership Service Project, advice on completing the other requirements for the Eagle Scout rank, and a prompt board of review once the **SCOUT'S EAGLE PACKAGE** and **LETTERS** are ready.

### B: Eagle Service Project

1. The selection and completion of the **SCOUT'S** Eagle Scout Leadership Service Project is the sole responsibility of the **SCOUT**.
2. While the unit **LEADER(S)**, parents, project recipient and fellow scouts have a role in assisting the **SCOUT** in properly carrying out his service project, it is the **SCOUT'S** obligation to see the project to a timely and satisfactory conclusion. Requests for a time extension to complete an Eagle project will not be considered, nor granted, if the request is based on the lack of cooperation on the part of the unit, its leaders, the project recipient, parents or fellow scouts.

### C. Eagle Scout Rank Requirements

1. The **SCOUT** bears the primary, if not sole, responsibility for ensuring that he has fulfilled the requirements for the rank of Eagle as established by the Boy Scouts of America. These responsibilities include, but not limited to:
  - a) Being actively in his troop for at least six months since becoming a Life Scout.
  - b) Demonstrating that he lives by the spirit of the Scout Oath and Scout Law in his daily life. The Occoneechee Council requires letters from the **SCOUT'S** references, and the rules for obtaining the letters is detailed in this guide.
  - c) Completing **at least** 21 merit badges, including the required merit badges listed on the Eagle Scout Rank Application.
  - d) Serving as a leader in his unit for at least six months since becoming a Life Scout. The service can be spread over more than one leadership position. The leadership position must be a position shown on the Eagle Scout Rank Application for the type of unit the **SCOUT** is making application from. If the **SCOUT'S** application is from Troop 1, his leadership position must be one listed for a Boy Scout troop, not from a Venture Crew or Varsity Team.
  - e) The **SCOUT** must complete an Eagle Scout Leadership Service Project using the Eagle Scout Leadership Service Project Workbook, No. 18-927D or later revision to meet the Eagle

service project requirement. The only fully acceptable electronic version is at:

<http://www.scouting.org/boyscouts/eagleproject/18-927D.pdf>

- f) The **SCOUT** must prepare a statement of life purpose, and include a list of leadership positions and honors and awards he received while serving as a leader. The **SCOUT** must also take part in a scoutmaster conference.
- g) All these requirements must be completed prior to the **SCOUT'S** 18<sup>th</sup> birthday unless a time extension has been allowed by national. Only national may grant a time extension.

### D. Submitting the Eagle Scout application

1. The **SCOUT** bears the primary, if not sole, responsibility for ensuring that his **EAGLE PACKAGE** is turned in promptly.
  - a) The Eagle Scout Rank Application, the Eagle Scout Leadership Service Project Workbook, the statement of life purpose including a list of honors and awards, and a letter from the project recipient confirming that the project meets with its approval, is collectively known as the **EAGLE PACKAGE**.
  - b) The **EAGLE PACKAGE** must be submitted to the **EAGLE DESK** as a package. The **EAGLE DESK** will not accept incomplete **EAGLE PACKAGES** as the risk of lost or mislaid items is too great.
  - c) The **SCOUT** may hand deliver the **EAGLE PACKAGE** to the Council Service Center, or his parents or unit **LEADER** may deliver it, or he may mail it. The point is to submit the **EAGLE PACKAGE** either on or before his 18<sup>th</sup> birthday, or immediately thereafter. The **DISTRICT EAGLE COMMITTEE** has a narrow timeframe in which to conduct a **SCOUT'S BOARD**. The **SCOUT** is not authorized to use the **DISTRICT EAGLE COMMITTEE'S** allotted time in order to complete his paperwork or application. Every day of delay in submitting the **EAGLE PACKAGE** beyond the **SCOUT'S** 18<sup>th</sup> birthday is a step towards being denied a **BOARD**. When that occurs, the **SCOUT** can never attain the rank of Eagle.

### E. Getting Letters From Your References

1. The **SCOUT** bears the primary responsibility for ensuring that his **REFERENCES** submit **LETTERS** on his behalf. The **SCOUT** gets to choose the person(s) for each category of reference, and the **SCOUT** controls when the person is asked, how often the person is reminded, and whether or not the person is given adequate instructions, including a correct mailing address for the **LETTER**.

### F. Eagle Scout Service Project Registration

1. The **SCOUT** is expected to complete an Eagle Project Registration at the conclusion of his **EAGLE BOARD**. If the **SCOUT** does not, his Service Project Workbook must be returned to the council office with the other required paperwork.

## UNIT RESPONSIBILITIES

### A: Planning and Guidance

1. The **LEADER** should assign himself or another Scouter to each **SCOUT** as an advisor on the Life-To-Eagle trail. The advisor helps the **SCOUT** understand all facets of the Eagle requirements, including planning and executing his Eagle service project, and monitors the **SCOUT'S** progress in all requirements.
2. The unit will provide each **SCOUT** a copy of the National BSA Life-To-Eagle Packet, including the *Eagle Scout Service Project Workbook* and a current Eagle Scout Application form. Pick them up at the Eagle Service Desk or Cumberland Scout Shop.
3. If the **SCOUT** transferred into the troop, the unit leader or unit advancement chairman should:
  - a) Check with the council to determine the **SCOUT'S** advancement record with other troops in Occoneechee Council. Confirm the requirements the **SCOUT** has not met. Make sure that completed requirements are recorded for later verification.
  - b) Request a record transfer from all previous councils in which the **SCOUT** was registered. Have his record officially recorded in this council's files. Transfer Application Form, No. 28-410H or later revision, is available at the Eagle Service Desk.
  - c) In a) or b), the **SCOUT** must provide his previous unit numbers so previous council(s) can locate the **SCOUT'S** record and respond.

### B: Eagle Service Project

#### 1. Selecting a Service Project --

- a) The **SCOUT'S** Eagle advisor briefs the **SCOUT** on the attributes of a good Eagle service project, using *Advancement Policies and Procedures*, the *Boy Scout Requirements*, and *Boy Scout Handbook*.
- b) The unit advancement chairman or the **SCOUT'S** Eagle advisor gives the **SCOUT** a copy of the National BSA Life-to-Eagle Packet (Eagle Scout Service Project Workbook and Eagle Scout Rank Application). Using the workbook is a national requirement for all **SCOUTS**, not a local option. The unit advisor advises the **SCOUT** on how to properly complete his project.

#### 2. Eagle Service Project Requirements

- a) Plan, develop, and give leadership to others in a service project to any religious institution, school or non-profit public organization serving the **SCOUT'S** community, conforming to the wishes and regulations of the project recipient.
- b) Plan the work, obtain the materials, organize the helpers and direct the project to demonstrate leadership.
- c) The project cannot be performed for any Boy Scouts of America property, nor performed for a business, nor be commercial in nature.

- d) Fundraising is not a permitted project. You may fundraise to pay for materials to carry out your project.
  - e) Routine labor, or a job or service normally rendered, is not an acceptable project.
  - f) There is no minimum number of hours required for an Eagle Service Project, but the amount of time must be sufficient for a **SCOUT** to clearly demonstrate leadership skills.
  - g) You must use the Eagle Scout Service Project Workbook, No. 18-927D or later revision to meet the Eagle service project requirement. Do not re-type the workbook or alter the format in any way. You may download a fully acceptable electronic version from:  
<http://www.scouting.org/boyscouts/eagleproject/18-927D.pdf>
  - h) All work on an Eagle Service project, **including the write-up of the project**, must be done while the **SCOUT** is a Life Scout and before his 18th birthday unless a time extension has been allowed by national. Only national may grant a time extension.
  - i) An Eagle Service Project is an individual matter. No two **SCOUTS** can receive credit for working on the same project.
3. **Obtaining Project Approval**— The **SCOUT** must obtain unit and district approval before starting a project. **Projects completed without approval will be rejected.**
- a) When the project plan is practical, thorough, meets national requirements, and is approved by the receiving organization, the unit advisor informs the **SCOUT** that he is ready to obtain the **LEADER'S** approval of his plan, followed by that of the unit committee representative.
  - b) Next, the unit advisor provides the name(s) and telephone number(s) of the **DISTRICT EAGLE COMMITTEE** member(s) the **SCOUT** must contact for review and approval of his Eagle service project plan.
4. **Adult Support** -- A **SCOUT** can obtain adult support in planning and executing his Eagle service project. Resources available include:
- a) **Unit Leader/Advisor** -- The unit advisor maintains close contact with the **SCOUT** throughout the project, offering advice on handling problems and keeping records. He can serve as a project worker. He ensures that the **SCOUT** leads the project through his own initiative. The unit leader should verify the project status if it's not completed within six months of its approval.
  - b) **District Eagle Committee** -- The **SCOUT** may call the District Eagle Committee member who approved the project at any time to seek advice. That person will inform the **SCOUT'S LEADER** of any guidance given.
  - c) **Organization Benefiting From Project** -- The person signing the Eagle Service Project Workbook on the receiving organization's behalf is the **SCOUT'S** contact person and primary resource within that organization.

- d) **Parents or Guardians** -- The family is the **SCOUT'S** chief source of encouragement and inspiration. The unit leaders and committee should provide this support if the family's support is not available.
- e) **Role of the Adult** -- Parents, guardians and **LEADERS** have a difficult role. Advise and encourage, but don't interfere. Be supportive, but let the **SCOUT** lead the project. Once the project is approved, follow his progress closely. Don't get involved in the details or direction. Advice is desirable, especially if it's the difference between an acceptable project or not. However, it's the **SCOUT'S** decision to accept your advice or not. Only his decisions and initiative can make his project a success.
5. **Project Report**-- The **SCOUT** must prepare a written report on his completed service project **prior to his 18th birthday**.
- a) The advisor ensures that the Eagle Scout Service Project Workbook, No.18-297D or later revision, is used for this purpose. **Using the workbook is a national requirement, not a local option.** The workbook provides everything a **SCOUT** needs to organize an acceptable written project report, especially if he completes the parts as he plans and directs his project. The **SCOUT** may insert additional pages.
- b) The advisor counsels the **SCOUT** on ways he can phrase his report, and should read the report draft to help the **SCOUT** polish its final form. However, he must ensure that it is entirely the **SCOUT'S** work.
- c) The unit advisor reads and approves the final report before the **SCOUT** presents it to the **LEADER** and the unit committee. When these persons signify their approval of the project and the final report, the **SCOUT** then completes the Eagle Scout Application form if all other requirements have been fulfilled.
6. **Project Publicity** -- A unit committee member should prepare a news story on the project with the **SCOUT'S** assistance. Use photographs of the project. Submit the story to local newspapers or other media to publicize what this **SCOUT** has accomplished for his community.
- C. Processing the Eagle Application** --The Eagle application process differs from other Scouting ranks. The chart on page 16 shows the paths it may take to gain final approval.
1. **Completing the Application Form** --
- a) The **LEADER** or unit advisor provides the **SCOUT** with all records and dates needed for him to complete his application. For rank advancements, use only the board of review dates shown on unit advancement reports as filed with the council. For merit badges, ensure that the day, month and year is cited in the merit badge date column for each merit badge earned as indicated on the advancement form. The unit committee must correct errors in the **SCOUT'S** record by submitting a corrected advancement report to update the council's unit records.
- b) The **SCOUT** must ask his **REFERENCES** for permission to use their names on his Eagle application. If they agree, he should ask them to write a **LETTER** in his behalf. Give them a copy of the request form included in this guide. Address the **LETTER** to the "Chairman of the Eagle Board of Review for (Scout's Name)". **The REFERENCE mails the letter directly to the EAGLE DESK, or delivers it personally to the EAGLE DESK.**
- c) The **LEADER** reviews the Eagle application to personally verify its accuracy before he and the unit committee chairman sign the form.
- d) After securing the above signatures, deliver or mail the original application, the Eagle Service Project Workbook and Life Purpose Statement, to the **EAGLE DESK** for verification. **Do so immediately, on or before the SCOUT'S 18<sup>th</sup> birthday.**
- e) Sometimes, the **LEADER** does not recommend a **SCOUT** for a **BOARD**. Or, the **LEADER** or unit committee will not sign the Eagle application. When that occurs, the **SCOUT** may submit his **EAGLE PACKAGE** to the **EAGLE DESK** without one or both signatures. The **SCOUT** is encouraged to attach a letter explaining any extenuating circumstances. The **LEADER** or unit committee is encouraged to write a letter presenting the circumstances leading to their decision, sending one copy to the **EAGLE DESK** and one to the **SCOUT**. When this occurs:
- (1) Schedule and conduct the **BOARD** in the normal manner.
  - (2) The **BOARD** may consider the **LEADER'S** or unit's refusal to sign the application during its deliberations.
2. **Verifying an Application** -- When the **EAGLE DESK** receives an Eagle application, it verifies the entries, then forwards it to the **DISTRICT EAGLE COMMITTEE** Chairman along with the **LETTERS**, a blank unit advancement report form and a project registration form. The **EAGLE DESK** does this within ten working days after all materials are received.
- a) If mailed, the unit may telephone the **EAGLE DESK** to confirm that the application was received.
- b) The **LETTERS** verify the **REFERENCES** listed on the Eagle application. The Council Advancement Committee may authorize other means it deems appropriate.
- c) The application is held in the **SCOUT'S** file until three **LETTERS** from **REFERENCES** are received. The **LEADER** may contact the **EAGLE DESK** to verify that the **LETTERS** are received.
3. **Returning an Unverified Application**
- a) If the **EAGLE DESK** cannot verify any portion of the Eagle application, it contacts the sender for clarification. If absolutely necessary, the **EAGLE DESK** will return an application to the sender for action along with note explaining the

deficiency and what needs to be done to correct it.

- b) If the council has no record of some dates or awards listed on the application, the unit (**LEADER**, unit advancement chairman or unit committee chairman) and the **SCOUT** must research and correct the deficiency, then return the application to the **EAGLE DESK**.

**D. Board of Review** -- Pages **13-14** provide guidance for **BOARD** members. It may be copied for use by board members. Guidelines for conducting a **BOARD** are also provided here.

1. **Composition** -- The **BOARD** consists of at least three, but no more than six members. If the Council Advancement Committee authorizes a unit **BOARD**, at least one member must be a district or council representative. This representative may serve as chairman if the unit requests. Qualified persons should be selected as their decision is vital to the future of a young man. They need not be Eagle Scouts, members of the district advancement committee, nor registered members of the Boy Scouts of America. They must be knowledgeable about the Scouting program and understand the importance and purpose of the **BOARD**.
2. **Unit leader Role** -- The unit leader cannot serve as a member of the **BOARD**. He may remain in the room and observe without participating. He may clarify any matter directed to him by the **BOARD**. The same is true for any assistant unit leader. No **FAMILY MEMBER** of the **SCOUT** may attend the **BOARD** or remain in the same room, even as a unit leader or assistant unit leader.
3. **Multiple Candidates** -- If reviewing more than one **SCOUT**, stagger the **SCOUTS'** arrival time. Give the **BOARD** time to review each **SCOUT'S EAGLE PACKAGE** before his arrival. More than one **BOARD** may meet simultaneously.
4. **Review Room** -- The review room should be quiet, informal, free from distractions and interruptions, and conducive for thoughtful discussion. Avoid an inquisition atmosphere. Seat everyone comfortably in an informal manner so they can see one another.
5. **Board Preview** -- The **BOARD** may receive advance copies of the **EAGLE PACKAGE** before the date of the **BOARD**. If not, they assemble with the **LEADER** at least thirty minutes prior to the scheduled arrival of the **SCOUT** to review the **EAGLE PACKAGE**. The chairman of the **BOARD** or the **LEADER** introduces all members of the **BOARD** to each other and provides sufficient copies of the **EAGLE PACKAGE**. The **BOARD** chairman or district representative will have the original **EAGLE PACKAGE**, received from the **DISTRICT EAGLE COMMITTEE**.
6. **Candidate's Arrival** -- The **LEADER** escorts the **SCOUT** into the review room. He introduces him to the **BOARD**. The **LEADER**

should state in everyone's presence that he recommends the **SCOUT** for the Eagle rank and is satisfied that the **SCOUT** has completed all the Eagle requirements. The adults should make every effort to put the **SCOUT** at ease. Make him feel relaxed and free to speak. Help him realize that the **BOARD** is there to help him attain his goal, not to place obstacles in his path. However, inform him that the **BOARD'S primary responsibility is to maintain all Eagle Scout standards**. The unit leader may leave the room or take a seat to the side to observe.

7. **Conduct of the Board of Review** -- The **BOARD** determines the **SCOUT'S** preparedness for the Eagle rank. It does not re-examine him on his merit badges or previous ranks. A **BOARD** should cover, but not be limited to, these topics.
  - a) **Scout Spirit** - Living the Scout Oath and Law in his daily life.
  - b) **Scout Participation** - What has the **SCOUT** accomplished in Scouting; What he expects to contribute to Scouting in the future.
  - c) **Merit Badges** - What they mean to him; his assessment of their value.
  - d) **Duty to God, Country, Home and Self** -- What these ideas mean to him and how he demonstrates his commitment to them.
  - e) **Future Plans** - Discuss the **SCOUT'S** Life Purpose Statement and his personal, educational, and Scouting future, and his sense of obligation to the Scouts coming along behind him.
  - f) **Eagle Scout Service Project** - Examine and evaluate the project in detail.
8. **Board Evaluation and Discussion** -- When the **BOARD** concludes its interview with the **SCOUT**, it must:
  - a) Excuse the **SCOUT** and **LEADER**. Invite them to wait in an adjoining room. Only members of the **BOARD** remain in the review room during the evaluation and decision phase.
  - (b) Discuss the **SCOUT'S** strengths and weaknesses frankly and openly. Obtaining the Eagle Scout rank is the successful conclusion to one of the greatest challenges attempted by this **SCOUT**. The **BOARD** must also uphold the integrity of the Eagle Scout standard, a standard that has been met by over 1,700,000 Eagle scouts since 1910. The **BOARD** should consider the **SCOUT'S** age, maturity and background, yet maintain standards of quality and achievement. Only **SCOUTS** who fully meet all requirements should be deemed acceptable. All **BOARD** decisions to recommend a **SCOUT** for the Eagle Scout rank must be unanimous.
9. **Announcement of Board's Decision** -- When the decision is reached, invite the **SCOUT** and **LEADER** back in the room.
  - a) **Recommending a Candidate** -- If the **BOARD** approves the **SCOUT**:

- (1) Congratulate the **SCOUT!**
  - (2) The **BOARD** chairman and district member ceremoniously sign the Eagle application.
  - (3) Explain the remaining process to the **SCOUT**.
    - (a) The application is approved only after the Council Scout Executive and the National Eagle Scout Service Office sign it.
    - (b) Though the **BOARD** recommends the **SCOUT**, only the National Eagle Scout Service can approve the Eagle Scout award.
    - (c) The average time for the National Court of Honor to send the Eagle Scout certificate to the council is four weeks. **For \$40, the National Eagle Scout Association will expedite the processing, use overnight return delivery, reducing turnaround time to seven days.**
    - (d) Don't set a firm date for the Eagle Court of Honor before the Eagle Certificate is received from the National Eagle Scout Service.
    - (e) The Eagle award is not available to the unit or **SCOUT** until the Eagle Scout Certificate is received in the council office: **No Exceptions!**
- b) **Not Recommending a Candidate** -- If the vote on the recommendation is not unanimous, the **BOARD** discusses with the **SCOUT** the reasons why he was not approved. It informs him of the courses of action open to him. Normally, a discussion of the first option listed below is sufficient. The last two options do not become an issue unless the **SCOUT** or **APPEALER** objects to the decision of the **BOARD**, or unless there are serious substantive deficiencies that, in the **BOARD'S** judgment, are beyond the **SCOUT'S** ability to correct.
- (1) Inform the **SCOUT**, and his unit leader, of the specific tasks he must accomplish to correct the deficiencies. Send a follow-up letter to the **SCOUT** listing these requirements. Retain a copy in the **BOARD** records for future reference. Suggest a specific time frame to accomplish the corrective action. If practical, set a date for a second meeting of the **BOARD** to encourage the **SCOUT** to complete his work before he gets sidetracked with other activities. He has until his eighteenth birthday to complete the work. If different persons serve as members of the second **BOARD** for this **SCOUT**, the **BOARD** chairman must ensure continuity with the first meeting's decisions.
  - (2) Inform him that he, his unit leader, the unit committee or an **APPEALER** may request a new **BOARD** if any of them disagree with the findings of this **BOARD**.
- (3) Tell him that he may appeal this **BOARD'S** decision to the district advancement committee, the council advancement committee and the National Boy Scout Advancement Committee, in that order. Give him the name and address of the district advancement chairman to whom he must now direct his documentation. He must state why he does not agree with the decision of his **BOARD**. The **SCOUT** should retain copies of all documents he submits with his appeal to guard against loss. When it receives his appeal, the district advancement committee will contact the **SCOUT**.
- E. **Final Processing of an Eagle Application** -- After the Eagle application is signed by the **BOARD**, the following procedures are followed:
1. The **BOARD** chairman completes the unit advancement report and all **BOARD** members sign it.
  2. The **BOARD** chairman ascertains how the completed original application, unit advancement report, project registration form and **LETTERS** will be returned to the **EAGLE DESK**. Do this without delay. Return the Eagle Service Project Workbook and the Life Purpose Statement to the **SCOUT** and give the unit copy of the Advancement Report to the **LEADER**.
  3. When the **EAGLE DESK** receives the signed and completed Eagle application with the attachments:
    - a) The Scout Executive reviews the application. He signs it to signify his approval that proper procedures were followed. He forwards it to the National Eagle Scout Service for approval.
    - b) The **LETTERS** are held in the **SCOUT'S** file.
  4. The Eagle Scout Certificate and related documents are normally received from the National Eagle Scout Service about four weeks from the date the signed application is forwarded by the Eagle board of review. The **EAGLE DESK** then informs the **SCOUT'S LEADER** or other appropriate unit committee member that they may pick up these items:
    - a) The Eagle Scout certificate;
    - b) Congratulatory letters from the National Scout Executive and Occoneechee Council Scout Executive;
    - c) The Eagle Scout presentation set, including the Eagle medal and associated pins.
  5. The new Eagle Scout's entry is updated in the Council Eagle Log, the unit advancement report is placed in the council's unit file and his application file is closed.

6. If the Eagle application is returned not approved by the National Eagle Scout Service, the unit will be contacted to provide corrective action.

**F. Time Extension Requests** -- Under certain circumstances a **SCOUT** can request an extension of time beyond his 18th birthday to complete the Eagle rank requirements. Only the National Boy Scout Committee can grant an extension. The **SCOUT** makes his request by letter through the district and council advancement committees.

1. The request letter should include the:
  - a) **SCOUT'S** name, address and unit.
  - b) Date the **SCOUT** joined the unit.
  - c) Date of the **SCOUT'S** 18th birthday.
  - d) Listing of all merit badges and ranks earned, and the dates each were earned.
  - e) List of all requirements not completed for the Eagle rank, including partial requirements within a merit badge.
  - f) Reasons for requesting an extension, citing the extenuating circumstances.
  - g) Reasons why an extension was not applied for prior to the **SCOUT'S** 18th birthday, if such is the case.
2. "*Extenuating circumstances*" are conditions or situations totally beyond the **SCOUT'S** control.
3. If the extension request pertains to a physical or mental disability, the **LEADER** should contact the district advancement chairman for guidance.
  - a) **Temporarily** disabled scouts need a time extension request.
  - b) **Permanently** disabled scouts may remain registered under the national guidelines for *Advancement for Youth Members with Special Needs* outlined in *Advancement Policies and Procedures*.
4. The district and council advancement committees, in that order, review the extension request letter, ensure that all information needed by the National Committee to make a fair decision is included, and forward it with a recommendation.
5. The National Boy Scout Advancement Committee decision is final.

**G. Court of Honor** -- The Eagle **COURT OF HONOR** is a momentous occasion in the **SCOUT'S** life, marked by dignity and distinction. The **COURT OF HONOR** deserves special attention. Resources include local Eagle Scouts (if available), the council's National Eagle Scout Association representative, the old **Woods Wisdom**, No. 7262A, the current **Scoutmaster Handbook**, and the National Eagle Scout Association site [www.eaglescout.org](http://www.eaglescout.org). Keep these points in mind when planning the **COURT OF HONOR**.

1. **Setting the Date** -- This is a significant moment for the new Eagle. He will want family and friends to attend. Those that have to travel long distances deserve adequate planning notice.
  - a) Set the date well enough ahead so people can make plans to attend.

- b) Allow seven weeks for the approved application to come from the national office to our council office.
- c) Until National Eagle Scout Service sends the Eagle Scout certificate to our council office, the Eagle Award cannot be made available to the unit, nor can the **COURT OF HONOR** be held. **NO EXCEPTIONS!**
- d) Setting a date before the Eagle certificate is received from National may embarrass the **SCOUT** and his family if the application is returned for additional action. Don't set a firm date until the Council receives the certificate and forwards it to the **LEADER**.

## 2. Organizing the Court of Honor --

Place someone from the unit committee in charge of the **COURT OF HONOR**, an event that normally requires a great amount of work. Don't place this responsibility on the unit leader and especially do not place it totally on the parents of the new Eagle Scout! Share responsibilities by having different people perform these tasks.

- a) Write letters to dignitaries and political leaders requesting a congratulatory message to the new Eagle scout.
- b) Contact your United States senator or representative to have a flag flown over the capital in honor of the Eagle Scout.
- c) Arrange the **COURT OF HONOR** site, and set up decorations. Make sure that all lights work, that candles are fresh and the proper size, and that all presentation items are present.
- d) Assist in preparing special invitations to attend the **COURT OF HONOR**.
- e) Prepare and rehearse the Eagle presentation ceremony. Use a written script! The stress of public speaking can leave the finest person speechless if he hasn't prepared!
- f) Arrange for clean-up of the **COURT OF HONOR** site after the **COURT OF HONOR** is concluded.



## DISTRICT RESPONSIBILITIES

### A. District Procedures --

1. Districts establish procedures to clarify the Eagle advancement requirements to local units and **SCOUTS**. District procedures must conform to national and council policies and procedures.

### B. District Advancement Committee Composition

1. The district advancement chairman recruits the members of the district advancement committee. The committee's size and qualifications must allow it to perform the district's functions.

### C. District or Unit Board of Review --

1. The council advancement committee currently allows the districts to decide whether they use district **BOARDS** or unit **BOARDS**. The choice depends on travel distances, community resources, and transitory population. The district committees determine the method used, but the council must approve the option selected. The district helps the council:
  - a) Administer a uniform program.
  - b) Support **SCOUTS** effectively and quickly.
  - c) Maintain national standards.
  - d) Ensure that nothing is added to or subtracted from the national requirements or procedures.

### D. District Eagle Committees --

1. The district advancement committee establishes a **DISTRICT EAGLE COMMITTEE** of qualified persons, naming a chairman, even if it is not used as a district **BOARD**.
2. The **DISTRICT EAGLE COMMITTEE** chairman receives verified **EAGLE PACKAGES** directly from the Council Eagle Service Desk. The **DISTRICT EAGLE COMMITTEE** chairman immediately sends that entire file to the person serving as chairman of the candidate's **BOARD**.
3. In districts that use unit **BOARDS**, the **DISTRICT EAGLE COMMITTEE** Chairman assigns a district representative to serve on the unit **BOARD** and sends that person the **SCOUT'S** entire **EAGLE PACKAGE**. These persons need not be Eagle Scouts, nor members of the district advancement committee, nor registered members of the Boy Scouts of America. However, they should be knowledgeable about the Scouting program and must understand the importance and purpose of the **BOARD**. The **DISTRICT EAGLE COMMITTEE** Chairman coordinates all assignments of its members to work with particular **SCOUTS** and unit **BOARDS**.
4. The **DISTRICT EAGLE COMMITTEE** assists **SCOUTS** --
  - a) When possible and if requested by a **LEADER** or a **SCOUT**, the **DISTRICT EAGLE COMMITTEE** will assign a specific member of the committee for approval of the service project plan. This gives the **SCOUT** a continuing resource outside his unit that he can call for guidance during the rest of the

Eagle process. This committee member may serve on the candidate's **BOARD**.

- b) The **DISTRICT EAGLE COMMITTEE** member assigned to a **SCOUT** will see to the expeditious approval of the service project plan. He ensures that the **SCOUT** understands the national requirements that he must meet, stressing that:
  - (1) Approval to start a project does not mean approval of the completed project. Only the **SCOUT'S BOARD** can approve the completed project.
  - (2) Leadership, planning, organization and coordination are the primary required attributes to execute an acceptable Eagle project. (see Eagle Service Project Requirements under **Unit Responsibilities**.)

### E. Eagle Boards of Review --

1. **District Eagle Boards of Review** -- When the Council Advancement Committee authorizes **district BOARDS**
  - a) The chairman of the **DISTRICT EAGLE COMMITTEE** assigns persons to serve as chairman and members of each **SCOUT'S BOARD**. The chairman is not restricted to using Eagle Scouts, members of the District Advancement Committee, nor persons registered in the Boy Scouts of America. **BOARD** members should know about the Scouting program, and must understand the importance and purpose of the **BOARD**. The **SCOUT'S** scoutmaster, assistant scoutmasters or **FAMILY MEMBERS** may not serve as members of his **BOARD**. Pages **13-14** offer guidance for **BOARD** members.
  - b) Next, schedule the **BOARD**. Avoid unnecessary or arbitrary delay. This helps the **SCOUT** complete his advancement process. This holds true for subsequent **BOARD** sessions for the same **SCOUT**.
2. **Unit Eagle Boards of Review** -- When the Occoneechee Council Advancement Committee authorizes **unit BOARDS**:
  - a) The Chairman of the **DISTRICT EAGLE COMMITTEE** assigns the district representative who is then responsible for maintaining national standards. He / she ensures that the conduct of **BOARDS** is consistent in all units. This person may serve as chairman of the **BOARD** if asked by the unit. Suggestions or guidance for future **BOARDS** may be made.
  - b) The unit members of the **BOARD** normally come from the unit committee. They may not be the scoutmaster, assistant scoutmasters, nor **FAMILY MEMBER** of the **SCOUT**. The members of the unit **BOARD** do not have to be registered members of the Boy Scouts of America, but they should know about the Scouting program, and understand the importance and purpose of the Eagle **BOARD**. A **BOARD** member guide is provided on pages **13-14**.

- c) The signatures of the Eagle board chairman and the district representative on the Eagle Scout application are required for the **BOARD** to recommend the **SCOUT**. It is now ready for delivery to the council Scout Executive and the National Eagle Scout Service for approval.
3. **Conducting the Board of Review** -- The **BOARD** determines the **SCOUT'S** preparedness for the Eagle rank. It does not re-test him on his merit badges; qualified merit badge counselors have done that. The **BOARD** should consider the **SCOUT'S** age, maturity and background while maintaining standards of quality and achievement. The **BOARD** should cover, but is not limited to, these topics:
- Scout Spirit** - living the Scout Oath and Law in his daily life.
  - Scout Participation** - what the **SCOUT** accomplished in Scouting; what he plans to contribute to Scouting in the future.
  - Merit Badges** - what they mean to him; his assessment of their value.
  - Duty to God, Country, Home and Self** - what these ideas represent to him and how he's demonstrated his commitment to them.
  - Future Plans** - Discuss the **SCOUT'S** Life Purpose Statement; his personal, educational, and Scouting future; his sense of obligation to the Scouts coming along behind him.
  - Eagle Scout Service Project** - examine and evaluate the project in detail.
4. **Confidentiality of Letters** -- All **BOARD** members must ensure the complete confidentiality of the **SCOUT'S LETTERS**. They are for the **BOARD'S** use only.
5. **Final Action By Board of Review** -- The **BOARD** signs the application in the **SCOUT'S** presence. Then the **BOARD** chairman delivers the signed original application, the **LETTERS**, the unit advancement report and the Eagle Project Registration Form to the **EAGLE DESK**. The Council Scout Executive then signs it. If mailed, a telephone call to the **EAGLE DESK** can confirm its arrival. Return the Eagle Service Project Workbook Report and the Life Purpose Statement to the **SCOUT** and give the unit copy of the Advancement Report to the **LEADER**.

#### F. Appeals To District Advancement Committee

- First Level Of Appeal** -- Sometimes, a **BOARD** does not recommend a **SCOUT** for the Eagle rank. The **SCOUT**, or the **APPEALER**, may appeal the **BOARD'S** decision. The district advancement committee is the first of three levels of appeal available to him.
- Appeal Procedure** --- When it receives an appeal of a **BOARD** decision, the district advancement committee follows these procedures.
  - Review the **SCOUT'S** appeal letter and the reasons for his appeal.
  - Request the follow-up letter the **BOARD** sent the **SCOUT** stating its reasons for not approving

him and listing the steps he must take to remove the deficiencies. This letter must also inform the **SCOUT** of his appeal options.

- The district advancement chairman forms an appeal board.
- That board requests any additional information or documentation it needs from the **SCOUT** or the unit to make a decision on the appeal.
- Interview the **SCOUT**. Allow him to make any comments he chooses.
- Interview, if necessary, the chairman of the **BOARD**. Especially, speak with those members who did not approve the **SCOUT** to understand their reasons.
- Reach a decision on the appeal by taking one of three positions:
  - Reverse** the **BOARD'S** decision and recommend the **SCOUT** for the Eagle rank.
  - Sustain** the **BOARD'S** decision not to recommend the **SCOUT**.
  - Grant** the candidate a **new BOARD**. Normally, this is a district **BOARD** composed of members who do not know the **SCOUT** and are not privy to the discussion, decisions and letters of the previous **BOARD** and the **APPEAL BOARD**.
- Act on the decision.
  - If it reverses the original **BOARD'S** decision, or if a new **BOARD** recommends the **SCOUT**, then forward the signed application through normal channels. Notify the **SCOUT**, his **LEADER** and the chairman of the original **BOARD**, in writing, of the decision.
  - If they sustain the original **BOARD'S** decision, notify in writing the **SCOUT**, the unit and the chairman of the original **BOARD**. Cite specific reasons. Re-emphasize those steps the **SCOUT** must take to remove the deficiencies. Give him the name and address of the council advancement committee chairman to whom he may direct his next appeal if he chooses.
- When requested by the council advancement committee, the district advancement committee forwards all documents concerning the **SCOUT'S** district appeal.
- In some cases, a **SCOUT** may be turned down by a **BOARD** for a reason that is readily correctable, and the **SCOUT** agrees to correct the matter and to return at a later date to demonstrate to the **BOARD** that he is now fully qualified for advancement to Eagle. In those situations, the **DISTRICT EAGLE COMMITTEE** representative or, at his/her discretion, the chairman of the **SCOUT'S** original **BOARD**, will retain possession the **SCOUT'S EAGLE PACKAGE** and bring it to the subsequent convening of that **SCOUT'S BOARD**.



# COUNCIL RESPONSIBILITIES, POLICIES AND PROCEDURES

## A. Council Responsibilities

1. The council works on behalf of its districts, units and scouters. The national office permits the council to exercise options in certain matters.
2. The council writes policy, provides guidance for unresolved questions, and interprets national guidelines.
3. The council writes regulations, policies and procedures. It guides and interprets these to make the requirements and procedures of the Eagle rank as clear as possible.

## B. Council Policy

1. **Be Knowledgeable** - If you work with the Eagle Scout advancement program, be familiar with the national requirements. *To do anything less is a disservice to the scouts you serve.*
2. **District or Unit Review Board Option** - Occoneechee Council allows each district to determine whether it uses district **BOARDS** or unit **BOARDS**. The district considers conditions such as travel distances, community resources, and transitory population. The council must approve the option selected. The council also helps the districts to:
  - a) Administer a uniform program.
  - b) Support **SCOUTS** effectively and quickly.
  - c) Maintain national standards.
  - d) Ensure that nothing is added to or subtracted from the national requirements or procedures.

## C. Council Procedures

### 1. Information and Supplies

- a) The council office maintains a supply of this *Adult Scouter's Guide to the Life-to-Eagle Trail*, and Unit Advancement Report No. 4403.
- b) The council Eagle Service Desk maintains a supply of the BSA Life-to-Eagle packet (the Eagle Scout Service Project Workbook and a current Eagle Scout application form).
- c) The Eagle presentation package, consisting of the badge, medal, mother's pin, father's tietac, and congratulatory letters, is available to unit leaders. However, the Eagle presentation kit is not issued until the Eagle Certificate for the **SCOUT** is received in the council office from the National Eagle Scout Service.

### 2. Eagle Applications

- a) **Application Signatures** - The back of the Eagle application requires three signatures from the unit. First, the **SCOUT** signs it. After he meets with his **LEADER**, the **LEADER** signs it. Then he meets with the unit committee, and the committee chairman signs it. The signing sequence is a mandatory national requirement. All three must sign it before it's sent to the **EAGLE DESK** for verification. The **EAGLE DESK** returns applications to the **LEADER** if signatures and dates are missing.

### b) Application Verification

- (1) You may mail or deliver the completed Eagle application package to the **EAGLE DESK**. Include the completed Eagle application (**typed or in ink**), the Eagle Scout Service Project Workbook (**with a letter from the receiving organization verifying the value of the project**), and Life Purpose statement (**including a list of honors, awards and recognitions**). The application and signatures must be originals. The other items can be copies. If they are, have the **SCOUT** bring the originals to his **BOARD**. A **BOARD** is not scheduled until the **EAGLE DESK** verifies and signs the original application.
- (2) You may telephone the **EAGLE DESK** to confirm the **EAGLE PACKAGE** arrival.
  - (a) Within ten days of verification, the **EAGLE DESK** delivers the **EAGLE PACKAGE** to the chairman of the **DISTRICT EAGLE COMMITTEE**, along with the original **LETTERS**, a blank unit advancement report and a project registration form.
  - (b) If not verified within ten working days, the **EAGLE DESK** contacts the **LEADER** or returns the application to the **LEADER** with a note indicating that:
    - (i) One or more of the three required signatures is missing;
    - (ii) Information the council must verify is missing from the application.
    - (iii) Information that must be verified is not found in the council's unit records.
  - (c) The application is held in the **SCOUT'S** file until three **LETTERS** are received from **REFERENCES**. The **LEADER** may contact the Eagle Service Desk to verify that the **LETTERS** are received.
3. **Letters of Recommendation** -- The only acceptable ways to deliver a **LETTER** is for the **REFERENCE** to mail it directly to the **EAGLE DESK**, or for the **REFERENCE** to personally deliver the letter. The **EAGLE DESK** does not accept faxes. Page 18 offers guidance on requesting and preparing a **LETTER**.
  - a) At least three **LETTERS** are required for the **SCOUT'S EAGLE PACKAGE** to be forwarded to the **DISTRICT EAGLE COMMITTEE** chairman. Letters from **FAMILY MEMBERS** and the **SCOUT'S** unit **LEADERS** do not fulfill this requirement.
  - b) **LETTERS** are placed in the **SCOUT'S** file as they arrive. After receiving three **LETTERS** from **REFERENCES**, the **EAGLE DESK** adds them to the verified **EAGLE PACKAGE**. The **EAGLE PACKAGE** and the **LETTERS** are delivered to the **DISTRICT EAGLE COMMITTEE** chairman. The **LETTERS** are confidential. Only the **BOARD** and **EAGLE DESK** may view them. The **EAGLE DESK** will forward additional **LETTERS** if received.

- c) Once a **BOARD** recommends a **SCOUT**, the chairman returns the **LETTERS** to the **EAGLE DESK** with the signed application, the Eagle project registration form and unit advancement report. The **EAGLE DESK** holds the **LETTERS** until the National Eagle Scout Service returns the Eagle certificate, then the **LETTERS** are destroyed.
4. **Eagle Application Processing** -- After finishing the **SCOUT'S** review and signing the application, the **BOARD** returns the documents listed in Part III C 3 b) to the **EAGLE DESK**. Then:
- The council Scout executive reviews and signs the Eagle application, signifying that proper procedures were followed.
  - The council forwards the application to the National Eagle Scout Service for approval.
  - When approved, the National Eagle Scout Service sends the Eagle Scout certificate and appropriate letters to the council Scout Executive. The council Scout Executive forwards these documents to the **SCOUT'S LEADER**, along with the Eagle Scout medal and presentation kit. You will usually receive the Eagle presentation package about six weeks after the **BOARD**. **For \$40, the National Eagle Scout Association (NESA) will expedite processing and use overnight delivery for a ten day turnaround.**
  - If the National Eagle Scout Service cannot approve the application, it may call the **EAGLE DESK** for assistance. If errors are too great, national will return the application to our council. If the **EAGLE DESK** cannot resolve the problem with the information in the **SCOUT'S** file or on the computer, it will contact the **SCOUT'S LEADER** to correct the problem.
5. **Appealing an Eagle Board Decision** --
- Initial Appeal** -- A **SCOUT** who is not recommended by a **BOARD** may appeal the decision. The **APPEALER** directs the appeal to his district advancement committee. Part II, Section F under *District Responsibilities* outlines the appeals process step by step.
    - If the district committee finds for the **SCOUT**, no council action is required.
    - If the district advancement committee finds against the **SCOUT** and sustains the action of the **BOARD**, it follows the steps outlined in Part II, Section F2, subsections (f) through (h).
  - Further Appeal** - If the **SCOUT** wishes to appeal the district advancement committee's decision, these options are available in this order.
    - The Council Advancement Committee** -- A council advancement committee appeal follows the same process as the appeal to the district advancement committee.
      - If it decides for the **SCOUT**, it forwards the application to the National Eagle Scout Service for approval.
      - If it decides against the **SCOUT**, it states the reasons to him, or the **APPEALER**, in writing. The committee also explains, in writing, the options and procedures for further appeal to the National Boy Scout Advancement Committee.
- (2) **National Boy Scout Advancement Committee** -- A National Boy Scout Advancement Committee appeal follows the same procedures as the previous appeals. There is normally no personal interview. The **SCOUT** makes his case in writing, providing documentation to substantiate his claim. The **SCOUT** submits this information to the Council Advancement Chairman who will then send the information to the **EAGLE DESK** for forwarding to National. The National Committee may telephone one or more parties. The National Boy Scout Advancement Committee decision is final.
6. **Use of Power Tools on an Eagle Project** --
- An Eagle Scout Leadership Service Project is a demanding requirement. It is a demonstration of leadership at a higher level than many **SCOUTS** have ever had to demonstrate. The *Guide to Safe Scouting*, a national publication for adult leaders in all Scouting circumstances, prohibits the use of chainsaws by persons under 18 years of age during a Scouting event. It is the policy of Occoneechee Council to prohibit the use of power saws (circular saws, table saws, rotary arm saws, band saws, and similar items) by persons under 18 years of age while working on an Eagle Scout service project. The **SCOUT** should assign one or more adults to perform any power sawing, or substitute hand saws or bow saws in place of power saws.
  - The **DISTRICT EAGLE COMMITTEE** is authorized to permit the use of, or deny permission to use, other power tools based on the nature of the project, and the age and background of the persons who will assist the **SCOUT** in completing his project. As a general rule, belt sanders, power drills, hedge trimmers and pressure washers are relatively safe when used properly and while wearing proper safety equipment. Power augers, nail guns and other potentially more hazardous tools will require the **SCOUT** to demonstrate to the **DISTRICT EAGLE COMMITTEE** that he sufficiently understands the safety issues involved.
7. **Eagle Scout Service Project Registration**  
The council requires each **SCOUT** to either complete an Eagle Project Registration at the conclusion of his **EAGLE BOARD**, or to return his project workbook to the council office so that a volunteer can use the workbook to do so. The registrations are used to help other **SCOUTS**, and are also shown at the Eagle Recognition Dinner.



## A Guide For Members of An Eagle Board Of Review

- I. Eagle Board of Review Objectives** -- The Eagle board of review is the final step for a Life Scout to earn the highest Boy Scout rank. As a member of this Eagle board of review, you help the candidate by:
- A. Reviewing his personal aims and goals in life and his achievements in Scouting.
  - B. Ensuring the candidate fully meets the Eagle Scout requirements, preserving the high standards set by over 1.8 million Eagle Scouts since the Boy Scouts of America began in 1910.
  - C. Bringing with you a thorough understanding of the importance and purpose of the Eagle board of review, and applying that understanding as you make your decision.
- II. Eagle Board of Review Purpose** -- An Eagle board of review:
- A. Determines the scout's attitude and his acceptance of Scouting's ideals, revealing their value in his personal life at home, his school, his unit and in the community.
  - B. Reviews the candidate's Eagle service project. Final approval of the completed service project rests with the Eagle board of review.
  - C. Reviews the candidate's Scouting experiences and Scout knowledge. Get a sense of his achievements. The board of review does not re-examine the scout, nor retest the candidate on his knowledge of merit badge details. A merit badge counselor has already found him qualified.
- III. Board of Review Procedures**
- A. Prior to meeting the candidate, the board of review members review the candidate's:
    - ① Eagle application.
    - ② Eagle Service Project Workbook and possibly other project materials.
    - ③ Life Purpose Statement.
    - ④ Letters of Recommendation - written in behalf of the candidate by persons who know him well, including a religious leader, a teacher or educational sponsor, an employer (if any) and his parents. These letters are totally confidential. They are for your use only as members of the board of review. Please maintain this confidentiality.
  - B. You may be sent some of these materials to study before the board meets. You may be asked to arrive at the meeting room 30 minutes before the candidate for that purpose.
  - C. After all members have an opportunity to read the documents listed above, the candidate is called in to join the group. His scoutmaster introduces him to the members of the board and states his recommendation of this candidate for the Eagle rank. He then retires from the room or sits on the side to listen and observe, participating only to answer a question put to him by the board. No one else will be present in the room during the review. Under no circumstances may the scoutmaster, any assistant scoutmaster or any relative of the candidate participate in the review.
- D. Conduct the review in an informal, relaxed manner. Put the candidate at ease. The average board of review should take between thirty and forty-five minutes.
- E. When the board completes its review, ask the candidate and his scoutmaster (if he's in the room) to withdraw so that the board may deliberate. The members deliberations, with no one else in the room, must be open and totally frank about the strengths and weaknesses of the candidate.
- F. After each board member has reached a decision, a vote is taken and the candidate is called back into the room to be told of the board's decision. For the candidate to be recommended, the board's favorable decision must be unanimous.
- ① If recommended, give the candidate a congratulatory reception when he returns. Conduct a ceremonious signing of the Eagle application by the chairman of the board of review and the district or council representative. The chairman should inform the candidate that the Eagle board of review's action is only a recommendation to the National Eagle Scout Service that he be awarded the Eagle rank. If National finds everything in order, his Eagle award should be approved and received within four weeks. When council receives it, it is forwarded to his scoutmaster to conduct a Court of Honor.
  - ② If not recommended, the candidate and his unit leader are called back into the room and told of the board's decision. The board informs the candidate of the specific deficiencies he must correct to obtain approval. A time frame for accomplishing this will be set. A second meeting of the board of review may be scheduled. The chairman will write a follow-up letter to the candidate providing all the details in writing. His options for appealing this decision to higher authority will be explained to him.
- IV. Questioning the Candidate**
- A. Candidate's Attitudes and Scouting Ideals** -- The Scout Oath and Scout Law is a good place to start. Ask the candidate how he has applied these concepts to his personal life.

Ask how some part of the Scout Law helped him make an important decision in his life. The candidate's answer can help determine something about his character. Ask about future goals in school, career and Scouting. It's a good platform for determining a candidate's attitudes towards others and his community.

- B. Candidate's Achievements in Scouting --** The candidate worked hard to reach this point in his Scouting career. The board of review is an opportunity to see those years of effort appreciated. Give him a chance to shine in your eyes! In this spirit, ask questions regarding his merit badges. Review his Scouting achievements. For instance, ask about the most difficult merit badge he earned and how he overcame any obstacles to complete it. Ask about the merit badge he found to be the most fun or most rewarding and why. A question about which merit badge subject he enjoyed helping other Scouts to learn can launch a revealing discussion. You will soon know the depth of his experience.

**V. Eagle Service Project --** This portion of the review is vitally important because only the board of review can accept and approve the completed project. Essentially, this is a leadership demonstration project, not a work project for the candidate alone. The candidate must satisfy all the requirements of a good project. These requirements include:

- A. Plan, develop, and give leadership to others in a service project to any religious institution, school or community, conforming to the wishes and regulations of the project recipient.
- B. Plan the work, obtain the materials, organize the helpers and direct the project.
- C. The project cannot be performed for any Boy Scouts of America property, any business or be commercial in nature.

- D. Fundraising is not permitted as a project, only to secure materials or supplies to carry out the project.
- E. Routine labor, job or service normally rendered is not considered an acceptable project.
- F. There are no minimum number of hours that must be spent carrying out an Eagle service project, only the amount of time sufficient for a Scout to clearly demonstrate leadership skills.
- G. The Eagle Scout Service Project Workbook, No. 18-927D or later revision (including authorized electronic version), must be used to meet the Eagle service project requirement.
- H. All work on an Eagle service project must be done while the candidate is a Life Scout and completed before his 18th birthday unless a time extension has been allowed. The phrase "all work" also includes writing the report about the project.
- I. An Eagle service project is an individual matter and two Eagle candidates cannot receive credit for the same project.
- J. Address these questions as you review the Eagle project.
  - ❶ Did the candidate demonstrate leadership of others?
  - ❷ Did he direct the project rather than do all the work himself?
  - ❸ Was the project of real value to the religious institution, school or community group?
  - ❹ Does the letter from the group benefiting from the project verify the project?
  - ❺ Did the project follow the approved plan? Were modifications needed to bring it to its completion?

## Eagle Candidates With Disabilities and Special Needs

*Since this is a Life-to-Eagle Guide whose intended audience consists of Life Scouts, we will not address provisions pertaining to Cub Scouting or to Trail to First Class. Contact your District Advancement Chairman or the Council Advancement Committee for more information.*

The basic premise of Scouting for youth with disabilities and special needs is that they want most to participate like other youth—and Scouting gives them that opportunity. Boy Scouts, Varsity Scouts, and Venturers with disabilities and special needs participate in the same program as do their peers.

The BSA's policy has always been to treat members with disabilities and special needs as much like other members as possible, but a local council may make some accommodations in advancement requirements if necessary. Full guidelines are available in the Advancement Committee Policies and Procedures, published by BSA; through the local council and on the Application for Alternate Eagle Scout Rank Merit Badges, No. 58-730.

The American with Disabilities Act of 1990 (ADA) defines an individual with a disability as:

"An individual (who) has a physical or mental impairment that substantially limits one or more major life activities (e.g., seeing hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working)... An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability, is covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu would not be covered by the ADA."

The Department of Education identifies a severely handicapped child as one who, because of the intensity of his physical, mental, or emotional problems, or a combination of such problems, needs education, social, psychological, and medical services beyond those that have been offered by traditional regular and special educational programs, in order to maximize his full potential for useful and meaningful participation in society and for self-fulfillment. Such children include those classified as seriously emotionally disturbed or profoundly and severely mentally retarded, and those with two or more serious handicapping conditions, such as the mentally retarded blind, and the cerebral-palsied deaf.

As you can see, the provisions for accommodating a Special Needs scout are intended for bona fide special needs of a significant nature. Applications for more time beyond a scout's 18<sup>th</sup> birthday because he has a hard time focusing, or because he broke his leg at age 16, are requests for which a time extension will not be granted.

### Age Extension for Special Needs Scouts

An Eagle candidate designated as Special Needs by the Council Advancement Committee may continue his work towards Eagle Scout beyond his 18<sup>th</sup> birthday. The unit decides whether or not a candidate may remain registered.

### Alternate Merit Badges for the Eagle Scout Rank for Special Needs Scouts

The key to make the process work is to begin as soon as the disability is known. Like all processes, this process takes time to complete. **Begin early!**

1. The Eagle Scout rank may be achieved by a Scout who has a physical or mental disability by qualifying for alternate merit badges. **This does not apply to individual requirements for merit badges.** Merit badges are awarded only when all requirements are met as stated.
2. The physical or mental disability must be of a permanent rather than a temporary nature.
3. A clear and concise medical statement concerning the Scout's disabilities must be made by a physician licensed to practice medicine, or an evaluation statement must be certified by an educational administrator.
4. The candidate must earn as many of the required merit badges as his ability permits before applying for an alternate Eagle Scout rank merit badge.
5. The candidate must complete as many of the requirements of the required merit badges as his ability permits.
6. The Application for Alternate Eagle Scout Award Merit Badges must be completed prior to qualifying for alternate merit badges.
7. The alternate merit badges chosen must be of such a nature that they are as demanding of effort as the required merit badges.
8. When alternates chosen involve physical activity, they must be approved by the physician.
9. The unit leader and the board of review must explain that to attain the Eagle Scout rank, a candidate is expected to do his best in developing himself to the limit of his resources.
10. The application must be approved by the council committee responsible for advancement, utilizing the expertise of professional persons involved in Scouting for people with special needs.
11. The candidate's application for Eagle must be made on the Eagle Scout Rank Application, with the Application for Alternate Eagle Scout Award Merit Badges attached.

**Certification:** The Council Advancement Committee must certify that each Eagle Scout candidate over the age of 18 has met the requirements. ***A representative of the council advancement committee must be a member of the Eagle board of review.***

## OCCONEECHEE COUNCIL EAGLE PROCESS CHECKLIST

### GETTING STARTED

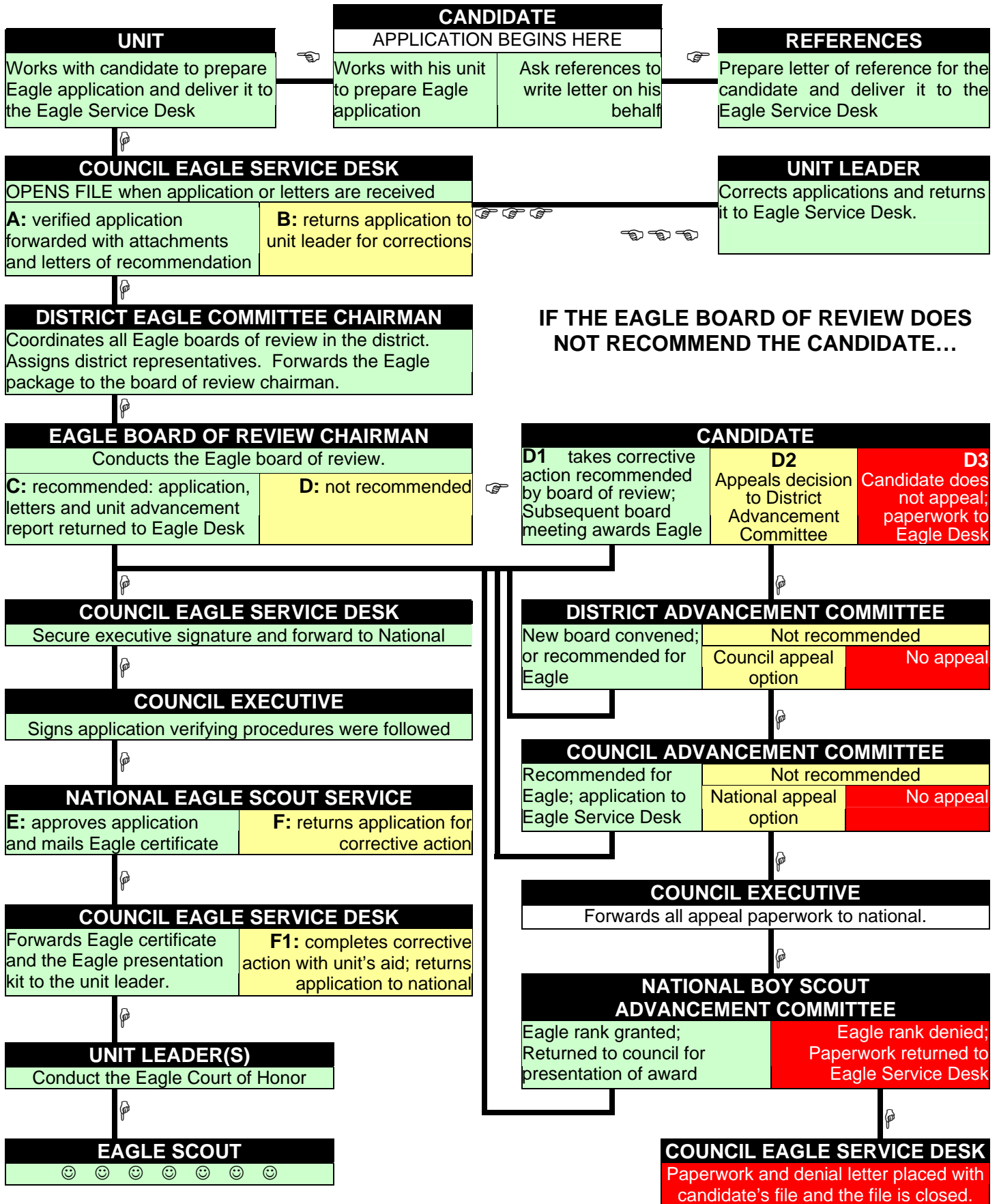
- \_\_\_\_\_ Obtain an advancement report of the candidate's records from our council office
- \_\_\_\_\_ Use Transfer Application Form No. 28-410H to request the candidate's record transfer from all previous councils in which the candidate was registered

### BEFORE THE EAGLE PROJECT IS BEGUN

- \_\_\_\_\_ A unit leader is assigned to serve as the candidate's Eagle advisor
- \_\_\_\_\_ Give the candidate a **current** *Eagle Scout Rank Application* **58-728**
- \_\_\_\_\_ Use the **current** Eagle Scout Leadership Service Project Workbook **18-927D**
- \_\_\_\_\_ **Fully** complete pages 1, 5 and 6 of the Service Project Workbook
- \_\_\_\_\_ Obtain approval signature from the project recipient **before** unit leader approval
- \_\_\_\_\_ Obtain approval signature from the unit leader **before** unit committee approval
- \_\_\_\_\_ Obtain approval signature from the unit committee **before** district Eagle committee approval
- \_\_\_\_\_ Obtain district Eagle committee approval **before** beginning the Eagle project

### PREPARING THE EAGLE PACKAGE TO SUBMIT TO COUNCIL EAGLE SERVICE DESK

- \_\_\_\_\_ All information legible
- \_\_\_\_\_ Applicant's full legal name spelled correctly and legibly
- \_\_\_\_\_ Applicant's address is correct and complete; no abbreviations
- \_\_\_\_\_ Dates of entry into Scouting; First Class and Star rank board of review dates
- \_\_\_\_\_ At least four (4) months between First Class and Star rank board of review
- \_\_\_\_\_ At least six (6) months between Star and Life rank board of review
- \_\_\_\_\_ Webelos Scout and Arrow of Light questions answered
- \_\_\_\_\_ Date of Birth provided
- \_\_\_\_\_ Applicant meets age requirement criterion
- \_\_\_\_\_ At least six months between Life and Eagle rank board of review and prior to 18th birthday
- \_\_\_\_\_ **References (1)** asked to write a letter of recommendation on candidate's behalf  
(1) *Minimum three letters of recommendation are required, **must include** a religious reference and an educational reference; **not including** letters of **family members nor his unit leaders.***
- \_\_\_\_\_ References may
  - 1) mail the letter of recommendation to the Eagle Service Desk; or
  - 2) hand deliver the letter of recommendation to the Eagle Service Desk
- \_\_\_\_\_ Letters may **NOT** be
  - 1) collected by the candidate or parent and included with his package;
  - 2) collected by the unit leader and included with the package;
  - 3) faxed to the council office
- \_\_\_\_\_ 21 merit badges earned (12 required, 9 optional) (day, month, year listed for each)
- \_\_\_\_\_ At least six (6) months service in a position of responsibility between Life and Eagle rank board of review dates and prior to 18th birthday
- \_\_\_\_\_ Growth conference completed between Life and Eagle rank board of review dates and prior to 18th birthday
- \_\_\_\_\_ Candidate's statement of life purpose and ambitions (Req. 6) attached
- \_\_\_\_\_ Candidate's statement includes a list of honors, awards and recognitions (Req.6)
- \_\_\_\_\_ Applicant's signature and date on the application
- \_\_\_\_\_ Unit leader's signature and date on the application
- \_\_\_\_\_ Unit committee chairman's signature and date on the application
- \_\_\_\_\_ Eagle Workbook fully completed (all signatures and dates recorded)
- \_\_\_\_\_ Eagle project and project reported completed prior to candidate's 18th birthday
- \_\_\_\_\_ Letter from project recipient verifying the completion of the project
- \_\_\_\_\_ If the Eagle board of review will take place more than three months, but less than six months, after the candidate's 18th birthday, submit documentation stating the reason(s) for the delay
- \_\_\_\_\_ If the Eagle board of review will be conducted more than six (6) months after the candidate's 18th birthday, **do not schedule a board!** The council Eagle Service Desk must contact the National Office for procedures to follow **before** an Eagle board of review can be scheduled. Both the candidate and the unit leader should expect to prepare letters explaining the delay.



## A Guide For Scouts to Obtain a Letter of Reference Occoneechee Council Advancement Committee

Eagle Scout Requirement 2 states: **Demonstrate that you live by the principles of the Scout Oath and Scout 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.**

An Eagle Scout candidate must demonstrate character. His Eagle Scout board of review must be able to measure the candidate against the standards of the Scout Oath and Scout Law.

**The National office permits each council to determine how it will obtain information from the scout's references. Occoneechee Council chooses to have letters submitted by each reference. This choice has proven to be the best for our scouts and units. We do not conduct telephone references as they have proven to be inferior to letters because:**

- a) "Phone tag" trying to reach each reference;
- b) Incomplete or hasty answers due to catching the reference at a bad time;
- c) Notes of the conversation may be incomplete, failing to capture what the reference said;
- d) Learning that the reference barely knows the candidate, or does not believe the candidate worthy of the Eagle rank, information better shared if it were in writing;
- e) The reference has moved, or changed phone numbers, and cannot be reached;
- f) Contacting references cannot begin until the candidate submits the Eagle Scout Rank Application.

Occoneechee Council requires the Eagle candidate to solicit a letter on his behalf from each of his references. This reduces the potential for delays or inaccuracies. If the scout solicits letters early on, by the time he submits his Eagle application, the letters are already in the office.

In consultation with the National Director for Boy Scout Advancement, the Occoneechee Council Advancement committee adopted the following policies:

- ❶ Letters must be written by the reference directly to the Council Eagle Service Desk. The council office must destroy the "Letters of Reference" after the Eagle Board of Review (BOR) and any appeals are completed. The letters may **NOT** be given to the scout for his Court of Honor scrapbook.
- ❷ The references listed under Requirement 2 of the Eagle Application must be the people writing the "Letters of Reference". The religious reference should be from the scout's religious institution (see Item 4) and the educational reference should be from the scout's school. **Only letters from individuals listed on the application will be counted towards the minimum three references needs for a board.**
- ❸ Scouts may **NOT** use any of the following people for references to satisfy the minimum of three needed:
  - a -His scoutmaster, his assistant scoutmaster(s), **or his troop committee members;**
  - b - His immediate family, including grandparents, aunts or uncles;
  - c - Youth under the age of 21

Even if it is the scout's parents that write his religious reference letter, the scout must still have three letters from persons not related to him, and not registered in his unit.

- ❹ **Religious Reference:** A scout must have a belief in God (Supreme Being) to be a member of the Boy Scouts of America. What's more, each scout pledges to live by the Scout Oath (do my duty to God...) and Scout Law (A Scout is... reverent). An Eagle candidate should demonstrate excellence in this area as in all areas. The scout must do one of the following:
  - A- If the scout is a member of an organized religious institution, he must list a religious reference who knows of the scout's fulfillment of his duty to God, and the reference must provide a letter on the scout's behalf.
  - B- If the scout is not a member of an organized religious institution, his parent(s) must write a letter to the attention of the "Eagle Board of Review" stating that the family has no church affiliation at this time and outlining the reason(s) why. The letter should state whether or not the scout has a belief in God, and how he fulfills his Duty to God in his daily life.
- ❺ **At least three letters of reference are needed before a board of review is held**
- ❻ Letters of Reference from people other than those listed on the Eagle Application are welcome and will be submitted to the Board of Review for its use. They just won't count towards the minimum three required letters needed to schedule a board of review.

99% of Occoneechee Eagle candidates follow the spirit of this policy from the start. The policy is enforced for 100%. Submitting letters from unit leaders, family members, or even fellow scouts instead of letters from the references listed on the Eagle application is not acceptable. **It is the intent of the reference requirement to have persons who will enthusiastically confirm your demonstration of Scout Spirit based on their observation of your actions, and not biased because you are related to them.**

Since **you** select the references you list on the Eagle application, be sure to select people that are willing to write letters on your behalf.

**A- Contact your references well in advance.** Most people will require two to six weeks to write a letter. Don't wait until you turn in your paperwork: ask for letters NOW!

**B- Request more than three references.** Ask only three and, if one lets you down, your paperwork sits. Ask everyone listed in Requirement 2 on the Eagle application. People are honored to recommend worthy candidates!

**C- Give your references a stamped, pre-addressed envelope.**

**D- Secure letters from the sources shown on the application.**

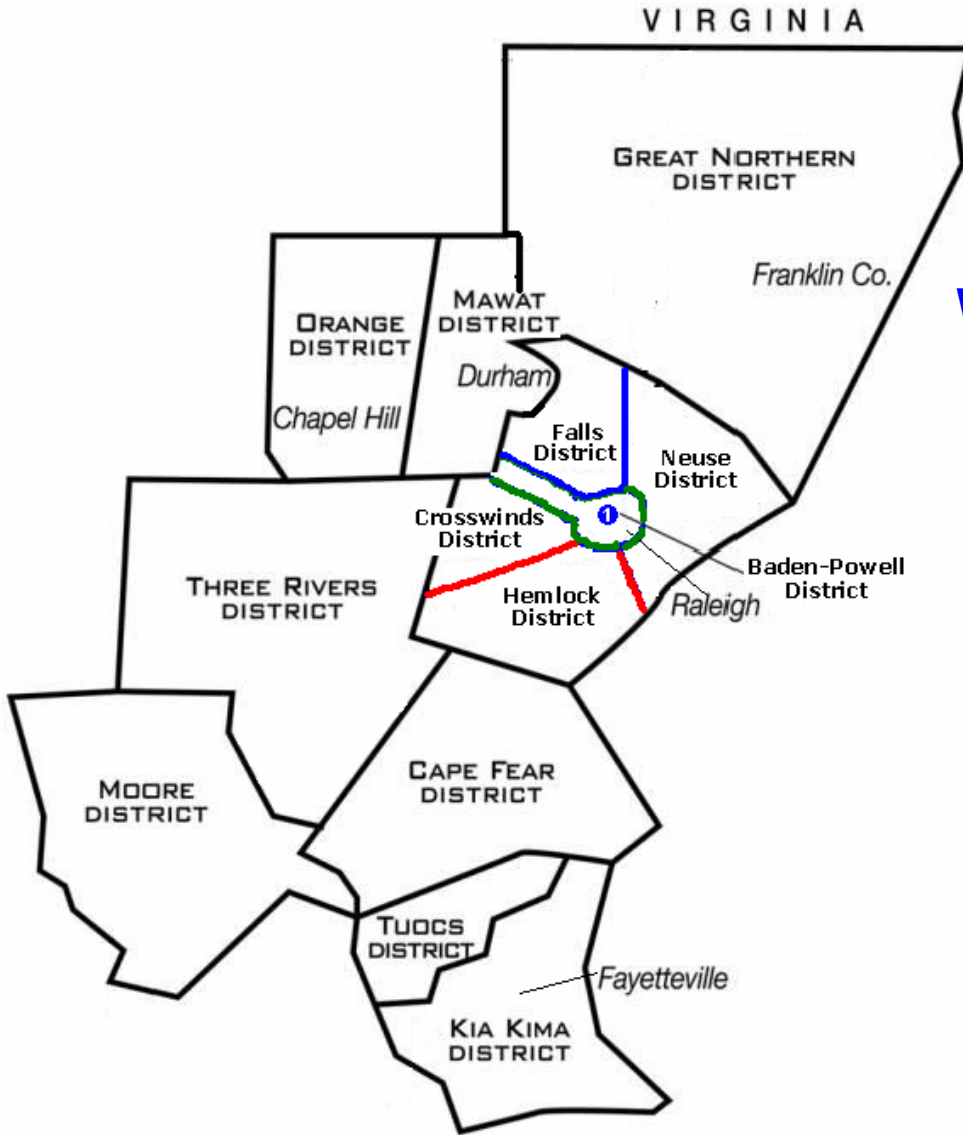
**E- Make sure the letter's author mails it directly to the Council office.** BSA rules require confidentiality for all references. **Letters not mailed or personally delivered by its author are not accepted.**

**F- Ask your references to address the topics listed on page 18 of this guide.** The more they can tell the board about you, the easier the board of review will be.



Office	Name	Address	Telephone	FAX / E-MAIL			
Advancement Committee Chairman	<b>Ed Miller</b>	<b>5409 Harrington Grove Dr Raleigh, NC 27613</b>	<b>H (919) 846-2720 W (919) 782-6611</b>	<b>EMillerBSA@aol.com</b>			
Vice Chairman Advancement Comm	Ralph Hinrichs	3202 Granville Drive Fayetteville, NC 28303	H (910) 867-7754 W (910) 432-8619	fax (910) 432-8128 rwhinrichs@aol.com			
Vice Chairman Eagle Advancement	<b>Phil Triplett</b>	<b>2204 Brisbayne Circle Raleigh, NC 27615</b>	<b>H (919) 676-9832 W (919) 716-6214</b>	<b>PTriplett@BBandT.com</b>			
Vice Chairman Merit Badge Advisor	Floyd Pattee	P.O. Box 32005 Raleigh, NC 27622	H (919) 880-3610 W (919) 431-9689	fpatee@keepintouch wireless.com			
Vice Chairman Records Administration	Pam Miller	5409 Harrington Grove Dr Raleigh, NC 27613	H (919) 846-2720	PMillerBSA@aol.com			
Lifesaving and Meritorious Action Awards	Jim Gray	128 Chicora Club Dr Dunn, NC 28334	H (910) 897-6765 W (910) 891-7376	fax (910) 897-4454 jmgray1@earthlink.net			
Venturing Advancement	Cindy Grau	5200 Wood Valley Drive Raleigh, NC 27613	H (919) 847-7616	clgrau@bellsouth.net			
Vice President Program	<b>John Roberts</b>	<b>8701 Cardiff Court Raleigh, NC 27615</b>	<b>H (919) 847-0340 W (919) 541-5023</b>	<b>robertsjd@mindspring.com</b>			
<b>PROFESSIONAL STAFF supporting the LIFE TO EAGLE PROGRAM</b>							
Eagle Service Desk	Tiffany Adams	P.O. Box 41229 Raleigh, NC 27629	W (800) 662-7102	tradams@bsamail.org			
Staff Advisor	<b>Eric James</b>		W (919) 872-4884	<b>ejames@bsamail.org</b>			
Program Director	Johnny Glover		Fax 919 872-1159	joglover@bsamail.org			
<b>DISTRICT ADVANCEMENT and EAGLE COMMITTEE CHAIRMAN</b>							
District & Office	Name	Address	Telephone	FAX / E-MAIL			
<b>D</b> <b>Baden-Powell</b> Advancement Chairman	Parks Newby	1518 Duplin Road Raleigh, NC 27607	H (919) 787-7062 W (919) 838-2725	Parksnewby@earthlink.net			
<b>U</b> <b>Baden-Powell</b> Eagle Chairman	Mark Davidson	2101 Barfield Court Raleigh, NC 27612	H (919) 786-2556 W (919) 790-9686	magnevolt@aol.com			
<b>D</b> <b>Cape Fear</b> Advancement & Eagle	Ernest Alphin	945 Alphin Road Dunn, NC 28334	H (910) 892-8258 W (910) 892-8751	eta@dockpoint.net			
<b>D</b> <b>Crosswinds</b> Advancement Chairman	Tom Doligalski	132 Castlewood Drive Cary, NC 27511	H (919) 481-1236 W (919) 549-4251	w4kx@nc.rr.com			
<b>D</b> <b>Crosswinds</b> Eagle Chairman	Tom Allen	1135 Bert Court Cary, NC 27511	H (919) 467-3608 W (919) 481-6129	<b>debor@rtppnet.org</b>			
<b>D</b> <b>Crosswinds</b> Eagle Asst. Chairman	Gantt Edmiston	101 E Clarksville Ct Cary NC 27513-5630	H (919) 481-9191 W (919) 997-7190	<b>debor@rtppnet.org</b>			
<b>D</b> <b>Falls</b> Advancement Chairman	Ed Miller	5409 Harrington Grove Dr Raleigh, NC 27613	H (919) 846-2720 W (919) 782-6611	EMillerBSA@aol.com			
<b>D</b> <b>Falls</b> Eagle Chairman	Pam Miller	5409 Harrington Grove Dr Raleigh, NC 27613	H (919) 846-2720	PMillerBSA@aol.com			
<b>U</b> <b>Great Northern</b> Advancement Chairman	Charles Fenske	17 Best View Drive Louisburg, NC 27549	H (919) 496-2760 W (919) 496-6111	crfenske@mindspring.com			
<b>U</b> <b>Great Northern</b> Eagle Chairman	Jody Mooring	1618 Peace Street Henderson, NC 27536	H (252) 430-6170	<b>rosegin@ivance.net</b>			
<b>D</b> <b>Hemlock</b> Advancement Chairman	Ed Williams	6915 Holly Springs Rd Raleigh, NC 27606	H (919) 851-1464	edwillms@bellsouth.net			
<b>D</b> <b>Hemlock</b> Eagle Co-Chairman	Warren Dunshee	104 Langston Mill Court Raleigh, NC 27511	H (919) 362-0741	wbdunshee@nc.rr.com			
<b>U</b> <b>Hemlock</b> Eagle Co-Chairman	John Mahoney	8616 Cavatina Court Apex NC 27502	H (919) 362-0965	jsmahoney@mindspring.com			
<b>U</b> <b>Kia Kima</b> Advancement & Eagle	<b>Alma McIntire</b>	<b>2630 John Smith Road Fayetteville, NC 28306</b>	<b>H (910) 425-3394</b>	<b>furball2@earthlink.net</b>			
<b>U</b> <b>Mawat</b> Advancement Chairman	Tom Beach	1109 Horseshoe Drive Durham, NC 27703	H (919) 596-4442 W (800) 849-8800	<b>stonecuttar@msn.com</b>			
<b>U</b> <b>Mawat</b> Eagle Chairman	W. T. Covington	2310 Thunder Road Durham, NC 27712	H (919) 383-4467	wcovington@nc.rr.com			
<b>D</b> <b>Moore</b> Advancement & Eagle	Warren McCrimmon	P.O. Box 974 Southern Pines NC 28388	H (910) 692-8957 W (910) 944-5292	warren.mccrimmon@pgnmail.com			
<b>U</b> <b>Orange</b> Advancement Chairman	Jim Summers	124 W. Queen Street Hillsborough, NC 27278	H (919) 732-5619 W (919) 732-9351	jimsummer@earthlink.net Cell 919-818-1362			
<b>U</b> <b>Orange</b> Eagle Chairman	Alfred O. Reid, Jr.	307 Bolin Creek Drive Carrboro, NC 27501	H (919) 929-1271 W (919) 966-4152	Areid@med.unc.edu			
<b>D</b> <b>Neuse River</b> Advancement Chairman	Cheryl Cotter	1400 Adams Mountain Rd Raleigh, 27614	H (919) 845-0211 W (919) 677-3873	ccotter1@prodigy.net			
<b>D</b> <b>Neuse River</b> Eagle Chairman	Floyd Pattee	P.O. Box 32005 Raleigh, NC 27622	H (919) 880-3610 W (919) 431-9689	fpatee@keepintouch wireless.com			
<b>D</b> <b>Three Rivers</b> Advancement Chairman	Randy Carter	2456 Buckhorn Road Sanford, NC 27330	H (919) 258-9912	rs Carter@wave-net.net			
<b>D</b> <b>Three Rivers</b> Eagle Chairman	James Rumbold	P.O. Box 893 Sanford, NC 27331	H (919) 776-3616	** No email **			
<b>U</b> <b>Tuocs</b> Advancement Chairman	Eugene Webb	1112 Lucerne Street Fayetteville, NC 28303	H (910) 864-3684 W (910) 326-1548	ewebb8@nc.rr.com			
<b>U</b> <b>Tuocs</b> Eagle Chairman	Ralph Hinrichs	3202 Granville Drive Fayetteville, NC 28303	H (910) 867-7754 W (910) 432-8619	rwhinrichs@aol.com			
<b>D = conducts DISTRICT Eagle boards of review</b>		<b>U = conducts UNIT Eagle boards of review</b>					
<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>

**DISTRICT NAMES and BOUNDARIES**



**WAKE COUNTY**

**Baden-Powell**  
Inside the Beltline  
Hwy 70 West

**Falls**  
Northwest  
Wake County

**Neuse River**  
Northeast  
Wake County

**Crosswinds**  
Southwest  
Wake County

**Hemlock**  
Southern  
Wake County

**IMPORTANT NATIONAL OR COUNCIL CHANGES**

<b>November 1, 1995</b>	Letters of reference may not be given to or shared with the candidate or family.
<b>October 1, 1997</b>	Must include list of honors and accomplishments with life purpose (req.6)
<b>April 1, 1998</b>	The candidate must complete the project write-up before his 18th birthday
<b>July 1, 1998</b>	Must secure letter from project recipient verifying project's value
<b>January 1, 1999</b>	<ul style="list-style-type: none"> <li>❶ Introduced the Occoneechee Council Eagle Service Project Registration form</li> <li>❷ Only the letter of reference writer can mail or hand deliver it to the council office.</li> </ul>
<b>April 1, 1999</b>	<ul style="list-style-type: none"> <li>❶ <b>SAFETY</b> and <b>SPORTS</b> merit badges no longer Eagle-required; <b>HIKING</b> and <b>CYCLING</b> are.</li> <li>❷ <b>PERSONAL FITNESS</b> is a mandatory Eagle-required merit badge</li> <li>❸ New Eagle application 58-378 and new Service Project Workbook 18-927A.</li> </ul>
<b>January 1, 2000</b>	NESA fee for expedited Eagle processing is <b>\$40</b> (up from \$35)
<b>February 1, 2000</b>	Letters of reference from <b>family member(s)</b> not counted in the three letter minimum.
<b>February 1, 2001</b>	NESA expedited fee no longer payable by personal check.
<b>February 14, 2002</b>	Letters of reference must come from Eagle application list. A religious reference and an educational reference required. <b>Family member</b> or <b>unit leader</b> letters not counted in the three-letter minimum.