

**NEW EAGLE "PROJECT APPROVAL" & "BOARD OF REVIEW" POLICY for  
CHAPARRAL DISTRICT of BUFFALO TRAIL COUNCIL**

In order to streamline the process of "Eagle Project Approval" and the "Board of Review" for Eagle Candidates, a New Policy is being instituted for Chaparral District Only. **EFFECTIVE SEPTEMBER 1, 2013**, all Eagle Projects will be approved by contacting the District Advancement Chairman, Lonnie Yee, at 352-8882.

Until further notice, **ALL** Eagle Boards of Review will be held on the **2<sup>nd</sup> Sunday of each month beginning at 2:00 p.m.** Eagle Candidates are scheduled through the District office on a "first come, first serve" basis. All notebooks **must be received** at the District office **by the Wednesday prior** to scheduled Board of Review.

**PLEASE ADHERE TO THE FOLLOWING:**

**Step 1:** After attaining the rank of Life, using the Eagle Scout Leadership Service Project Workbook, plan, develop and provide leadership to others in a service project. The Workbook is available at the District office or, may be found online at the National website ([www.scouting.org](http://www.scouting.org)). The Eagle Scout Application is also available at this site or at the District office.

**Step 2:** Prior to beginning the project, it **MUST BE APPROVED** by the Troop Leader, Unit Committee and the benefactor of the project.

**Step 3:** Once **ALL** 3 approvals (signatures) have been obtained, then the project should be submitted to Mr. Lonnie Yee, District Advancement Chairman. The project **SHOULD NOT** be started prior to approval by the District Advancement Chairman.

**Step 4:** Upon completion of the service project and, assuming all other requirements for Eagle have been met, the completed workbook and application should be brought to the Scout office for processing and verification. Your individual scouting profile is available upon request for competing the application.

**Step 5:** Each scout of required to have minimum of 5 reference letters, preferably one from a pastor, teacher, parent, employer (if applicable) and family friend. It is always better to send out 7 requests to be safe. All letters are to be mailed or brought by the Scout office, 1101 W. Texas Avenue, 79701. The Eagle candidate is NOT to see the letters.

**Step 6:** Upon date for Board of Review the Eagle Candidate is responsible for bringing at least one committee member from his Troop and two other adults. The district will furnish the Council Representative.

The Eagle Candidate is to be in full "Class A" uniform.

**Step 7:** Once the Board approves the candidate for the rank of Eagle the signed application is taken to the district office where the Scout Executive's signature is obtained and the application is sent to the National office for certification. Once the certificate is received the scout will be contacted.