# Cardinal District Eagle Board of Review
Cardinal Guidelines for Eagle Scout Candidates
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Revised last: 2023-03-30 rev 84
A copy of this document can be found online here:
http://tiny.cc/DEBOR-rules

### *Duty to God – A BSA Membership Requirement:*
Required reading – Life Scouts (Eagle candidates) and Eagle Coaches, do NOT continue forward until you have fully reviewed this section and the reference links.

*"A Scout is called to do their duty to God by both the Scout Oath and Scout Law, and their belief in God should be acknowledged by their parent or guardian's signature on the BSA Youth Application. A Scout's declaration that they do not believe in God is grounds to deny rank advancement and could affect their continued membership in their unit.. The situation should be approached with the utmost caution, recognizing that the Scout and their family are best served by a process in which the Scout remains positively engaged in their Scouting pursuits. Troop leadership should not attempt to counsel the Scout, but should contact the Scout's parents or guardians and allow the family time to discuss the situation with the youth. If the issue arises at a board of review, the board should be adjourned and reconvened at a later date, giving the family an opportunity to conduct that discussion with their child."*

On Scouting posts are, and should be considered official statements from the BSA.  Read the linked articles completely, before proceeding to any other section in these district guidelines.  The "belief in God", the acknowledgment as stated in the Declaration of Religious Principle, the Scout Oath, and Scout Law are Boys Scouts of America membership requirements.  If a Scout does not meet these requirements for membership, it is therefore not possible to earn any rank, including Eagle Scout.  If you, or one of your Scouts have concerns or does not understand this, after reading the articles below, please reach out to debor@cardinalbsa.org for further guidance.

> About the 'belief in God' requirement in Scouting – October 3, 2014
>
> Boy Scouts rank requirements updated for 'duty to God' – November 2, 2015
>
> National Executive board reaffirms 'duty to God' – May 31, 2018

### *Scouts BSA Rank Requirements – Effective January 1, 2016*
All rank requirements (except Scout rank) were updated to include, "Tell how you have done your duty to God"
<mark>No Scout should come before their Eagle rank board of review having never have been asked this question.</mark>

Note: Look at the verb (tell), in the requirement: "***Tell*** how you have done your duty to God."  Not demonstrate, discuss, show, or prove. This is a monologue by the Scout. Not a dialogue between a Scout and their leader.  The requirement is complete, once the Scout has told how they have done their duty to God. With young Scouts, this could be a very brief statement. As Scouts get older and their beliefs mature, this "telling" will evolve.  The purpose for this "telling" at each rank, is to ensure the Scout matures and develops an evolving understanding of the requirement.

The troop leaders are there to listen, not to evaluate a Scout's expression against any standard. In many troops, the Scout leader and one or more of their Scouts will have different religious beliefs, and that's perfectly fine. In fact, it's healthy.

Units who are not having this conversation at every rank board of review (except Scout rank), are in violation of advancement policy.

***District Eagle Board of Review Dress Policy:***

"*It is preferred a Scout be in full field uniform for any board of review. As much of the uniform as the Scout owns should be worn, and it should be as correct as possible, with the badges worn properly. It may be the uniform as typically worn by the Scout's troop, crew, or ship. If wearing all or part of the uniform is impractical for whatever reason, the candidate should be clean and neat in appearance and dressed appropriately, according to the Scout's means, for the milestone marked by the occasion. Regardless of unit, district, or council expectations or rules, boards of review shall not reject candidates solely for reasons related to uniforming or attire, as long as they are dressed to the above description. Candidates shall not be required to purchase uniforming or clothing to participate in a board of review.*" [GTA 8.0.0.4]

If an Eagle candidate wears the field uniform to their review, they should have the Life rank patch affixed to their uniform. Spoof or unofficial patches should be removed from the uniform, before attending any type Eagle review.  Order of the Arrow sashes are not to be worn during the Eagle rank board of review.

***Submission of all Eagle documents is currently required to be done via email.  No personal deliveries of ANY proposals, or Eagle packages to anyone's home or to the Council office should be done***


***District Eagle Board of Review (DEBOR) planning and scheduling:***
The following dates and timelines should be noted and followed:
- Cardinal DEBOR meetings are *always* held the second Thursday of every month, 7pm to 9pm
- Meeting place:  First United Methodist Church, 117 S Academy St, Cary, NC, 27511
     Scouts/Leaders/Parents will meet on the second floor, room "B213".
- Cardinal DEBOR, until further communicated, are doing ALL submissions, and ALL reviews on an as received basis.   All proposal reviews are done remotely via Zoom teleconferencing.   Eagle rank reviews are done face-to-face, in person at the location above.  With the exception of holidays, we will make every effort to receive, provide feedback as required, and schedule reviews within three weeks of submission.
- Unit leaders are responsible for ensuring all submissions have been fully reviewed BEFORE approval signatures are provided.  Missing requirements and incorrect dates cause delays in reviews.  Unit leaders should check all dates by confirming they match national records.  National records can be accessed via Scoutbook™ or Internet Advancement 2.0™ websites.  Both applications will also generate a starter Eagle Scout Rank application.
- The Scout's leaders will be contacted, via email, to confirm the Scout's appointment with the board. **Please respond within 24 hours to all emails.**  Please ensure that "debor@cardinalbsa.org" is allowed to send email through any firewalls / spam blockers. Scouts and leaders may also view the DEBOR schedule HERE.

### Eagle Scout Service Project (ESSP) Workbook: [GTA 9.0.2.8]

February 2023a, available at this link: National Scouting Website
Note: *The December 2022 previous revision was broken, and should be avoided.*
This is a computer "fillable" Adobe PDF form. Free Adobe Reader software, version DC or higher is ==*required*== for completing all BSA fillable forms. This required PDF document is designed to **not** open inside of web browsers, or on google chromebooks. Adobe DC Pro software is not required and *should not be used*. Apple/Mac users **should NOT use Preview app** to edit or modify any BSA supplied fillable PDF document. Preview does not correctly update the editable fields and will result in unpredictable results on our end. In no situation will modified or a "reverse-engineered" editable version of the workbook be accepted. We strongly encourage you to download a workbook copy to your computer and fill out as much as you can with your computer. Using a computer is not a requirement. The workbook may be completed by hand, in either blue or black ink. *Hand completed workbooks must be legible*. This version of the project workbook no longer allows the insertion of photos. Consider inserting photos into a word processing document, two per page, with captions, printed or converted to PDF format. Include that document with your proposal or final submission package.

You should personally keep the original project proposal approval signatures and include scanned PDF copies, of them with your completed original workbook to your District proposal review session. If there are any changes to the planned outcome of the project after any District approval signatures have been obtained, then DEBOR must review and approve those changes. Eagle projects done for Wake County Public Schools shall have ONLY the signature of that school's Principal for all approvals. However, the Principal may designate a proxy, in writing, if another school official is authorized to sign for them, included with your proposal for approval. Project recipients should be given the document, *Navigating the Eagle Scout Service Project*, which are the last two pages of the current ESSP workbook.

Each Scout candidates should track their time spent in all aspects of planning their project. Any activity of planning, researching, writing up the proposal, getting approvals, travel time to/from meetings, talking with the leader, coach, recipient, etc, should be logged. The candidate's planning hours will be needed in their Project Report.

### Guidance for Completion of ESSP Workbook:
Along with this guidelines document:

### Eagle Scout Requirement 5:
"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. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader, and unit committee, and the council or district before you start. You must use the *,Eagle Scout Service Project Workbook, December 2022a* in meeting this requirement. (To learn more about the Eagle Scout service project, see the GTA*, topics 9.0.2.0 through 9.0.2.16.)"

### Eagle Scout Service Project Workbook (ESSP) checklist:
Candidates shall include any photos or diagrams in an external document like MS Word, or Google docs. All additional docs must be saved to Adobe PDF format and submitted as separate document as part of the Proposal or Final submission package. Do not attempt to insert or merge any additional PDF documents into the BSA workbook file. Web links to cloud storage, like Google docs, are forbidden, and will not be accepted.

### Contact Information – Proposal Page B (pdf page 9 of 30)
Scout's **FULL LEGAL NAME** (Firstname Middlename Lastname) is required. If you have no middle name, please use "NMN", to indicate this. Every block, and every field should be completed for this page. This page is a "tool" for the candidate's success. Unit leaders should make available their unit specific template to ensure the unit information is correct and uniform for every proposal. A Cardinal District specific, Project Proposal page B of the ESSP workbook, is available to provide Scouts the correct information to complete page B. The Council Service Center and District Project Approval Representative information on page B of this sample should be *copied verbatim* into their ESSP workbook. Each Cardinal unit, should provide their Eagle candidate with their own up-to-date unit contact information.

### *Project Description and Benefit – Proposal Page C (pdf page 10 of 30)*
Briefly describe the proposal, using objective terms.   Objective includes listing the quantity of items being proposed. Provide any supporting photos, diagrams, or drawings via a separate PDF document.

### *Giving Leadership – Proposal Page D (pdf page 11 of 30)*
Avoid subjective words.  A bad example: "I will need 5 to 15 Scouts".  A good example: "I will need 8 Scouts and 2 registered Scout leaders."  Two registered Scout leaders, age 21 years or higher are required for every Scouting event, including Eagle projects.   List the *one most* difficult activity the Scout thinks they will face, when leading the estimated helpers.

*Materials:* Materials are things that become part of the finished project, such as lumber, nails, and paint.  Read the instructions printed in the workbook.   The value of any donated materials must be estimated and are rarely zero value. Quantity and basic dimensions of materials should be estimated and listed in the Cost Estimate section.

*Supplies:* Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.  This only includes safety supplies that are disposable like masks, or disposal gloves.   Do not include a first aid kit in Supplies.  First aid kits are required and should only be listed in the Tools, and the Safety sections.  The value of Supplies must be estimated in the Cost Estimate section, and are rarely zero value.

### *Giving Leadership Continued – Proposal Page E (pdf page 12 of 30)*
*Tools:* Tools should always include a first aid kit, a charged phone, a safety card, and camera if not part of the phone.  The values of borrowed tools, do NOT need to be estimated.  The cost of tools that will be rented, or purchased must be estimated and listed in the Cost Estimate section.

*Other Needs:* Items that do not fit the Material, Supply, or Tools categories; like fuel, parking fees, postage, or any services contracted as part of the project.

*Permits and Permissions:*  This is a three-part question, that requires three answers for each Permit or Permission. North Carolina statutes, state that any penetration of soil greater than 4" require the candidate to contact *811 (No-Cuts) via mobile, or https://www.nc811.org/ , no less than 72 hours prior to work to have worksite located for underground utilities.  No project recipient has the authority to waive this requirement, it should be listed in this section.

### *Preliminary Cost Estimate section – Proposal Page F (pdf page 13 of 30)*
Fundraising definition, as it applies to Eagle proposals: "The method used to procure real goods used as any project materials, supplies, or rented/purchased tool, or any of the other items."   Examples of fundraising might be, "funded by family", or "personal savings, or the value of free donations.   If you encounter a problem entering digits, 0 thru 9, in the boxes, you may be using an illegal editing method.  Review the section on using only Adobe Reader DC for editing the ESSP workbook.

Preliminary costs, include the *value* of donated material, supplies, purchased or rented tools, and other items. It is not necessary to include the value of tools or other items that will be loaned and returned, at no cost.  Fundraising should balance your estimated cost and a backup source of funding should be listed, should the primary method of funding not be realized.  "Other" costs include sales tax, and are *rarely zero*.   Candidates should try to keep the need for fundraising to a minimum, in the case where the beneficiary, their parents, or other donors do not cover all associated costs.

Often when Scouts read the word fundraising, they imagine things like "bake sales" and "car washes".  This type of fundraising is permitted only for facilitating a project, and it may need to be approved by the local council.  In Occoneechee Council the approval of the fundraising section of the ESSP workbook, is delegated to the District Advancement committee.

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## Project Phases:  Proposal Page F (pdf page 13 of 30)
Think of your project in terms of phases, and list what each phase might be.

## Logistics – Proposal Page F (pdf page 13 of 30)
These are a four-part HOW questions that requires four HOW answers.  These are NOT WHO questions.
How requires the Scout to determine the type of vehicle needed to transport materials, supplies, tools, and helpers, and list it.  Example: "I will transport material, supplies, and tools, in my parents truck. Helpers will drive themselves"

## Safety section of Project Proposal – Proposal Page G (pdf page 14 of 30)
*It is recommended Scouts* ==summarize== *any of these safety concepts below, into their proposal Safety Section, as applicable. The 2021c version of the ESSP workbook no longer allows copying this entire block.*
- Eagle project workdays are official Scouting activities.  Per the GSS (Guide to Safe Scouting), two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings.
- "A working telephone will be onsite and available during all Eagle project work days."
- "A note card, no less than 3" x 5" will be onsite at the project worksite(s) and kept with the telephone. This card will **ONLY** have the work location address, clearly printed or typed.  For multiple work locations, there shall be one address card for each location."
- "A First Aid kit will be onsite and kept in a location with the telephone and work location address card."
- "Before any worker is allowed to begin working on the project, I will hold a safety meeting and show the location of the telephone, address card and the first aid kit; and explain that if any injury occurs requiring more resources than provided in the first aid kit, the telephone will be used to call ONLY 911, giving the address location on the card."
- If *any* aspect of the project requires penetration of the existing soil grade more than four inches deep,  (including digging, drilling, auger, spiking, rebar, etc), a statement will be required in the project proposal that states:
   "At least 72 hours prior to digging, I will contact the applicable www.nc811.org to locate
    any underground public utilities, such as electric, phone, water, gas or cable. In North
    Carolina call (800) 632-4949."   Note: in the RTP area, you can also dial "811".
   There is no charge for this service.  The locates are good for only fourteen days.  The project leader might
   consider taking color time-dated photos of the location marks immediately prior to digging.  The project
   leader *shall not* just take the word of the project recipient that no utilities exist at the project site.
   **Note**: NC811 only locates public utilities on public land.  Work being done on private property may require the
   services of a private locator service.  See this link: https://www.nc811.org/utility-locators.html
- Eagle project proposals should NOT contain directions and/or maps to area hospitals.  It is beyond the scope and responsibility of the Life scout project leader to provide medical assistance beyond that provided by the onsite first aid kit.  The District board does not want a Scout taking the liability or risk of giving incorrect directions to a medical facility.  That is the responsibility of local professional EMS personnel.  Any medical needs that cannot be handled on the project site should be directed to the phone on site and the location address card for 911.
- Reference these documents: Age Guidelines for Tool Use and Work at Elevations or Excavations and the Service Project Planning Guidelines.  Unit leaders and Scouts should be using these resources to ensure that project workbooks are complete prior to signing.  *Any tools with age restrictions should be specifically listed in the Safety section and the matching age requirement for that tool.*  (Example: "Only Adults age 18 or older will be allowed to use any powered saw")

## Project Planning – Proposal Page G (pdf page 14 of 30)
Planning in this proposal section is only beginning.  Detailed planning will occur in Chapter 2 of your ESSP workbook.
List some summary action steps you will take to prepare your project plan.

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*Signatures: For: Proposal Page G or ESRA or ESSP Project Report or Fundraising Application*
*Obtaining signatures for any Eagle paperwork related to the Eagle Scout Rank Application (ESRA) or the Eagle Scout Service Project (ESSP) workbook, and if required, the Fundraising Application.*
Changes were made during March, 2020 for acceptable alternatives for obtaining approval signatures. "Wet signatures" are blue or black ink on paper forms, and are still acceptable. Any signatures not in blue or black ink, or made with pencil, will be rejected. Wet signatures, scanned to PDF format are preferred, however emailed approvals may replace signed documents. COVID-19 protocols of social distancing, can result in inability to get one or more signatures, here is the nationally approved wet signature alternative:

- Proposal only: An original email should be directed to only:  debor@cardinalbsa.org
- Eagle rank: Original email should be directed to: tiffany.edmiston@scouting.org and debor@cardinalbsa.org
- Original email is defined as a new email, from the required signer's email account. The email header will document the *chain of custody trail* from which the email was generated and will be the final say in acceptance. The email only needs to state, the name of the scout, and the nature of the approval being provided by the signer.
- *Forwarded* emails directly from the scout, their parents, or their registered leaders are NOT acceptable. Examples: A scout may not forward an approval email from their project recipient, or Scout leaders. However, the project recipient may forward, to the appropriate emails listed above, an instructional request from the scout. The last link in the mail chain, must be from the intended approver.
- Scanned images of signature pages should be in PDF format only and must be in the original format of the 8.5" x 11" signature page. All areas of the page should be visible, and legible.
- If needed, unit leaders are responsible for facilitating the technology needs of their Scouts. We recommend Scouts and leaders consider the use of the free Adobe Scan: Mobile PDF Scanner app for IOS or Android.
- Scanners leaving watermarks, altering the image color, size, or formatting are strongly discouraged.
- There is an assumption that the Scout themselves have possession of their paperwork and therefore should be able to provide a wet signature themselves. Followed by scanning to PDF, as part of their emailed submission package.
- The use of any "signature fonts" as replacements for scanned wet signatures, on any Eagle form, is forbidden and will be cause for rejection.

*Fundraising Application Page A* *(pdf page 22 of 30)*
*(Section 4: Fundraising Application pages A & B):*[GTA 9.0.2.10]
If required, the Fundraising Application may be submitted with the project proposal, to the District and approved by the District *before* you can start raising funds. In Occoneechee Council, fundraising approvals are done ONLY at the District. *Do not fundraise or start project without first getting all approvals.* The Fundraising Application should be completed, signed and dated, by the beneficiary and the unit leader. **The fundraising application will not be district approved until the project proposal has been approved.** If there are no concerns with the Fundraising Application, the Eagle candidate will be able to get an approval signature at the same meeting as the Project Proposal approval. It is important that the unit leader, beneficiary, and Eagle candidate read and understand page B of the Fundraising Application before providing approval signatures. If the Fundraising Application is not initially required at the Proposal review, but later becomes necessary, the candidate should complete the application. Once completed and signatures received, the candidate should contact the District (debor@cardinalbsa.org), to schedule review and approval. Ensure all emailed copies at least two adults.

*Fundraising Application, Local Council Specific: (Fundraising Application, page B, #8):*
Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well… See GTA 9.0.2.10
Effective May 28, 2014, the following policy is approved for Eagle Scout candidates of Occoneechee Council:
> *"No fundraising application shall be required for public fundraisers (such as car washes, bake sales, spaghetti suppers, and similar events) for which the anticipated fundraising amount is $500 or less. It is further the policy of Occoneechee Council that donations of materials used in the carrying out of an Eagle Scout service project, in amounts up to $1000, shall not require a fundraising application."*

## *Eagle Project Proposal Package Contents:*

The Proposal package is defined at these computer files:

**Required**:
- The edited and saved original BSA ESSP workbook file, which is already in PDF format. NO PAGES CAN BE DELETED.  Save and close this file before you attach it to an email.   File size should not exceed 10MB per email.   Do not use any PDF editor to "insert" scanned signature pages in this BSA document.   Do not use any "signature fonts" to insert a signature.
- A single scanned image, in PDF format, of your wet signatures.   Signatures required are:
  - Scout's own signature
  - Unit leaders signature (even if unit leader is the candidate's parent).  The unit leader's signature is confirmation they 100% agree with all the words written above their signature.
  - Unit committee member or chair.  Unit committee chair is not required, but permitted. The committee signature is confirmation they 100% agree with all the words written above their signature.
  - Project recipient: If proposal is for WCPSS, school Principal must sign, or provide written proxy letter.

**Optional, if required:**
- **Fundraising Application** scanned to PDF with Unit Leader and Project Recipient signature
- **Sketches, maps,** and/or **before photos** *if* you think they will help visualize your proposal.
  Suggestion: Please try to keep all sketches on 8.5" x 11" paper.  Print or mount photos on 8.5" x 11" paper.
- **WCPSS Principal proxy assignment: (**Submit with your proposal, if required )

## *Eagle Project Proposal Package Submittal:*

Email the consolidated and approval Proposal Package to:  debor@cardinalbsa.org  This email assures "two-deep" compliance, as it goes to both the District Advancement Chair, and the District Eagle Board Chair.  We recommend Scouts also copy their Project coach, and a parent.

- Subject line for email:  Subject line shall include: Unit type and unit number, Scout name, and "Eagle Project Proposal" (Example subject line: "Troop 999 - James 'Jimmy' Paul Smith – Eagle Project Proposal")
- Ensure that no single email, including attachment file(s), exceeds 10MB in file size.  All attachments shall be in PDF format.  For large (greater than 10MB) attachments, use multiple emails.
- A registered unit leader may also submit any Eagle proposal.
- No attempt shall be made to merge the items listed below into one attachment.
- The DEBOR *does not accept* for submission, copies of ESSP workbooks, drawings, photos, or signatures, linked to any Internet cloud-storage, such as Box, Dropbox, Google Drive, etc.

Project proposals in Cardinal District should be submitted when they have been fully reviewed, checked for errors, and in compliance to this document, *at any time during the month*.   We are continuing under COVID protocols and will be doing all proposal reviews within three weeks of receipt.  Project proposals will be pre-reviewed, and review advice will be emailed to the Unit Leader and the listed Project Coach.  If the listed Project Coach, is identical to the Unit Leader, the Unit Committee Chair, will be copied.  The DEBOR does not copy the Eagle candidate on their findings or advice.  It is the responsibility of the unit to relay the findings and advice to their Eagle candidate.  It is also the responsibility of the unit, to "filter" any comments, as they deem necessary.

## *How your Project Proposal will be evaluated for approval:*

The proposal is an overview, and is the *beginning* of planning. It shows the unit leader and any representatives of a unit committee, district, or council, that the following tests can be met.  There are no required minimum hours for a project.
- The project provides sufficient opportunity to meet Eagle requirement 5.
  - Show that **planning**, **development**, and **leadership** will take place
  - Show how these three factors will benefit your chosen eligible recipient
- The project appears to be feasible.
- Safety issues will be addressed. (see Safety paragraph above, follow links)
- Action steps for further detailed planning are included.
- The Eagle candidate is on the right track with a reasonable chance for a positive experience.

The detail required for a proposal depends on project complexity. It must be enough to provide a level of confidence for a council or district reviewer that all the above tests can be met, but not so much that—based on the possibility a proposal can be rejected—it does not respect the time it takes to prepare. [GTA 9.0.2.7]

## *Project Proposal Approval Overview:*

This highlights the process by which your project is reviewed and approved
- Eagle candidate submits one emailed copy of the proposal package, any day of any month
- DEBOR Chair or District Advancement Chair, pre-reviews proposals
- DEBOR provides feedback to the listed unit leader and listed Eagle project coach, from page B.
- Unit leaders confirm receipt of feedback and work with candidate to resolve any concerns
- Unit leaders confirm candidate made needed changes, *then* leaders contact DEBOR to request appointment
- DEBOR will notify units of the link to Sign Up Genius to select your choice of appointments
- Unit leaders look at appointment schedule online here:  Cardinal Monthly Schedule
- Candidate & Coach meets a member of proposal review team, via Zoom at arranged appointment.
- Candidate will be emailed a signed signature page, scanned to PDF to be used with Final Eagle package.
- Once you receive approval, make NO CHANGES to your proposal chapter.  Include the latest version that was approved in your Eagle package final submission package, including the District proposal approval signature.

## *Eagle Scout Service Project Plan (pdf page 15 of 30)*

Complete the project Project Plan after your proposal has been approved.  The Project Plan does not require district approval, but you will need to fully explain your planning at your Eagle rank board of review.  We suggest you review your Project Plan with your Eagle Coach and Project Recipient.  Mark any areas of the Project Plan that do not apply with, "Not Applicable" (or N/A).  The Project Plan is a very important tool, to ensure success with your Eagle project.  Project Recipients are permitted to require that you obtain their approval of your Project Plan before you start work.

## *Eagle Scout Service Project Report (pdf page 25 of 30):*

Before you return for your Eagle Scout Board of Review, you should complete the Project Report, section.  The Project Report must be included in your Final Eagle Package.  **Include ALL hours YOU spent doing planning, plus the hours you spend working, and hours writing up the Project Report**. Make sure you mark any areas that did not apply to your project, with, "Not Applicable" (or N/A).  Make sure the project beneficiary and your unit leader sign and date your Project Report.  Also make sure you follow all the directions and suggestions in the Project Report.  Be prepared to discuss your project at your Eagle board of review. It is especially important that you note and complete the Funding Summary, including the "How much was collected?" and the "How much was spent?" blocks in the report.  These are required.   The same considerations for the estimated funds needed, in the proposal, should be used for these.  There will be a comparison made between the estimated proposal costs and actual costs from the project report.

Just like the Project Proposal, photos of the final result can provide a clear representation of the impact of the work.   Use a separate MS Word, or Google docs application, add photos, two per page, with captions.  Save them to PDF format and include that in your Eagle final submission package.

***Eagle Scout Rank Application (ESRA)***:  You shall use the latest version of the Eagle Scout Rank application (ESRA), BSA Pub#: 512-728 (2022), that is available at this Internet link: https://pdscouting.wpenginepowered.com/wp-content/uploads/2022/07/512-72822c-Eagle-Scout-Application_WEB.pdf NEW: The Scoutbook or Internet Advancement applications allow a unit leader or Scout to download a partially completed ESRA document.  It can be helpful to use this instead of starting with a blank form.

This is a "fillable Adobe PDF" form*.  You should first download a copy to your computer, and then fill it out. Completing the application on the computer is not a requirement, it may also be completed in black or blue ink (only), by hand.  Hand completed applications ***must*** be legible.  You should make sure that you provide your ***full legal name***, as this *is* a requirement for your Eagle Scout rank.  No nicknames, no initials.  You must complete all fields of the application, pages 1 and 2, taking special note to include the unit number(s) for each and every merit badge in requirement three.  We will not accept any Eagle Scout Rank application that is not the most current.  Missing information will delay your final review. The *original* application with *original* signatures on that same application must be scanned to PDF and emailed per the submission info below.  If signatures are illegible, please print name below signature. [GTA 9.0.1.3]

***Eagle Letters of Reference***:  **Eagle candidates** should use the EagleRefs™ system to request their letters of reference. Link to www.eaglerefs.org, download the directions and follow them exactly as provided by EagleRefs™.  EagleRefs™ will allow each candidate to track the receipt of their references. Make sure you enter your full legal name when creating your account on EagleRefs™.  You must *never* receive in hard copy or electronic copy, transport, hold, or read any letters of reference.  Never allow a writer to give you a copy of your reference letter.  Doing so will VOID that reference.  You may, however, contact the Eagle Desk at 919-582-0065, if EagleRefs™ was not used or a manual letter was mailed.  You will be asked to provide a reason why you did not use the EagleRefs™ system, so be prepared with this information.  You should never use your personal email address, or an email you have access to, as an email for any of your references.

Eagle Scout rank requirement two, requires that you provide the names of SIX people (five only if you are not actively employed) who you have personally contacted and asked them to write you a *good* letter of recommendation.  You shall provide their name, their address, city, state, zip, ten-digit phone number and their email address ***on the Eagle Scout Rank application***.   If a reference refuses to give you any of this information, you should write "refused" in that field or strongly consider asking another person.  It is acceptable to put the school address for Educational references and the business address for Employer references.   You will have successfully completed requirement two when you have provided *ALL* the requested information, in every field of requirement two, on the Eagle Scout Rank application **and we can read your handwriting**.  Listing of all reference information, should be prior to the 18th birthday.  However, receipt of the references, can occur after the 18th birthday.  You should provide the information gathered and entered into EagleRefs™.  [GTA 9.0.1.7]

If you are **not** an *active* member of an organized religious faith community, your parent(s) or legal guardian(s) must write the Religious letter, and state that the family has no church affiliation.  This letter shall state whether or not you have a belief in a Supreme Being, and how you fulfill your Duty to your Supreme Being in your daily life.  The writer's name shall be on the Religious reference line in requirement two of the Eagle Scout Rank application.

Letters of reference shall only come from the names listed on the Eagle Scout Rank application.  Request references no more than six months ***before*** you submit your Eagle Scout Rank application.  References older than six months may voided and need to be requested again.  Know that educational references are very hard to get in the late spring and summer months, so Be Prepared!  Home school Scouts should reach out to others that have observed them in any educational setting, example:  Sunday school teacher, employment trainer, home school community educator, etc.

Letters of reference may come from ***any*** individual, by choice of the Eagle candidate.  The candidate should consider carefully, and select only those who will take their writing seriously, and speak to the area of reference assigned to them. The spirit of the references is to provide a view into the Scout's life, ***outside of Scouting.*** However, anyone the candidate chooses is eligible to write their references.  This includes extended family members, direct Scouting unit leaders, etc.

It is the policy of the Occoneechee Council Advancement Committee to allow 60 days for letters of reference to be received, before scheduling the Eagle rank board of review.  The 60 day clock starts on the date the Eagle package is received, based on the email header from which the last required document is delivered.  The board of review will be scheduled without one or more letters, if the 60 days waiting period has arrived, at the normal monthly review event.

***Eagle Project Registration and Project Picture***:  The EagleRefs™ service allows you to upload a single photo image file, that best represents your final Eagle project results. To upload your photo login to your EagleRefs™ account, and select the "Project Registration" link.  Enter all the requested information, browse your computer and select the photo file. This image file must be in either the .JPG or .PNG format.  The previous paper project registration form is no longer accepted.

***Eagle Rank Requirement Three:*** You must list the date when, and unit number where each merit badge, was earned. For Eagle required badges with options, strike a line thru the badge that is not being used.  On the fillable form, highlight the unused merit badge text, mouse right-click, choose "Strikethrough text", to redact that portion of the name.

***Eagle Rank Requirement Four:*** Positions of responsibility (POR) should only list time served on or ***after*** the Life rank board of review date.  All POR dates must equal or exceed six months. A month is a month regardless how many days it has. It is not defined as 30 days or four weeks. February 2 up to August 2, or August 31 up to February 28 (or 29th if leap year) are examples of six-month periods.  Six months does not mean 180 days.  Two or more POR cannot be held at the same time for credit.  Valid positions for Eagle rank are listed on the ESRA, under requirement four.  The end date for each POR must be listed, even if the POR is still actively being held.

***Ambitions, Life Purpose, and Leadership statements***:  The Eagle candidate must submit **statements** of their ambitions and life purpose, and a **bulleted listing** of positions held in their religious institution, school camp, community, and/or other organizations during which they demonstrated leadership skills.  The expectations are for the Eagle candidate to provide ½ to ¾ of a typed page of their personal ambitions and life purpose.  They should also include a bulleted list of any honors and awards received during this leadership service.  This should be from the age of 11 to present and include information in all areas of their life, ***not just*** Scouting.  Please include your name on these statements. [GTA 9.0.1.3.6]

***Eagle Rank Final Package Contents:***

The Eagle rank final package is defined at these computer files, in PDF format. Links to cloud storage are prohibted.
**Required**:
- Original Eagle Scout Rank Application (ESRA), most recent revision, completed. Already in PDF format.
- ESRA page 2, signature side, signed by Scout, Unit Leader and Unit Committee Chair, scanned to PDF.  Do not use any "signature fonts" to sign any pages.
- Original ESSP PDF workbook, completely filled in, unit reviewed.  Attached to submission email. NO PAGES CAN BE DELETED.
- ESSP workbook Report page with the 3 required signatures, scanned to PDF. Attached to submission email
- ESSP Proposal signature page, with the 5 required signatures, scanned to PDF.  Attached to submission email.
- Ambitions, Life Purpose, and Leadership statements, in either MS Word, or PDF format
- All references requested prior to 18th birthday, using the EagleRefs.org service, names should match the ESRA names. Note that letters do not need to be *received* before package is submitted, or before the 18th birthday.
- Eagle project and final photo registered, via the EagleRefs.org service

**Optional:**
- Attached document with any project photos, 2 per page, with captions, scanned to PDF format
- Include any Eagle extension documentation if applicable, in PDF format

***Eagle Rank Final Package Submission:***

All items above, attached to submission emails: To both: tiffany.edmiston@scouting.org and debor@cardinalbsa.org We recommend Scouts also copy their Project coach and a parent.
- Email Subject line:  Subject line shall include: Unit type and unit number, Scout name, and "Eagle Final Package" (Example subject line:  "Troop 999 - James 'Jimmy' Paul Smith – Eagle Final Package")
- Ensure that no single email, including attachment file(s), exceeds 10MB in file size.  All attachments shall be in PDF format.  For large (greater than 10MB) attachments, break the attachments across more than one email.
- Links to cloud storage are prohibited.  (for example: Google docs)
- A registered unit leader may also submit any Eagle final package.
- No attempt shall be made to merge the items listed below into one attachment.

- The DEBOR and the Council **do not accept** for submission, copies of ESSP workbooks, drawings, photos, or signatures, linked to any Internet cloud-storage, such as Box, Dropbox, Google Drive, etc.  Zipped attachments should not be used as well.

### *Final Rank Eagle Package Considerations:*
- Timelines on submittal are critical if the Eagle candidate is approaching, or has already turned, age 18. Submitting materials late can imply the work on the requirements continued after their 18th birthday.  Email date/time stamps will indicate submission.
- Time is required to verify your Final Eagle Package, and schedule manpower to conduct your Eagle Board of Review. Missing or incorrect information will delay that opportunity.  Please advise the DEBOR if there special time constraints.  For example, Leaving for college, or the military.
- All Eagle requirements, must be complete before the 18th birthday, unless you have an approved exemption.
- The *only things* that may be received on or after the 18th birthday are the letters of reference (Req. 2).
- The Eagle Board of Review may be convened up to 2 years after the candidate's 18th birthday.
- Eagle Boards of Review after age 20, cannot be held, Eagle rank will be forfeited.  No appeals are allowed.


\*This document and these specific interpretations are meant to clarify the BSA National and Occoneechee Council requirements for the Eagle rank.  They are not additional requirements.  Free Adobe Reader version DC or higher is required for completing the National workbook, and the Eagle application, on a computer.  Apple/Mac users should **NOT** use Preview.app to edit or update any BSA supplied fillable PDF document.  Preview.app does not correctly update the editable fields and will result in unpredictable results on our end.  **Modifying any BSA fillable document format, is prohibited, including modification due to scanning, faxing, and reprinting.  The original aspect ratio and size must be maintained.**
A copy of this document can be found online here: http://tiny.cc/DEBOR-rules