

District Advancement Procedures
Union District, Central NC Council
Revised September 2014

The Union District Committee seeks to provide assistance to every Scout and unit in the advancement process. This document is specifically intended to help Scouts, their parents, and unit leaders navigate the administrative steps towards earning the Eagle Rank. BSA's National Advancement Team sets advancement policy and neither the district nor the council is authorized to change it. This advancement policy is found in the *Guide to Advancement* which may be purchased at the council office or the Cabarrus Scout Shop, or downloaded at:

<http://www.scouting.org/scoutsorce/guidetoadvancement.aspx>

Union District's Advancement Procedures merely explains the district's application of national policy. If you have questions, please do not hesitate to contact the Union District Eagle Advancement Coordinator; Richard Shields at 704-289-1604 or Richard@thecarolinatrader.com. If your unit would like to receive advancement training for adult leaders (such as the Scoutmaster, Committee Chair, and Advancement Coordinator), please contact Todd Scarlett at 704-246-2734 or tlscarle@mailbox.sc.edu

****It is highly recommended that all Scoutmasters, Unit Advancement Coordinators and interested parents take advantage of training opportunities and resources at the district level to help your Scouts improve the quality of their experience in program. Please do not hesitate to ask for help.****

Boards of Review:

Union District offers boards of review for Star, Life and Eagle ranks. The district extends the opportunity for Star and Life boards so that the Scout may gain some experience with the district board prior to be reviewed for Eagle. However, the Scout and/or his troop may elect to take those boards at the troop level. By council policy, all Eagle boards of review must be performed at the district level. Units must refer all Eagle candidates to the district board of review. Board of review procedures for these ranks are similar, however, specific procedures for the Eagle rank are annotated below with an asterisk (**):

1. All district boards are held on the second Monday of the month at Central United Methodist Church at 7PM, 801 S. Hayne St. Monroe, enter the door to the left of the main sanctuary door.
2. ****Eagle Candidates Only****: At least 3 weeks prior to the board of review, Eagle candidates must submit their completed Eagle Service Project Workbook along with the original proposal pages, Eagle Scout Rank Application, and Life Statement of Purpose (Requirement 7). The Eagle candidate and his Scoutmaster should ensure that all documents are properly signed and only the most current edition of each document is used. The most current Eagle Application must be used and may be obtained at the

council office or downloaded at:

http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

On the Eagle application make sure that:

- a. All dates are correct.
 - b. Contact information for all 6 references is included in the proper spaces on the application (note: if the Scout is currently unemployed, the space for an employer reference only may be left blank)
 - c. Signatures have been obtained from the unit leader, and unit committee chair, and the Scout has signed the application.
 - d. The dates for the 6 months service in a position of responsibility (req. 4) are AFTER the date for the Scout's Life board of review. If more than one position is being used to satisfy the requirement, a second blank is provided.
 - e. Required merit badges #'s 7, 8, and 10—circle the one earned.
3. For Star and Life Boards, and Eagle Project Proposal approval---At least one week prior to the board, the Scout or his unit leader should notify Richard Shields at 704-289-1604 or Richard@thecarolinatrader.com of the Scout's intent to attend the next board. The monthly board WILL BE CANCELLED if no Scouts have registered for that month. Those with appointments and with leaders to help will have priority in being reviewed.
 4. The troop should plan on having at least one qualified adult per Scout to attend the board in order to sit on other review boards. This is critical in ensuring that boards are handled in a timely manner that evening.
 5. Scouts should be in full field uniform and bring their Boy Scout Handbook. Scouts and Scoutmasters should ensure that all requirements for the rank are completed and signed in the handbook, including the Scoutmaster conference, prior to arrival.
 6. Scouts should be prepared to discuss multiple aspects of their experience in the Scouting program. Boards of review are not examinations or re-tests. They serve to give the Scout an opportunity to reflect on his experience thus far and provide feedback on the program with adults outside of his unit. Eagle boards are somewhat more in depth and provide an opportunity to discuss the Scout's goals and plans beyond the advancement program. Star and Life boards of review typically last 15-30 minutes. Eagle boards may take 45 minutes or longer.
 7. Every effort will be made to communicate the results and feedback from the board to the unit leader and committee.

Eagle Service Projects:

The Eagle Service Project currently has 3 sections: the Proposal, the Final Plan, and the Report. Scouts and their parents are highly encouraged to read the entire official BSA Eagle Scout Service Project Workbook. The latest edition must be used. It may be picked up at the council office or can be downloaded and printed at:

<http://www.scouting.org/scoutsourc/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>

1. The Proposal – The project proposal is a basic outline of a service project and information required is limited. Four parties must approve and sign the proposal, including a representative from the district advancement team, who will sign last. The beneficiary should read and understand the letter to beneficiaries provided in the workbook titled “Navigating the Eagle Scout Service Project/Information for Project Beneficiaries” before signing the proposal. Scouts may elect to deliver their proposal to Richard Shields prior to the board of review each month or bring it with them to the board. The Contact Information page should be completely filled out. Please do not submit the project proposal in a binder. The board will review the project and may meet with the Scout to have their questions answered and to share feedback and advice to the Scout. The district will make every effort to refer an Eagle Project Coach to the Scout if he requests one. The district will ensure the proposal meets all 5 tests of an acceptable Eagle Project before signing (see Workbook Proposal page “A”). However, it is highly encouraged that the Scout read and understand ALL of the requirements for the project prior to submitting it for approval. The board recommends but does not require that a letter from the beneficiary be included with the proposal stating their approval and their agreement to work with the Scout as described in the “Navigating the Eagle Scout Service Project/Information for Project Beneficiaries.” The Union County School System requires a letter of approval from the principal of the school where a project is to be done. A further letter of approval maybe be required from the district office depending upon what the project entails. The principal can provide that.
2. The Final Plan – The Scout must then develop the proposal fully and in collaboration with the beneficiary and his coach. The beneficiary MUST be engaged in the planning phase and has significant responsibilities in helping the Scout finalize the planning. However, the Scout is responsible for ensuring the project follows the basic outline of the proposal and is completed.
3. The Report – The Scout must use the workbook to complete the report on his service project. It must be signed by the Scout, his unit leader, and the same representative as the original proposal. The complete workbook with the original proposal is turned in to the district at the same time as the Eagle application (see Board of Review Step #2 above). The board recommends a thank you letter or letter of project completion from the beneficiary be included. If the project was done for a school, an approval letter from the beneficiary must accompany the final report.

EAGLE PROJECT COACH---*The Guidelines to Advancement* encourages Scouts to utilize an adult as an Eagle service project coach to advise him after the project proposal is approved. A coach must be a registered BSA volunteer and current in

Youth Protection training as well as approved by the district. Any prospective coach should thoroughly understand the service project process as well as Section 9.0.2.9 from *The Guidelines to Advancement*. Though not required, a coach can be a valuable resource to the Scout in planning and completing the project in a way that not only satisfies the requirement but the beneficiary and the Scout as well. Richard Shields will maintain a list of qualified coaches and the Scout may choose one of them or request to have a Scouter of his choosing approved as a coach.

MERIT BADGES AND COUNSELORS

1. The Union District Committee's policy is for the Troop to recruit its own merit badge counselors from the parents, troop committee, and members of the sponsoring organization, as well as citizens from the community. The Advancement Committee will assist the Troop Leaders with recruiting counselors when needed. A district merit badge counselor list is being compiled by Rebecca Godby 704-256-3487 to assist a troop if it needs a counselor for a specific merit badge.
2. All merit badge counselors must be approved by the Council Advancement Committee. A national registration form (no money required) and a national merit badge counselor application must be filled out by each counselor and on file with the council office. This must be done annually. Counselors must complete the Youth Protection training online at the Boy Scouts of America website or in a classroom setting conducted in the council. The registration form, counselor application, and a copy of the Youth Protection Training certificate are sent to the council office.
3. The district committee encourages Scouts to earn merit badges from a number of different counselors and not always in a classroom setting.
4. Merit badge counselors must be at least 18 years old.
5. For youth protection reasons, a counselor should not meet with Scouts as a merit badge counselor until his/her registration application has been approved by National.

Volunteers for Boards of Review and Advancement Training

As noted above, it is critical that Scouters from the troops within the district make themselves available to the district board of review. While a Scout cannot be denied a board if Scouters from his unit do not show up to assist with other boards, we do ask that Scoutmasters and committee members recognize that, without their help, the district cannot handle a heavy load of advancing Scouts in a single night. Reviewing a Scout's experience in the program is a true privilege. Scouters can take valuable insight into other units back to their troop. They can also provide to the Scout's unit and lend assistance based on their experience and successes. The district can provide training on conducting a board of review if needed that will help committee members conduct boards within their own units as well. If you are interested in serving on the district board on a regular basis, please contact Richard Shields at 704-289-1604 or Richard@thecarolinatrader.com. If you need training

on advancement or conducting boards, please contact Todd Scarlett at 704-246-2734 or tlscarle@mailbox.sc.edu