BOY SCOUTS OF AMERICA®
GREATER LOS ANGELES AREA COUNCIL

Golden Eagle District
www.goldeneagledistrict.org

Preparing the Eagle Scout Notebook

Purpose

The purpose of this document is to guide the Eagle Scout candidate though the process of creating the Eagle Scout Notebook that is to be submitted to the District Advancement Chair/Eagle Board Chair of the Golden Eagle District, as a requirement for setting an appointment for an Eagle Scout Board of Review.

This notebook provides the initial contact between the members of the Board of Review and the Eagle Scout candidate. It is therefore very important that the notebook be thoughtfully and completely put together so as to provide an accurate glimpse of you, as a prospective Eagle Scout and as a person.

Be aware that this notebook takes a considerable amount of time to assemble. Because of this, it is a good idea to break this into smaller tasks to be accomplished over several days.

Materials needed:

- Three ring notebook, with a view binder cover (see image at right). **A white notebook is preferred.**

- Clear plastic sheet protectors

- Tabbed notebook dividers, minimum of 8 but possibly as many as 11.

- Trading card sheet protectors (Baseball/Pokeman cards). These sheets accommodate 9 cards per sheet, arranged in 3x3 format. These can usually be found at Staples or other stationery stores.

Notebook Assembly

- Cover. An appropriately designed page created by the Scout. At a minimum, it should include:

    o Scout's name o
    Address

    o Phone number o
    Troop number

- Content - Each sheet needs to be inserted into a clear sheet protector.

    o   One section for each item listed below. Use tabbed dividers as needed.

Preparing the Eagle Scout Notebook (cont.)

July 3, 2017

Notebook Contents

1. **"Table of Contents."**

   Created by the Scout, enumerating each of the sections listed here.

2. **"Eagle Scout Rank Application"** and **written essay to fulfill Requirement #6 (Ambitions and Life Purpose)**

   Obtain the electronic form of the application from www.goldeneagledistrict.org/documents.html . *Look for "Eagle Scout Rank Application 512-728" near the bottom of the page.*

   a. Tips for properly completing the Eagle Scout Rank Application can be found later in another document.

   b. The written essay for requirement #6 must be several sentences (paragraphs) in length and sufficiently well developed and well written.

3. **"Advancement Report"** (sample shown at right)
   - *Obtain a blank Advancement Report, form #3304 2012 printing, from the unit leader or the unit Advancement Chair.*

   - *Fill out the unit information along the top, including the unit expiration date (typically the end of the current calendar year, e.g. 12/31/201x).*

   - *Enter your name and "Eagle Scout" for the award. Leave blank the "Date Award Earned".*

   All other information will be supplied by the District Advancement Chair/Eagle Board Chair at the conclusion of the Eagle Board of Review.

4. **"Individual Advancement History Report"**

This report is a summary of all advancement information (ranks and merit badges) throughout your entire Scouting journey.

The dates for all advancement information on this report need to match the dates on the blue cards (see item #9, next page) as well as the information entered on the Eagle Application (see page 5). Any mismatches need to be corrected in the council records by submitting an "amended" Advancement Report along with supporting information for correct dates.

For units that use the Troopmaster management software tool, the report is known as the "Individual History Report". Alternatively, this information may be retrieved directly from the Council's records through BSA's Internet Advancement, which directly interfaces to the ScoutNet system.

Preparing the Eagle Scout Notebook (cont.)

July 3, 2017

> The Council's advancement records are used as the baseline standard to verify advancement information.
>
> As early as practical, unit leaders are encouraged to retrieve a copy of their ScoutNet advancement records so that any discrepancies may be identified and subsequently corrected, if needed, before the Eagle Notebook is submitted to the District Advancement Chair/Eagle Board Chair.
>
> **Any discrepancies that are encountered will delay the processing of the Eagle Scout Rank.**

5. **"Eagle Resumé (Participation Report)"**

   For this requirement, you will need the following information:

   - *Number of nights of camping.*

   - *List of summer camps that you've attended.*

   *In order to fill out the necessary form, retrieve the template from our district website (*www.goldeneagledistrict.org/documents.html*), near the bottom of the page.*

6. **"Eagle Candidate Statement"**

   Take some time to reflect on your Scouting experiences and your Trail to Eagle. Write a short essay to express how those Scouting experiences have impacted you as a person. Also tell what earning the Eagle Scout rank will mean to you.

   Note: This is very similar to the item listed in #3b on the previous page as well as the final paragraph contained on the Eagle Resume from the previous step.

7. **"Eagle Scout Project Workbook"**

   Include the full Eagle Scout Project write-up. Include all signatures, photographs, log of hours, and any additional information detailing the project changes and results.

8. **Merit Badge Cards**

   All earned merit badges must be included. Verify each blue card for the following:

   - *Each blue card is signed by the merit badge counselor and the unit leader.*

Preparing the Eagle Scout Notebook (cont.)

July 3, 2017

- *The date of completion for the merit badge must match the date on your Individual History Report (item #5 above), which in turn matches the council records.*

- *Using "trading card" sheet protectors:*

    o *Arrange the blue cards in the same order as listed on your Eagle Scout Rank Application (item #3 above, and explained further on the next page). It is preferred to arrange them from left to right, then top to bottom. Be sure to have the signature side of the blue cards facing outward.*

    Any merit badges earned beyond the required 21 for Eagle can be arranged in any desired order (alphabetical, date, etc).

    o *If the corresponding Green/White advancement cards are owned, place them in the same pocket with the corresponding blue card. Be sure to have the completed side of the card facing outward.*

Very important: Every earned merit badge needs to be present on the merit badge sash. This will be checked at the Board of Review.

9. **(if BOR will occur after 18th birthday), a letter explaining delay**

    If required to include this letter, it must be well written with as much detail to fully explain any delay. The District Advancement Chair/Eagle Board Chair will let you know if this will be required for your case.

10. **Awards**

    - *Include any awards (certificates, patches, etc) that were earned in Scouting (even Cub Scouts). Patches can be stapled onto blank sheets of paper, then the completed sheet can be inserted into a clear sheet protector.*

    - *Include any other awards that were earned (from school, etc).*

11. **Letters of recommendation.**

    All letters must be submitted in sealed envelopes to the Eagle Board of Review. At a minimum, six (6) letters of recommendation are required (but more can be included) and must be from those people listed on the Eagle Application, requirement #2.

    One additional letter, from the unit leader (Scoutmaster), must also be included.

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Preparing Eagle Scout Application

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July 3, 2017

Eagle Scout Rank Application

The Eagle Scout Rank Application is the single-most important document that will need to be completed for the Eagle Scout award. This form is actually sent to the National Boy Scouts headquarters in Irving, Texas to record the Eagle Scout Rank.

Because of the importance of this form, it must be filled-out completely and accurately before it can be accepted for transmission to the National Boy Scouts Headquarters.

If any inaccuracies are discovered, the application will be returned to the Scout for correction, which will cause delays in the processing of the Eagle Scout award. It is therefore highly recommended that the application be completed as nearly perfectly as possible.

Eagle Application #512-927

The form itself can be filled out by hand. But if so, everything must be legible, with no cross-outs or white-out corrections. Also make sure that each box contains only one character.

Instead of hand completing the form, it is highly recommended that the electronic form be used. The form is posted on our district website: www.goldeneagledistrict.org/documents.html. Near the bottom of the page, there is a link for "Eagle Scout Rank Application".

Much of the information that is required on this form can be obtained directly from the Troopmaster software, the "Eagle Application Assistance" report.

When filling out the application, no abbreviations should be used. For example, "Road" should be used instead of "Rd.", "Street" vs. "St.", etc. The only exception to this rule is the use of the state abbreviation – it is acceptable to us "CA" for the state.

The application should be filled-out as follows:

- Requirement 1 (Life Scout BOR): All necessary information can be obtained from the "Eagle Application Assistance" report from Troopmaster.

- Requirement 2 (Letters of Recommendation): Include information for those that have provided letters of recommendation. If any person's title does not match the title that is pre-printed on the form, simply line-out the pre-printed title and hand write the correct title. A good candidate for this is the "Employer", since many Scouts are not yet employed, which can be replaced with "Scoutmaster".

Scheduling an Eagle Scout Board of Review (cont.)

June 25, 2018

- Requirement 3 (Merit Badges): List all merit badges using the information from the "Eagle Application Assistance" report. Pay close attention to the following merit badges:

  o **Merit Badge #7**, Emergency Preparedness OR Lifesaving: List the date of completion for whichever badge was earned. Also make sure to line out (by hand after printing) the merit badge that <u>was not</u> earned.

  o **Merit Badge #8**, Environmental Science OR Sustainability: List the date of completion for whichever badge was earned. Also make sure to line out (by hand after printing) the merit badge that <u>was not</u> earned.

  o **Merit Badge #10**, Cycling OR Hiking OR Swimming: List the date of completion for whichever badge was earned. Also make sure to line out (by hand after printing) the merit badges that <u>were not</u> earned.

In addition, the corresponding merit badges should be included in the notebook (Notebook Contents, Item #9 above) and arranged in the same order as listed here. The listed dates of completion <u>must</u> match the dates of completion on the merit badge blue cards.

- Requirement 4 (Leadership): All necessary information can be obtained from the "Eagle Application Assistance" report.

- Requirement 5 (Eagle Scout Leadership): The necessary information can be found in the Eagle Project write-up. In addition, be sure to include the following:

  o Project Name: Give the project a name, **including the city**. Examples include "Therapy Garden Restoration – City of Pomona", "Band Room Cabinets for Walnut High School – City of Walnut", etc.

  o Total number of hours: This should be available from the completed Eagle Project write-up.

- Requirement 6 (Scoutmaster Conference & Ambitions and Life Purpose Essay):

  o Scoutmaster Conference Date. The date of the Scoutmaster Conference.

  o Ambitions and Life Purpose Essay. A short essay, a few paragraphs in length (several sentences) describing ambitions, life goals, etc.

- Certification by Applicant: Provide your signature, phone number, and date. Be sure to sign with the same color ink used for the signatures of the Scoutmaster and Committee Chair (see below). All three required signatures must be in the same color ink.

- Unit approval: Both the Scoutmaster and Committee Chair each provide their signature, phone number, and date. Their signature should be with the same color ink as the Scout signature. All three required signatures must be in the same color ink.

- Eagle Scout Board of Review: This section will be filled out by the Board of Review chair at the conclusion of the Board of Review.

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<u>Scheduling an Eagle Scout Board of Review</u>

July 3, 2017

Scheduling the Board of Review

Once all other requirements for the rank of Eagle have been satisfied, and the Eagle Notebook has been completely assembled, the Scout is ready to meet with the District Advancement Chair/Eagle Board Chair.

<u>Very Important:</u>

All requirements must be completed, and the Eagle Scout Notebook turned-in, **before** the Scout's 18th birthday.

The Board of Review can occur up to three months after your 18th birthday *as long as all the other requirements have been completed before your 18th birthday*. In exceptional circumstances, this can be extended up to six months after your 18th birthday.

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E-mail the District Advancement Chair/Eagle Board Chair to schedule an appointment to turn in the Eagle Scout Notebook. Do not schedule an appointment until all other requirements have been completed, including the Scoutmaster Conference.

Golden Eagle District
www.goldeneagledistrict.org

Scheduling an Eagle Scout Board of Review (cont.)

June 25, 2018

Eagle Scout Notebooks are generally reviewed per appointment **starting at 7:00 PM** during the week. Reviews are held only appointment at:

Father Maguire – Knights of Columbus
(Second floor, accessible by
outside stairs) see map
below) 4315 N Vincent
Ave, Covina, CA 91722
Driving Directions

As with all meetings with District personnel, Scouts are asked to present themselves in full Scout uniform, commonly known as a "Class A" uniform. Please let us know of any special circumstances that would preclude your ability to meet that expectation.

Scheduling an Eagle Scout Board of Review (cont.)

June 25, 2018

Important: Scouts should arrive on time, in full uniform (as explained above), with paper and a writing instrument for note taking.

Very Important:

All requirements must be completed, and the Eagle Scout Notebook turned-in, **before** the Scout's 18th birthday.

The Board of Review can occur up to three months after your 18th birthday _as long as all the other requirements have been completed before your 18th birthday_. In exceptional circumstances, this can be extended up to six months after your 18th birthday.

While it is our goal to be available to every Scout, every Scout needs to understand that we also have other commitments, which include family and work, and sometimes travel. To ask us to drop what we are doing in order to cater to a Scout's time rush, may sometimes not be possible. And, to say the least, is very inconsiderate of the Scout.

A Scout's 18th birthday is not a surprise event - it has been known for many years. Therefore, it is the Scout's responsibility to minimize his impact and inconvenience to others because of his own procrastination.

Scouts should not expect others to make up for their own lack of planning.

The Eagle Scout Notebooks will be reviewed and will only be accepted when it has been verified as complete.

Eagle Scout Board of Review

Once the notebook is accepted, an appointment for the actual Eagle Scout Board of Review will be given. Eagle Scout Boards of Review generally occur on **Fridays, starting at 7:00p**, and are at **St. Matthews United Methodist Church in Dodrill Hall**. Please be sure to inform you unit leader of the appointment.

We look forward to seeing you at the Eagle Scout Board of Review!