PACIFIC HARBORS COUNCIL, BSA
COUNCIL ADVANCEMENT COMMITTEE
STANDARD OPERATING PROCEDURES

Purpose:

The Boy Scouts of America (BSA) policies and procedures related to advancement are documented in their publication entitled, “Advancement Guide.” The guide helps council and district advancement committees understand and implement advancement programs and procedures.

Procedures are necessary to ensure that rank requirements are properly met. They are also necessary to control the administrative process so time line requirements can be met.

The Council’s objective is to provide advancement opportunities and processes that are administered in a consistent and fair manner. BSA procedures in some instances are general in nature and the Council is given the authority to determine the details. In these cases the Council Advancement Committee is the body that articulates the specifics.

To this end, the Council Advancement Committee continues to review Pacific Harbors Council advancement procedures and to publish written procedures where clarification is needed. This process involves input from the District Advancement Committees and professional scout staff. These procedures may be amended by the Committee or additional procedures published as the need arises. Actions of the Committee are undertaken at the direction of and are approved by the Council’s Scout Executive before distribution. Written Council Standard Operating Procedures (SOP) display the date of origination or amendment so that users may ensure they are using the most current version. Concerns or recommendations should be brought to the attention of the Council Advancement Committee.

Index:

Council Advancement Procedures, Cover Page
“Active Scout”, Definition
Eagle Advisor, SOP
Eagle Scout Application Package, Policy
Eagle Boards of Review, SOP
Eagle Letters of Recommendation, SOP
Eagle Scout Letters of Recommendation, Document
Eagle Project Fund Raising, SOP
Merit Badge Counselor Registration, SOP
Summer Camp Advancement, SOP
Request for Merit Badge Credit, Document
Advancement Related to Camps and Events, Duties and Responsibilities
Benefiting Organizations Guide to an Eagle Scout Leadership Service Project

Origination Date: 1/4/2008
Amended: 4/24/2015
Purpose:

The purpose of this definition is to provide standardized written clarification regarding the definition of what an “Active Scout” is for purpose of meeting advancement criteria. This definition is provided by BSA National and supersedes criteria that may have been established by units that are not supported by BSA guidelines.

Definition:

A Scout will be considered “active” in his unit if he is;

1. Registered in his unit (registration fees current).
2. Not dismissed from his unit for disciplinary reasons.
3. Engaged by his unit leadership on a regular basis (informed of unit activities through Scoutmaster conference or personal contact).
4. In communication with the unit leader on a quarterly basis.

Units may not create their own definition of active; this is a national standard.

Procedures:

If the Scout does not initiate communication, the unit leader is to contact the Scout and ask if the youth wishes to remain in Scouting. If the answer is negative, then the unit leader should no longer communicate with the Scout. If the answer is affirmative, the unit leader should provide the unit calendar. After six months of nonparticipation, the unit leader may cease contact with the youth and drop the Scout from the unit at recharter time.

The scout may return to the unit at any time while on the unit charter. At any time a Scout is dropped from the charter, the youth may re-apply to a unit for readmission; the acceptance of the application is at the discretion of the unit. The youth would be reinstated at the rank and level that can be documented by either the Scout or the unit.

Origination Date: 8/16/2011
Amended:
PACIFIC HARBORS COUNCIL, BSA
COUNCIL ADVANCEMENT COMMITTEE

STANDARD OPERATING PROCEDURE

EAGLE ADVISOR DESIGNATION

Purpose:

The purpose of this procedure is to provide written clarification of the designation of “Eagle Advisor” and the respective role and authority at the District and Unit level.

Procedure:

District Eagle Advisors
The District Committee consists of adult volunteers that have submitted registration applications and have been approved by the District Executive. District Committee members are given various assignments, such as the District Advancement Committee. The District Advancement Committee Chair may appoint several District Committee members to assist as District Eagle Advisors. Each District Eagle Advisor is assigned responsibility for specific Units. The District Eagle Advisor has authority to sign approvals for Eagle Project plans on the line entitled “council or district advancement committee member.” Typically, these individuals have had training and experience regarding BSA National and Pacific Harbors Council policy and procedures related to Eagle Project criteria and Eagle time line requirements.

Unit Eagle Advisors
A registered adult Unit Committee member may be assigned to act as Unit Eagle Advisor. Unit Eagle Advisors are not self appointed. They are available to assist Scouts with issues related to preparing for and completing their Eagle requirements. These individuals may be authorized to sign approval for Eagle Project plans on the signature line entitled “unit committee member.” The Unit Eagle Advisors should endeavor to ensure that their approval is consistent with District and Council policy regarding approval of Eagle Projects. The District Eagle Advisor is a valuable resource and is available to assist in this regard. Significant time, effort and funding may be consumed during an Eagle Project. Once completed, a project not meeting the criteria could be rejected by the Eagle Board of Review, which is chaired by a District or Council Advancement Committee member.
Conflict Resolution
When disagreements arise about issues such as what is an appropriate Eagle Project, they should be brought to the attention of the District or Council Advancement Committee for clarification or resolution. District Eagle Advisors exercise discretionary control over Eagle Project plans, Eagle Boards of Review, and oversight of units which may lead to potential conflicts of interest, therefore:

- District Eagle Advisors should not be assigned to units to which they are registered.
- District Eagle Advisors should not advise members of their own family.
- The District Advancement Committee will temporarily change Eagle Advisor assignments when necessary to avoid these circumstances.

Eagle Application Tracking
During the Eagle Application certification process the Council Registrar will ensure that the signature block entitled “council or district advancement committee member” has been completed by a member of the Council or District Advancement Committee or a designated District Eagle Advisor.

The Eagle Application is a critical and time sensitive document, therefore it is important to know who has possession of these materials. The Registrar will release the paperwork when certification is completed to the District Eagle Advisor assigned to that Unit for use in preparation of Eagle Letters of Recommendation and scheduling of the Eagle Board of Review. If that individual will not be available due to absence or temporary reassignment (see Conflict Resolution, above), the District Advancement Committee Chair will inform the Registrar of the alternate representative authorized to receive the Eagle Application.

Eagle Advisor Training
Individuals assigned to the position of District or Unit Eagle Advisor are required to attend training provided by the Council or District Advancement Committee within six months of assuming these duties.

Origination Date: 10/24/2007
Amended:
PACIFIC HARBORS COUNCIL, BSA
COUNCIL ADVANCEMENT & RECOGNITION COMMITTEE

POLICY

EAGLE SCOUT APPLICATION PACKAGE

Purpose:

The purpose of this policy is to provide written clarification of the Eagle Scout application package.

Policy:

The Boy Scouts of America does not prescribe how Eagle Scout packages are constructed. However, it is useful to have a full understanding of the elements involved in the submission.

Package Organization

The Eagle Scout application package should be organized in the following order: 1) Eagle Scout Rank Application; 2) Statement of Life Ambition; and 3) copies of Applications for Merit Badge (blue cards).

Eagle Scout Rank Application

Legibility of the application is essential for any review. The best way to ensure that an application is legible is to complete the application online and print the completed document. This is the link: http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

In addition, ensure that every item is completed including telephone numbers and email addresses for ALL of the references; print the application in color so as to ensure that reviewers know that it is an original; and circle the merit badge earned for Eagle Scout (#6 and #9) in the section for Requirement 3.

Statement of Life Ambition

When composing the statement, the Scout should consider answering following questions:

• What are the Scouts ambitions through high school and beyond?
• Will he attend college?
• What career does he hope to pursue?
• What talents will he develop?
• Does he plan to start a family, open a business or give back to his community? Be specific and think big.
• How does he want to change the world?

Aim for about 500 words. This portion should be in essay form, organized into paragraphs. Focus on one main idea per paragraph. For example, discuss goals for personal development in one paragraph, career goals in the next. Include stories or
personal experiences that have shaped the Scout’s character and ambitions, but keep them brief and relevant.

List positions in which the Scout demonstrated leadership skills. Include roles such as camp counselor, student-body officer, community volunteer, project leader and mentor. This portion of the statement can be presented in bullet form. Limit each bullet point to the type of organization, the position held, responsibilities and length of service.

List any awards or honors received. Honors aren't limited to medals and plaques. They can include a newspaper article, a letter of appreciation or anything that made the Scout feel special. Use bullet form. Stick to one or two sentences per bullet point.

Additional writing tips:
- Type or print legibly. If a computer is used, use spell check. If a pen is used, use black or blue ink. DO NOT USE A PENCIL.
- The Scout should use his own words. He should write in a way that reflects his personality. Strive for a friendly, confident tone, not too stiff or too casual.
- Have a parent, teacher or trusted friend read through the finished statement to check grammar, spelling and clarity.

Application for Merit Badge (Blue cards)
It is important to include the Application for Merit Badge (blue cards) with the application. The reviewer will be checking to ensure that the date reported on the application is the same on the blue card as well as in the digital BSA record called ScoutNet. But, because the blue card is an original document and if lost can cause difficulty in verifying dates, it is recommended that only copies of blue cards be included in the package. However, the Scout should make sure that each facsimile is legible.

Eagle Scout Leadership Service Project Workbook
Some districts require that the Eagle Scout Leadership Service Project Workbook be included with the documentation. The form can be downloaded and completed in digital format. The link to do so is: http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx

The Scout should follow the directions in the workbook, ensure that all signatures and dates have been secured and to add as many extra pages as are needed. If your district does not require the project workbook be submitted with the Eagle Scout application, retain the workbook until it can be examined at the Board of Review.

Professional Review
It should be understood that Eagle Scout application packages will be reviewed by a Scouting professional who certifies each one as true and accurate. For this reason, it is important that when the Eagle Scout candidate assembles his package that it is done with care and thoughtfulness.
Process of Eagle Verification and Credentials
The verification professional will attempt to verify the application at the time the Scout, parent or leader brings it to the Council office. If they are not available the Front Desk will accept the application and ambition letter and stamp it received, it will then be verified as soon as possible.

Upon successful verification the professional will sign it and make a copy for their office file and the Scout.

The application is then entered on a tracking sheet and is monitored. The verified application and ambition letter are then sent to the Eagle Advisor assigned to the unit. The Eagle Advisor will contact references and conduct the Eagle Board of Review. If the application has not come back from the Board of Review within a month the professional or the District Executive for that District will call the Eagle Advisor to check the status.

Once the Eagle Board of Review has been completed the application is signed by the board members. It is the responsibility of the Eagle Advisor to return the application to verification professional. The Eagle application is an official BSA document. The application should not be given to the Scout, Scout Leader, Parent or others to return to the office.

Once the application is received back at the scout office, the in house Council certificate is produced along with the Scout Executive letter and any other documents necessary. The application is then sent to the Scout Executive for final signature. When received back from the Scout Executive the Board of Review date is entered and it is electronically sent it to National for the Eagle Scout Credentials to be produced.

When the credentials return from National the verification professional will assemble the Eagle Packet and call the Scout to come and pick it up at the Council office.

Application Package Considerations
Some additional considerations when assembling the Eagle Scout application package are outlined below:

Document Security
Several of the documents are originals. If they get lost or misplaced, they will be difficult, if not impossible to replace. The Advancement Committee cannot be responsible for lost documents. So, it is in the Scout’s best interest to protect his documentation by ensuring everything stays together. It is recommended that copies be retained throughout the application and board processes.

Ease of Review
As noted above, a review is conducted and packages are assessed. When submitted documents are not well organized, the review process becomes more difficult. Scouts are encouraged to pay close attention to the organization of their package.

The Scout’s Representative
The Eagle Scout application package is the Scout’s representative. In light of the fact that he will be appearing before an Eagle Scout Board of Review, Scouts
undoubtedly want to set a great first impression. However, when the board receives a haphazard package, it evokes questions of the completeness of the work.

Today, employers and college registrars have plenty of applicants. They even have multiple Eagle Scouts in their pools. They will choose those who are conscientious about their work and that demonstrates the candidate will do his best, rather than one who completes his work hurriedly and who does minimum.

**The Board of Review**

Eagle Scout Boards of Review are composed of people within the community who have volunteered their time and talents to assist Scouts, their parents and leaders and the Boy Scouts of America. When they are presented with well organized, easy to follow application package, it shows respect for their efforts on the Scout’s behalf.

Many of the members of Boards are themselves Eagle Scouts. They remember the effort they made as they prepared and organized their applications. Scouts will not want to disappoint the board as they seek to join their ranks.

**Scouting Legacy**

Finally, the submitted package will be returned at the completion of the board with the exception of the original Eagle Scout Rank Application. (The application will be returned with the Eagle Scout Award.) The Eagle Scout application package becomes the new Eagle’s Scouting legacy. Scouts should be proud of their achievement and the package they submit.

Origination Date: 09/7/2011
Amended: 4/16/2015
PACIFIC HARBORS COUNCIL, BSA
COUNCIL ADVANCEMENT COMMITTEE

STANDARD OPERATING PROCEDURE

EAGLE BOARDS OF REVIEW

Purpose:

The purpose of this procedure is to provide standardized written clarification regarding the conduct of Eagle Boards of Review within the Pacific Harbors Council.

Procedure:

District Eagle Boards of Review
The Boy Scouts of America dictates that the local council will decide and promulgate methods for the conduct of Eagle Boards of Review. The Council Advancement Committee has been assigned this responsibility. Following a review of various local procedures in use within the council it has been determined that Eagle Boards of Review will be referred to and conducted as District Eagle Boards of Review.

The District Advancement Committees will coordinate the details of their District’s Eagle Boards of Review. For example a district may choose to hold District Eagle Boards of Review at the unit location on an as need basis set up by the unit as in the past. Another district may choose to schedule a regular meeting time for all of their District Eagle Boards of Review at a central location using the same board members and units merely assist their candidates to participate in the process.

Eagle Board Membership
The board of review for an Eagle candidate will be composed of a minimum of three members and a maximum of six members, 21 years of age or older. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review. At least one member of the District or Council Advancement Committee shall be a member of the board. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of the Scout’s board of review.

Eagle Board Chairmanship
The District or Council Advancement Committee representative on the board will serve as the chairperson. District Eagle Advisors are District Advancement Committee members and may serve as review board chairman.
**Board of Review Procedures**
The board chairman should brief members, provide sample questions and caution regarding areas which may be considered sensitive or invasive. The Chairman will maintain a formal but relaxed atmosphere and attempt to put the candidate at ease. The review is not an examination. The Scout has learned his skills and has been examined. This is a review. For example the Scout could be asked where he learned his skill, who taught him, and the value he gained from passing this requirement.

**Duration of the Board**
The review should take approximately 30 minutes under normal circumstance.

**Unanimous Decision**
The decision of the board of review is arrived at through discussion. Because of the importance of the Eagle Scout Award, a unanimous decision must be reached as to the Scout’s qualifications. If a unanimous decision is not reached, a new review may be convened at the request of the applicant, unit leader, or the unit committee. A written statement should be provided to the scout by the chairman on behalf of the board which outlines areas needing attention. A date for completion of the areas needing attention should be included. A new review may then be conducted. The board may also make a unanimous determination not to recommend Eagle rank advancement.

**Appeal Process**
In the event the Scout disagrees with decision by the board to require additional effort before a new board of review or a unanimous determination is made not to recommend the applicant for Eagle rank advancement, the chairman will advised the Scout of the appeal process. A formal appeal process is available, in ascending order the levels are, Unit, District, Council and BSA National Boy Scout Committee. This process may be initiated by parent, scout leader, or the applicant.

**Delays in Conducting the Board of Review**
It is National scout policy that Scouts who have completed all requirements for Eagle rank prior to their 18th birthday should submit their application and be reviewed and recognized within three months after that date.

Boards of review conducted between three and six months after the candidate’s 18th birthday must be pre-approved by the local council. A written statement prepared by an adult other than the scout explaining the reasons for the delay must be forward to the Council Advancement Committee for approval. Approval must be obtained before conducting the board of review. Following successful completion of the board of review the written statement(s) must be attached to the Eagle application when it is submitted to National.
If an Eagle Board of Review will be held after the six months following the candidate’s 18th birthday, the Eagle Scout candidate must petition the National Boy Scout Committee for an extension of time to hold the board of review. The petition must be processed through the Council, detailing the extenuating circumstances that prevented the board of review from being held within the six-month period following the candidate’s 18th birthday, and be accompanied with a copy of the Eagle Scout Rank Application when submitted to National. This does not preclude others such as Unit, District or Council Advancement Committees from preparing the statement/petition on the scout’s behalf should they become aware of circumstances warranting their attention. The written statement/petition and any supporting statements should be promptly forward through the Unit Committee to the District Advancement Committee and then to the Council Advancement Committee for action. The Council Advancement Committee Chair will prepare a cover document to the National Boy Scout Committee reporting its findings regarding the request for approval for the council to proceed with the Eagle Board of Review. The document will be submitted for the concurrence and approval signature of the Scout Executive. The extension request for the Eagle Board of Review beyond six months after the 18th birthday must be approved by National Boy Scout Committee before the board of review is conducted.

Origination Date: 12/10/2007
Amended: 1/17/2008
PACIFIC HARBORS COUNCIL, BSA
COUNCIL ADVANCEMENT COMMITTEE

STANDARD OPERATING PROCEDURE

EAGLE LETTER OF RECOMMENDATION

Purpose:

The purpose of this procedure is to provide a written, standardized procedure for Eagle Letters of Recommendation from Eagle applicant references for use by Eagle Boards of Review within the Pacific Harbors Council.

Procedure:

References/Application
Eagle Scout applicants are asked to list references on their application. The individuals listed should have knowledge based upon their personal observations of the applicant. Prior to submitting the application the Scout should inform these individuals that they have been listed as references and will likely be contacted.

Applicant Participation
National guidelines clearly indicate that the applicant should not be involved in the retrieval of references materials. While the Scout has an obvious interest in moving the process along, it is inappropriate to take advantage of that desire to have them performing duties set aside for the District Advancement Committee or their designee. The Scout should not be involved beyond advising the references and listing them on their application or providing the reference letter form and return addressed envelope if requested to do so by the District Advancement Committee.

Geographical Issues
When the completed application is received at the Council Service Center its contents will be certified. Due to the large geographical area of the Council, the application will be returned to the District Advancement Committee or its designee to make contact with the listed references. BSA National allows the Council to determine the methods to be used.

Method of Reference Contact
A variety of methods have been used in the past throughout the Council, such as: personal contact, phone call, letter, form, and telephone check list.
The Advancement Committee of the Pacific Harbors Council has determined that a formal Eagle Letter of Recommendation best meets the needs of the Eagle Board of Review. Additionally, it adds to a formal setting for Boy Scouts’ highest award, as well as paralleling practices the applicant may encounter in the business world.

In most instances the reference information is very positive in nature. However, in the past there have been instances when the information provided by references has been negative, resulting in the Eagle Scout applicant being failed. Should this occur there is an appeal process available at the Unit, District, Council and BSA National levels. The process may be initiated by a parent, scout leader or the applicant. In these instances the written responses from references will be retained to support the actions of the Eagle Board of Review during the appeal process.

**Eagle Letter of Recommendation Format**
The Council Advancement Committee has developed a standardized format for the Eagle Letter of Recommendation. The document is standard letter size with color graphics. The Scout Law and Oath are provided to offer guidance in comparing the applicant’s behaviors. The letter can be stored as a “word document” for easy retrieval on a computer. Copies of the letter can easily be emailed as an attached document for task sharing. The relevant names, addresses and phone numbers can then be typed in the appropriate spaces and then printed in color, resulting in a very professional document. The document can be printed back to back to save paper if desired. There is space for the reference to type or write their observations. A space is provided for a signature and date, along with a space for the reference to print their name. There is a provision for additional pages if necessary.

**Emailing Letters**
In an effort to expedite the Eagle Letter of Recommendation process or to reduce expense, Districts may choose to use email to send out the letters. If this is the case, Scouts will need to be instructed to provide email addresses for their references and to take care to ensure their accuracy. The letters will then be completed with the name of the reference, due date, and district representative contact information and then sent as an attached document. It is important that the email message contain adequate information and instructions for the reference that may not be familiar with email or have limited computer skills. They should always have the option to print the letter, complete it manually and then mail it back, to call for assistance or request a letter be sent by mail. The email letter attachment can be opened by the reference, be completed on the computer, printed, and mailed back to the District. The letter may also be saved as a document then completed and saved as a revised document and then returned to the District as an attached document to their email message. The District should then print the letter for use by the Eagle Board of Review and for their records retention, if necessary.
Copy of Form
A copy of the form is attached to this procedure. The letter is a Council document and can be revised as the need arises. Suggestions for revision should be directed to the Council Advancement Committee for approval and adoption before use. The District Advancement Committee may alter the letter content to more accurately describe their process, i.e. removing the reference to self-stamped envelope if none are used or provided.

Timing
Individuals who have been involved in this process for several years indicate that sending the letters with too much advance notice results in them being set aside and sometimes forgotten. It is generally felt that a ten day to two week time frame prompts a more timely response to the request. The District may elect to send the request for letters prior to the return of the application from the Council certification process. However, the Eagle Board of Review should not be scheduled until the certification process has been satisfactorily completed. There is no requirement to wait for all letters to be returned before proceeding with the Eagle Board of Review. An Eagle Board of Review may not be delayed waiting for references letters. However, it may be wise to make a follow up contact to determine why a letter was not sent.

Confidentiality
References are advised that Eagle Letters of Recommendation are confidential. They should not be shared with individuals outside the Eagle Board of Review. The reference letters will not be shared with anyone other than the board members.

Record Retention
The District Advancement Committee will secure and maintain applicant records until the review process has been completed. This may include the appeals process. Once the materials are no longer needed for advancement determination or the appeal process they may be returned to the Scout. All Eagle Letters of Recommendation will be destroyed.

Origination Date: 1/2/12
Amended: 8/26/12

Attachment:
Eagle Letter of Recommendation Format
Dear (Name) ____________:

(Name) ____________ is submitting his application for the Eagle rank, the Boy Scouts of America’s highest award. He has completed all technical requirements (merit badges, field work and service projects). He has indicated that you have independent knowledge based upon your personal observations of him necessary to provide a letter of reference.

We are interested in how this work has contributed to his growth and if he is applying the principles of the Scout Oath and Scout Law in his daily life.

Please complete and sign the letter on the reverse side of this form and return in the enclosed, self addressed stamped envelope prior to (date) __/__/____. The letter will be treated as confidential and will be viewed only by the members of the District Eagle Board of Review.

Thank you for your assistance,

(Name) ____________,
(Name of District) ___________ District Advancement Committee
(Phone Number) ____________.

Scout Oath,
“On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; To help other people at all times; to keep myself physically strong, mentally awake, and morally straight.”

Scout Law,
“A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.”

(Over)
EAGLE SCOUT LETTER OF RECOMMENDATION

________________________________________________________________________

________________________________________________________________________

_________________________

_______________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________


Signature: _________________________________ Date: __/__/____

Print Name: _________________________________

(If additional pages are used, please sign and date each and attach.)
EAGLE PROJECT FUND RAISING APPROVAL

Purpose:

The purpose of this procedure is to provide written clarification of the Approval of Eagle Project fund raising activities.

Procedure:

The Eagle Scout Service Project Workbook Fundraising Application Guidelines are included within the Eagle Scout Service Project Workbook, Final Plan section. National BSA policy allows the local Council to establish its own procedures for approvals of these activities. The body for such determinations is the Council Advancement Committee. This procedure clarifies the requirements as established by the Pacific Harbors Council.

Following the completion of the fundraising application the scout must obtain approval from the project beneficiary and their unit leader, and then submit the fund raising application by any means to the District Advancement Committee Chair who will review and, if appropriate, approve the application and return it to the Eagle candidate. If the District Advancement Chair is a member of the Eagle candidate’s unit, or is related to him, the District Advancement Chair should assign another member of that District’s Advancement Committee to review and approve the application.

The review of the application before approval should consider the Eagle Scout Service Project Workbook Fundraising Application Page B, standards, as well as procedures, limitations, and the information in the Guide to Advancement, Fundraising Issues (2013, section 9.0.2.10).

The District Advancement Chair should maintain a record of fund raising applications and the review/approval status.

Conflict Resolution

When disagreements arise about fundraising issues, they may be directed to the Council Advancement Committee for resolution.

Origination Date: 4/16/2015
Amended:
PACIFIC HARBORS COUNCIL, BSA
COUNCIL ADVANCEMENT COMMITTEE

STANDARD OPERATING PROCEDURE

MERIT BADGE COUNSELOR REGISTRATION

Purpose:

The purpose of this procedure is to provide a written standardized procedure for use in the registration of Merit Badge Counselors within the Pacific Harbors Council. It is intended to be used in conjunction with the BSA Guide to Advancement (Section 7.0.0.0, The Merit Badge Process) which is available online or for purchase at the Council’s Scout Stores. Two forms are used in the Merit Badge Counselor process, while the Merit Badge Counselor Information form is always required; the Adult Registration form may or may not be according to circumstances as noted below. Youth Protection Training and a Background Check are integral elements of the process as well.

Procedure:

Adult Registration Form

Currently Registered as a Merit Badge Counselor
Annual adult registration is conducted during the first quarter of each year. The District Executive will receive a roster of all registered district adult positions from the Council office. This listing is based upon those currently registered as an adult in that district. The listing will also include Merit Badge Counselors registered in the district. The District Executive will review the roster with the help of their staff. They will delete or correct any existing listings which are not current or correct. Adult registration is to be completed by March 31st each year.

When the corrected district adult roster is returned from the District Executive, the Council Registrar will reregister those on the roster for the next year without a new adult registration form. This includes present Merit Badge Counselors.

Not Currently Registered as a Merit Badge Counselor
BSA National’s policy is that if someone is not currently on the roster or is a new Merit Badge Counselor, that person needs to fill out an Adult Application and Merit Badge Counselor Information Form. The forms will go through the normal approval process by the District Advancement Committee and District Executive and be forwarded to the Council Registrar. The applicant will then be registered with National via entry into the Council computer. The Adult Registration form is then placed in the Merit Badge Counselor file by district in the Council office.
**Background Check**
An automatic background check is run at that time of registration. The Council Registrar will then indicate the identification number assigned by BSA National for that individual on the top of the Merit Badge Counselor Information form which will be returned to the district for their Merit Badge Counselor file. If the check is negative in nature, a review will be conducted by Council leadership who will advise the district if the concern is not resolved and the application will be denied.

There have been instances when only a Merit Badge Counselor Information form was turned into the district and has been entered in the district files without the required background check being conducted by the Council Registrar. The purpose of the Registrar including the National BSA identification number on the top of the Merit Badge Counselor form returned to the district is to assist them in eliminating these situations.

The reason for separate Adult Application forms for leaders and Merit Badge Counselors is that the forms pass through two different approval paths and are eventually filed in two separate file categories in the Council’s paper records system.

**Exception if New Merit Badge Counselor is Currently Registered as Adult**
There is one exception to this procedure, which involves individuals who are already registered as adult leaders and who also desire to be, but are not currently registered as Merit Badge Counselors. They may make a copy of their earlier adult registration form, and complete the boxes at the top right and on the lower left side including the additional information needed for Merit Badge Counselor. Inasmuch as the earlier form has been altered, they must provide a fresh signature and current date of signature adjacent to the signature line used earlier. This exception can only be used if the previous application is less than one year old.

**Merit Badge Counselor Information Form**
At the time of initial registration and annually thereafter, Counselors must submit a Merit Badge Counselor Information form (see attached).

The Merit Badge Counselor Information form is used to identify the merit badges for which the registrant wishes to serve as a counselor, to identify the unique qualifications of the registrant, to annually update any changes to the registrant’s list of merit badges or to note other changes of status including Youth Protection Training.

**Merit Badge Counselor Information Form Review**
When a Merit Badge Counselor Information form is received at a Council office, it shall be forwarded to the appropriate District Advancement Committee for review.

District Advancement Committee is charged with reviewing each Merit Badge Counselor Information form to ensure the following:

1. Youth Protection Training certificate.
2. Properly completed and signed.
3. Appropriate skills and experience for list merit badges.
4. Qualifications for high risk merit badges are addressed.

The approved form is then forward to the District Executive for final approval. If the District Executive determines that the registrant does not meet the qualifications to become a Merit Badge Counselor, the District Advancement Committee and the corresponding unit committee chair shall be notified. The reason(s) for rejection shall be noted on the form.

**Youth Protection Training Updates**
The Council Registrar will periodically review the Merit Badge Counselor listing. Merit Badge Counselors who do not have a current Youth Protection Training Certification will be placed in an inactive status and notified of the need to obtain recurrent training before being restored to active status. Merit Badge Counselors may also independently submit an updated Merit Badge Counselor Information form reflecting their updated recurrent Youth Protection Training.

**Changes in Merit Badges Handled**
Changes in the Merit Badges that a counselor will handle should be reflected on a new Merit Badge Counselor form. The new form will be sent to the Council Office. Once reviewed and approved by the District Advancement Committee and District Executive the form will be forwarded to the Registrar who will verify current adult registration. The Council computer record and files will be revised to reflect the change in Merit Badges handled. The Registrar will ensure that the BSA identification number is indicated on the form and return same to the district for their Merit Badge Counselor files. In the event that there is no current adult registration, the Registrar will advise the District Executive, who will facilitate securing the adult application.

**Council Merit Badge Counselor List**
The Council Registrar will maintain the Council Merit Badge Counselor computer file. The registrar will quarterly or upon request provide a copy of the current listing to the Districts.

**Questions**
Questions regarding Merit Badge Counselor registration should be directed to the Council Registrar at (253) 752-7731, Ext. 200.

Origination Date: 4/5/2007
Amended: 1/18/13
PACIFIC HARBORS COUNCIL, BSA
COUNCIL ADVANCEMENT COMMITTEE

STANDARD OPERATING PROCEDURE

SUMMER CAMP ADVANCEMENT

Purpose:

The purpose of this procedure is to provide a written standardized procedure for use in Pacific Harbors Council Summer Camp Advancement Program.

Procedures:

• All Summer Camp Merit Badge Counselors shall be approved by the Council Advancement Committee.

• A list of all Camp Merit Badge Counselors shall be provided to the Council Advancement Committee by the Camp Director or Program Director.

• Merit Badge Counselors may employ the use of assistants in the teaching of Merit Badges but should review the work of each Scout prior to signing a completed blue card.

• The Camp Program Director shall ensure that all equipment necessary for the Advancement Program is available for use and in proper working order.

• The Camp shall provide a Trial to First Class program.

• Merit Badges are traditionally taught in groups at Summer Camp. Care must be taken to assure that each Scout completes all requirements of the Merit Badge. Due to time constraints on the Camp Staff it is permissible to have the Scout complete some requirements with his unit leadership while at camp. In this case, the unit leader should send a signed note to the Merit Badge Counselor stating that the requirement was completed.

• Each Counselor shall maintain the standards outlined in the Merit Badge requirements. Requirements may not be removed or added. Due to the nature of Summer Camp it is permissible to adjust some requirements to fit the situation. For example, a requirement to perform a safety inspection of the Scout’s home may be completed by performing the safety inspection on a Camp building. Care must be taken to assure that intent of the Merit Badge requirement is upheld.

Origination Date: 7/12/2007
Amended:
Request for Merit Badge Credit

Request For Credit:

This form is required when requesting credit for merit badge requirements completed outside of camp or other advancement event. Granting of credit for requirements completed is at the discretion of the merit badge counselor. The counselor may review the complete requirements with the Scout to determine if credit should be granted. A separate form is required for each Scout and for each merit badge. This form should be given to the merit badge counselor at the beginning of the merit badge class.

Camp/Event Pre-requisites:

If a Scout has completed required pre-requisites for merit badges offered at camp or other advancement event without the aid of a merit badge counselor this form is not required; the Scout should instead bring all completed materials to the camp/event and be prepared to demonstrate any skills learned.

### Merit Badge

<table>
<thead>
<tr>
<th>Req Number and letter</th>
<th>Date Completed</th>
<th>Req Number and letter</th>
<th>Date Completed</th>
<th>Req Number and letter</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On my honor as a Scout all statements on this application are true and correct.

Scout Unit Date Scoutmaster Unit Date

Origination Date: June 30, 2008
PACIFIC HARBORS COUNCIL, BSA  
COUNCIL ADVANCEMENT COMMITTEE  
ADVANCEMENT DUTIES AND RESPONSIBILITIES  
RELATED TO CAMPS AND EVENTS

Purpose:

The purpose of these written Duties and Responsibilities is to provide standardized guidelines for scouts, scoutmasters, merit badge counselors, and camp and event staff. Further, to ensure that merit badge requirements are properly met, recorded and recognized at Pacific Harbors Council camps and other advancement events.

Scoutmaster/Adult Leader Responsibilities:

- Review the merit badge and advancement programs being offered at camp or event with your Scouts, enabling them to effectively schedule their advancement program.
- Review each Scouts planned program, to ensure that he is not reaching beyond his capabilities, helping to minimizing the chance of a disappointing experience.
- Review the required prerequisites for each of the merit badges being offered, with your Scouts.
- Completion of the required prerequisites, prior to the camp or event, should be stressed to each Scout to ensure that the merit badge can be completed.
- Provide a signed Merit Badge blue card for each badge the Scout will be working on. Once the Scout has completed the blue card review it for completeness.
- Provide a “Request for Merit Badge Credit” form for any partial merit badges a Scout intends to complete at the camp or event.
- Monitor each Scouts advancement progress and provide support as needed.
- Communicate with the Camp Program Director or event leader as soon as possible, should a problem arise between a Scout and any advancement program staff.
- Advise your Scouts that any merit badge that was partially completed must be fully completed prior to their 18th birthday.

Boy Scout Responsibilities:

- Each Scout must have a Merit Badge blue card for each badge they will be working on, signed and properly filled out prior to attending Merit Badge classes.
• Each Scout must complete and sign a “Request for Merit Badge Credit” form for any partial merit badges he intends to complete at camp.

• To ensure completion of the merit badge, all prerequisites must be completed in a manner acceptable to the Merit Badge Counselor.

• Scouts should review their progress with their unit leaders on a daily basis, asking for help and guidance as necessary.

**Merit Badge Counselors Responsibilities:**

• Counselors are responsible for the four processes of Advancement: Learning, Testing, Reviewing and Recognition.

• Be qualified, knowledgeable and skilled in the Merit Badges they will be counseling.

• The counselor will train all instructors in the proper methods of instructing Scouts.

• Each counselor and instructor must maintain the standards as outlined in the Merit Badge requirements: **nothing deleted and nothing added**.

• Make him/her self or any member of their staff available, as time permits, to Scouts who may request extra help.

• Each Merit Badge Counselor will work with the Program Director to ensure that all required equipment and resources relating to advancement are available for use.

• Maintain daily attendance records for each Merit Badge Class.

• Merit Badge Counselors are responsible for communicating with unit leaders as soon as they become aware that a Scout has not been attending class and or the Scout may be in a class that is to advance for his skill level.

• All advancement records are to be posted periodically in an easily accessible location for unit leaders to review. Scouts may also review the advancement records to determine their remaining requirements.

• Each counselor will review with their instructors, each Scouts progress. Signing of the Merit Badge Application for a partial or full completion is the responsibility of the Merit Badge Counselor, not the instructor.

Origination Date: 6/24/2008
Amended
Benefiting Organizations Guide to an Eagle Scout Leadership Service Project

• What an Eagle Scout Candidate can do for your organization.
• What an Eagle Scout Candidate cannot do for a project.
• What you will be expected to do.
• Things you can do to help make the process go smoothly.

Thank You and Congratulations
This information is provided to help organizations that are considering having a Scout do an Eagle Scout Leadership Service Project for them. You will need to understand something about what the Scout can and can’t do for you, and what he needs from you to make the project a success for everyone involved. If you are reading this, you are probably considering working with an Eagle Scout Candidate on his Eagle Scout Leadership Service Project. This is a two way street, so thank you for doing what will be required of you, and congratulations on having the opportunity to benefit from the hard work of the Scout and his helpers.

Requirements
The Service Project is one of the requirements for a Scout to earn the Eagle Scout Rank, Scouting’s highest rank. To complete this requirement, he must plan, develop, and give leadership to others in a project helpful to a religious institution, school or the community. The Scout must lead the project. If you are unwilling to let the Scout run the project, or it can not be carried out with the Scout leading a group of youth with a minimum of adult involvement, then the project is not a good one for an Eagle project.

Limitations
The Boy Scout requirements prohibit some types of projects. It cannot be routine labor or a job or service normally rendered. The service project may not be performed for a business or an individual, be of a commercial nature, or be a fund-raiser. Normally this means that the project should be for a government entity, religious organization, or a 501(c) 3 tax exempt organization.

Size of the Project
There is no fixed definition to how large a project must be. It must be a significant challenge to the Scout, and must make a worthwhile contribution to the community. The
project can be a combination of several tasks to make it more challenging. It also must be something that is within the capabilities of the Scout to complete.

**Schedule**
Some projects take only a few months to plan and carry out, while some Scouts take a year or more between the time the project is first discussed and the time it is finished. If you need the project completed by a specific time, be sure the schedule is feasible for the Scout to carry out. Once he has planned the project (a process that can often take several months) he then must get several approvals before he can start. If what you want to have done cannot fit into this kind of schedule, it may not work for an Eagle project. Be sure you make any scheduling requirements clear to the Scout when you discuss the project with him. The Scout must complete the project before his eighteenth birthday. Time line considerations are important and may be limiting when dealing with projects that require building permits, wetland or shoreline management approvals.

**Expectations of You**
At the very least, the Scout will be expecting you to let him know what you need to have done, and any limitations you have on how or when it is done. Once he has developed a detailed plan, he will ask for your signature indicating your approval of that plan. At the completion of the project, he will also need to obtain your signature in his Eagle Project booklet acknowledging that he has completed the project to your satisfaction.

**Funding**
In many cases, the organization that is benefiting from the Eagle Scout Leadership Project provides any necessary funding, but this is not a requirement. In some cases the Scout may fund the project himself, or he may include fund raising in the project to provide for materials. In many instances he will be able to get donations or discounts on materials from community businesses. You should at least consider providing him with tax-exempt numbers to save sales tax on these purchases.

**Planning Approval**
Once the Scout has fully developed his detailed plan, he will bring it to you for approval. At this time you should be comfortable that he is ready to carryout the project to your satisfaction. Remember that he will be leading the project, and will probably be using unskilled youth to do the work. You should be comfortable that he understands what you are expecting, and can deliver a project that will of significant benefit to your organization.

**Supervision**
You must be willing to let HIM run the project. He will recruit labor (Scouts or other youth) and lead them in carrying out the project. In instances where the use of power equipment, heavy equipment or work at heights is involved, organization employees or other appropriate adult volunteer labor should be arranged by the Scout to complete these segments of the project. While you may need to be present to provide access to your facility while he is working, HE must be in charge and directing the project. If your requirements, or the nature of the project are such, or if you are not willing to have the
project work this way, then do not start the Scout on a project that will not qualify for his requirements. Over the years, many Scouts have been very successful in leading projects. He must be allowed to have this leadership experience as part of fulfilling his requirements.

**Final Approval**
At the completion of the project, he will come back to you for your final approval. If you have any questions about what he has done, do not hesitate to be fully honest with him. This is not the time to change the scope of what he was to do, but you should hold him to what you and he agreed to about what the project was to include and how it was to be done, as you approved before the work started. He will need to obtain a signature from you in his Eagle Project Booklet acknowledging that he has completed the project to your satisfaction.

**Additional Information**
If you have any questions, do not hesitate to contact the Boy Scout District Advancement Committee.

This guide was prepared by the Pacific Harbors Council Advancement Committee. It is not an official publication of the Boy Scouts of America.

Origination date: June 19, 2008
Amended: July 9, 2008