

Canyons District Eagle Candidate Process Quick-Reference Guide

Eagle Scout Service Project Approval Process:

When a Scout becomes “Life” – The Troop Life to Eagle Coach (or Scoutmaster) should provide the Life Scout with the Eagle Information from the Orange County Council Website at: <https://ocbsa.org/life-to-eagle>.

- The Troop Life to Eagle Coach (and/or Scoutmaster) should work with the Scout to identify a project and review the Scout’s timeline ensuring enough time to complete the project and attain the 6 months in a position of responsibility.

Turn in Eagle Service Project Workbook (Proposal Section) at Roundtable (7:00pm every 2nd Thursday, Cerro Villa Middle School, 17852 Serrano Ave., Villa Park)

Before Coming to Roundtable:

- In the Eagle Service Project Workbook (the most recent version is at the above link), The Eagle Scout Candidate should do the following:
 - Read and understand the workbook. Specifically, Pages 2 – 5 and Proposal Page A.
 - Parents should read, along with the Scout, the “Message to Scouts and Parents or Guardians” on Page 4.
 - Complete all sections of the Contact Information on Page B.
 - Complete Pages C through G of Eagle Scout Service Project Proposal.
 - Obtain signatures on Page H: Candidate, Unit Leader, Committee and Beneficiary.
- Have the Candidate bring the completed Proposal Section of the Eagle Service Project Workbook to Roundtable. Many Scouts will also bring drawings, pictures, plans of their project and put the entire workbook in a 3-ring binder with sheet protectors.

At Roundtable:

- The Eagle Candidates will meet with one, or more, District Project Approval Representative(s) and/or Project Reviewer(s). (GTA §9.0.2.7 and Workbook Proposal Page B)
 - At this meeting the Candidate can expect: (GTA §9.0.2.1 and Workbook Page 4)
 - Questioning and probing to determine the Scout’s understanding of the project.
 - Confirmation that the project meets Eagle Scout Requirement #5.
 - The District Representative may provide feedback and information on the project.
 - Within one week of turning in the Project Proposal at Roundtable a District Eagle Project Coach (GTA §9.0.2.7) will contact the Candidate and arrange a meeting. This may, or may not, be the same person that the Candidate met with at Roundtable.
- If the Scout is not able to come to Roundtable and waiting for one month will cause a delay (for example if the Scout is turning 18 shortly) please reach out to the Canyons Eagle Processor at: canyonseagles23@gmail.com

Eagle Candidate’s Meeting with the District Eagle Project Coach (also called District Eagle Adviser)

- The District Eagle Project Coach will review the Candidate’s project incorporating any comments or suggestions and confirming that the project meets the 5 Tests of an Acceptable Eagle Scout Project. Every attempt will be made to complete approval in one meeting. (GTA §9.0.2.7)
- The Coach will Review the Eagle Scout Rank Application. This meeting may take place at any time during the Eagle Scout Rank. The District Eagle Project Coach will specifically review:
 - Correctness of Information will prevent delays. (GTA §9.0.1.3)
 - Hint: Obtain a “Person Report” from the Council office to confirm dates are accurate.
 - List all 4 References. All Letters are strictly confidential and sent to the Canyons Eagle Processor, not the Troop or the Scout. (GTA §9.0.1.7)
 - List all Merit Badges with the unit number and completion date.
 - Position of Responsibility must be the one that is listed in Eagle Scout Rank Requirement #4.
 - Attachments that accompany the Eagle Scout Rank Application:

- Eagle Scout Service Project Workbook
- Statement of Ambitions and Life Purpose
- Listing of Positions, Honors and Awards
- Final signatures

The Eagle Character Board of Review

- Scheduling Process:
 - After project completion, and if everything is correct, Council provides a verification to the Canyons Eagle Processor. The board is scheduled only after the verified application is received. (GTA §9.0.1.6)
 - The Canyons Eagle Processor will contact the unit Committee Chair to determine the date and location of the Eagle Character Board of Review.
- The Eagle Character Board of Review (EBOR)
 - The EBOR is comprised of three to six members who are over 21 years of age. (GTA §8.0.0.3)
 - Two members will be from the Canyons District Eagle Review Committee. One of the two District members will Chair the EBOR.
 - The unit will supply the remaining three to four members. These members can, but do not need to be, registered with BSA. The Troop members should not be SM's, ASM's or from the Candidate's family. The Candidate cannot choose who sits on his/her Board. (GTA §8.0.3.0)
 - It is preferred that the Scout wear their full Field (Class A) Uniform with Merit Badge Sash. (GTA §8.0.0.4). It is recommended that the Scout bring their Scout Handbook (GTA §8.0.1.2) and if they would like, Blue Cards or any other item (s) that they would like to share with the EBOR.
 - Eagle Boards of Review typically last 30 to 45 minutes. (GTA §8.0.3.0)
 - All Eagle Character Board of Reviews inform the Scout that the decision must be unanimous. (GTA §8.0.1.4) This also includes explaining the right to appeal (GTA §8.0.4.0) This does not mean that the scout will fail, it is simply sharing information.
 - Typical format for a Canyons Eagle Board of Review:
 - Board members review, without the scout present, the Candidate's Workbook, Scout Handbook, Application, References, Statement of Ambition and Life Purpose, and Positions Held.
 - EBOR Chair will meet with the scout and family to review the general format of the board.
 - Unit Leader introduces the Candidate.
 - Candidate Opens by leading the Flags Salute and Prayer (or Moment of Silence).
 - Candidate recites the Scout Oath, Scout Law, Scout Motto and Scout Slogan.
 - Board will have a conversation (in the form of questions) with the Candidate about their Scouting Journey. They will not retest requirements.
 - Board will dismiss the Candidate and Unit Leader to deliberate.
 - The Candidate will return, and the decision will be rendered. The EBOR Chair can, at their discretion, identify and verbally share adjectives from the Recommendation Letters (they cannot share the actual letter or identify the name of the appraiser).
- After the Eagle Character Board of Review
 - If a board of review approves a candidate, the signed application is returned to the Council Office. (GTA §9.0.1.8)
 - The Scout Executive will sign the application, and Council will forward it to the National Advancement Program Team.
 - At National, the application is validated and entered into their system. They will mail the certificate and pocket card to the Council office which may take several weeks. (GTA §9.0.1.10). If a Scout does not receive his Eagle Scout Credentials within six weeks, please contact the Canyons District Eagle Processor.

Do you have any further questions? Contact Cheryl Geukens at canyonseagles23@gmail.com