

Crosswinds District Eagle Board of Review
Crosswinds Guidelines for Eagle Scout Candidates
Thomas Allen – Crosswinds DEBOR Co-Chairman
Gantt Edmiston – Crosswinds DEBOR Co-Chairman
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Eagle Board of Review Dress Policy:

The Life Scout shall present himself to the DEBOR in full Class-A uniform. Full Class-A uniform for the purposes of the Crosswinds DEBOR only, consists of:

- BSA khaki uniform shirt, or Venture Crew green shirt with all rank insignia, unit, council, OA, leadership position patches and shoulder loops shall represent his current position and affiliation
- BSA issued Scout pants or BSA issued Scout shorts
- BSA issued Scout socks or official Venture Crew socks are expected
- A belt, but not required to be BSA issued belt
- Optionally a neckerchief if normally worn in Scout's current Scouting unit
- Optionally a BSA issued merit badge sash, with merit badges only sewn on sash.

If the Scout cannot afford (or does not wish) to purchase these BSA uniform items, he may optionally present himself to the DEBOR in a business type suit, including dress shirt, necktie, dress pants, dress belt, dress pants, dark socks, clean polished dress shoes and sport/suit jacket.

Project Review:

Eagle Scout Leadership Service Project Workbook: You shall only use the latest version of the project workbook, BSA Pub#: 512-927, ONLY available at this link: <http://www.scouting.org/filestore/pdf/512-927.pdf>

This is a "fillable Adobe PDF" form. In no manner will a "reverse-engineered" editable version of the Workbook be used. We encourage you to download a 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 also be completed by hand in blue or black ink. Because this version of the project workbook does not allow the insertion of photos or charts, you only need to create those separately and include them with the official workbook copy. The submitted copy of your workbook must only 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 or staples and no page protector sheets. No pages may be deleted or altered in any way from the official Workbook. You should provide your full legal name on your Workbook and we *strongly recommend* you provide a contact email address as well. Only *ONE* copy of your original Workbook is required to be submitted.

You no longer need the initial project recipient approval letter, but you still must get their approval signature in your workbook before your project will be approved. You must personally keep the original copy of all your project 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. The final recipient acceptance and recipient approval letter and signatures of approval are still required. Eagle projects done for Wake County Public Schools SHALL have ONLY the signature of that school's Principal for all approvals and final acceptance letters. The Principal may designate another school official to sign for them.

EXCEPTION: If your Eagle project workbook was District approved *prior* to January 1, 2010, you may continue to use that version of workbook to finish up and submit for final review.

Guidance for Completion of Project Workbook:

The District Project Review will use this checklist found at this link:
<http://crosswinds.cary.nc.us/debor/EagleProjectSteps.pdf>

A completed project workbook example, may be found at this link:
<http://crosswinds.cary.nc.us/debor/SampleEagleProject-512-927.pdf>

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

Safety section of project plan:

It is permissible to incorporate the safety requirements concepts below, into the project plan as applicable.

The safety section of the Eagle project, has *TWO* unique elements. The Eagle candidate is required to list all the hazards that might be faced, AND explain how he will ensure the safety of those carrying out the project.

The Eagle project *safety* plan section *shall* contain, as a minimum, the following safety statements (in quotes):

- “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 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 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 plan that states:

“At least 48 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.

- Any project that requires the use of powered saws, should reference the safety allowances and requirements as outlined in the Council Life to Eagle guide, page 6:
<http://crosswinds.cary.nc.us/debor/2009CouncilLife2EagleGuide.pdf>
- Eagle project plans 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.

Project Execution

Before you return for your final Eagle Scout Board of Review, you should Be Prepared to answer the following questions:

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what way did the religious institution, school, or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, explain why the changes were necessary.

You can do this in your final write up or verbally in your final review with your Eagle review board. You decide how you want to answer these questions, so Be Prepared to do this.

Final Submission

Eagle Scout Rank Application: You shall use the latest form of the Eagle Scout Rank application, BSA Pub#: 512-728, that is ONLY available at this Internet link: http://www.scouting.org/filestore/pdf/512-728_web.pdf
This is a “fillable Adobe PDF” form. We strongly encourage you to download a copy to your computer and fill it out. Completing the application on the computer is not a requirement, it may also be completed in black or blue ink, by hand. You should note and 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, taking special note to include the unit number(s) for each and every merit badge in requirement three. We will not accept any Eagle Scout Rank application that is not the most current.

Three Parts to Eagle Rank Requirement Six: In addition to the Scoutmaster conference, the Eagle candidate must submit his life ambitions and purpose statement, and a listing of leadership positions, as detailed on the Eagle Scout Rank Application, BSA Pub#: 512-728, requirement six.

Eagle Letters of Reference: Eagle Scout rank requirement two, requires that you provide the names of SIX people (five only if you are not 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. If a reference refuses to give you any of this information, you should write “refused” in that field or 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 on the Eagle Scout Rank application in requirement two.

If you are not a member of an organized religious institution, your parent(s) must write a letter to the attention of the “Eagle Board of Review” stating 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 parent(s) name shall be on the Religious reference line in requirement two.

Letters of reference shall only come from the names listed on the Eagle Scout Rank application. You should immediately begin the process of identifying good reference writers and contact them. You do NOT need to wait until your project has been completed. References can be emailed, per the instructions at the linked EagleReferences document below:

Crosswinds District Eagle candidates shall download and provide to each reference writer, a copy of this document:
<http://crosswinds.cary.nc.us/debor/EagleReferences.pdf>

Eagle Project Registration Form and Project Picture: Before you return for your final Eagle Board of Review, you should download and complete the Oconeechee Council Eagle project registration form located here:
<http://crosswinds.cary.nc.us/debor/EagleProjectRegistration.pdf>

This form should be submitted to your District Eagle Board of Review along with a single photograph that best represents your final Eagle project results.

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 will be contacted on the last Sunday before the next scheduled meeting of the Crosswinds DEBOR to confirm his appointment with the board.

Project Review Submittal:

- Initial project plans submitted by the 25th will be pre-reviewed and the acceptable plans will be guaranteed an appointment with the Crosswinds DEBOR at their next meeting. A Scout with unacceptable plans will be notified along with his Unit Leader, with required corrective actions. Initial project plans, should *only* be delivered to the home of the Crosswinds board Co-Chairman, address below. Plans submitted *after* the 25th day and before the next meeting of the DEBOR *may* be scheduled an appointment, based on availability of board reviewers. Scouts who have the ability to scan their original complete project plans, including photos, diagram inserts and signatures into a PDF file under 10 MB in filesize, may chose to do so by emailing them to debor@rtpnet.org

Thomas Allen
1135 Bert Court
Cary, NC 27511-4704
919-467-3608 (*do not call after 9pm any night, do not ring doorbell either after 9pm!*)

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 it's envelope, between the glass storm door and front door if no one is home. Do NOT leave the project in the mailbox. Leave a voice message on the home answer machine, but do not call after 9pm any evening. Do NOT leave final project plans with the board chairman, final project plans go to Council office, see below.

Final Package Submittal:

- The fully completed Eagle Scout Rank application and one complete copy of the final Eagle Scout Leadership Service Project workbook, any additional pages with photos and charts inserted into the workbook, with all acceptance signatures, the final recipient acceptance letter, and the Requirement six statements make up the final Package. The Package should be submitted ONLY to the Occoneechee Council office in Raleigh, by the 25th day of every month. All of these items must be completed and submitted no later than the day prior to Eagle candidate's 18th birthday. The Eagle candidate will be held responsible for recognizing that the Occoneechee Council office is only open Monday to Friday, excluding holidays. Be Prepared! NOTE: The final recipient signature in the workbook and the final recipient acceptance letter must *both* be received.
- The only things that may be received on or after the 18th birthday are the letters of reference (Req. 2).
- The final Eagle Board of Review may be convened up to 3 months after the candidate's 18th birthday.
- Final Eagle Boards of Review held from 3 months to 6 months after the candidate's 18th birthday, require prior approval from the Occoneechee Council Advancement committee.
- Final Eagle Boards of Review after 6 months from the candidate's 18th birthday, require approval from the National Eagle Task Force. The reasons for the delay must be clearly beyond the control of the Eagle candidate.

*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 8.0 or higher is required for completing the National workbook and Eagle application on your computer.

A copy of this document can be found online here: <http://crosswinds.cary.nc.us/debor/rules.pdf>