

Boy Scouts of the Philippines
NATIONAL OFFICE
Manila

08 November 2012

NATIONAL OFFICE MEMORANDUM
Number 51 **Series of 2012**

TO : Regional Scout Directors, Council Scout Executives and Officers-In-Charge

SUBJECT : **NATIONAL GUIDELINES AND PROCEDURE IN PROCESSING THE APPLICATION FOR EAGLE SCOUT RANK**

1. As recommended by the Management Information System (MIS) and the Program and Adult Resources Development (PARAD), on the above-captioned subject, it is hereby announced and made a matter of record that the Revised National Guidelines and Procedure in Processing the Application for Eagle Scout Rank should be observed at the Local Council, Regional and National offices for more effective data base management.
2. Moreover, together with this procedure, requires the Local Council Registry of Accredited Merit Badge Counselors, which should be announced to your respective area of responsibility to facilitate the earning of Merit Badges that will lead to completion of Advancement Rank requirements. Enclosed herewith is the Application for Merit Badge Counselors for your consumption.
3. In addition, please advise your Eagle Scout candidates to use the Revised Application for Eagle Scout Rank so as to provide more accurate information in line with the dates Merit Badges are applied and approved by the counselors.
4. Finally, together with this memorandum is the Revised Merit Badge Application Form for your easy reference. The revised form includes and requires some information on Merit Badge Counseling Appointment between the Scout, the Merit Badge Counselor and the Unit Leader.
5. For information, guidance and compliance of all concerned.



J. RIZAL C. PANGILINAN
Secretary General

Boy Scouts of the Philippines
NATIONAL OFFICE
Manila

**NATIONAL GUIDELINES AND PROCEDURE IN PROCESSING THE
APPLICATION FOR EAGLE SCOUT RANK**

1. At the Unit Level, As soon as the Scout candidate has satisfactorily met all the requirements for Eagle Scout Rank, he/she notifies his/her Outfit Advisor for guidance and assistance; once the Scout candidate signifies preparedness and intent, he/she accomplishes and fills out the BSP Form No. 10 (Application for Eagle Scout Rank) and must see to it that all required information and date are accurate and all signatures of persons concerned are affixed.

2. The Scout candidate with the guidance and assistance of his/her Outfit Advisor prepares his/her Scout Advancement Folder to include the following documents in order of appearance:
 - a. BSP Form No. 10 – Revised Application for Eagle Scout Rank
 - b. Go Green and Grow Green Merit Badge Completion Forms
 - c. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Outfit Advisor and the Merit Badge Counselor on the following subjects:
 - i. Life Saving
 - ii. World Brotherhood
 - iii. Specialist Rating for Eagle Scout Rank (3 Related MB Subjects)
 - d. Copy of the Board of Review Report of the candidate's Venturer Scout Rank.
 - e. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Merit Badge Counselor on the following subjects:
 - i. Emergency Preparedness
 - ii. Camping
 - iii. Specialist Rating for Venturer Scout Rank (3 Related MB Subjects)
 - f. Copy of the Board of Review Report of the candidate's Outdoorsman Scout Rank
 - g. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Merit Badge Counselor on the following subjects:
 - i. Citizenship in the Nation
 - ii. Physical Fitness
 - iii. Swimming
 - iv. Soil and Water Conservation
 - v. Weather
 - h. Copy of the Board of Review Report of the candidate's Pathfinder Scout Rank
 - i. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Merit Badge Counselor on the following subjects:
 - i. Citizenship in the Community
 - ii. Filipino Heritage
 - iii. First Aid
 - iv. Ecology or Tree Farming
 - j. Copy of the Board of Review Report of the candidate's Explorer Scout Rank

- k. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Merit Badge Counselor on the following subjects:
 - i. Citizenship in the Home
 - ii. Safety
 - l. Other important documents:
 - i. Copy of Birth Certificate
 - ii. Copy of Proof of Savings and or Bank Account
 - iii. Copy of BSP Membership ID Card as proof of registration
 - iv. Copy of Certificate of Good Moral Character from Religious Adviser, Guidance Counselor and or the Class Adviser.
3. The Application for Eagle Scout Rank MUST be filled out legibly, neatly and with complete and accurate information. All concerned persons to certify in the Candidate's Character must print their complete names and have their signatures affixed. The Outfit Advisor submits the complete Advancement Folder to the Local Council Office for appropriate action.
4. The Council Scout Executive processed the Application for Eagle Scout Rank, and then refers it to the Chairman of the Council Committee on Advancement and the Council Program Commissioner for certification; the Council Scout Executive forwards the Advancement Folder to the Regional Office and writes a letter of request to the Regional Scout Director requesting the schedule to conduct of National Board of Review for Eagle Scout Rank.
5. The Regional Scout Director and the Regional Program Commissioner shall check the veracity of the Advancement Folder of each Eagle Scout candidate, and see to it that Advancement Rank and Merit Badge requirements are met and in order with regards to:
 - a. Date of Application of each Merit Badge;
 - b. Date of Approval of each Merit Badge;
 - c. Signatures of the Outfit Advisor and the Merit Badge Counselors are in order;
 - d. Prescribe period and intervals of each Merit Badge are observed;
 - e. The Go Green and Grow Green Merit Badges are accomplished; and the
 - f. Specified Activities on Scout Ideals, Socials, Vocational, Service, Outdoor/Indoor Requirements are compiled; and the
 - g. Advancement Folder is complete (See list from Guidelines No. 2.a to 2.l)
6. The Regional Office applies for Authority to Conduct a Special National Board of Review for Eagle Scout Rank to the National Office, BSP addressed to the Secretary General thru the Director of Field Operations Division, BSP. The application letter shall include the following information:
 - a. The Council requesting the conduct of the Board of Review
 - b. Date and Time of the Board of Review
 - c. Venue of the Board of Review
 - d. Members of the Panel of the Board of Review and their current Position/Designation and Qualification
 - e. Names of Eagle Scout Candidates

- f. The regional office shall attest to the fact all Scout Advancement Folders are complete and in order
7. The National Office, BSP through the Program and Adult Resources Development, Field Operations Division records the request and issues a corresponding serial number, for tracking purposes of the Letter of Application to Conduct a Special National Board of Review for Eagle Scout Rank.
8. The office then, issues the Letter of Authority to Conduct the Special National Board of Review for Eagle Scouts addressed to the Regional Scout Director indicating the Date, Time and Venue of the Board of Review as well as the authority to the Chairman of the Board of Review.
9. The host Council/Region conducts the Special National Board of Review for Eagle Scouts as scheduled in the Letter of Authority issued by the National Office, BSP.
10. The Regional Office forwards and endorses the result of the Board of Review, at least fifteen (15) days after the Board of Review, to the National Office for appropriate action.
11. National Office processes the result of the Board of Review and must see to it that standard procedure and guidelines are observed as follows:
 - a. Guidelines No. 2 on items No. 2.a to 2.l
 - b. Guidelines No. 5 on items No. 5.a to 5.f
 - c. Guidelines No. 6 on items No. 6.a to 6.e
12. Once documents are found in order and met the requirements set forth in the standard procedure and guidelines provided thereof, the National Office prepares the issuance of the following:
 - a. Eagle Scout Medal
 - b. Eagle Scout Certificate ID Card
 - c. 2 pcs. embroidered Carrick Bend ribbon award
 - d. Congratulatory Letter signed by the Secretary General and the National President
 - e. Transmittal Letter addressed to the Regional Scout Director
13. On the other hand, should the National Office finds lack of requirements and or discrepancy in the records and documents submitted vis-à-vis the standard procedures and guidelines on the prescribed Advancement Rank Requirements and Merit Badge Requirements, the office shall send an official letter to the Regional Scout Director copy furnish the Council Scout Executive, indicating the findings.
14. The National Office shall put all Applications for Eagle Scouts on hold and in pending status until such time, the requirements are corrected, re-checked, verified and completed as stated in the items on Guidelines No. 2, 5 and 6.

15. After compliance on item as stated in Guidelines No. 13, the office follows the item as stated in Guidelines No. 12, and then sends all items to the Regional Office for appropriate action.
16. In addition to the above procedures, Local Councils are requested to make a registry of all accredited Merit Badge Counselors in their respective areas. Together with this guideline is the Official Merit Badge Counselor's Application which should be accomplished in duplicate for council reference. The Council must submit the list of names of all duly accredited Merit Badge Counselors to the Regional Office for documentation purposes.
17. Attached herewith are the Revised Application for Eagle Scout Rank and the Revised Merit Badge Application Form for your easy reference.

Please attach two
 (2) 1" x 1" Latest
 ID Picture
 preferably in
 Scout Uniform

APPLICATION FOR MERIT BADGE COUNSELOR

NAME:	(Last Name)	(First Name)	(Middle Name)	(Nick Name)
Mailing Address:				Phone No.
School Address:				Phone No.
Birth Date:	Age:		Civil Status:	
Birth Place:	Gender:		Religion:	
Mobile No.:	EMAIL:		Nationality:	

MERIT BADGE COUNSELOR / ADVANCEMENT SEMINAR WORKSHOP ATTENDED

Venue:	Date:
BSP Membership ID/Cert. No.:	Registration Verified By:
Expiration Date:	Date Verified:

LIST OF PREFERRED SIX (6) MERIT BADGE SUBJECTS TO COUNSEL:

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Sponsoring Institution: _____ **District/Area:** _____
Scouting Position: _____ **Unit No.:** _____
Training Courses Completed in Scouting: *(Please include Course Title & Course No., Venue and Inclusive Dates)*

Other training/conferences/seminar attended related to the chosen Merit Badge Subjects:

Hobbies related to chosen Merit Badge Subjects:

THIS IS TO CERTIFY THAT

 (COMPLETE NAME)
**IS AN AUTHORIZED MERIT BADGE COUNSELOR, OF THE _____ COUNCIL, BSP,
 FOR THE FOLLOWING MERIT BADGE SUBJECTS:**

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

APPROVED BY:

_____ Council Advancement Chairman	_____ Council Program Commissioner	_____ Council Scout Executive/OIC
Accreditation No.: _____	Date Issued: _____	Valid until: _____
Recorded/Posted by: _____		

I certify ON MY HONOR that the stated information are true and correct.

Merit Badge Counsellor's Specimen Signature

Merit Badge Counsellor's Specimen Signature

NOTE: Please accomplish in duplicate – 1 Council Copy, 2 Counsellor's Copy. Minimum age requirement for Merit Badge Counselor should be at least 18 years old. Preferably registered in the BSP but NOT required. The Local Council MUST issue a memorandum with all the list of duly ACCREDITED Merit Badge Counselors in the field. Accreditation remains valid for the period of three (3) years upon date of issuance.

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

MERIT BADGE APPLICATION

Date _____
(Date of Merit Badge Application is applied for)

I, _____ hereby certify that I have been a holder of
(Scout's complete name in block letters)
the _____ since _____ that I am a member of
(Present Scout Rank/Badge) *(Date passed the Board of Review)*
_____, _____, _____ Council
(Troop / Outfit No.) *(Sponsoring Institution)*
and that I am qualified to work on the requirements for the _____ Merit Badge.

(Signature over Printed Name)

APPROVED:

(Signature over Printed Name of Troop Leader / Outfit Advisor)

NOTE: Upon signing this Merit Badge Application, the Troop Leader / Outfit Advisor recommends and sets an appointment with an accredited/certified Merit Badge Counselor on specified dates of Merit Badge Counseling/Examination.

MERIT BADGE COUNSELING APPOINTMENT

	Merit Badge Requirements / Projects Submitted and Completed	Troop Leader/ Outfit Advisor	Merit Badge Counselor Signature
Date of 1 st Meeting:			
Date of 2 nd Meeting:			
Date of 3 rd Meeting: (Optional when requirements are NOT satisfied during the 2 nd Meeting)			

NOTE: This portion **MUST** filled-out by the Scout who appears before the Merit Badge Counseling/Examination and **MUST** be signed by the Troop Leader / Outfit Advisor and the Merit Badge Counselor as proof of completion for Merit Badge requirements.

MERIT BADGE COUNSELOR'S COMPLETION CERTIFICATE

THIS IS TO CERTIFY that the above-named Scout personally appeared before the undersigned and that after a careful examination of said Scout on the subject, has satisfactorily passed the test for _____
(Merit Badge Subject)

(Date Passed the Merit Badge Requirements)

(Signature over Printed Name of Merit Badge Counselor)

NOTE: Do not examine Scout unless application is approved by the Troop Leader / Outfit Advisor. Only certified Advancement Counselors are authorized to sign his certificate.

BOY SCOUTS OF THE PHILIPPINES

_____ Council

APPLICATION FOR EAGLE SCOUT RANK

(To be submitted to the Regional Office)

Date _____

THE NATIONAL COURT OF HONOR

Boy Scouts of the Philippines

Manila

Dear Sir/Madam:

I would like to formally express my sincerest intent to apply for the Eagle Scout Rank, the highest rank in Senior Scout Advancement, please do accept my application and consider myself as an Eagle Scout Candidate.

In addition to satisfying the necessary requirements for the Explorer, Pathfinder, Outdoorsman, and Venturer Scout Ranks, I am now qualified and prepared to appear before the National Board of Review for Eagle Scout, after the successful completion of the minimum number of Merit Badges required and specified for the Eagle Scout Rank.

I state On My Honor that I have, as a true Scout; I lived up to the ideals of the Scout Oath and Law and promoted the Scout Spirit among my fellow Scouts. I also have conscientiously tried my best to develop my leadership ability while helping other young people to become better Scouts

I respectfully submit my registration and advancement records for your consideration, as follows:

Applicant's Signature

Date of Birth: _____ Age: _____

Membership ID Card No.: _____

Date of Registration: _____

Valid Until: _____

Full Name in Print

Registered as a Senior Scout of Outfit No. _____, Sponsored by the _____

Position in the Outfit: _____ No. of years as a KAB Scout _____ as a Boy Scout _____ as a Senior Scout _____

Became an Outdoorsman Scout Rank holder on _____ Became a Venturer Scout Rank holder on _____

(Date Certificate Issued)

(Date Certificate Issued)

Merit Badge Earned. (Corresponding approved applications for these Merit Badges are attached)

MERIT BADGE GROUP	SPECIFIC MERIT BADGE SUBJECT	NAME OF MERIT BADGE COUNSELORS	DATE APPLIED (mm-dd-yr)	DATE PASSED (mm-dd-yr)
PUBLIC SERVICE	1. Safety			
CITIZENSHIP	2. Citizenship in the Home			
CITIZENSHIP	3. Citizenship in the Community			
PUBLIC SERVICE	4. First Aid			
CITIZENSHIP	5. Filipino Heritage			
NATURE	6. Ecology or Tree Parenting			
CITIZENSHIP	7. Citizenship in the Nation			
SPORTS	8. Physical Fitness			
SPORTS	9. Swimming			
NATURE	10. Soil and Water Conservation			
NATURE	11. Weather			
PUBLIC SERVICE	12. Emergency Preparedness			
CAMPCRAFT	13. Camping			
<i>Specialist Rating: 3 related Merit Badges subject</i>	14.			
	15.			
	16.			
PUBLIC SERVICE	17. Life Saving			
CITIZENSHIP	18. World Brotherhood			
<i>Specialist Rating: 3 related Merit Badges subject</i>	19.			
	20.			
	21.			
NATURE	22. GO Green Merit Badge			
NATURE	23. GROW Green Merit Badge			

CHARACTER CERTIFICATION

Date: _____

As a result of our personal knowledge and observation, we the undersigned, hereby certify that the Eagle Scout Candidate has proved himself/herself to be a true and worthy Scout by living up to the Ideals of the Scouting Movement.

Parent's/Guardian's Signature

Outfit Advisor's Signature

Religious Adviser's Signature

Class Adviser's Signature

ACTION OF COUNCIL COMMITTEE ON ADVANCEMENT

We hereby certify that the applicant has furnished the committee satisfactory and concrete evidence that:

1. The Scout candidate has maintained an active registered relationship to Scouting for more than _____ since he became a Venturer Scout Rank holder, and _____ (no. of years/months)
2. He/She has made a satisfactory effort to develop and demonstrate leadership ability and
3. He/She has satisfactorily put into practice the Ideals and Principles of the Scouting Movement.

The committee on Advancement, therefore, recommends approval of this application.

Chairman, Committee on Advancement
Signature Over Printed Name

Date

Council Program Commissioner
Signature Over Printed Name

ACTION OF LOCAL COUNCIL OFFICE

Respectfully endorsed to the Regional Office, BSP, with the recommendation that the Special Board of Review for Eagle Scout be held as follows:

Date: _____ Time: _____ Place: _____

ACTION OF THE NATIONAL BOARD OF REVIEW FOR EAGLE SCOUT RANK

This is to CERTIFY that the Eagle Scout candidate appeared before the National Board of Review for Eagle Scout Rank on _____, held at _____ (Date of the Board of Review), and has satisfied the Board that he/she is qualified for the Eagle Scout Rank.

Chairman of the Board of Review

Member

Member

Member

Member

NOTE: Please write your name in print, neatly and legibly before your signature.

Council Scout Executive / OIC
Signature Over Printed Name

ACTION OF THE REGIONAL OFFICE

Processed by: _____

Date received by the Regional Office: _____

Board Constituted: _____

RECOMMENDING APPROVAL

Regional Scout Director

ACTION OF THE NATIONAL OFFICE APPROVED:

Date **SECRETARY GENERAL**

Certificate Badge / Issued: _____

Medal Issued: _____ No.: _____

Posted / Recorded: _____

IMPORTANT: This form must be accomplished in QUADRUPPLICATE, and must be submitted to the Regional Office, BSP for endorsement. If approved, Original Copy is retained at the National Office; Duplicate copy is sent to the Regional Office; Triplicate and Quadruplicate copies sent to the Local Council Office and the Eagle Scout candidate.