

**Procedures for Eagle Project Approval and Eagle Board of Review**  
**Covered Bridge District**  
**Atlanta Area Council**  
**Boys Scouts of America**  
**August 2010**

**General Guidelines:**

The requirements for the rank of Eagle Scout include demonstrating leadership in the unit, earning at least 21 merit badges, living by the Scout Oath and Scout Law and carrying out a substantial service project that benefits the community. The Eagle project provides an opportunity for the Scout to demonstrate the leadership skills he has developed through his years in Scouting. The importance of the project is such that the District Advancement Committee convenes to review proposed projects as well as review projects that have been completed (Eagle Board of Review). Please pick-up a copy of the *Life to Eagle Guidebook for Scouts, Adult Leaders and Parents* at the Program Center. It is also available online at the council's website Advancement area. To get a copy online click on the link below:

<http://www.atlantabsa.org/openrosters/DocDownload.asp?orgkey=1456&id=14281>

The Advancement Committee meets on the **third Thursday** of each month at **Hollydale United Methodist Church**. We meet in their fellowship hall which is located behind the church. The address is 72364 Powder Springs Road Marietta GA 30064 (same location as Roundtable). A Scout should always wear his Class A uniform when appearing before the Advancement Committee.

**Project Review:**

Projects are approved between 7:00 PM and 7:30 PM. No appointment is necessary. We recommend that a unit leader accompany the Scout to his Project Review. The 2009 printing of the *Eagle Scout Leadership Service Project Workbook* must be filled out (pages 1, 5-9) with all required signatures prior to the start of the Project Review. The *Project Description* and *Project Details* sections must be filled out and the proper signatures must be on page nine. Include time and cost estimates to carry out the project. Be sure to **itemize your estimate of total youth hours and total adult hours**. These sections can be attached to the packet along with pictures, maps and other items that will help the Advancement Committee understand the scope of the project. The Advancement Committee has high standards. We expect the project workbook to be so thoroughly prepared that it could be given to another Life Scout to actually complete the project. See page 28 of the *Life to Eagle Guidebook for Scouts, Adult Leaders and Parents* for the actual checklist we follow to approve projects. Be sure to bring a second copy of all of the above documentation. If the project is approved, the copy will be retained by the Advancement Committee.

As the project gets underway, any significant changes to the project need to be approved by the District Advancement Chair. Be sure to contact him prior to implementing major changes.

We recommend that photographs be taken during each step of the project. Also remember to document the hours worked on the project by each individual that assisted. **Be sure to calculate total youth hours and total adult hours separately. The main purpose of the project is to allow the Scout to lead other youth.**

**Eagle Board of Review (Final Project Review):**

All six requirements listed on the Eagle Scout Rank Application must be completed prior to the Scout's 18<sup>th</sup> birthday. The Eagle packet must be delivered to the Volunteer Service Center promptly. The Eagle Board of Review **must** take place within 90 days of the Scout's 18<sup>th</sup> birthday. Eagle Boards of Review are by **appointment only**. They are conducted between 7:30 and 9:30 PM. In order to make an appointment, the **Scoutmaster, Troop Advancement Chair or Committee Chair must contact the District Advancement Chair** by email or phone at least two weeks prior to the next scheduled District Advancement Committee meeting. The District Advancement Chair will then verify that he has received his copy of the candidate's approved and verified Eagle Scout Application and project write-up from the Atlanta Area Council. **Do not request an appointment until you have all five reference**

letters. They must be delivered to the District Advancement Committee sealed in their original envelopes on the night of the Board of Review.

Once the Review has been scheduled it is the unit's responsibility to make sure that the members of the board are selected, notified and present on the night of the Review. **Please note that the Scout may have NO input in the selection of the Board members.** This is the policy of the Boy Scouts of America so the Atlanta Area Council and Covered Bridge District must comply. Parents are always welcome but another unit leader must also accompany the Scout to his Eagle Board of Review.

The Eagle Board of Review is composed of a minimum of three members and a maximum of six members, 21 years of age or older. We always suggest that the unit recruit at least three Board members just in case one of them is detained by work, traffic or becomes ill (be prepared). **These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review.** They cannot be family members of the Eagle Candidate. The Eagle Candidate's Scoutmaster and Assistant Scoutmaster are not eligible to serve as members of the Eagle Board of Review. They can attend and observe the Review but they cannot ask questions or vote. At least one District Advancement Committee member shall be a member of the Eagle Board of Review. The Board of Review should take approximately 45 minutes. The Board of Review is confidential. Board members are not allowed to disclose any information about the proceedings.

Be sure to bring the original copies of the Eagle Scout Application and *Eagle Scout Leadership Service Project Workbook* to the Review. We also suggest bringing duplicate copies for other Board members to refer to during the Review. In addition, the unit leader must bring letters from each of the five references listed on the Eagle Scout Application. If the scout is employed we would be happy to receive a sixth letter of reference from their employer. The letters should be addressed and sent to the Troop Committee Chair or Troop Advancement Chair but never to the Eagle Candidate. **The letters should not be opened prior to the Eagle Board of Review and should be sealed in their original envelopes at the Eagle Board of Review.** Per Atlanta Area Council policy, the Eagle Candidate will NOT be allowed to read the letters before, during or after the Review. If the Board approves the candidate's elevation to the rank of Eagle, the Scout may request copies of the letters directly from their authors if he so desires. The Advancement Committee will NOT release the letters to the Eagle Scout or any other party.

On the night of the Board of Review be sure that the Candidate and all Board members arrive at least five minutes prior to the appointment time. Please wait patiently until the Eagle Project Approval process is concluded. A member of the District Advancement Committee will greet you and request to see the original Eagle Scout Application, the *Eagle Scout Leadership Service Project Workbook* and the five letters from the references on the Eagle Scout Application. When the paperwork is in order the District Advancement Committee member will assemble the Board members. The Candidate will wait outside until invited in by a Board member.

The District Advancement Committee Member will explain in more detail how the Board will be conducted. At that time a Chairman will be elected. The Board members will then read each of the reference letters. Next, the Candidate will be invited in for his interview. At the conclusion of the interview the Candidate will again be asked to leave the room. The decision of all Boards of Review is arrived at by discussion and must be unanimous. After the vote the Candidate will be invited back into the room and given the decision.

Covered Bridge Advancement Chair: Joe Shay  
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(404) 558-1819

For additional information click on the links below:

<http://www.atlantabsa.org/openrosters/ViewOrgPageLink.asp?LinkKey=6729&orgkey=1456>

[www.nesa.org](http://www.nesa.org)

[www.cbdistrict.org](http://www.cbdistrict.org)