

TIDEWATER COUNCIL YOUTH DEVELOPMENT GUIDELINES

REVISED MARCH 2010

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.

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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.

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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.

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Merit Badge Counselors

All Merit Badge Counselors must complete youth protection training. The date youth protection training was completed should be entered on the merit badge counselor application. Youth protection training is valid for two years from the date training was completed.

Merit badge counselors who are willing to serve all units within a district must complete the standard BSA adult registration application form (No. 524-501A) and Tidewater Council Merit Badge Counselor Information form. It is approved by the Scout executive or his or her designee. These forms are available at the council service center and on the council Web site.

Merit badge counselors willing to serve only a single unit must complete the same forms described above. In this instance, it is signed by the unit committee chairman, the chartered organization head or representative, and the Scout executive or his or her designee.

The council will mail a thank you letter to all merit badge counselors and asking them if they would like to continue to serve. The District Youth Development Chair or designee will follow-up with all Merit Badge Counselors to ask them if they wish to continue as a Merit Badge Counselor. The District Youth Leadership Chair or designee will submit an updated list of approved Merit Badge Counselors to the council.

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

There can be no deviations from the publication.