



Eagle Scout Processing Policy Letter

TO: ALL Unit Leaders and Life Scouts in FEC

1. Eagle Service Project Proposal (ESPP) Approval. All ESPP communication and paperwork must be sent to the District Advancement Chair for review and approval prior to any execution of an Eagle Project. Ensure the MOST current version of the workbook is used.

- A. All Eagle Project Workbooks will be in PDF format and sent by the Unit Leader or his designed representative (Troop Advancement Chair, Troop Life to Eagle Coordinator, etc). Life Scouts should NOT send emails direct to the District Advancement Chair. The Life Scout should be included in the email and any other individuals from the unit, like the Eagle Coach or Troop Committee Chair. Questions by the District Advancement Chair (or designated Committee member) should be answered by the Life Scout.
- B. It is recommended that the signature page should be attached as a separate PDF file with the signatures of the Scout, Unit Leader, Unit Committee Chair and Beneficiary Representative, with dates.
- C. Once approved, the District Advancement Chair will send a confirmation via email and / or sign and scan the signature page and attached to an email back to the unit.

2. Eagle Application Verification.

- A. Unit Leader or his designated representative (Troop Advancement Chair, Troop Life to Eagle Coordinator, etc) should send the following documents (Eagle Packet) to Pennington, FEC Council Advancement and Awards Coordinator:
 - a. Eagle Application. Ensure the MOST current version is used.
 - b. Eagle Project Workbook. Include the signature pages for the proposal approval and project completion signed by the beneficiary representative.

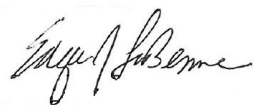
- c. Letters of Reference (Requirement 2). There is a fillable format on the FEC website. Unit Leaders should make requests for the Letters. The scout should ONLY provide the names and contact data. The scout should NOT be given access to the letters. They are to remain confidential and destroyed after the Eagle Board of Review (EBOR). If the letters of reference have not arrived in time, it is NOT to delay or stop the EBOR.
 - d. Statement of Your Ambitions and Life Purpose & Listing of Positions and Awards (Requirement 6). There is a fillable format on the FEC website scouts can use.
- B. Upon approval of the Eagle Application, the Council will forward the Eagle Packet back to the Unit Leader and respective District Advancement Chair.
- C. Contact Information for Paige Pennington:
- Paige Pennington
 - Outside Japan +81-98-971-9013
 - Inside Japan (098) 971-9013
 - DSN (315) 646-9013
 - Paige.Pennington@scouting.org

3. Eagle Board of Review (EBOR). The District Advancement Chair will set up the EBOR for all Eagle Candidates within their District.
- A. It is the intent that the EBOR to be unit coordinated as allowed in the Guide to Advancement. No more than two members of the EBOR should be from the respective unit. In addition, there must always be a designed person from the District on ALL EBOR. Either the District Advancement Chair or an pre-approved EBOR Chair. Minimum of three EBOR members, but no more than six EBOR members will be allowed, each 21 years old or older.
 - B. Ideally, pre-approved EBOR Chair(s) should be identified for geographically separated countries (Korea, China, Indonesia, Malaysia, Singapore, Thailand, Philippines, Australia, India, Vietnam, Cambodia, Bangladesh, Myanmar, Hong Kong and Taiwan). These individuals will convene the EBOR. All EBOR MUST be pre-announced to the respective District Advancement Chair, who will be invited to participate if schedules allow. EBOR dates should be based on the needs of the Unit and Eagle Candidate's availability. Regardless, any EBOR Chair must be pre-approved by the District Advancement Chair.
 - C. Each EBOR is highly encouraged to have non-scouters from the international school, chartered organization, local community or military leaders, US Embassy, etc to be a board member.

- D. For Asia Central and Asia East Districts, if the District Advancement Chair cannot chair the EBOR, the District Advancement Chair will be responsible for approving the EBOR Chair for the Scout and authorize the panel to hold the EBOR.
 - E. Eagle Scout Palms are allowed to be awarded immediately upon passing the EBOR. The EBOR Chair can annotate at the bottom on the back of the Eagle Application if the New Eagle has earned the Bronze Palm (5 additional merit badges over 21), Gold Palm (10 additional merit badges over 21) or Silver Palm (15 additional merit badges over 21).
4. Final Eagle Application Processing.
- A. The EBOR Chair will scan find the final Eagle Application with the two signatures with the EBOR date and send to FEC to Paige Pennington and cc: the respective District Advancement Chair.
 - B. The Scout Executive will make the final review and sign the Eagle Application before sending to the National Office.
 - C. Units should NOT proceed with the Eagle Court of Honor (ECOH), until after notification by the National Office is received by FEC. Units will be notified immediately by Paige Pennington once received.

The BSA Guide to Advancement is the primary source for all Advancement questions and can be found at <https://filestore.scouting.org/filestore/pdf/33088.pdf>

The following link also have many references to help you:
<http://www.fareastcouncil.org/life-to-eagle>



Edgar J. LaBenne
FEC Advancement Chair