

Crosswinds District Eagle Board of Review

Crosswinds Guidelines for Eagle Scout Candidates
 Thomas Allen - Crosswinds DEBOR Chairman
 Gantt Edmiston - Crosswinds Advancement Chairman

Revised last: 2015 09 17 rev49

A copy of this document can be found online here:

<http://crosswindsbsa.org/debor/rules.pdf>

District Eagle Board of Review Dress Policy:

“It is preferred a Scout be in full field uniform for any board of review. He should wear as much of it as he owns, and it should be as correct as possible, with the badges worn properly. It may be the uniform as the members of his troop, team, crew, or ship wear it. If wearing all or part of the uniform is impractical for whatever reason, the candidate should be clean and neat in his appearance and dressed appropriately, according to his means, for the milestone marked by the occasion. Regardless of unit expectations or rules, boards of review may not reject candidates dressed to this description; neither may they require the purchase of uniforming, or clothing such as coats and ties.” [GTA 8.0.0.4]

A Eagle candidate, should have the Life rank patch affixed to his uniform, if he wears the field uniform to his reviews. Spoof, or unofficial patches should be removed from the uniform, before attending any Eagle proposal or final review.

District Eagle Board of Review (DEBOR) planning and scheduling:

The following dates and timelines should be noted and followed:

- Crosswinds DEBOR meetings are *always* held the second Wednesday of every month, 7pm to 9pm
- Meeting place: Church of Jesus Christ of Latter-day Saints
1811 Seabrook Ave & Cary Parkway / Cary
- The Scout’s leaders will be contacted, via email, no later than the last Monday before the next scheduled meeting of the Crosswinds DEBOR to confirm his appointment with the board. **Please respond within 24 hours to all emails.** Please ensure that “debor@crosswindsbsa.org” is allowed to send email through any firewalls / spam blockers.

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

BSA Pub#: 512-927, available at this link: [National Scouting Website](#)

This is a computer “fillable” Adobe PDF form. [Free Adobe Reader](#) software, version 10.x or higher is required for completing all BSA fillable forms. Apple/Mac users **should NOT use Preview app** to edit or update 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 manner will a “reverse-engineered” editable version of the workbook be allowed. 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 blue or black ink. This version of the project workbook allows the insertion of photos. Please downsize your photos before inserting them into your workbook.

You should personally keep the original project proposal approval signatures and bring them with your completed original workbook to all review sessions. If there are any changes to the planned outcome of the project after any approval signatures have been obtained, then those persons 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, in writing, if another school official is authorized to sign for them. Project recipients should be given the document, *Navigating the Eagle Scout Service Project*, which is the last two pages of the current ESSP workbook.

Guidance for Completion of ESSP Workbook:

Along with this guidelines document, a [Crosswinds 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 your ESSP workbook. Each Crosswinds unit, should provide their Eagle candidate with their own up-to-date contact information.

The Safety section of the ESSP proposal, should include references to the [Service Project Planning Guidelines](#) and [Age Guidelines for Tool Use and Work at Elevations or Excavations](#) documents.

Unit leaders and Scouts should be using these resources to ensure that project workbooks are complete prior to signing.

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 Boy Scouting.) 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, No. 512-927](#), in meeting this requirement.**” [GTA 9.0.2.0]

Project Proposal Components: (submit ONLY the pages requested below): [GTA 9.0.2.0]

These components make up a Project Proposal; one COPY, loose pages in a large envelope, of the:

- **Project Proposal**, All pages of Proposal chapter. Complete every box, if something does not apply, insert “N/A” into that section. Dated signatures (except District signature) *must be* present. If signatures are illegible, please print name below signature.
- **Candidate’s Signature**, this confirms candidate has fully read **ALL** page of the ESSP workbook.
- **Contact Information, page B**, completed as fully and neatly as possible. Your **FULL LEGAL NAME** is required. If you do not have a middle name, please use “NMN”, to indicate this. We may be communicating with you via email, provide an email address that is frequently monitored. If you do not have email or do not check it daily, ask a parent, guardian, and/or Eagle project coach to allow you to use their email. **Please respond within 24 hours to all emails.** Cell phone and home phone numbers, including area code, are strongly recommended as well. Your Project Coach or Parent may complete page B, or your Unit can provide you a [template](#) of page B.
- **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. Please reduce photo images files **before** you insert them into your ESSP workbook.
- **Fundraising Application** (page A, only if required, see *Fundraising Application section below*)

Project Proposal Submittal:

Project proposals submitted by the 25th day of any month at 11:59pm, will be pre-reviewed. Acceptable proposals will be guaranteed an appointment with the Crosswinds DEBOR at their next meeting. A Scout with a proposal that needs revisions will be contacted by his Unit leaders, with required corrective actions. **ONLY** project proposals, should be delivered to the home of the Crosswinds board Chairman, address below. Proposals submitted *after* the 25th day and before the next meeting of the DEBOR *may* be scheduled an appointment, based on availability of board reviewers.

These must be loose unfolded pages inserted in a large full-sized envelope, with your name and unit number on the outside. "Loose unfolded pages" means **no** binding of any kind, **no** staples, **no** clips, **no** page cover protector sheets, and **no** notebooks. Secondary, you may email your Project Proposal components to the Crosswinds review board: <mailto:debor@crosswindbsa.org> Attach sketches or “before” photo files, to your email. Care should be taken to not exceed 10MB for each email submission. Photos should be downsized before emailing. Email is the only acceptable electronic submission method. Legible electronic copies of all required signatures shall be included with the email submission.

Thomas Allen, 1135 Bert Court, Cary, NC, 27511-4704 919-467-3608 (*do not call or ring doorbell after 9pm any night!*)
From Cary Towne Center Mall, follow Walnut St towards Crossroads. Turn left onto Sturdivant Dr. Turn right at the second street on the right, this is Bert Court. Leave the project copy in the envelope, between the glass storm door and front door, if no one is home. Do NOT leave the project in the street mailbox or under the door mat. There is no need to call ahead or make an appointment. Only proposals should be left with Mr Allen.
Do NOT leave your *Final Eagle Package* with the board chairman, it goes only to the Council office.

Fundraising Application (Section 4: Fundraising Application pages A & B):[GTA 9.0.2.10]

If required, the Fundraising Application might 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@crosswindsbsa.org), for review and approval.

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.”

Preliminary Cost Estimate section:

Include the value of donated material, supplies, purchased tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Fundraising should balance your estimated cost and a backup source of funding listed, should the primary method of funding not be realized. “Other” costs include sales tax, rarely zero. A good project should require little or no fundraising, at all. Occasionally, a project may require a small amount of fundraising.

Safety section of Project Proposal:

It is permissible to incorporate any of these safety concepts below, into the proposal Safety Section as applicable:

- “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, the project leader 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 One-Call Center 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.

- Reference this document: [Age Guidelines for Tool Use and Work at Elevations or Excavations](#)
- Reference this document: [Service Project Planning Guidelines](#)
- 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.

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, council, or district, that the following tests can be met. There is 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 young man 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 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 copy of his Project Proposal by the 25th day, at 11:59pm, of any month
- On the 26th day of each month, DEBOR Chair scans all “on-time” proposal components to PDF format
- DEBOR Chair or District Advancement Chair, pre-reviews proposals
- They provide 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 District to request appointment
- Unit leaders look at appointment schedule online here: [Crosswinds Monthly Schedule](#)
- Candidate & Coach meets a member of proposal review team on 2nd Wednesday for approval and signature.

Final Plan (section 3):

Complete the project Final Plan after your proposal has been approved. The project Final Plan does not require district approval, but you will need to fully explain your planning at your final Eagle board of review. We suggest you review your project Final Plan with your Eagle Coach. Mark any areas of the Final Plan that did not apply with, “Not Applicable” (or N/A). The Final Plan is a very important tool, to ensure success with your Eagle project. Project recipients may require approval of your Final plan.

Project Report (section 5):

Before you return for your Eagle Scout Board of Review, you should prepare your Project Report, section. The Project Report must be completed as part of your Final Eagle Package. 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.

Final Submission

Eagle Scout Rank Application: You shall use the latest version of the Eagle Scout Rank application, BSA Pub#: 512-728 (2014), that is ONLY available at this Internet link: http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf 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 shall 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. Page 3 of the application is ***optional*** and ***should not*** be submitted to the Council office. 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 submitted to the Council office. If signatures are illegible, please print name below signature. [GTA 9.0.1.3]

Eagle Letters of Reference: 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**. 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 institution, 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 be 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!

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 unit leaders, etc.

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 shall *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 six references.

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. You should login back into 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.

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 184 days, these days do not need to be consecutive. 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.

Eagle Rank Requirement Seven: The Eagle candidate must submit a statement of his ambitions and life purpose and a listing of positions held in his religious institution, school camp, community, and/or other organizations during which he demonstrated leadership skills. The expectations are for the Eagle candidate to provide ½ to ¾ of a typed page of his personal ambitions and life purpose. He should also include any honors and awards received during this leadership service. This should be from the age of 10 to present and include information in all areas of your life, not just Scouting. [GTA 9.0.1.3.6]

Final Eagle Package:

*Make copies of all items, submit only originals. These components make up a Final Eagle Package, **one** of each of the:*

- Fully completed **original** [Eagle Scout Rank application](#), pages 1 and 2 with **original** dated signatures. **Copies NOT accepted.** Page 3 is *not required*, and should **not** be submitted to the Council office.
- Requirement seven statement of ambitions and life purpose, and leadership positions, honors, and awards
- Fully completed **original** Eagle Scout Service Project workbook, ALL pages, including any additional pages, photos, charts inserted into the workbook, with all dated original signatures. **Copies NOT accepted.**
- Eagle project registration must be done via [EagleRefs™](#), photo file uploaded to the service.
- All these items must be submitted as loose unfolded pages inserted in a large full-sized envelope, with your name and unit number on the outside. "Loose unfolded pages" means **no** binding of any kind, **no** staples, **no** clips, **no** page cover protector sheets, and **no** notebook folders of any type.

Final Eagle Package Submittal:

- Timelines on submittal are critical if the Eagle candidate is approaching, or has already turned, 18. Submitting materials late can imply the work on the requirements continued after this 18th birthday. If possible, everything should be hand-delivered. Otherwise it should be sent by registered or certified mail. [GTA 9.0.1.5] As original documents are required, make sure you have copies you keep, of anything you submit.
- Time is required to verify your Final Eagle Package, and schedule manpower to conduct your Eagle Board of Review. If you submit your Final Eagle Package by the 25th day of the month at 11:59pm, and if there are no issues with verification or missing requirements, which includes your letters of reference having been received, we will do our best to hold your Eagle review on the next month's 2nd Wednesday.
- Occoneechee office is located at: 3231 Atlantic Ave, Raleigh, NC. All of these items should be completed and submitted no later than the day prior to Eagle candidate's 18th birthday. The Occoneechee Council office is only open Monday to Friday, excluding holidays. Be Prepared!
- 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 3 months after the candidate's 18th birthday.
- Eagle Boards of Review held from 3 months to 6 months after the candidate's 18th birthday, require approval from the Occoneechee Council Advancement committee.
- Eagle Boards of Review after 6 months from the candidate's 18th birthday, require approval from the National Advancement Team. The reasons for delay must be clearly beyond the control of the Eagle candidate. Waiting after six months from the 18th birthday, will likely result in failure to earn the Eagle rank. Do not do this.

*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 10.0 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 and reprinting. The original aspect ratio and size must be maintained.**

A copy of this document can be found online here:

<http://crosswindsbsa.org/debor/rules.pdf>