



Palmetto Council

Daniel Morgan District Advancement Committee

To: Eagle Scout Candidate

*From: Coby Alexander
Advancement Committee
Eagle Board of Review*

Dear Eagle Scout Candidate,

Congratulations! If you are receiving this letter, you have completed your next step toward achieving your goal of becoming an Eagle Scout. You have now received approval for your Eagle Scout Service Project and are ready to begin work. After completing your Project, there are a few other items that must be done before you are presented before the Eagle Board of Review.

***First**, your Eagle Service Project Workbook should be neatly completed with pictures, etc. and ready for presentation and discussion with the Board. Illegible writing will not be accepted.*

***Second**, you must complete the Eagle Scout application (including your Statement of Honors, Awards, Ambitions and Life Purpose) and have all of the required signatures prior to the Board of Review. Incomplete applications will cause delays in scheduling your Board.*

***Third**, you must have letters of recommendation from a minimum of three of the references you gave on your application. **Parents SHOULD NOT write a letter.** The letters should be signed and placed in a sealed envelope and returned directly to the Eagle Board Chairman by the letter writer.*

Included with this letter are a copy of the Eagle Checklist and a copy of the letter to be given to your References to assist them with their letter. A copy of the Checklist should be given to your Scoutmaster and will help in assuring that all of the details are in order and that you will be prepared for your Eagle Board of Review.

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

Warm Regards,

*Coby Alexander
Daniel Morgan District
Eagle Board Committee Chairman*

Eagle Scout Candidate Checklist

This checklist is intended to be used by both the Scoutmaster and the Scout to assist in completing the requirements for the rank of Eagle Scout. If followed, the Scout should be well prepared when he comes before the Eagle Scout Board of Review.

		Date Completed
Scoutmaster and Troop Advancement Committee		
1.	Scout has been active in his Troop and demonstrated Leadership skills for a minimum of 6 months while a Life Scout.	
2.	Scout has held a Leadership position within the Troop for at least 6 months as a Life Scout.	
3.	Scout has earned the minimum 21 merit badges including the 13 required for Eagle.	
Eagle Scout Service Project		
4.	Project has been presented and discussed with the Scoutmaster	
5.	Project Approvals (Proposal Page E)	
	Scoutmaster	
	Unit Advancement Committee	
	Benefactor or Organization Representative	
District Advancement Committee		
6.	Scout has demonstrated leadership, planning, directing and follow up throughout the project.	
7.	Health and safety guidelines have been implemented and followed.	
8.	Fund Raising Application has been filed and approved (if Required) .	
9.	Records and Photos	
	List of Volunteers and manhours maintained.	
	Material list and receipts documented.	
	Project diary and notes.	
	Changes and/or revisions are documented.	
	Photos of before and after labeled and in order for presentation.	
	Challenges specific to the project are noted and discussed or documented.	
10.	Eagle Service Project - Completion Approval Signatures. (Project Report Page C)	
	Candidate's Promise	
	Project Beneficiary	
	Scoutmaster	
Eagle Application		
11.	Complete Eagle Scout Application including dates.	
12.	Letters of recommendation	
	Letters must be from Religious, Educational, Employer (if any) and two other adult acquaintances and SHOULD NOT be from a Parent or other Relative.	
	Letters should be signed, dated, sealed and delivered to the Eagle Scout Board by the letter writer.	
13.	Requirement 3 - Rank Advancement and Merit Badges confirmed and documented.	
14.	Requirement 5 - Eagle Service Project Workbook, pictures, permits, receipts (if applicable) are included.	
15.	Requirement 6 - Personal ambitions and Life Statement, including awards, achievements, honors, and other Leadership positions held outside of Scouting are included.	
16.	Scoutmaster Conference is completed.	
17.	Required Signatures	
	Eagle Scout Candidate	
	Scoutmaster	
	Committee Chair	
	Council Approval received.	
18.	Schedule the Eagle Scout Candidates Eagle Board of Review.	
19.	Eagle Board of Review	
	Candidate should be in Full Field Uniform including his Merit Badge Sash.	
	Scoutmaster or other Adult Leader may attend and observe the Board of Review. Parents should not attend.	
	Scout will recite the Scout Oath and Law and be prepared to discuss each with the Board.	
	Scout should be prepared to discuss his Scouting experiences and give examples (both good and bad) of these experiences to the Board.	
	Scout should be prepared to discuss his Service Project including how he came up with the idea, how he utilized volunteer help, fund raising, challenges, changes, and how he showed Leadership throughout the project.	
	Each Scout will be asked to discuss his future plans and ambitions.	



**Boy Scouts of America
Palmetto Council
Daniel Morgan District
Advancement Committee**

*Eagle Scout Reference Letter
For*

Scouts Name:

Dear Friend of Scouting,

The Scout listed above is a candidate for the rank of Eagle Scout. You are receiving this letter because he has provided your name as a reference and someone who could offer comments on this young man and his character. This reference letter is required as part of the Eagle Scout application process and is confidential.

Your confidential reference is a valuable tool for the Eagle Scout Board of Review to use in determining whether the Scout meets the requirements for the prestigious rank award. We asked that you consider the Scout Oath and Law as both a reference and guide to assist you in your evaluation and comments concerning this Scout.

Scout Oath

On my honor I will do my best to do my duty to God and my Country; to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally strait.

Scout Law

****Trustworthy *Loyal *Helpful
*Friendly *Courteous *Kind
*Obedient *Cheerful *Thrifty
*Brave *Clean *Reverent***

*As noted, this letter is a "Confidential Appraisal" and should be returned directly to the Daniel Morgan District Eagle Board in a sealed envelope that is signed across the back flap with the Scouts name listed on the front. If mailing the letter, please place the envelope inside a second envelope. **Please return the letter to the address below as soon as possible to avoid any delays in scheduling the Scout's Board of Review.** Your reference and comments will be held in strictest confidence and will only be shared with the members of the Daniel Morgan District Eagle Scout Board of Review.*

**Daniel Morgan District Eagle Board
Attn: Coby Alexander
420 South Church Street
Spartanburg, SC 29306**

Thank you in advance for your recommendation and prompt response.

Sincerely,

*Coby Alexander
Daniel Morgan District
Eagle Board Committee Chairman*

Daniel Morgan District Advancement Committee

Procedures for Appearing Before the Eagle Board

(Beginning in May of 2016)

- **When**
 - The Eagle Board meets on the 2nd Tuesday of every month for Eagle Boards of Review.
 - It meets on the 3rd Thursday of every month for Eagle Project Proposal Reviews.

- **Where**
 - It meets at the First Presbyterian Church Family Life Center on Chestnut Street in Spartanburg, SC. Please use the covered entrance on the lower level.

- **Scheduling**
 - To schedule an appearance, the original and two copies of your paperwork must be turned in the Scoutmaster by noon on the 25th day of the month before you wish to appear. Confirmation including scheduled time will be emailed to the Scout, his parent, and the Unit Leader by the week of the scheduled board.

- **Paperwork Needed**
 - The current version of forms must be used. The version of the Project Workbook used for Project Proposal Review should be used throughout the process.
 - For his **Project Proposal Review**, the Scout should include the sections of the workbook titled “Eagle Scout Service Project Proposal” (completed and signed) and “Eagle Scout Service Project Final Plan” (to be discussed.) Drawings / plans are helpful in determining the scope of the project.
 - For his **Eagle Rank Board of Review**, The Scout should include the complete Project Workbook, Eagle Scout Rank Application, and his statement of “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.” In addition, he should request letters of recommendation from his references to be sent directly to the Eagle Board. *(See letter given to Scout at Project Proposal approval.)*
 - Photographs are useful but not required in both the Project Proposal Review and Eagle Board of Review.
 - Please do not use page protector sheets. (Except possibly for photographs.)

- **Who Attends**

- The Scout is required to attend both the Project Proposal Review and the Eagle Rank Board of Review. He should be prepared to take notes during the Project Proposal Review.
- The Unit Leader or their designee is encouraged to attend and introduce the Scout to the board, then to observe.
- The Scout's parents/guardians are also encouraged to attend for moral support and may observe the Project Proposal Review. They may also be present in the building for the Eagle Board of Review, but should not be in the same room as the board.

- **What is Expected**

- The Scout should be in full field uniform. (No Order of the Arrow sash.)
- The Scout should have read and be familiar with all parts of the forms.
- All forms should be fully completed and signed.
 - For his **Project Proposal Review**, this means
 - The "Eagle Scout Service Project Proposal." The "Eagle Scout Service Project Final Plan" may be partially completed and will be discussed during the review.
 - All signees should read and understand what they are signing on Proposal Page E:
 - The Scout – Candidate's Promise.
 - The Unit Leader Approval.
 - The Unit Committee Approval.
 - The Beneficiary Approval – including the check box.
 - For his **Eagle Rank Board of Review**, this means
 - The completed "Eagle Scout Rank Application" including:
 - All references and their contact information.
 - All dates requested.
 - These signatures:
 - Certification by Applicant.
 - Unit Approval by Unit Leader.
 - Unit Approval by Unit Committee Chair.
 - The completed "Eagle Scout Service Project Workbook" including signatures on Project Report Page C:
 - The Scout – Candidate's Promise.
 - The Beneficiary Completion Approval.
 - The Unit Leader Completion Approval.

- During the Project Proposal Review, the Scout should be prepared to discuss:
 - His beneficiary, including how and why he chose them, what they provide to the community and what his project will do to help them.
 - The “Five Tests of an Acceptable Eagle Scout Service Project.”
(See Proposal Page A of the project workbook.)
- During the Eagle Rank Board of Review,
 - The Scout will recite the Scout Law, Oath, Motto and Slogan and should be prepared to discuss what they mean to him.
 - He should be prepared to discuss any aspect of his scouting experience.
 - He should be prepared to discuss and defend all aspects of his Eagle Service Project.
 - He should be prepared to discuss his future plans both in scouting and other aspects of his life.
- **Requirement 2 – Recommendations**
 - Recommendations are required and should be from adults. Those from religious, educational, employer (if any), and the two others should NOT be from family members.
 - Letters from Parents / Guardians are not needed.
 - Letters from all others are confidential and should not be given to the Scout or Unit Leader, but should be sent directly to the Eagle Board at this address:
 - Daniel Morgan District Eagle Board
 - Attn: Coby Alexander
 - 420 South Church Street
 - Spartanburg, SC 29306
- **Fundraising**
 - No fundraising may be started before the successful completion of the Project Proposal Review.
 - The “Eagle Scout Service Project Fundraising Application” must be completed and approved by the Council if \$500 or more is expected to be raised.
 - This may be done after the Project Proposal Review, but must be done before any funds are solicited.
 - Money provided by the Scout and his family do not count towards the \$500.
 - Donations in kind and discounts do not count towards the \$500.

- **Questions?**

Coby Alexander

Daniel Morgan District Eagle Board Chair

- wca4@charter.net
- (864) 590-3557

Trina Stapleton

Council Registrar

- Trina.Stapleton@scouting.org
- (864) 585-4391
- 420 South Church Street
Spartanburg, SC 29306

Daniel Morgan District
Eagle Board of Review
Uniform Expectations

The following uniform expectations should be met by the Eagle Scout Candidate when he is presented for his Eagle Scout Board of Review. The Scout must be neat and clean in his appearance and dressed appropriately.

1. *Full Field Uniform*
 - a. *Scout Shirt with the appropriate and correct badges and patches*
 - b. *Scout Pants (**green/olive/khaki colored pants that match will be allowed and DO NOT have to be BSA issue**)*
 - i. *Pants may be borrowed if necessary to meet this requirement*
 - ii. *No Jeans will be allowed or accepted*
 - c. *Merit Badge Sash with MB's correctly sewn in place.*
 - d. *Belt (Official BSA or Camp Belt is preferred but not required)*
 - e. *Neckerchief and slide (if worn by the Troop)*
 - i. *A BSA Bolo is also acceptable*
 - f. *Matching Socks (does not have to be BSA but should match the pants; black is acceptable)*
 - g. *Appropriate Shoes*
 - i. *Dress shoes are preferred, but clean tennis shoes may also be acceptable (not worn with holes, etc.)*
 - ii. *No flip-flops or open toes shoes or sandals are allowed.*
2. *The OA Sash should NOT be worn. The OA Sash is for OA events only and is not part of the required uniform for this review.*

Please keep in mind that this is the most important event in the life of any Scout and the Rank deserves the respect of a proper uniform being worn. This is not just about appearance; it is also about respect and pride for the Eagle Scout Rank. The Scoutmaster and the Eagle Scout Candidate are both responsible to make sure that the full and proper uniform is clean and presentable at the time of the review.

Failure to meet the above requirements will result in rescheduling the Candidates Board of Review.