

The Steps from Life to Eagle / Able to Quartermaster

The following steps are outlined in order to ensure a smooth process for the Scout, the unit leadership, the volunteers who are to conduct the Board of Review, and to provide guidance to the Council. The steps are based upon the general guidelines defined by the Boy Scouts of America, and includes specific policies and procedures adopted by the Cascade Pacific Council.

- A packet containing all of forms is available from the Council Service Center **upon request**. The Scout should have the *Eagle Scout Service Project Workbook* or the *Quartermaster Service Project Workbook* before he / she begins planning the service project. The Service Project Workbook for Eagle and Quartermaster are also available for download online.
- The Eagle / Quartermaster candidate must select his/her service project, complete the appropriate information in the workbook, and have the project proposal approved by the unit leader, unit committee, and the project benefactor by obtaining their signatures. The project is then reviewed and approved with a signature by the District Advancement Committee before the project is started.
- Eagle Scout Service Project Fundraising Applications (Workbook Page 17) shall be approved by the District Advancement Chair or his/her approved designee from within the District Advancement Committee. The application shall be approved during the District project proposal review meeting, if ready, or at a separate meeting with the approved District representative prior to beginning fundraising.
- When the project is completed, the application forms and the service project workbook should be completed by the candidate. When all of the requirements for the award have been met, including the Scoutmaster / Skipper conference, the application forms should be completed, including all signatures.
- The applications and the service project workbook are then signed by the unit leader. The unit committee reviews and approves the record of the Eagle / Quartermaster candidate and the service project. The committee chairperson then signs the application indicating the unit committee's recommendation of the Scout for the rank of Eagle / Quartermaster.
- The application and service project workbook packet are presented to the District Advancement Committee as soon as possible upon completion, particularly if a Scout is at or approaching the maximum age for completion (age 18 for Eagle, 21 for Quartermaster). The packet will be checked to see that all forms are included and that they are properly signed and dated. The service project workbook will be reviewed and the references are checked (Note that the candidate should not be involved in transmitting references.)

- The application is sent by the District to the Council Service Center for verification.
- If there is a problem with the application, it will be returned to the District for correction or clarification. The District will work with the unit, if needed, to correct the application and return it to the Council Service Center for re-verification.
- After the application is verified, it is returned to the District. The packet is sent to the chairperson and a time and place for the Board of Review are scheduled.
- The candidate is interviewed by the Board of Review.
- Immediately after the Board of Review, the applications are signed and forwarded to the Council Service Center by the District.
- When the forms arrive at the Council Service Center, the Scout Executive signs the application form. The application is then forwarded to the National Eagle Scout Service or the National Sea Scout Director, as appropriate.
- The National Eagle Scout Service or National Sea Scout Director screens the application and, if it is in order, the Scout is then certified as an Eagle /Quartermaster Scout. Notice of approval is given by sending the Scout certificate to the Council.
- The unit leader or District Advancement Chair will be notified as soon as the certificate is received or if there are any minor problems. Major problems that result in the rejection of the application will be referred back to the District.
- The Court of Honor is scheduled.
- Ranks may not be purchased or presented until the advancement is reported to the local council through the BSA's Internet Advancement or on the official Advancement Report form.
- The candidate may request that the District return the project workbook if it was not returned at the Board of Review. All confidential documents should be filed or destroyed at the direction of the Council Advancement Committee.

A List of the District Advancement Chairpersons is available through the Council Service Center. If there are any questions regarding the Board of Review process, please contact your District Advancement Chairperson.

Eagle / Quartermaster Application Process and Instructions

1. Read through all of the forms, and instructions, before you start writing on the forms!
2. Choose a service project. Verify that the guidelines specified in the Eagle Scout Service Project Workbook or Quartermaster Service Project Workbook will be met. Note that:
 - Leadership is a key ingredient and must be demonstrated in completing the project.
 - The project must be of real value.
 - The project is an individual matter - two Eagle or Quartermaster candidates may not use the same project to meet the requirements.
 - An Eagle or Quartermaster service project should be of significant magnitude to be special. While there is no requirement on the time, number of people, or effort required to complete the project - remember that you are a candidate for the highest rank that Scouting can award. **Do your best!**
3. **Pre-approval of the project is required before you may start work on it.** The Project Proposal and Fundraising Application (if applicable) of the workbook should be completed. Obtain the signatures of your unit leader, your unit committee, and a representative of the beneficiary. Contact your District Advancement Chairperson to schedule a meeting for District review and approval.
4. Use the workbook throughout your project to assist you in documenting and completing your project. Upon completion of the service project, finish any remaining parts of the Eagle Scout or Quartermaster Service Project Workbook. Include maps, drawings, photographs, etc, if you wish.
5. Once you have completed all of the requirements:
 - Fill out the official Eagle / Quartermaster Award Application. Please read all directions carefully and print or type the information.
 - Use the checklist to help you verify that the application is properly completed. Note that the application, including award dates of each rank advancement and merit badges, will be verified against Council records.

Please submit the originals containing original signatures. It is strongly recommended that copies be made of the workbook and application for your records prior to submitting them.

6. The completed packet is given to your District Advancement Chairperson or Eagle Board Chairperson - DO NOT bring the application packet to the Council Office. You will be contacted as to time and location of your Board of Review.

For additional information or the name and number of your District Advancement / Eagle Board Chairperson, please contact the Council office at (503) 226-3423.

