

# The Path to Eagle

A Guide to Help You Through  
the Steps to Eagle



Pacifica District

The Greater Los Angeles Area Council

***Scouts BSA***

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Boy Scouts of America  
The Greater Los Angeles Area Council  
Pacifica District

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Dear Life Scout:

Becoming an Eagle Scout is one of the most challenging yet rewarding things that you can achieve. Working through the requirements to become an Eagle Scout gives you invaluable experience in such a wide variety of fields of study, many of which allows for hands-on interaction and not just a lesson from a book. It will become an important part of your life that will remain forever.

Our goal within the Pacifica District of the Greater Los Angeles Area Council is to better assist Life Scouts in their quest for Eagle and we have established procedures to help in your understanding in meeting National's requirements according to the policies and guidelines as prescribed by the Boy Scouts of America. This guide is for both the Life Scout and adult Scout leaders as they prepare to travel down the trail toward the attainment of the Eagle Scout rank. While working through these steps, a scout should share this information with his adult Scout leaders to fully understand the procedures and ensure a smooth process. We want to give you the greatest help possible for your success.

This guide covers information about requirements for earning the Eagle Scout Rank:

- Time Management
- Eagle Scout Requirements
- Merit Badge Basics
- Leadership Service Project
- Letters of Recommendation
- Eagle Book
- District Approval of Eagle Application and Eagle Book
- Eagle Scout Character Board of Review
- Eagle Scout Process Flow and District Reviewer Information

We are here to help. Let us know if we can assist you in any other way.

Best Wishes,

Pacifica District Advancement Committee



## Time Management

Time management is a valuable tool in the Eagle Scout process. We often see scouts who are trying to complete the process at the last minute, usually due to procrastination. There is one, almost unbendable rule in the process: that the following requirements completed **before** the 18<sup>th</sup> birthday: active participation, Scout spirit, merit badges, position of responsibility, services project, and unit leader conference. The Eagle Board of Review may be done within 24 months of your birthday, but it is not recommended as it is too late to add any missing requirements that may be discovered.

Exceptions are rare and issued by National BSA for special needs Scouts and circumstances beyond your control. Calculate the time to your 18<sup>th</sup> birthday and plan with your adult Scout leaders how it can be accomplished in the time remaining.

## Eagle Scout Requirements

In order to advance to the rank of Eagle, a candidate must complete all the following requirements. Your unit leader will need to sign your book as you complete each one.

**Requirement 1:** Be active in your troop, team, crew, or ship at least six months as a Life Scout.

**Requirement 2:** Live by the principles of the Scout Oath and Law in your daily life. List individuals you know personally that are willing to provide you a recommendation.

**Requirement 3:** Earn a total of 21 merit badges, 14 of which are required as of 7/1/2022.

**Requirement 4:** While a Life Scout, serve actively for a period of six months in one or more positions of responsibility. You may combine more than one position's months of service to fulfill this requirement. No leadership time **before** becoming a Life Scout counts for this requirement.

**Requirement 5:** While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community.

**Requirement 6:** While a Life Scout, take part in a Scoutmaster Conference. Prepare a statement of your ambitions and life purpose. Prepare a listing of leadership positions held, honors and awards.

**Other:** Complete and sign Eagle Scout Rank Application  
Obtain signatures on Eagle Application from your scoutmaster and committee chair  
Review Eagle Application and Eagle book with a Pacifica District representative  
Complete Pacifica District Eagle Character Board of Review.

## Merit Badge Basics

The requirements for Eagle Scout include earning 21 merit badges, fourteen of which are required as of July 1, 2022. Any merit badges after the 21 merit badges may qualify for Eagle Palms. Three of the required merit badges have a 3-month duration: Personal Fitness, Family Life, and Personal Management, so plan accordingly to know the requirements and plan ahead before you turn 18.

If you have a merit badge sash and intend to wear it to your Eagle Board of Review, ensure the merit badges are oriented correctly. Badge orientation can be verified on the merit badge book or at:

<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges.aspx>

## Leadership Service Project

**Requirement** While a Life Scout, plan, develop, and give leadership to others in a service project helpful to your religious institution, school, or community. The project proposal must be approved by the beneficiary, unit leader, unit committee, and the district **before** you start. The use of Eagle Scout Service Project Workbook, No. 512-927, is required. <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

**Scope** Your project need not be original, but you must accept responsibility to plan, direct, and follow through to completion. The project must be large enough to allow a scout enough time to plan and ample opportunity to demonstrate leadership. A unit cannot set a minimum number of hours for your project. Remember that two Eagle Scout applicants cannot work together to get credit for the same project. Contact **Mr. Cortenbach (310) 891-2301** if you are unsure a project qualifies.

**Limitations** You must demonstrate leadership to your team to achieve your project goal and it must make a significant impact or benefit to a community organization other than the Scouts BSA. The project cannot benefit an individual or business. Routine labor or projects primarily maintenance in nature, are not to be considered. Painting, cutting grass, or weeding may only be a **portion** of your project. Lastly, the project cannot be a fundraiser, though you may raise funds for your project.

**Safety** The scout should know all safety hazards associated with each tool. A first aid kit should be available for minor injuries. Read the 2022 Guide to Safe Scouting. <https://www.scouting.org/health-and-safety/gss/>. Appendix page 69, "Safe Project Tool Use" (page 1) and "Age Appropriate Guidelines for Tool Use" (page 2) [680-028.pdf \(scouting.org\)](#)

**Project Approval** Once you have completed the proposal section, you must obtain project approval **before** you start your project. The approvals are the beneficiary, your unit leader, and your unit committee chair on Proposal Page H. Contact **Mr. Cortenbach (310) 891-2301** to be assigned to a district project approval person and set an appointment to discuss your project.

Present your proposal and bring any photos, drawings, and plans. Bring a parent or other adult to this meeting to comply with youth protection and to listen to potential suggestions. You should be in as much of the Class A uniform as you own, it should be as correct as possible with the badges worn properly, and you should wear it when you meet with any organization regarding your project.

Fundraising must be approved by the benefiting organization, your unit leader and district **before** any money or materials are collected **outside** of your beneficiary, family, scout's unit or charter organization. Complete the Fundraising Application and obtain the three signatures.

If the project location or the benefiting organization requires a Certificate of Insurance, complete the form on the Pacifica website.

**Start Project** Once your project has district approval, you may proceed with your project. Keep track of all your time spent on the project and all the time contributed by others in all phases of your project. Notify your district approver of significant changes as they must be **re-approved** by all. The Pacifica website has tools to track your total project hours and your funding summary. <http://greaterlascouting.org/wp-content/uploads/2022/08/Pacifica-eagle-templates--time-sign-log--funding-summary.xlsx>

**Completion** Complete the Project Report and obtain approval signatures on Project Report Page C from the beneficiary and your unit leader. We recommend requesting a letter from the beneficiary, on their letterhead, either to thank you for the project and/or to state that you have completed your project to their satisfaction. If you receive a letter, place it before the project workbook in Eagle Book.

## Letters of Recommendation

Pacifica District asks you to request letters of recommendation from those people you have listed on your Eagle Scout Application: Parents/Guardians, Religious, Educational, Employment (optional), and two other acquaintances. While you may list adult leaders from your unit, listing other references who know you well, would provide additional insight into you as a well-rounded person. The letters must be signed and dated within six months of your application. Religious must be filled in and can be a parent's name.

Personally speak, call, email or write, to all individuals whom you wish to include as references. Do not allow anyone else to handle this important responsibility on your behalf. Explain your status as an Eagle candidate and specifically ask if they are willing to complete the recommendation form. Educator recommendations should be requested before summer as they may be difficult to contact. [https://greaterlascouting.org/wp-content/uploads/2023/04/Confidential-Appraisal-Reference-Letter\\_Revised-04.2023.pdf](https://greaterlascouting.org/wp-content/uploads/2023/04/Confidential-Appraisal-Reference-Letter_Revised-04.2023.pdf)

Give each individual a Pacifica Confidential Appraisal Reference Letter form and a stamped, return envelope addressed to the Pacifica District Advancement Committee below:

**Ms. Alison Arakawa, Pacifica District Advancement**  
**21325 Grant Avenue, Torrance, CA 90503**

Please do not send it certified mail. As an alternative, the individual may email the Confidential Appraisal Reference Letter to: [arakawa.bsa@gmail.com](mailto:arakawa.bsa@gmail.com). The reference may want to retain a copy of the letter in the event it is lost in the mail. Candidate may contact **Ms. Arakawa (310) 703-7180** to verify letters received.

## Eagle Book

It is recommended that you organize your Eagle book in a 3-ring binder in the order listed on the Eagle Rank Application. It is nice to have a cover sheet including your name, troop, your photo or Eagle project photo, and a phone number. Tab dividers make it easier for the book reviewer and board of review to verify the documents. We recommend four sections for your Eagle book:

1. Eagle Rank Application [and Advancement Report]
2. Rank Advancement / Merit Badges [Requirement #3]
3. Eagle Project Workbook [Requirement #5]
4. Ambition/Life Purpose and Resume [Requirement #6]

### Section 1 – Eagle Scout Rank Application and Advancement Report Form

Eagle Scout Rank Application form #512-728, dated February 2022 must be used. The fillable form can be typed and printed in color or printed and handwritten legibly.

[http://www.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)

1. Enter 9-digit PID in the upper right corner. Your PID can be found on BSA membership card.
2. Date joined Scouts BSA can be obtained from your troop advancement chair. It is generally the first of the month.
3. List all six references (five if not employed).
4. Verify rank advancement and merit badge dates on your troop records against your rank advancement and blue card / summer camp sheet dates. Copies of signature/date rank advancement from BSA handbook is suggested.
5. For required merit badges #7, #8, and #10 on your Eagle Application, choose only one badge and cross out the other badge choice(s).
6. The start date for all leadership positions should be on or after the date you became a Life Scout. If you are currently holding a leadership position, the end date should be the latter of the date of your scoutmaster conference or the project completion date.
7. The project completion date should be the date the beneficiary's representative signed off on the completed project.
8. Ensure all three signatures: applicant, unit leader, unit committee chair

Print the Advancement Report and complete the top left corner with your Scoutmaster's information. The expiration date of the unit is 09/30/YYYY.

<http://www.scouting.org/filestore/pdf/34403.pdf>

## Part 2 – Rank Advancement and Merit Badges

Place merit badge blue cards and summer camp blue sheets in your Eagle book. You may use baseball-card-collector-page-protectors for your blue cards. It is requested that you place the merit badge blue cards in the order they appear on the Eagle Scout Application, blue card date-earned facing out, which enables us to efficiently verify your records in the event of a discrepancy.

It is also requested that you provide proof of all your rank changes. This can be the individual advancement cards, Advancement Report, or a photocopy of your signed scout book. Signatures and dates should be legible on any form you submit.

## Part 3 – Eagle Project Workbook

You **must** use the Eagle Scout Leadership Service Project Workbook #512-927 detailed in the previous section. Include any pages you added to complete the booklet as well as any photographs. It is encouraged to include a photo of the scout at their eagle project. Ensure both signature pages are complete, in addition to your own signature, to show the project was approved and completed. If you received a letter from the beneficiary upon completion of your project, please insert it at the front of this section.

## Part 4 – Ambitions/Life Purpose Statement and Leadership, Honors and Awards

Requirement #6 of the Eagle Rank Application requests you to write a statement regarding your ambitions and life purpose. This is an opportunity to share your life and what you want and plan to do next in your life. You may share your values and ambitions, indicate the impact Scouting has had on your life, and share your achievements. Sign and date your ambition and life purpose statement.

You are also asked to provide a listing of your community involvement where you have demonstrated leadership skills and achievements. Create a list of the leadership positions you have held outside of scouting and any honors and awards to show you are a well-rounded person.

## District Approval of Your Eagle Application and Eagle Book

Prior to contacting District, review your Eagle application and Eagle book with your troop advancement chair to confirm your records agree with troop records and your book is complete. Once your Eagle book and application are ready, call **Ms. Christensen (310) 283-7197**, for the Pacifica verification and review. Your profile and join date will be requested from Council and you will be assigned a book check person. Make an appointment with the person assigned to review the records contained in your book for accuracy and completeness as required by National. They will also retain your original application and copies. These approval steps take time so get everything done as early as possible.

## Eagle Scout Character Board of Review and Eagle Palms

Once your records have verified, Ms. Arakawa will contact you to set up your Eagle board. The board of review is generally composed of three members. At the Board of Review, you should be in as much of the full field uniform as you own, it should be correct as possible with the badges worn properly. If you do not own proper Scout pants, you may want to invest or borrow one for this and for your Court of Honor. Bring your parents/guardians and your unit leader. The Scoutmaster introduces you to the Board of Review panel and your parents/guardians may say a few words, then they will be excused, and your review begins.

The board members have reviewed your application, references, Eagle project and life ambition statement. This is the highest award that a Scout may achieve, and the board needs to get to know you. There are no set questions asked though you should be prepared to answer questions about your project, your overall scouting experiences and your future involvement with Scouting.

The board's decision must be unanimous. If the candidate meets the requirements, the candidate is informed that he/she will receive the board's recommendation for the Eagle Scout rank or given reasons for his/her failure to qualify. After your Eagle board, your Eagle book will be returned, and the Eagle application and advancement report will be sent to Council/National for review.

The Eagle certificate takes about six weeks from National, and Mr. Matsushita will notify you when the Eagle certificate packet arrives. The Scout Shop will only sell the Eagle patch, medal, neckerchief and slide when the Eagle Scout shows their Eagle certificate. While the Eagle process takes place at District/Council/National levels, the award is presented to the new Eagle Scout by the Scout's unit. The unit works with the family to conduct a Court of Honor, a celebration of your accomplishments!

New Eagle Scouts can receive, along with the Eagle medal, Eagle Palms that equate to the number of additional merit badges they earned **before** the Eagle board of review. You will also need to complete a Scoutmaster conference. Eagle palms are awarded at the troop level. The Eagle Palm application is submitted to the Greater Los Angeles Area Council.

For questions regarding any part of the Eagle Rank process, contact Mr. Jim Matsushita, Pacifica Advancement Chairperson, at (626) 395-9240.



Scout at  
Life Rank

# Pacifica District Eagle Scout Process Flow

Eagle Project Coordinator

**Winston Cortenbach**  
**(310) 891-2301**

Scout contacts Mr. Cortenbach and is assigned Eagle Project Reviewer

Project Reviewer: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Eagle Book Review Coordinator

**Lisa Christensen**  
**(310) 283-7197**

After scout completes project, merit badges and Eagle application, scout contacts Ms. Christensen and is assigned Eagle Book Reviewer

Book Reviewer: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Eagle Character Board Coordinator

**Alison Arakawa**  
**(310) 703-7180**

Once your Eagle book is approved, Ms. Arakawa will assign a Board Chairperson, schedule the board of review, and contact the scout with date and time.

Scout informs Scoutmaster and parents and drops off Eagle Book determined by Board Chairperson.

Board Chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Book Turn in Date: \_\_\_\_\_

Book Turn in Location: \_\_\_\_\_

\_\_\_\_\_

Eagle Board Date and Time: \_\_\_\_\_

Eagle Board Location: \_\_\_\_\_

\_\_\_\_\_