Cardinal District
Heart of Virginia Council, BSA

LIFE to EAGLE PROCESS
FREQUENTLY ASKED QUESTIONS

General Questions about Eagle Requirements:

1. **When can a Scout start working on Eagle Requirements?**
   A Scout can start working on the requirements for the Eagle award only after he has completed his Board of Review for Life. The only exception to this is earning merit badges, which may be earned at anytime while he is a registered Scout.

2. **Does the Eagle Scout Service Project need to be the last requirement completed?**
   No. The Eagle Scout Service Project can be completed at any time after earning Life.

3. **Does the requirement for 6 months in a position of responsibility need to be completed with a single position?**
   No. The position of responsibility requirement can be fulfilled with one or more positions over several time spans as long as they are done after becoming a Life Scout.

4. **A Scout has been registered with the troop but has not been "active". Can the Scout complete the "Active Participation" requirement?**
   To be considered "Active" the scout must meet the requirements for "Active Participation" as outline in Section 4.2.3.1 of the Guide to Advancement.

Eagle Scout Service Project (ESSP):

1. **What are the major parts of the ESSP?**
   The ESSP can be divided into three major phases:
   1. Planning
   2. Implementation
   3. Completion

2. **When should the Eagle Candidate start keeping a log of the time spent working on the project?**
   The Eagle Candidate should start keeping a time log when he starts developing the concept for his ESSP. The log should include the time for everyone who helps with in project including other scouts, adults, friends and family. Helpers do not have to be scouts but can also be friends from schools and other organizations outside scouting.

3. **What does it mean when it says that work on the ESSP can't start until all the proposal approvals have been obtained?**
   The Eagle Candidate will prepare an ESSP proposal that outlines the general scope of his project. The proposal section of the ESSP Workbook must be completed and approved before other project efforts are started. These other project efforts include, but are not limited to, detailed planning, fund-raising, recruiting project helpers, securing necessary permits and permissions purchasing necessary materials and implementing your project.

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4. **Do the other sections of the ESSP Workbook need to be approved?**
    There are three other sections in the ESSP Workbook that the Eagle Candidate will need to address. (1) *ESSP Final Plan*: This section is for the Eagle Candidate's use and does not require review and approval. The Eagle Candidate should be ready to discuss each of the parts of the *ESSP Final Plan.* It is recommended that that the ESSP Final Plan be continuously revised as the project progresses to document the project planning and development. (2) *ESSP Fundraising Application:* This section must be approved by the Beneficiary, the unit leader, and the district representative. It must be used for any project that required fundraising outside the unit or beneficiary. This includes getting discounts for materials. (3) *ESSP Report:* This section is to be signed by the Eagle Candidate (before his 18th birthday), the Project Beneficiary and the Unit Leader.

5. **Who must be contacted to arrange for a District Representative to review / approve Eagle Scout Service Project proposals?**
    The Eagle Candidate should send an electronic copy of his ESSP workbook to the Cardinal District Advancement Committee via email: advancement@cardinaldistrict.net. A representative will be assigned and the contact information will be sent to the Eagle Candidate. The Eagle Candidate is responsible for contacting the representative to arrange a time a place for the review. The District Representative should be the final person to review / approve Eagle Scout Service Project proposals.

6. **Who can be contacted if I have additional questions?**
    Contact the Cardinal District Advancement Committee via email at: advancement@cardinaldistrict.net.

7. **Once the ESSP has been completed and all final signatures have been obtained, who is responsible for bringing the ESSP Workbook to the Eagle Board of Review?**
    The Unit Committee is responsible to for assuring that all required documents, including the ESSP Workbook, get to the Board of Review. The Unit Committee may delegate the responsibility for the Project Workbook to the Eagle Candidate who would then be responsible for bringing those documents to the Eagle Board of Review.

ESSP Money Earning Application
1. **Why does an Eagle candidate need to file an ESSP Money Earning Application?**
    It is required of any Scout unit to apply for and receive permission to raise money or solicit funds in the name of Scouting. The Council needs to approve money earning projects for a number of reasons: they need to protect the good name of Scouting, they need to protect the Scout from an inappropriate money earning project, they must protect their own funding sources, and they have a fiduciary responsibility to the community.

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2. **The Eagle Candidate is raising funds for his ESSP that will support the benefiting organization. Neither the unit nor the charter organization will receive any benefit from the fundraising. It doesn't make sense to have to file an ESSP Money Earning Application.**
   The Eagle Candidate is soliciting funds, this reflects on the Unit, the Charter Partner and the Heart of Virginia Council. This application is a method of informing all of these parties that the Eagle Candidate is soliciting funds.

3. **Why does the unit leader and the beneficiary need to approve the ESSP Money Earning Application?**
   The money the Eagle candidate raises reflects on and possibly impacts the unit and the benefitting organization, so their approval is necessary.

4. **How does the Eagle Candidate answer the question: "Describe how funds will be raised?"**
   The Eagle Candidate will need to describe the money earning plan for the Eagle Scout Service Project. This needs to include specific details for the fundraising. He can attach the write-up from his ESSP workbook as an alternative to describing it on the application.

5. **Does an exact date need to be listed for the proposed money earning plan?**
   No, a range of dates can be used. For example: Money earning *will start about October 15th and will continue until about December 1st.*

6. **Where does the ESSP Money Earning Application get sent once it is approved by the unit?**
   The ESSP Money Earning Application should be included with the ESSP workbook to be approved by the District Committee. The original approved form is to be part of the ESSP workbook. While the majority of money earning applications will be approved during the District ESSP review, some may require additional reviews.

Tour Plan

1. **When will a Tour Plan be required for an Eagle Scout Service Project?**
   The requirements for Tour Plan for an ESSP are the same as for any other unit activity. .

2. **The Eagle Scout Service Project is scheduled to span over multiple weekends. Can the same Tour Plan be used for the entire project?**
   Yes, the Tour Plan can be used to cover multiple weekends.

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Eagle Application

1. **Does the Eagle Application need to be completed prior to the Scout's 18th birthday.**
   No. All of the requirements list in the Scout Handbook, except for the Eagle Board of Review (EBOR), must be completed prior to the Scout's 18th birthday. The application can be completed after a Scout's 18th birthday. The Scout will sign the application attesting that all Eagle requirements, except for the EBOR, were met prior to his 18th birthday.

2. **The ESSP Workbook is required to be sent in with the Eagle Application, will the ESSP Workbook be returned to the Eagle candidate?**
   Yes, the ESSP Workbook is retained by the council office until the Eagle Application has been approved by BSA National office. Upon approval, the Eagle recognition material and the ESSP Workbook is to be picked up at the Scout Office by an adult Troop representative.

3. **How many letters from the references listed on the Eagle Application are required?**
   The Eagle Candidate must list six references (five if not employed). As listed on the Eagle Application these are (1) Parents, (2) Religious, (3) Educational, (4) Employer, (5 & 6) two others. If the candidate does not have religious reference, his parents/guardians should be listed as the Religious reference and their letter should include a statement on how the candidate meets the twelfth point of the Scout law (A Scout is reverent). Letters should be included for all of the listed references.

4. **Who is responsible for contacting the references to request recommendation letters?**
   The Unit Committee is responsible for contacting all of the references and requesting that they provide letters to the Eagle Board of Review (EBOR) attesting to why the Eagle candidate is deserving of the Eagle Award.

5. **Can the Eagle candidate ask his references for recommendation letters?**
   The Eagle candidate should ask his references if they would be willing to provide a recommendation for the Eagle award. The Eagle candidate may be asked by the Unit Committee to deliver blank forms to his references but the recommendations are to be returned to the Unit Committee in sealed envelopes to be open only at the EBOR. The Eagle candidate should have no part in the delivery of the letters to the EBOR.

6. **Will letters written by the references listed on the Eagle Application be returned to the Eagle Candidate after his Eagle Board of Review?**
   No. See the BSA Guide to Advancement, Section 9.0.1.7. The District Advancement Committee will take possession of the letters at the conclusion of the EBOR. Once BSA National has approved the Eagle Candidate's application, the letters will be destroyed.

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The letter writer may choose to provide a copy of the letter to the Eagle candidate, but they are not obligated to do so.

Eagle Board of Review

1. **How does a Scout arrange for an Eagle Board of Review?**
    It is the responsibility of the Unit Committee to request an Eagle Board of Review from the District Advancement Committee at: advancement@cardinaldistrict.net.

2. **How long does a Scout have to complete his EBOR?**
    In accordance with the Guide to Advancement, Section 8.0.3.1 EBORs can be held up to 3 months after a Scout's 18th birthday without special permission. Local councils must pre-approve EBORs held between 3 and 6 months afterward. The National Advancement Team must be petitioned and approval given to hold EBORs beyond 6 months after a Scout's 18th birthday.

3. **What documents need to be brought to the EBOR?**
    The Scout should bring his Scout Handbook. The Troop representative is responsible for bringing the completed Eagle application and completed Eagle Scout Service Project workbook. The Scout must include his statement of ambitions and life purpose, and listing of positions, honors, and awards with the application.

4. **When will a Scout know if he passed the Eagle Board of Review?**
    In almost all cases, the results of the Board of Review will be announced at the conclusion of the Board. The official date of earning the Eagle award is the date of the EBOR. However, the award is not official until the application has been approved by the National Advancement Team.

5. **Does the unit need to complete and attach a Unit Advancement Report with the Eagle application when submitting the application to the Council Service Center?**
    No. The completed Eagle Application with the signatures of the Eagle Board of Review is all that is needed to process the Eagle Application. The Council Service Center will verify the information on the Eagle Application, process the Eagle Application and enter the advancement dates into the national ScoutNet Database. The unit may fill out and attach the Unit Advancement form but it is not required.