



Glacier's Edge Council (620), BSA Advancement Committee

- ♣ Indian Trails
- ♣ Mohawk
- ♣ Wisconsin River
- ♣ Yahara

COUNCIL/DISTRICT EAGLE REPRESENTATIVE ROLES & RESPONSIBILITIES

Eagle Representative Role:

- Designated to serve as a representative of the Council/District Advancement Committees for approval of Eagle Service Project Proposals and at Eagle Boards of Review
- Eagle Representatives serve a maximum of 6-8 units
 - This should provide for approximately 8-10 Boards of Review per year
 - Eagle Representatives (and back-ups) should not serve units with which they are affiliated

Eagle Representative Responsibilities:

1. Serve as a resource for assigned units and Life Scouts within those units on the Life-to-Eagle process.
 - 1.1. Documents related to the Life-to-Eagle process are available on the Council Advancement website.
2. Review Eagle Project Proposals in accordance with the five (5) criteria listed in the Eagle Workbook.
 - 2.1. Confirm that Scout, Unit Leader, Unit Committee Chair and Beneficiary have approved and signed the Proposal, before signing on behalf of the Council/District.
 - 2.1.1. The Council/District signature should always be the last one completed.
 - 2.2. Confirm Scout has completed the project contact sheet (page B of the Proposal section).
 - 2.2.1. Confirm that the Unit Advancement Coordinator contact information listed on page B of the Proposal is listed correctly in the Eagle Representative database or update the database as needed.
 - 2.3. A face-to face meeting with the Scout is recommended to discuss the Eagle Project Proposal.
 - 2.4. Five tests of an acceptable Eagle Scout Service Project (*Guide to Advancement* 9.0.2.7.)
 - 2.4.1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.**
 - 2.4.1.1. Must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
 - 2.4.2. **It appears to be feasible.**
 - 2.4.2.1. Must show the project is realistic to carry out.
 - 2.4.3. **Safety issues will be addressed.**
 - 2.4.3.1. Must show an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
 - 2.4.3.1.1. **NOTE:** Suggest including "Sweet Sixteen of BSA Safety" from *Guide to Safe Scouting* in the Project Plan
 - 2.4.4. **Action steps for further detailed planning are included.**
 - 2.4.4.1. Must list the key steps to make sure the plan will have enough details so it can be carried out successfully.
 - 2.4.5. **It is on the right track with a reasonable chance for a positive experience.**
 - 2.5. Further information on expectations and procedures for conducting project reviews is available in the *Guide to Advancement* 9.0.2.1 and 9.0.2.3.
 - 2.6. Assist Scout with fundraising application, if required.
 - 2.6.1. The fundraising application follows the Project Plan section of the Eagle Project workbook. It is does not required for the Project Proposal approval. It can be completed during preparation of the Project Plan and must be approved prior to initiating fundraising.

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3. Assist Scout with obtaining information for Eagle Scout Rank Application, if needed.
 - 3.1. Registrar can provide a copy of their Rank and Merit Badge completion dates on file.
4. Obtain completed Eagle Scout Rank Application, Eagle Scout Service Project Workbook and associated documents from Council Registrar, once the application is verified as complete.
 - 4.1. District/Council Eagle Representative will be notified (along with unit leadership) by the Registrar if the Application is incomplete or any advancement records have not been previously and properly submitted to the Council. In this case, assist the Unit leadership and Scout as needed.
5. Within one (1) week of being notified by Council Registrar that application paperwork has been verified, contact unit leader(s) in accordance with local Unit practice to schedule the Board of Review.
 - 5.1. A Board of Review may not be scheduled until the Application paperwork is verified by the Registrar.
 - 5.2. Confirm with Unit contact that references have been requested.
6. Work with the District Advancement Chair to investigate any Eagle Extension Request details for assigned Units and present the findings to the Council Advancement Committee for consideration.
7. Participate in the Board of Review as the Council/District representative.
 - 7.1. Verify that a minimum of three (3) and a maximum of six (6) Board members conduct the review, including the District/Council Eagle Representative.
 - 7.1.1. Units should make every attempt to ensure diversity, equity and inclusion is considered in selecting participants for the Board.
 - 7.2. In the event of a disputed or failed outcome coordinate follow-up actions in accordance with the process outlined in the *Guide to Advancement* 8.0.1.5.
 - 7.3. In the event of a successful Board of Review, the District/Council Eagle Representative signs the application on behalf of the Council/District.
 - 7.4. The District/Council Eagle Representative is responsible for collecting all reference letters with the Council paperwork at the conclusion of the Board of Review for proper destruction.
 - 7.5. The District/Council Eagle Representative will return the Application to the Council Registrar within one (1) week for approval by the Scout Executive and submission to the National Council.
8. Provide the following information to the new Eagle Scout:
 - 8.1. Return their Eagle Project Workbook
 - 8.2. Note that BOR Date will become Eagle Date, once National Council issues Credentials
 - 8.2.1. Reminder: may not schedule COH until Credentials are received from National Council
 - 8.3. Court of Honor Information sheet (or refer to Council Advancement webpage)
 - 8.3.1. Contact information for inviting District and Council representatives
 - 8.3.2. Guidance/Considerations regarding presentation of Mentor Pin
 - 8.4. Will receive invitation to the Council Annual Recognition Dinner (Spring: typically in March)
 - 8.5. NESA information card
 - 8.6. Optional
 - 8.6.1. WI Eagle Scout License Plate Application (MV2991)
9. **Succession planning for the Eagle Representative role:**
 - 9.1. Identify Unit participants at Eagle BORs who would be good Eagle Representatives
 - 9.2. Invite them to participate with you on Eagle BORs at other units
 - 9.3. Assign them as back-up for a few units and continue to have them participate with you on Eagle BORs for those units

