



Boy Scout Troop 72

Sponsorship : Roychester Park Community House
Overlook Hills, Abington Pa.

www.troop72overlookhills.org

Meeting Nights :Monday 7:30p – 9:00p

STEP THREE

Preparing for the Eagle Board of Review.

Review the Eagle Rank Requirements

Before you complete the final step and attend your Eagle Board of Review, you must complete all the Eagle paperwork. This paperwork is called your "Eagle Packet". Your completed Eagle Packet will contain the following items:



Eagle Scout Application Form - Front and back pages must be printed on one sheet of paper, preferably in color and fully filled out.

Use this checklist to help you fill-out the Eagle Application.

REQUIREMENT 1. Be **active in your troop, team, or crew** for a period of at least six months after you have achieved the rank of Life Scout.

REQUIREMENT 2. Letters of Reference: You will need Five (5) Letters of Recommendation.

See [Eagle Scout Helpful Hints for Letters of Reference](#) at on the Troop 72 website.

Letters are mailed directly to your Scoutmaster and if hand-delivered, must arrive sealed and un-open to your Scoutmaster prior to your Eagle Board of Review.

- **Parent/Guardian:** If a parent is the Religious leader or Employer, the other parent should write this letter. Do not need two letters from same person.
- **Religious:** This letter should be written from a member of a religious organization. If the Scout is not a member of an organized religion, the religious letter should come from his parent or guardian
- **Educational:** This should be a current or very recent teacher, coach, seminary teacher or other person that interacts with the Scout in the educational environment. If he is home schooled, then the parent or guardian who is the primary source of education should be the author of the Education letter.
- **Employer:** If the Scout has a job, he asks his supervisor to write a letter

Two other references: As a "best practice", if at all possible these individuals should not be related to the Scout. He could ask church acquaintances, his friend's parents, a neighbor, etc.

Rule of Thumb, "They can not be a 'reference' and also sign the Eagle Application Form somewhere".

- The **completed letters must not** be given to the Scout and he must not see their content. They are for the Board of Review only. Due to the sensitivity of the information in the letters, they should never be given to anyone other than your Scoutmaster. While it is discouraged, if the only method to timely send a letter is via electronic methods, the letter should be sent as an attachment to your Scoutmaster so that the private information of the sender may be maintained.



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REQUIREMENT 3. Earn a total of 21 merit badges including the thirteen (13) required ones. To have accurate information, request a "Personal Profile" report from Adult Troop Program. Use this report to fill out the Eagle Application Form for dates and etc as they are the official BSA dates. The "Personal Profile" must also accompany the Eagle packet. You must cross off the unused Required Merit Badges on the Eagle Scout Rank application.

- Tenderfoot Rank date is at least 30 days AFTER Boy Scout join date (usually the Scout's 11th birthday) .
- Minimum 4 months between First Class and Star Rank Board of Review dates.
- Minimum 6 months between Star and Life Board of Review dates.
- Minimum 6 months between Life and Eagle Board of Review dates.
- First Aid Merit Badge date is prior to Emergency Preparedness Merit Badge date.
- Family Life and Fitness merit badges take 90 days to complete, make sure the earned date for these is at least 90 days after you joined Boy Scouts.
- The Star Rank MB must include Four Merit Badges that are Eagle-Required.
- It is important to realize that once a Scout is registered as a Venture Scout, the Member Summary Report may not reflect rank advancements of First Class and before.
- Dates must be checked to ensure that four required and two elective merit badges were earned for the Star rank. Then an additional three required and two elective merit badges were earned for the Life rank.

REQUIREMENT 4. While a Life Scout, **serve actively in your unit for a period of six months in one or more of the following positions of responsibility.** List only those positions served after Life board of review date. Positions of responsibility, after the Life board of review, need to correspond to the BSA terminology on the application.

REQUIREMENT 5. Eagle Project Workbook. 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. Make sure you fill in the project name and total hours. The Eagle Project has been completed and write-up of the last two sections (Project Final Plan and Project Report) with all names and signatures (3rd Section, page C) finished. No "blank spaces".

REQUIREMENT 6. Take part in a **unit leader conference.** This is your current Scout Leader such as Scoutmaster, Varsity Leader, or Venture Coach. The Scoutmaster conference is **held after the project is completed, merit badges are earned and all paper work is finished** and before the candidate's 18th birthday.



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REQUIREMENT 7. ...statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

A. Ambitions & Life's Purpose Statement (separate 'typed' sheet). This is a statement telling us your plans and goals for the future starting with now and going forward. Topics could include:

- Education (Middle School, High School, College, etc.)
- Future Scouting involvement (what will be your role)
- Religion or Duty to God
- Hobbies, Music skill, or Personal Development
- Work

B. List of Positions, Honors & Leadership Abilities (separate 'typed' sheet). This is a list of positions held in scouting, your religious institution, school, sports, music, clubs, camp, community, or other organizations during which you demonstrated leadership skills. Also include any honors or awards you have received. Put this in a list form.

A Finished and printed out "Eagle Packet" consist of :

1. Eagle Application Form (Front and back pages must be printed on one sheet of paper in color)
2. **"Personal Profile"** -provided by your program advancement coordinator.
3. Letters of Recommendation: 5+ letters in the order that they are listed on the application, dated within 90 days, and mailed directly to your Scoutmaster.
4. *Eagle Project Workbook - all three sections with all signatures, dates, and write-up.
5. *Life's Goals and Ambitions Statement - typed up page
6. *List of Leadership Positions - typed up page
 - *will be given to back to Scout after Eagle Board of Review

Turn in your "Eagle Packet" to your Scoutmaster and request an Eagle Board of Review.



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Important Dates and Deadlines for Eagle Board of Review

- All Eagle requirements, including signatures, and paperwork (Eagle Packets) **must be completed and turned in to your Scoutmaster BEFORE you turn 18.** The Board of Review must be held within 90 days after paperwork turned in.
- **EAGLE BOARD OF REVIEWS** are generally held on the **3rd Thursday of each month** . Appointments are made by invitation only after all paperwork has been submitted and verified. For Eagle Candidates, you must submit your Eagle Package at least 7 days before and you will receive an email or phone call within 1-3 days of the Board of Review.

What Happens Next?

PACKET REVIEWS: The District Eagle Committee gets together to review all Packets shortly before the Eagle Board.

MISSING ITEMS: If there are missing items or information, someone will contact you to request them. If you can get them submitted before the Board of Review, you will still be able to attend. However, your Board of Review will be delayed until we receive the missing materials so get them in quickly! If any of your letters of recommendation have not come in by the time we have reviewed your Eagle packet, we will follow up with you to get the references. We must have these letters of recommendation prior to holding your Board of Review.

EAGLE BOARD OF REVIEW INVITATION: Once the Eagle Committee has received all the required Eagle Packet materials, including Letters of References, you will be invited by email/ phone to attend your Eagle Board of Review and given further instructions. Usually emails/phone are sent out about a 2-3 days before the BOR but you could receive an email/phone as late as a day before so watch your email/phone.

You will NOT bring the Eagle Packet as it has already been turned in to your Scoutmaster.

Be on time and in Scout Uniform (It is preferred a Scout be in full uniform for any Eagle Board of Review. Scout should wear as much of it as he owns, and it should be as correct as possible, with the badges worn properly).

You may be asked to recite one or more from memory the Scout Oath, Promise, Laws, Motto and Slogan.

The Eagle Board will ask YOU about YOUR project. You will need to explain the Eagle Board the following:

- How has this Project provided SERVICE to the Community?
- How were you able to SHOW LEADERSHIP in completing the Project?
- How has SCOUTING helped you to provide Leadership and Service to the Community?
- What have you LEARNED from Scouting?
- What are your future plans to HELP the Community?
- The Eagle Board will ask other questions of you.



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Please invite your UNIT Leader and your parents/guardians. Your UNIT Leader will present you to the Eagle Board of Review. Plan for your Eagle Board of Review to last about 45 minutes.

WHAT HAPPENS AFTER YOU PASS YOUR BOARD OF REVIEW: After you have successfully passed your Board of Review, the District will submit your Eagle Application to the Cradle of Liberty Council, who will then submit it to BSA National (Texas). When approved, your Scoutmaster will receive a notice that your certificate is available for pick up at the BSA Store in Valley Forge. This can take as long as 4-8 weeks. Do not be concerned, be patient and wait. You may plan for it, but do not schedule your Eagle Court of Honor until you have received approval back from National Boy Scouts of America.

Please note: Your Eagle Board of Review date will be the date you use for the date you achieved Eagle Rank.

If the Board of Review does not approve, the candidate must be so informed and told what he can do to improve. Most Scouts accept responsibility for their behavior or for not completing requirements properly. If it is thought that the candidate, before his 18th birthday, can benefit from an opportunity to properly complete the requirements, the Board may adjourn and reconvene at a later date.