

Advancement and Recognition Procedures

*Three Rivers District
Tidewater Council, BSA*

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3 Rivers District Youth Development Committee

Chairperson

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Cub Scout Advancement

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At Large Committee Members

Purpose

This guide provides procedures for youth advancement not otherwise documented in the following publications:

ADVANCEMENT AND RECOGNITION POLICIES AND PROCEDURES - 2011 PRINTING

TIDEWATER COUNCIL YOUTH DEVELOPMENT GUIDELINES – MARCH 2012 (Located in Appendix B)

Reporting Advancement to Tidewater Council

Unit advancements should be reported using one of the following 3 methods:

- (1) Online Advancement – All advancements except Eagle Scout can be entered and submitted via the BSA’s Internet Advancement tool. Once submitted, advancement forms must be signed and submitted to the local council office. Eagle Rank advancement can be entered for printing purposes only, not submitted. Three copies of the Advancement Form are needed for the all advancement reports (for unit/district/council copies). Do not save changes made for “print only” purposes.
- (2) Third-party software (e.g., Troopmaster) advancement forms may be signed and submitted in person to the Tidewater Council Service Center.
- (3) Three-part carbonless form (white, yellow, pink) can be completed, signed, and submitted in person at the Tidewater Council Service Center.

Note: Troopmaster Advancement worksheets WILL NOT be accepted by Tidewater Council.

For Boy Scout rank advancements and Venturing Crew awards, three committee member signatures are required. For all other awards, only one signature is required. The unit committee chair or unit advancement committee chair signature must always appear on the advancement form.

Reporting Advancement for Journey to Excellence (JTE) Awards

Advancements to be considered for the Journey to Excellence Award must be earned and submitted in the calendar year. Advancements earned in the prior calendar year but submitted in the next calendar years will not count towards the unit advancement goals for the Journey to Excellence Award.

Applications for the Journey to Excellence Award must be submitted to the District Commissioner soon after 12/31 of each calendar year (by the date announced) to be considered.

Cub Scout advancements of Bobcat, Tiger, Wolf, Bear, Webelos, and Arrow of Light count towards the Journey to Excellence award. Boy Scout troop and Varsity team advancements of Tenderfoot, Second Class, First Class, Star, Life Scout, and Eagle Scout count toward the Journey to Excellence award. The

Scout Badge and Eagle Palms do not count toward achieving Journey to Excellence advancement goals.
Venturing Crews do not have an advancement requirement for the Journey to Excellence award.

Merit Badge Counselor Procedures

BSA Policy

Read and follow the BSA Merit Badge Counselor Policy outlined in the current publication titled: “Guide to Advancement 2011” available at <http://scouting.org>

Merit Badge Counselor Forms

Unit leader submits (as described in paragraph 3 below) the following properly completed, legible, and signed documents:

- A current BSA Adult Application for the district position of Merit Badge Counselor (position code 42). BSA requires submission of a separate adult application regardless of any other existing adult registrations.
- Disclosure/Authorization Form (Criminal Background Check – CBC) attached to the BSA Adult Application.
- Copy or screen shot of current/valid Youth Protection Training completion certificate. This training **MUST** be completed prior to applying for any volunteer position.
- Tidewater Council Merit Badge Counselor Information form available at <http://www.tidewaterbsa.com/forms/2005MBCounselorApp.pdf>. Counselors must indicate “Yes” in the Vocation, Avocation, and/or Special Training boxes, then provide brief supporting information on the back of the form for each block marked “Yes”. A check mark “✓” or “X” alone is insufficient. **Please note that the following merit badges have special qualifications for the merit badge counselor or supervisor: Canoeing, Climbing, Lifesaving, Rifle Shooting, Rowing, Scuba Diving, Shotgun Shooting, Snow Sports, Swimming, and Whitewater.** Please see Section 7.0.1.0 About Merit Badge Counselors in the Guide to Advancement 2011 for details.

Merit Badge Counselor Form Submission

DO NOT SUBMIT THESE FORMS TO THE COUNCIL SCOUT STORE. Submit them to Leslie Crowder, Three Rivers District Merit Badge Counselor Coordinator, via any option below:

- Regular mail to: 820 Birch Forest Court, Chesapeake, VA 23322
- At monthly Three Rivers Scout Leader Roundtable meetings
- Call Leslie Crowder at 757-436-6262 or (757) 303-7877 to arrange for delivery or if you have a question.

Please keep a copy, for the unit’s record, of all forms submitted.

Merit Badge Counselor Training

ALL MB counselors **MUST** be trained by December 31st of each year. MB Counselors need to complete BSA’s MB Counselor orientation course (a one-time requirement) and maintain current Youth Protection Training. Those not trained will be dropped from the Council’s/District’s active MB counselor list. MB

Counselor Orientation classes are scheduled throughout the year. Date, time, and locations of classes are published on Tidewater Council's website calendar.

Annual Validation of Merit Badge Counselors

Prior to the annual re-chartering period, the District MBC coordinator will send a list of registered counselors to the sponsoring unit to validate each counselor's intent to continue the following year as a MB counselor. Each unit POC will in turn, notify the District MBC Coordinator of any counselors to remove from the MB counselor list. This will be considered the "rechartering" for MB counselors.

Merit Badge Counselor List Maintenance

To change an approved MB counselor's merit badge selection, submit an updated "Tidewater Council Merit Badge Counselor Information" form listing the updated list of selected merit badges.

To change any personal information for a MB Counselor, submit a new "Tidewater Council Merit Badge Counselor Information" form.

Youth Protection Training must be renewed every two years from the date of the last documented completion.

Deleting or removing a MB counselor from the approved list can be done by the sponsoring unit leader by sending an email to Doug Taylor at taylor26@yahoo.com any time during the year.

Merit Badge Counselor List Reporting

A detailed unit level MB counselor list will be provided to the unit prior to annual rechartering time. An updated list can be provided to units upon request from the unit leader at any time.

Merit Badge Counselor Coordinator

Each troop should designate a Merit Badge Counselor Coordinator. This is a Troop Committee role. Please provide the unit coordinator's contact information to the District Merit Badge Coordinator.

Eagle Rank Advancement Procedures

Position of Responsibility

The requirements for position of responsibility are stated in the Boy Scout Handbook. Additional clarification is provided in the Guide to Advancement in Chapter 9 which states that “the position of responsibility must relate to the unit where the Scout is registered and active”. If the Scout is dual registered in a Crew and a Troop, the Scout will advance in the unit under which he fulfilled his position of responsibility requirement.

Eagle Service Project

Requirement states that “the Scout, while a Life Scout, must plan, develop, and give leadership to others in a service project benefitting any religious institution, school, or community worthy of an Eagle Scout”.

Eagle Service Project Process

1. The Scout identifies a service project that he would like to complete. The project selected must comply with the requirements as identified in the Scout Handbook and the Guide to Advancement.
2. The Scout may select a project mentor to provide guidance in planning and execution of the project. The mentor must be a registered scouter and have completed Youth Protection Training.
3. The Scout identifies a representative from the benefactor organization and meet with him or her to discuss the project.
4. The Scout must use the Eagle Project Workbook and complete the Eagle Service Project Proposal. The proposal must be approved by the Scout, the benefactor representative, the Unit Leader (or assistant), and the Unit Committee Chair. It is highly recommended that the Scout present his proposal to the Unit Committee for approval.
5. The Scout must have the District Eagle Representative review the proposal and approve it. No work or fundraising can be done on the project until the District Eagle Representative reviews and approves the Proposal. The Three Rivers District Eagle Representatives are Bob Zastrow and Jeff Stobie.
6. The Scout should complete the Final Plan. This is an iterative process with the Scout working with his mentor.
7. The Scout must complete the Eagle Scout Service Project Fundraising Application for all fundraising activities other than in kind, direct donations. The application must be approved by the benefactor representative, unit leader, and the Eagle Scout Coordinator.
8. The Scout executes his plan and carries out the project.
9. Upon completion of the project, the Scout completes the Eagle Scout Service Project Report and have it approved by the benefactor representative and the unit leader. NOTE: All extra funds must returned to the donor(s) or donated to the benefactor (recommended).

Ideas for Projects

Religious institutions, schools, and communities in general are faced with limited funds to carry out their mission. Eagle service projects can help these organizations by completing projects that would have ordinarily been put on the shelf or cancelled. Some organizations that can benefit from Eagle Service Projects are:

Unit's Charter Organization

Churches

Public and private schools

City / town park district

Girl Scouts of America (Colonial Coast Council)

Isaac Walton League

US military, police, fire/rescue

Non-profit hospitals, nursing homes, and medical centers

Great Bridge Battlefield and Waterways Historical Association

Hoffler Creek Park, Portsmouth, VA

Chesapeake City parks, Chesapeake, VA

Northwest River Park, part of the City of Chesapeake parks, Chesapeake, VA

Chesapeake Arboretum, Chesapeake, VA

Handicap ramps to support individuals with special needs may be done as an Eagle Scout service project. These projects are considered as being for the community. However, a non-for-profit organization such as the individual's church should be the benefactor of the project and listed as the primary contact for the project.

Projects may also be done for organizations that support individuals with special needs such as Eggleston Services, Disabled American Veterans, Hope Haven, Robinson Center for Children, etc.

Scope and Magnitude of an Eagle Service Project

There is no requirement for the scope of an Eagle service project if it meets the requirement stated at the beginning of this section. The scoutmaster and troop committee (or Venturing equivalent) should provide guidance as to what is too small or too large considering the following guidelines:

The minimum number of participants on an Eagle Scout Service Project is 3 including the project leader.

At least one participant must be an adult who has completed the BSA youth protection training within the last 24 months.

The cost of a project may range from zero to thousands of dollars. There may be projects involving only labor and donated tools, or the organization that is benefitting from the Eagle service project may supply the materials for the project. The cost of those projects will be very little. On the other hand, there may be projects that require specialty materials, or a lot of materials to complete. Those projects will require fundraising if the recipient organizations do not supply the materials or funding.

Guidance must be provided to the Scout so that he is successful in the planning and executing of his Eagle Service Project. The more time a Scout invests in his plan, the better the likelihood of success and the less likelihood of “surprises” during execution. Consider everything that needs to be done to complete the project including planning, preparation activities such as permitting, fundraising, and construction. If the project will take a year or more to complete, then the project is too large and should be scaled back. Remember, this is a guideline, not a rule.

Fundraising for Projects

Fundraising for projects is permitted only for securing materials needed to carry out the project. Funding a project can be challenging and requires leadership and communication. Retailers provide discounts and sometimes outright donations of materials. Civic organizations are a good source of monetary donations for projects benefiting schools or the community. Car washes, bake sales, and yard/garage sales are common ways of raising funds. The Scout may also solicit donations from the community, friends, family, and church. The organization benefitting from the project may voluntarily donate materials or money to fund the project. One activity that is not allowed is a raffle. Gambling of any kind is not allowed by the Boy Scouts of America.

The Scout should prepare a presentation, either computerized, paper, or both, describing his project, the materials needed, the amount of money needed, and the amount remaining. Posters and signs should be displayed at public fundraising events. The Scout must be very clear as to the organization that is benefitting from the project and how it will benefit them and the community. The Scout must be prepared when making the presentation to civic organizations, the troop committee, businesses, or individual donors.

Here are some suggestions on fundraising:

Contact the following civic organizations: Rotary Club of Chesapeake, Rotary Club of Great Bridge, Kiwanis Club, and Lions Club. The Scout may be asked to make a presentation about his project to the group. These groups meet early in the morning or at lunchtime.

Contact the following fraternal organizations: Knights of Columbus and the Masonic Lodge. Again, the Scout may be asked to make a presentation about his project to the group. These groups usually meet in the evening.

Car washes are supported by Advance Auto Parts, Golden Corral restaurant, and many gas stations and churches. Rather than asking for a fixed price, ask for a donation.

Applebee's will allow use of their locations for pancake breakfasts on Saturday mornings. The Scout should contact the Applebee's location to get on their schedule. Many churches that have kitchens will also allow pancake breakfasts. The Scout may be able to get pancake batter donated from IHOP or other restaurant. One Scout raised \$700 by conducting a pancake breakfast.

Spaghetti dinners are good activities to raise funds. The menu ingredients are inexpensive. Again, many churches have kitchens to accommodate spaghetti dinners.

Donut sales through Krispy Kreme are another good source of revenue. The Scout can pre-sell the donuts and deliver them on the scheduled date.

Lowe's National Eagle Scout Project Impact Grant

Lowe's hardware store chain has partnered with the BSA on a national basis to enable a Scout to receive up to \$100 donation in the form of a gift card to be used for construction materials on his Eagle Scout Service Project.

About the Grant

A generous contribution from the Lowe's Charitable and Educational Foundation has made it possible for local councils to present selected Eagle Scout candidates with a \$100 prepaid gift card to be used toward their service projects. The number of gift cards provided to each council is limited each year. For 2012, Tidewater Council was given 35 gift cards, of which, only 25 were used.

Life Scouts who are planning a construction-based project may apply.

The council or district Eagle project review board will determine which projects qualify for a Lowe's grant. The local council will distribute its allotment of the \$100 prepaid gift cards to recipients. Cards must be used to purchase building materials and equipment for the Eagle candidate's service project. The gift card may be used at any participating Lowe's location.

Qualifications

To qualify for a Lowe's National Eagle Scout Project Impact grant, the individual must

- Be a registered Life Scout.
- Complete and submit to the Three Rivers District Advancement Chair or the Eagle Advancement Coordinator the Lowe's Grant Application that can be found at www.scouting.org/trailtoeagle
- The application will be reviewed and submitted by the district representative to the Tidewater Council Advancement Committee. The council's committee will review the application and if approved send the Scout a Lowe's gift card.
- Be sure the Eagle Scout service project has all approvals before the work begins.
- Use the Eagle Scout Service Project Workbook to document the results of the service project. Make photographs and all documentation available to the BSA for sharing with Lowe's.

Document your project with "before" and "after" photographs. Be sure photographs show how the materials and equipment purchased with the gift card were used for your service project.

Things You Should Know

If you plan to spend your gift card at a Lowe's location, you should consider speaking with the local store manager when you arrive. This will help Lowe's track how well the program is being received. Safety and Compliance on Eagle Service Projects

Keep Eagle Service Projects safe and in compliance with local building codes and laws. All construction work must be done in accordance with local building codes and laws. Safety must be addressed and documented in every Eagle Service Project Proposal and Detail Plan.

Safety

Work gloves, safety goggles, safety vests, and hard hats must be used when appropriate. Closed toed shoes are required at all times.

A first aid kit and water must be available on the job site.

A safety briefing must be conducted at the start of the work session. The safety briefing should cover safe use of all tools, safe lifting techniques, safe use of ladders if used, and use of work gloves and safety glasses. The location of the first aid kit and water must also be communicated.

Power tools may be operated by adults or Scouts, however for Scouts the power tool must be age and maturity appropriate and must be operated under the direct supervision of an adult. Scouts must be briefed on the safe use of all tools. Powered tools that must be operated only by adults include gas-powered augers and chain saws (electric or gasoline powered).

Nail guns are not to be used on any Eagle Scout Service Project.

Ladders may be needed for activities on the Eagle Scout Service Project. Ladders up to 8 feet may be used by Scouts as long as a spotter is used. Only adults are allowed to use ladders taller than 8 feet. The work crew must be briefed in the safe use of all ladders.

Compliance

In some cases, only a qualified licensed professional may complete certain activities such as electrical work. Scouts must confirm whether a permit is required and work with the benefiting organization to secure a building permit if necessary.

If digging is required on the project, Miss Utility must be contacted and the site must be marked before any digging can take place. Miss Utility should mark the site within 3 days of digging activity on the project.

If a permit is required for the project, the project will not be considered complete until the follow-up inspection is conducted by the permitting organization and the work passes inspection.

Eagle Scout Requirements are Complete, What's Next?

Submitting the Eagle Application to Council

Once the Life Scout has completed his Scoutmaster Conference, the Scout must submit his application to the Tidewater Council along with his Eagle Project Workbook. The application and Project Workbook may be submitted by the Scout or his designee, usually the Scoutmaster, Assistant Scoutmaster, Unit Committee Chair, Unit Advancement Chair, or Unit Committee Member. The application will be taken and verified by Council and a copy of the final signature for Completed Project will be made, and the project book returned to the submitter. The verified (signed) application will be returned to the Unit Committee Chair or Scoutmaster within 5 business days.

Requesting Eagle Advancement Reference Letters

A minimum of 5 letters of reference must be obtained (6 if the Scout was or is employed). The letters are to be requested by Scoutmaster or Crew Advisor, Unit Committee Chair, or Unit Advancement Chair on behalf of the Scout. The references should send the reference letter to the District Advancement Chair, Eagle Scout Coordinator, or designee. Designees are usually the Scoutmaster or Crew Advisor, Unit Committee Chair, or Unit Advancement Chair. The letters are to remain sealed until the Eagle Scout Board of Review.

In the event that a letter is not received in a timely fashion the District Advancement Chair, Eagle Scout Coordinator, or designee may obtain the reference via e-mail or telephone interview. The telephone interview will be documented by the interviewer and submitted to the Board of Review.

All reference letters will be kept confidential by the Board of Review and destroyed after the board is completed.

Eagle Board of Review

Once the Eagle Application has been verified by the Council and the reference letters are received by the Unit Advancement Chair or designee, the Eagle Scout Board of Review may be scheduled at the request of the Unit Committee Chair, Unit Advancement Chair, or Scoutmaster or Crew Advisor. A District Representative must be contacted to schedule an Eagle Board of Review. **The UNIT SETS THE DATE** for the board of review. The unit can select, **and may contact directly**, anyone on the list of Scouters designated by the district that is available on that date, EXCEPT those who are also a member of the unit holding the board of review. If none of the designee's are available on the date desired, the unit will need to have an alternate date.

The Eagle Scout Board of Review is comprised of a minimum of 3 members and not more than 6 members. The members are comprised of unit committee members and a District representative. The list of designated Scouters authorized to represent the Three Rivers District to serve on unit level Eagle Scout board of reviews will be distributed annually and/or can be found on the District Web Site.

One of the board members may come from the community at the request of the Scout. It is recommended that the unit committee supply at least 3 members to the board. The Scoutmaster and Assistant Scoutmaster(s) are not allowed to participate on the board nor are they allowed to participate in the deliberations following the Eagle Scout Board of Review. However, either the Scoutmaster or an Assistant Scoutmaster may be an observer of the Board of Review.

Upon completion of a successful Eagle Board of Review, the board will sign the new Eagle Scout's Handbook and the 3-part Advancement Form or 3 copies of the single part Advancement Form. The Unit Committee Chair or Unit Advancement Chair and the District representative will sign the Eagle Scout Application. Then the signed Advancement Form and the Eagle Scout Application will be submitted to the Tidewater Council Service Center where the advancement paperwork will be processed and then verified by the National Council of the Boy Scouts of America. This process takes 2-3 weeks. Once final verification is complete Tidewater Council will notify the Unit Committee Chair, Unit Advancement Chair, or Scoutmaster that the Eagle package is in and can be picked up. Once the unit receives this notification, the Eagle Scout can begin to plan his Eagle Scout Court of Honor.

Scouts With Special Needs

Registering a Scout with Special Needs

If a Scout has special needs, the Scout should be registered as a Special Needs Scout. To register a Scout as a Special Needs Scout, a new application needs to be completed. At the top of the form, "Special Needs" should be written. Then the application should be submitted with a statement from the parents, physician, and a copy of the Scout's Individual Education Plan (IEP) from his school.

If the Scout is currently registered, submitting a revised application will not cost the Scout any additional fees.

Alternate Requirements for Scouts/Venturers/Team members with Special Needs

According to the Guide to Advancement, unit leadership and district leadership does not have the authority to modify any rank or merit badge requirements. However, every youth who satisfies the other membership and eligibility requirements has the opportunity to achieve BSA ranks and/or Venturing awards. If a special needs Scout cannot meet a rank or merit badge requirement, a request can be made for an alternate requirement.

To request an alternate requirement, it must be documented that the special needs Scout cannot meet the requirement. The Scoutmaster will document the Scouts experience with the existing requirement and recommend an alternate requirement. The document, along with a statement from the parents and physician, and the IEP will be submitted to the Tidewater Council Advancement Committee via the District Advancement Chair.

The Council Advancement Committee will evaluate the request and make a recommendation. The recommendation will be sent to the Council Executive for approval. If approved, the alternate

requirement will be sent to the National Council, BSA for final approval. If approved, Tidewater Council will notify the Scout via a letter of the modified requirement. The letter must be retained by the Scout and presented to the unit leader or at the Board of Review for the rank affected or the merit badge counselor for a modified merit badge requirement.

Appendix A – Eagle Board of Review Checklist

Eagle Candidate Name: _____ Troop / Crew: _____

BOR Date: _____ Scoutmaster: _____

BOR Members: _____ BOR Location: _____

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pre-Review Items:

- Eagle Scout Application – Confirm Tidewater Council signature on back or page 2.
- Scout Book – Review for signatures for all rank board of reviews.
- Blue Cards – Confirm all required merit badges plus 9 additional. Review for possible board questions.
- Eagle Project Workbook – Review for possible board questions.
- Confirm age of Life Scout. (must be less than 18 years and 90 days on BOR date)
- Confirm Life Scout is registered in Scouting. (if application submitted in Nov-Jan and BOR held Jan-Mar)

Eagle References: (Minimum of 5 needed. Review for character – Scout Oath and Law)

- Parents Religious Education Employer At Large 1 At Large 2
- Life Ambition Letter – Review for possible board questions.
- Scout History from Troopmaster (optional) – Review for Scouting activities such as camping nights, high adventure, etc. Possible source of board questions.

Review the following with the board:

- Procedures on how the board is conducted, questions to be about character, Scouting experience, current events, future plans. NO SKILLS TESTING questions allowed.
- Confidentiality of reference letters (no direct references for questions)

Review Items:

- Complete Scout uniform
- Scout Oath Scout Law Scout Motto Scout Slogan Outdoor Code (optional)
- Introductions Confidentiality of the Board of Review

Post Review Items:

- Decision: Pass Continue Fail **If Continue or Fail, describe circumstances on the back of this sheet.**
- Advancement Form completed and signed by all board members. It is up to the troop to submit the advancement form to council.
 - Eagle Scout Application signed by (Troop Committee Chair or Troop Advancement Chair) and District Rep.
 - Scout Book signed by Troop Committee Chair or Troop Advancement Chair. All board members may sign also.

Reference letters collected by District Representative

Appendix B - Tidewater Council Youth Development Guidelines

Revised March 2012

Introduction

The primary purpose of these guidelines is to amplify on information contained in the latest editions and printings of the following B.S.A. publications:

- Eagle Scout Application, No. 512-728
- Advancement and Recognition Policies and Procedures, No. 33088 (2010 Printing)
- Eagle Scout Leadership Service Project Workbook, No. 512-927

They also provide guidance on matters that are not addressed in B.S.A. publications or for which clarification was requested. In these cases, approval has been obtained from the National Youth Development committee. They do not change or modify B.S.A. requirements, policies and procedures. Questions or comments regarding these guidelines should be brought to the attention of your district's Youth Development committee chair.

Eagle Scout Service Projects

The Scoutmaster and a representative of the entity benefiting from the project are responsible for the final approval of the completed Eagle Scout service project. The project plan is to be submitted to the district Youth Development chair for review and approval by the district Youth Development committee. The district Youth Development chair will personally review, or assign to a member of his/her committee to review the project plan. Review by more than one member of the district Youth Development committee is encouraged. The district's Youth Development chair will sign the project plan as approved or, when required, provide the candidate with a letter outlining corrections needed for an acceptable project. In the absence of the district Youth Development chair, a member of the Youth Development committee designated by the chair will sign the project plan or provide the letter, as appropriate.

The project may not be a fundraiser. Fundraising is permitted only for securing material or supplies needed to carry out the project. If there are surplus funds after a project is complete, they are to be returned to the donor(s), or may be given to the entity which benefited from the project, with donor(s)' approval. Eagle candidates should make it clear to donors who is benefiting from their donations. Funding for project materials or supplies should be derived from the following sources in the priority listed below:

- The sponsoring institution
- Donations from businesses
- Fundraising by the individual
- Donations from family members/friends

When appropriate, the project should contain a materials list with associated costs and a statement as to how the materials will be funded.

Eagle Scout Application Procedures

1. In order to make filling out the Eagle Scout Application easier the unit advancement chair can verify advancements and the date merit badge were earned by using Internet Advancement.
2. The unit advancement chair or committee chair will bring in the completed and signed Eagle Application to the Service Center along with the completed and signed Eagle Scout Workbook. Please use blue or black ink or type in the information on the Eagle Application. If the application is handwritten, please print in block letters.
3. The Service Center will review the Eagle Scout Workbook and return it to the unit representative. They will retain the Eagle Scout Application for processing and verification of information.
4. Verification of Eagle Scout Application will be completed in a maximum of five (5) business days. The unit will be contacted to arrange pick-up of the verified application.

Eagle Scout Boards of Review

1. The Eagle Scout application must be submitted to and verified by the council service center prior to scheduling an Eagle Scout Board of Review. The applicant must be a registered member of the Boy Scouts of America when the Eagle Board of Review is held.
2. Eagle Scout boards of review in the Tidewater Council are conducted at the unit level by the unit committee. A board of review will consist of not less than three or more than six members, one of whom will be a member of the district Youth Development committee. Normally, the unit committee chair or the unit advancement chair will head the board of review. If requested by the unit, the district Youth Development committee representative may do so.
3. The member of the board of review representing the district will be the district Youth Development chair or a member of the district Youth Development committee as appointed by the district Youth Development chair. Units shall direct all requests for an Eagle board of review to the district Youth Development chair, or in the chair's absence, a designated assistant.
4. An Eagle candidate may request that a particular individual (at least 21 years of age and not a family member or unit leader) be a member of his board. This individual should be a significant individual in the Scout's life (e.g., minister, teacher, coach, etc.). The request should be made to the unit committee or advancement chair, who may invite the individual to attend. The Scout should not extend the invitation. There should not be more than two invited guests. Invited guests need not be registered in Scouting.
5. The Eagle candidate must successfully complete his Eagle Scoutmaster's conference before the individuals listed as references on the Eagle application are contacted for letters of recommendation. When the Eagle application is complete, references will be contacted for their letters by the Eagle candidate's unit committee. These letters will be sent to the unit committee chair or unit advancement chair.
6. Each individual listed as a reference on the Eagle Scout Rank Application should provide a letter of recommendation on behalf of the Eagle candidate. These letters will be sent to the unit committee chair or unit advancement chair. Every effort should be made to obtain these letters in a timely

manner before the convening date of the board. As an alternative to a letter, the unit committee or advancement chair may interview an individual listed as a reference and report the results of the interview to the board of review. In the event that reference letters (or interviews) cannot be obtained from all references, the board shall determine if the reason(s) for the absence of a letter (or interview) are reasonable and satisfactory. After the Board of Review and the Eagle award has been returned from National the letters of reference will be destroyed. They will not be given to the candidate.

7. Upon successful completion of the Eagle board of review, an Advancement Report will be completed and signed by the board members. The Youth Development report will be returned with the Eagle Scout Rank Application to council. It will not be used to report any advancement other than the results of the Eagle board of review.
8. If the board of review does not advance the candidate, all of the procedures in Step 9 of *The Twelve Step from Life to Eagle* in B.S.A. "Advancement and Recognition Policies and Procedures" will be followed.

Eagle Scout Court of Honor

The Eagle Scout Court of Honor should not be scheduled until the approved application is received from National.

Eagle Scout Palms

Leadership performed outside of the Troop setting (e.g., Order of the Arrow, school activities, or religious activities) may be used to satisfy leadership requirements. An Eagle Palm application must be completed and a board of review conducted for all Eagle Palms.

Multiple Merit Badges

Merit badges are earned and awarded once. If the requirements for a merit badge are changed or updated, it may not be earned a second time.

Deviation from B.S.A. "Advancement and Recognition Policies and Procedures, No. 33088"

There can be no deviations from this publication.