

# Eagle Scout Wall Management Procedure

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## 1. PURPOSE

This Eagle Scout Wall Management Procedure (Procedure) details the minimum requirements for the collection and modification of the names of the Eagle Scouts identified on the Sam Houston Area Council (Council or SHAC), Boy Scouts of America (BSA) Eagle Scout Wall and associated property maintenance requirements.

## 2. SCOPE

This Procedure applies to the Eagle Scout Wall located at the Cockrell Service Center, which is owned and operated by the Sam Houston Area Council, Boy Scouts of America.

## 3. ROLES AND RESPONSIBILITIES

### 3.1 Eagle Scout(s), or Designee(s)

Each Eagle Scout, or his designee, must:

- 1) Understand and comply with the requirements and expectations outlined in this Procedure;
- 2) Review the published list of Eagle Scout names for accuracy and completeness; and
- 3) Complete and submit a Request for Change Form, if required, by the deadline.

### 3.2 Program Director – Advancement

The Program Director – Advancement must:

- 1) Implement the requirements of this Procedure;
- 2) Communicate the requirements and ensure understanding of all affected people (Eagle Scouts, Unit Leadership, and relevant Volunteers);
- 3) Prepare the list of Eagle Scout ranks (Eagle Scout List) earned during the previous calendar year;
- 4) Publish the Eagle Scout List; and
- 5) Gather and review Request for Change Forms and verify accuracy prior to submittal for modifications.

### 3.3 Director of Support Service

The Director of Support Service must:

- 1) Enforce the requirements of this Procedure; and
- 2) Review and approve the Vendor's cost estimate for the Eagle Scout Wall expansion.

### 3.4 Support Service Department

The Support Service Department must:

- 1) Implement the requirements of this Procedure; and
- 3) Monitor the effectiveness of the requirements of this Procedure.

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## 3.5 Continuous Quality Improvement (CQI) Leadership Team

The CQI Leadership Team must:

- 1) Provide and oversee resources for the implementation of and compliance with the requirements of this Procedure;
- 2) Confirm the effectiveness of the requirements of this Procedure;
- 3) Ensure proper implementation of the Eagle Scout Wall maintenance strategies; and
- 4) Monitor and review the requirements of this Procedure to identify and implement opportunities for improvement and lessons learned.

## 4. GENERAL REQUIREMENTS

### 4.1 Eagle Scout List

#### 4.1.1 Preparation

A list identifying individuals that have obtained the rank of Eagle Scout must be maintained. The following steps must be followed in order to ensure proper controls are in place:

- 1) As a Scout achieves the rank of Eagle Scout, his Unit Leadership must submit the completed paperwork to the Support Service Department.
- 2) Council staff must provide the completed paperwork to the National Council for approval and provisionally include the Scout's name on the Eagle List (pending official approval from the National Council).
- 3) All submissions for achievement of the rank of Eagle Scout are due no later than the last business day of the calendar year the Scout completed his Eagle Scout Board of Review (EBOR).
- 4) All collected submissions (by SHAC) must be provided to the National Council for review and validation, which can take up to four to six weeks.
- 5) Upon receipt of the final determination from the National Council, the draft Eagle Scout List must be reviewed, modified (as required), and finalized.

#### 4.1.2 Review and Approval

The Eagle Scout list is used to ensure accuracy and completeness of the names identified on the Eagle Scout Wall. In order to guarantee correctness, the Eagle Scout list must be thoroughly vetted. The required steps for review include, but are not limited to:

- 1) After compiling the Eagle Scout(s) that have received validation from the National Council, the Eagle Scout List must be published to the following sites, no later than the end of the first quarter of the year following achievement of Eagle Scout rank.
  - o <https://www.facebook.com/SHAC.BSA/>
  - o <http://www.samhoustonbsa.org/eagle-scout-wall>
  - o <http://www.samhoustonbsa.org/escouter>
- 2) The Eagle Scout(s), or his designee, must review the published list. After review, if any modifications are required, a Request for Change Form must be completed and submitted to SHAC by the end of the second quarter.
- 3) Council staff must compile the Request for Change Form(s) and revise the Eagle Scout List accordingly.

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- 4) Once that revision is complete, the Eagle Scout List is considered final and all names are documented for inclusion on the Eagle Scout Wall in the next expansion cycle (as described in Section 4.2 below).

## 4.2 Eagle Scout Wall

Achieving the rank of Eagle Scout is a significant event. The Eagle Scout Wall serves to commemorate that achievement and honor those Scouts who have successfully completed the required tasks.

### 4.2.1 Expansion Process

The following steps are required to ensure the Eagle Scout Wall effectively honors the Scouts that have received the designation of Eagle Scout by accurately displaying the individual's name and year of achievement:

- 1) Once the finalized Eagle Scout List is documented, the List must be provided to the designated Vendor for preparation of a cost estimate, which is submitted to Support Service Department.
- 2) After Council staff receives the cost estimate, the Program Director – Advancement must prepare a purchase order (PO) and submit it to the Director of Support Service for approval and execution.
- 3) Eagle Scout Wall expansion, the inclusion of the new Eagle Scouts, must occur during the third quarter of the year in which the Eagle Scout List was finalized.

### 4.2.2 Continual Improvements

In order to ensure complete accuracy and opportunities for improvement, the following requirements must be followed:

- 1) Any corrections required (i.e., misspelled or missing name) must be submitted to the Support Service Department as soon as they are identified.
- 2) The Support Service Department must maintain a list of corrections.
- 3) Every five years the list of corrections must be submitted to the designated Vendor for preparation of a cost estimate.
- 4) Upon receipt of the cost estimate, the Program Director – Advancement must prepare a purchase order (PO) and submit it to the Director of Support Service for approval.
- 5) Upon approval, the designated Vendor will initiate improvement activities to update the Eagle Scout Wall.
- 6) If any individual would like to correct an item prior to the regularly scheduled improvement cycle, this can be done at the expense of the requestor.

**Note:** Improvement activities must not commence until a cost estimate has been received from the designated Vendor and the requestor submits payment to SHAC. Improvement activities outside of the regular cycle are the financial responsibility, including all unforeseen associated costs, of the requestor.

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## 5. DEFINITIONS

Term	Definition
Eagle Scout	Boy Scout who has reached the highest level of achievement in Scouting.
Unit Leadership	Registered adult volunteers in a Boy Scout Troop, Varsity Team, Venturing Crew, or Sea Scout Ship.
Vendor	Company or entity who is contracted to provide work on the Eagle Scout Wall.

## 6. REFERENCES

Document Name	Brief Description
Purchase Requisition Form	SHAC form used to generate a purchase order.
XXXX Eagles scouts	A running list of all youth earning Eagle Scout in a given year (XXXX = year number, i.e. 2017)
MASTER Eagle Listing & Wall	A running list of all youth who have earned Eagle Scout in the Sam Houston Area Council

## 7. REVISION HISTORY

Revision	Revision Date	Description
0	July 31, 2017	Issued for use