



Eagle Scout Rank Requirements 2012

Beginning in January 2012

Eagle Scout Rank Requirements

1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.
2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.
3. Earn a total of 21 merit badges (10 more than you already have), including the following:
 - a. [First Aid](#)
 - b. [Citizenship in the Community](#)
 - c. [Citizenship in the Nation](#)
 - d. [Citizenship in the World](#)
 - e. [Communications](#)
 - f. [Personal Fitness](#)
 - g. [Emergency Preparedness](#) OR [Lifesaving](#)
 - h. [Environmental Science](#)
 - i. [Personal Management](#)
 - j. [Swimming](#) OR [Hiking](#) OR [Cycling](#)
 - k. [Camping](#)
 - l. [Family Life](#)

*The 2009 printing of the Boy Scout Handbook inadvertently included **bugler** as a position of responsibility under Eagle Scout requirement 4; it is not. The requirements presented here and in the 2011 Boy Scout Requirements book are correct and official.*

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



While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility:

The 2009 printing of the *Boy Scout Handbook* inadvertently included bugler as a position of responsibility under Eagle Scout requirement 4; is not. The requirements presented here and in the *2011 Boy Scout Requirements* book are correct and official.

- **Boy Scout troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, and troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster, or Leave No Trace Trainer.
- **Varsity Scout team.** Captain, co-captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, quartermaster, chaplain aide, instructor, den chief, Webmaster, or Leave No Trace Trainer.
- **Venturing crew/ship.** President, vice president, secretary, treasurer, boatswain, boatswain's mate, yeoman, purser, storekeeper, Webmaster, or Leave No Trace Trainer.

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project plan must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook, BSA publication No. 512-927*, in meeting this requirement.

Take part in a Scoutmaster conference.

Successfully complete an Eagle Scout board of review.

Notes

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Varsity Scout, or Venturer. He **may earn these awards until his 18th birthday**. Any Venturer who achieved the First Class rank as a Boy Scout in a troop or Varsity Scout in a team may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer up to his 18th birthday. **Scouts and Venturers who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date with no explanation.**


Boards of review conducted between three and six months after the candidate's 18th birthday must be pre-approved by the local council. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the Eagle Scout Service. **The Eagle Scout Service at the national office must be contacted for procedures to follow if a board of review is to be conducted more than six months after a candidate's 18th birthday.**



Eagle Scout Service Project Workbook (512-927 New)

Attention Scouts, Leaders, and Parents or Guardians

Eagle Scout rank requirement 5 has been reworded. To support that change, a new Eagle Scout Service Project Workbook has been created. Through Dec. 31, 2011, Scouts have a choice to use either the new workbook or the one it is replacing. Scouts whose Eagle Scout service project has already been approved by the council or district under the former wording of requirement 5—and using the former workbook—should continue with the same workbook. If their project has not yet been approved by the council or district, they may elect to use the revised requirement 5 and the new workbook. Starting Jan. 1, 2012, Eagle Scout candidates—unless they have already submitted a plan for approval by the council or district under the former requirement—will be expected to fulfill the revised service project requirement 5 using the new workbook.

Eagle Scout Service Project Workbook, No. 512-927  (New) can be found on the Council Website under Advancement Committee and also on BSA National Website. <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx>

Only the Official Workbook May Be Used

Eagle Scout candidates must use the official Eagle Scout Service Project Workbook, No. 512-927, as produced by the Boy Scouts of America. The official fill-able PDF version can be found at www.scouting.org. Although it is acceptable to copy and distribute the workbook, it must maintain the same appearance with nothing changed, added, or deleted.

No council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions, or changes in the text, outlines, links, graphics, or other layout or informational elements of the workbook. It is permissible, however, to print, copy, or send individual pages or forms within the workbook as long as they are not changed in the process.

Eagle Scout projects must be evaluated primarily on impact: the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, “Be Prepared.”

However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.



How to Use the New Eagle Scout Service Workbook

This workbook includes valuable information that can help ensure your success. It also includes four forms: **a proposal, a final plan, a fundraising application, and a project report.**

Before completing any of the forms, read with your parent or guardian the “Message to Scouts and Parents or Guardians” found on page 21. If your project is worthy and meets Eagle Scout requirement 5 as it is written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal (Pages 7–10)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. It shows your unit leader, unit committee, and council or district that the following tests can be met. For your proposal to be approved, it must show the following:

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to complete.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone does get hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan has enough details to be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

Your proposal need only be detailed enough to show a reviewer that you can meet the tests above. If you find in order to do that, the proposal must be lengthy and complicated; your project might be more complex than necessary.

If your project does not require materials or supplies, etc., simply mark those spaces “not applicable.” Remember, do not begin any work or raise any money or obtain any materials until your project proposal has been approved. ***If you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.***

The Final Plan (Pages 11–16)

Complete the Eagle Scout Service Project Final Plan after your proposal has been approved. This is a tool for your use—*no one approves it*—and it can be important in showing your Eagle Scout board of review that you have planned and developed your project as required. For this reason you are ***strongly encouraged*** to share the final plan with a project coach. This might be the council or district person who approved your



proposal or perhaps someone who has agreed to work with you. A coach can help you avoid many problems associated with service projects, and thus improve your chance of passing the Eagle board of review. If materials, etc., were not needed, mark those spaces “not applicable.”

The Fundraising Application (Pages 17–18)

If your fundraising effort involves contributions *only* from the beneficiary or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, submitting the fundraising application is not necessary. If you will be obtaining money or materials from any other sources, you must submit a completed application to the local council service center. For more information, see “Procedures and Limitations on Eagle Scout Service Project Fundraising” on page 18.

Procedures and Limitations on Eagle Scout Service Project Fundraising (Page 18)

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials*. Send the completed form to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined appropriate.

**This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate’s unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit’s chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.



6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.

7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.

The Project Report (Pages 19–20)

Complete this portion after the project has been finished. Note the space for you to sign (confirming that you led and completed the project), and also the signature lines for the beneficiary and your unit leader's approval that your project met Eagle Scout requirement 5. As with the proposal and final plan, if materials, etc., were not required, mark those spaces "not applicable."

(New) Guide to Advancement 2011

9.0.1.0 The Eagle Scout Rank Application Process

The following steps for preparing and submitting the Eagle Scout Rank application and accompanying materials will help prevent delays in securing National Council approval and certification.

9.0.1.1 Complete All the Requirements

Confirm *all* requirements have been completed: merit badges, service project, active participation, Scout spirit, position of responsibility, etc. Note that the unit leader (Scoutmaster) conference must occur before the 18th birthday, though it need not be the last item accomplished. The board of review, however, may be conducted after the 18th birthday. For details, see "Boards of Review," 8.0.0.0.

9.0.1.2 Prepare the Eagle Scout Service Project Workbook

The most current workbook must be used. It can be found at <http://www.scouting.org/forms.aspx>. The workbook shows the project proposal was approved ahead of time, and then properly accepted by all parties when finished. Ideally, it will be a proud reminder of a significant accomplishment. See "Use the *Eagle Scout Service Project Workbook*," 9.0.2.8.

9.0.1.3 Complete the Application

The Scout must complete the official Eagle Scout Rank application, No. 512-728. No other form or application method is permitted. A fill able PDF can be found at <http://www.scouting.org/forms.aspx>. The application can also be printed and completed by hand. Careful review and thorough proofing will prevent delays. Remember, everything is **verified** by the local council; discrepancies and errors will lead to a form's return. Pay special attention to the following *red-flag* items.



- 1. Dates:** Joining, birth, First Class through Life boards of review, all merit badges, positions of responsibility with “FROM” and “TO,” Eagle service project final signature, Scoutmaster (unit leader) conference, Eagle board of review, and other signatures called for below.
- 2. Signatures:** Applicant, unit leader, and unit committee chair. (Remaining signatures come later.)
- 3. References:** Must list all six (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference.
- 4. Merit badges:** Dates as mentioned above; check the unit number in which each badge was earned. Attach the Application for Alternate Eagle Scout Rank Merit Badges, if applicable.
- 5. Position of responsibility:** Must be one of those listed for Eagle Scout rank, and must relate to the unit where the Scout is registered and active. For example, “SPL” would not be used by a crew member.
- 6. Attachments:** Service project workbook, *statement of ambitions and life purpose*, and listing of positions, honors, and awards.

9.0.1.4 Obtain Required Signatures

The unit leader and committee chair signatures represent approval for the candidate to move on to a board of review. In providing them, the signers carefully check the application. If there are “red-flag” issues (see above), such as time spans between ranks that don’t meet the requirements, then the dates should be confirmed. If they are correct but do not fit the requirement, then the Scout, parents, or unit leader should contact the district advancement chair for guidance. Usually, as with unavoidable discrepancies, a letter of explanation will be helpful in addressing the issue.

If either approval is withheld, the Scout, if he desires it, must still be granted a board of review. For details, see “Initiating Eagle Scout Board of Review under Disputed Circumstances,” 8.0.3.2.

9.0.1.5 Submit to Council Service Center

A copy should be made of the application, service project workbook, and the other attachments. Once copies are in safekeeping, the originals are delivered *promptly* to the council service center. The candidate should not have to wait. Timeliness is especially critical if he is approaching, or has already turned, 18. Sending materials late can imply the work continued afterward. If possible, everything should be hand-delivered. Otherwise it should be sent by registered or certified mail.

Councils may suggest service project workbooks (only) be sent or taken to a different person or location, such as a district advancement committee member. This has the potential for cost-savings in sending it out for the board of review. An Eagle Scout candidate, however, should confirm that any related instructions are correct and up-to-date. If there is any concern the workbook will go to the wrong place, it should accompany the Eagle application to the service center.



Monmouth Council Requirement:

Q. Once the Eagle Scout BOR has approved the scout for the rank of Eagle what should be brought to the Council Service Center for processing?

- 1. Copy of the Scouts Eagle Scout Service Project Workbook. It must contain the original signatures, please make sure to have the person signing the workbook use a Blue pen.*
- 2. Eagle Scout Rank Application (Verified Copy). Please make sure that all signatures and dates have been checked, also make sure that Requirement # 6 (Scouts statement of ambitions and life purpose) is attached to the application.*
- 3. Rank Advancement Form - for Eagle Scout rank advancements make sure to only submit one scout per form.*

9.0.1.6 Council Verifies Application and Board of Review Scheduled

Everything is checked against council records. If information in ScoutNET or council files is incomplete, the Scout or the unit will be asked to provide certificates, blue cards, or other suitable proof that merit badges and ranks were earned and that dates are accurate. If everything is correct, the council provides a certification signature, files a copy of the application, and sends the original with the service project workbook and other items (such as reference letters received) to the board of review chair or other designated volunteer. The board is scheduled only after the council-certified application is received.

9.0.1.7 References Contacted (Recommendation Letters)

Council advancement committee members—or others designated—contact the references appearing on the Eagle Scout application. This may be done by letter, form, or phone call. For reasons of privacy and confidentiality, electronic submissions are discouraged. It is acceptable to send or deliver to the references an addressed envelope with instructions, and perhaps a form to complete. The Scout may assist with this, but that is the limit of his participation. He is not to be responsible for follow-through or any other aspect of the process.

It is up to the council’s designated representatives to make every effort to collect the responses. If after a reasonable effort no response can be obtained from any references, the board of review must go on without them.

It may not be postponed or denied for this reason, and the Scout may not be asked to submit additional references or to provide replacements.

Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them. The responses are not to be viewed by, or returned to, the Scout. Doing so could discourage the submission of negative information. For the same reason, those providing references shall not be given the option of waiving confidentiality. Once a review has been held, or an appeal process conducted, responses shall be returned to the council, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

Monmouth Council Requirements: Recommendation Letters

Recommendation Letters can be found on Monmouth Council Website under the Advancement Committee section.

Recommendation Letters:

1. Parent / Guardian
2. Religion
3. Educational
4. Employer (If Any)
5. Two Other References (Example: Neighbor, Family Member, Friend, etc.)



6. Same as Number 5.

Scout must list six references on his Eagle Application, five if he is not employed.

In Boy Scouting, advancement references are required only for Eagle Scout rank.

The council determines methods of contact.

9.0.1.8 Application Returned to Council Service Center

If a board of review approves a candidate, the signed application, reference letters, and other confidential information are returned to the local council. Unless otherwise directed, the service project workbook and statement of ambitions and life purpose (requirement 6, Eagle Scout Rank application) can be returned to the Scout. If approval is denied, *all* materials are returned to the council.

The statement of ambitions and life purpose, as noted on the Eagle Scout Rank application, is an official rank requirement. It will be added to the requirements shown in official literature.

Monmouth Council Requirement:

Q. Once the Eagle Scout BOR has approved the scout for the rank of Eagle what should be brought to the Council Service Center for processing?

- 1. Copy of the Scouts Eagle Scout Service Project Workbook. It must contain the original signatures, please make sure to have the person signing the workbook use a Blue pen.*
- 2. Eagle Scout Rank Application (Verified Copy). Please make sure that all signatures and dates have been checked, also make sure that Requirement # 6 (Scouts statement of ambitions and life purpose) is attached to the application.*
- 3. Rank Advancement Form - for Eagle Scout rank advancements make sure to only submit one scout per form.*

9.0.1.9 Council Sends Application to National Advancement Team

At the council the Scout executive signs the application, certifying proper procedures were followed. The application is then entered into ScoutNET, filed locally, and sent electronically to the national Advancement Team. In special cases, such as those for Lone Scouts or Scouts more than six months past their 18th birthday, councils must submit applications via mail, email, or fax for manual processing.

9.0.1.10 National Advancement Team Returns Credentials

The Advancement Team validates all applications received and generates the credentials. Staff members then print, package, and mail the certificate, pocket card, and congratulatory letter to the council. Applications sent for manual processing take several weeks to complete.



Eagle Scout Service Project Workbook

Notes:

Scouts must use the above mentioned Workbook. Monmouth Council Advancement Committee members will not approve any project proposal that is not properly filled out. Scouts are not allowed to begin their proposed project or fundraising until it has been approved by a member of the Advancement Committee.

Eagle Scout Rank Application – Recommendation Letters

New Recommendation Letters

Scouts are required to submit six letters (Contact information) of recommendation, five if the Scout is not employed. Monmouth Council has issued updated recommendation letters to be used which can be found on the Council website under Advancement Committee.

Scouts are No longer allowed (by National) to receive any of the Recommendation Letters – **Once they have been reviewed by the members of the Eagle BOR the Advancement Committee Member will take them**, they should be held onto until we receive confirmation from National that the Scout has been approved for the rank of Eagle. If at the BOR the Scout has been denied the Advancement Committee member will hold onto them in case of an appeal and they will be handed over to members of the appeals board.

Recommendation Letters:

1. Parent / Guardian
2. Religion
3. Educational
4. Employer (If Any)
5. Two Other References (Example: Neighbor, Family Member, Friend, etc.)
6. Same as Number 5.

Verified Eagle Scout Rank Application

Scouts/Units must have a verified application before an Eagle BOR can be held. Contact Council – Cathy Brown.