



PIEDMONT COUNCIL EAGLE RANK GUIDE

Scouting  **America**

Piedmont Council

10 Highland Ave, Piedmont, CA 94611

Eagle Scout Rank Guide

Once an Eagle, Always an Eagle

“Since 1912, the Eagle Scout rank has represented a milestone of accomplishment—perhaps without equal—that is recognized across the country and even the world. Those who have earned the Eagle Scout rank count it among their most treasured achievements. “Eagle Scout” is not just an award; it is a state of being. Those who earned it as youth continue to earn it every day as adults. That is why an Eagle Scout *IS* an Eagle Scout—not *was*.” --- Scouting.org

Eagle Requirements Summary

- Req. #1 Be active in your troop for at least six months as a Life Scout.
- Req. #2 As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law.
Request 4 individuals to provide a letter of recommendation.
- Req. #3 Earn a total of 21 merit badges. 14 Eagle required + 7 other merit badges.
- Req. #4 While a Life Scout, serve actively in your troop for six months in one or more approved leadership positions.
- Req. #5 Plan, develop and lead an Eagle Scout Service Project.
- Req. #6 While a Life Scout, participate in a Scoutmaster conference.
- Req. #7 Successfully complete your Board of Review for the Eagle Scout rank. The Eagle Board of Review may be completed after your 18th birthday provided that all other requirements have been completed prior to turning 18.

Eagle Coach

An Eagle Coach (formerly known as an Eagle Advisor) helps Eagle candidates navigate the entire process of attaining the Eagle Scout rank, including checking progress on merit badges and leadership, helping the candidate decide which project to take on, and reviewing the Eagle Binder. It is not a requirement to work with an Eagle Coach, but it is *strongly* recommended. Eagle Coaches are generally associated with a Scout's troop but they don't have to be. **Eagle Coaches must be registered with the Scouting America in any adult position with their troop and have current Safeguarding Youth Training (formerly Youth Protection Training).** The Piedmont Council does not maintain a list of Coaches.

Due Dates for Eagle Requirements and Eagle Binder

All Eagle requirements must be completed before your 18th birthday, except for the Eagle Board of Review. **It is strongly recommended (though not required) that completed Eagle Binders, with all signatures and paperwork, be turned into the Council office at least 30 days prior to your 18th birthday.** Eagle Projects often take 6 to 12 months from start to finish, so don't wait until the last minute!

Eagle Checklist

Trail to Eagle

- ☐ Be active in your troop for at least **six months** as a Life Scout.
- ☐ Earn a total of 21 **merit badges**. 14 Eagle required + 7 other merit badges.
- ☐ While a Life Scout, serve actively in your troop for six months in one or more approved **leadership positions**.

Eagle Project

- ☐ Complete the **Eagle Scout Service Project**.
 - ☐ Download and read the official workbook. <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>
 - ☐ Write the "Project Proposal", obtain signatures, submit it via email to the designated Eagle proposal reviewer Mr. Harms Harms4Law@earthlink.net (remember to cc a second adult) and also provide a hardcopy by dropping it off on the porch of Mr. Harms at 1037 Winsor Ave., Piedmont, CA
 - ☐ Once the Proposal is approved and signature or email verification is provided by the Council designated Eagle proposal reviewer Mr. Harms, write the "Project Plan".
 - ☐ If needed, complete and obtain approval for the "Fundraising Application". Scout Executive Kate Benson can answer your questions about whether a fundraising application is required for your Eagle Scout Project.
 - ☐ Organize the work, recruit volunteers, lead and execute the Project.
 - ☐ Once the Project is finished, write the "Project Report". Obtain final signatures.

Eagle Binder

- ☐ Compile materials and create your **Eagle Binder**.

What's Next?

- ☐ **Letters of Recommendation** - As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Request letters of recommendation from four individuals (not your parents), to be provided directly to your Troop's Advancement Chair (or Eagle Coordinator).
- ☐ **Scoutmaster Conference** - While a Life Scout, participate in a Scoutmaster conference. Scoutmaster must sign and date your Eagle Rank Application to confirm.

Final Steps

- ☐ Submit your completed Eagle Binder to the Council office at 10 Highland Way, Piedmont. Troop's Advancement Chair or Eagle Coach will submit the letters of recommendations to the office separately. The Council will verify that your binder and application are complete, and then the designated EBOR coordinator will schedule your Board of Review.
- ☐ **Eagle Board of Review** - Successfully complete your Board of Review for the Eagle Scout Rank.

Eagle Project

Finding A Project

The Eagle Scout service project must be a service project that is helpful to any religious institution or school, or your community. The organization you decide to help is called the project Beneficiary.

Follow your passion and interests. Find an organization that you want to support. Think of a place you volunteered or a school you attended, and think how you can give back. Ask them what they need or offer your idea.

Fundraising Application Approval May Be Required Over \$500

Please contact the Scout Executive Kate Benson at the Piedmont Council Service Center Office with specific questions about whether a fundraising application is required. Fundraising for a project costing less than \$500 is allowed by the Piedmont Council and does not require a Fundraising Application. For fundraising over \$500, a fundraising application may be required under certain circumstances. You can find the Fundraising Application and rules in the Eagle Scout Service Project Workbook at the end of Project Plan section. **Be sure to review this section carefully before raising money outside of your immediate family in case advanced approval is required.**

Before You Start

You must use the official [Eagle Scout Service Project Workbook](https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/) - <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>. The workbook will be your record of the service project and will be included with your final Eagle Binder. **The Project Proposal section of the Workbook is the first step** in the approval process and is also the *beginning* of planning the project.

Review the [Guide to Safe Scouting](https://www.scouting.org/health-and-safety/gss/) - <https://www.scouting.org/health-and-safety/gss/>. Use of tools and equipment must follow the specific BSA rules and be age appropriate. Safety is critical! Keep in mind that your project is considered a troop activity and as such **two registered adult leaders over the age of 21 must be present at all times**. A registered female adult leader 21 years of age or over must be present if you have female youth volunteers.

Obtain signatures from the Beneficiary representative, Scoutmaster (Unit Leader) and Troop Committee Chair. Submit a printed hard copy of the Project Proposal to the designated Eagle proposal reviewer. The most efficient way is to drop it off on the porch of Mr. Harms, and email him with a notification that it's there (remember to cc a second adult).

1037 Winsor Ave, Piedmont, CA

Harms4Law@earthlink.net

You can drop it off at the council office, but that will often add several days to the process. It is also acceptable to mail a PDF of the proposal to Mr. Harms, but a hard copy is often better. **Do not start your project until it has been approved via signature or verification email by the designated Eagle proposal reviewer Mr. Harms.**

Eagle Project

During the Project

Since an Eagle Scout service project is a troop activity, the Guide to Safe Scouting requires that **two registered adult leaders over the age of 21 must be present at all times** while work is performed on the project by volunteers. A registered female adult leader 21 years of age or over must be present if you have female youth volunteers.

One purpose of the Eagle project is to give leadership to others. “Others” means at least two people besides the Eagle candidate. Helpers may be involved in Scouting or not, and of any age appropriate for the work.

While the Eagle Scout Service Project Workbook is used for project organization and record keeping, the Eagle candidate should also maintain good records of:

- The work being done.
- A spreadsheet with helpers’ names, tasks, hours worked, and dates of tasks completed.
- Any difficulties encountered and how you dealt with them.
- Itemized supplies donated, or items purchased and their costs.
- Photos from before, during, and after your project to assist with documentation.

After Completing the Project

Complete the “Project Report” section of the Eagle Scout Service Project Workbook. **Include additional pages with a detailed list of service hours, expenses, and photos (digitally inserted in the document only, as needed. Please limit the number of photos, and refrain from photo album sleeves and printed photos. If possible, Please do not print two sided, single sided preferred.**

The project must be completed to the satisfaction of the Beneficiary representative and they must sign the Project Report when satisfied. The Beneficiary may choose to write a letter to certify completion of the project as well. The Scoutmaster must also sign the Project Report.

Tip: Map out your project timing and set goals on a calendar.

Eagle Binder

Eagle Binder Guide

This guide shows how an Eagle Binder should be assembled. The Eagle Candidate is responsible for preparing the binder.

- ☐ **Binder Front Cover and Divider Tabs** The front cover should be the most up to date Scouting America Piedmont Council version. It can be obtained from your Eagle Coach or Council.
- ☐ **Executive Summary of the Eagle Project** Short and precise. Less than 1 page. Describe the finished project: results and impacts, not the activities or process itself. Talk about what was done and for whom, not how.
- ☐ **Eagle Scout Rank Application** Use only the official Eagle Scout Rank Application. It is possible and preferable to print directly from the Scout's or parent's account in Scoutbook. Make sure that all the dates (i.e. leadership positions, merit badges) match the troop records. If not, delays may occur. Obtain signatures.
- ☐ **Eagle Scout Service Project Workbook** Use only the official Scouting America Eagle Scout Service Project Workbook. <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/> Make sure all three sections (Proposal, Plan, & Report) are completed and all signatures are collected. Add any spreadsheets, extra notes, and/or photos (digitally inserted only).
- ☐ **Personal Record** This is your resume and may include the following:
 - Schools, ASB, sports, music, awards, extracurriculars.
 - Religious activities, community services.
 - Leadership training, summer camps, high adventures.
 - OA, Venturing, Exploring, Sea Scouts.
- ☐ **Scouting History** Download the official individual history report from Scoutbook (preferred) or the Troop's website (may not be consistent with official scouting records).
- ☐ **Autobiography** A brief history of your Scouting experience - what was fun, what did you get out of it, what you would like to have done more of, what you would change if it could be done again? Include leadership experiences, camping experiences, and how you believe you have helped serve your community. Use a level of professionalism similar to a college essay. 200 - 500 words.
- ☐ **Statement of Ambitions and Life Purpose** Your Statement of Ambitions and Life Purpose is your vision of where you are going in life. What are your short and long term goals? How has your Scouting experience influenced your life and guided you in what you want to do in the future? How do you plan on giving back to Scouting in the future? Use a level of professionalism similar to a college essay. 200 - 500 words.

Final Steps

Letters of Recommendation

Ask **four people** to provide a letter of recommendation on your behalf. **All letters must be signed and dated, or emailed, and must be returned directly to the Troop Advancement Chair (or Eagle Coach), not to you or your parents.** Communicate with your Troop Advancement Chair to make sure they receive all the letters you request.

Your Binder is Prepared. What's Next?

- ☐ Arrange a review with your Eagle Coach.
- ☐ Sign the Eagle Scout Rank Application.
- ☐ Arrange a Scoutmaster conference. Obtain the Scoutmaster's signature and date of conference on the Rank Application and the Workbook Report.
- ☐ Arrange a meeting with the Troop Committee Chair. Obtain their signature on the Rank Application.
- ☐ Check that all Letters of Recommendation have been received by the Advancement Chair (or Eagle Coach).

To Whom Do I Submit My Completed Binder?

- ☐ Your completed binder should be turned in to the Piedmont Council office **during the office hours. Do NOT leave your binder in the mailbox.**
- ☐ The Advancement Chair (or Eagle Coach) will submit the letters of recommendation to the Council office separately.

Eagle Board of Review

The Council office will review your Eagle Binder and, once approved, the designated EBOR Coordinator will schedule your Eagle Board of Review. Eagle Board of Reviews are typically held on the first Thursday of each month. The council EBOR coordinator will notify you of the time and location.

In order to be considered for the following month's EBOR, the binder must be turned in 3 weeks prior at the council office. Any missing items or corrections must be completed by 2 weeks prior to the EBOR. There is capacity for three scouts each month, and no EBOR's are held in July or August. If there are more than three scouts ready in time for EBOR's, another one can be scheduled mid-month.

When attending your Eagle Board of Review, **wear your full Class A uniform with all patches and your merit badge sash. Make an effort to look as neat and presentable as possible.** Your uniform should reflect your troop's uniform requirements.

Personal Record Example

Personal Record

John W. Smith

Troop 4

Schools

- **Beach Elementary School** - Piedmont, CA | 2008-2014
 - **Piedmont Middle School** - Piedmont, CA | 2014-2017
 - **Piedmont High School** - Piedmont, CA | 2017-2021
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Sports, Extracurriculars, Community Service

- **JV Cross-Country** - Piedmont High School | 2019-2020
 - **JV/Varsity Tennis** - Piedmont High School | 2018-2021
 - **Acapella Singer (tenor)** - Troubadours Acapella Group | 2020-2021
 - **Founding Member** - Political Left Discussion Club | 2018-2021
 - **Volunteer** - East Bay Agency for Children | 2019-Present
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Leadership Positions

- **Patrol Leader** - 10/2017-8/2018
 - **Cub Scout Day Camp Staff** - 6/2019
 - **ASPL** - 8/2019-2/2020
 - **Troop Quartermaster** - 2/2020-Present
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High Adventures, Leadership Training, Scout Summer Camps

- **Camp Oljato** - 7/2014
- **Camp Cherry Valley** - 7/2015
- **NYLT** - 8/2017
- **Northern Tier High Adventure** - 7/2018

Eagle Project Title



First Name Last Name
Troop #

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