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# ADULT EAGLE SCOUT PROCEDURE GUIDE

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## **WHAT IS THE FREEDOM AWARD?**

*The Freedom Award is the highest Award in the Trail Life USA program. A Freedom Award recipient demonstrates that he is thoroughly equipped to chart his own course across the open rangelands and beyond the observed horizon.*



# WHAT'S IN THIS GUIDE

## REQUIREMENTS

• Registered Adult Leader	6
• Freedom Experiences	7
• Personal Christian Walk	8
• Recruiting	9
• Advancement Conference	10
• Freedom Award Application	11
• Board of Review	12

## MENTORING FREEDOM EXPERIENCES

• TLUSA Registered Leader	14
• New Troop Founder	14
• New Troop Co-Founder	14
• Guidon Founder	14
• Direct Service	15
• New Troop Organizer	15
• Area Trainer	15
• Area Committee Chair	15
• Area Point Man	16
• Camp Director	16
• Regional or National Volunteers	16
• National Board Members	16

## CHECKLISTS

• Applicant Checklist	18
• Point Man/Area Designee Advancement Conference Checklist	21
• Board of Review Checklist	25

## EXTRAS

• Appeal Process	30
• Your Tools	31






# REQUIREMENTS



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**NOTE THAT ANY TRAIL LIFE USA REGISTERED  
ADULT SEEKING TO EARN THE ADULT  
FREEDOM AWARD MUST HAVE EARNED HIS  
BSA EAGLE SCOUT RANK BEFORE JANUARY 1,  
2019. ANY EAGLE SCOUT RANK EARNED  
AFTER JANUARY 1, 2019 WILL NOT BE  
ACCEPTED INTO TRAIL LIFE USA.**



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## REGISTERED ADULT LEADER

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You must serve or have served as a registered Adult Leader at any level in Trail Life USA for a minimum of one year.







# FREEDOM EXPERIENCES

You must complete one of the approved adult Mentoring Freedom Experiences listed in the Mentoring Freedom Experiences section on pages 13-15 of this guide while being a registered leader in TLUSA and provide a statement describing how you completed this experience on the application.

Optional Double Major: While all adult Freedom Award recipients must complete one required Mentoring Freedom Experience described above, an adult may also be recognized for an additional Major that better represents his life experience. An additional Major requires two more Freedom Experiences in one field of interest from the [Freedom Experience Course Catalog](#). Select the field of interest that lists two Freedom Experiences you have done since entering high school. Attach documentation describing the double Major Freedom Experiences.



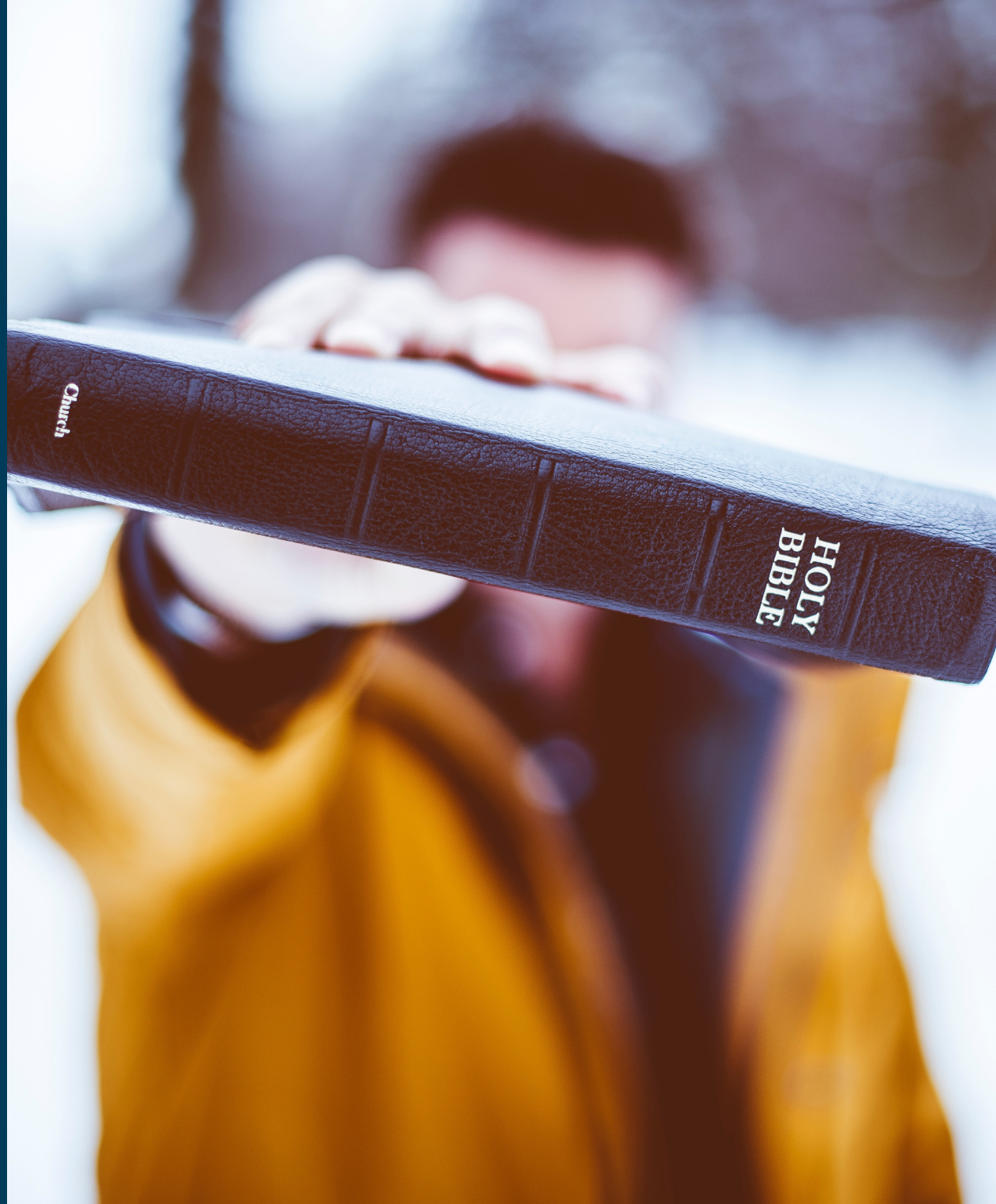
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# PERSONAL CHRISTIAN WALK

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Present your personal Christian walk or Testimony at a Troop, Multi-Troop, Area, Regional, or National event to a group of Youth Trailmen.

A transcript or digital audio file of this is required to be submitted to the Trail Life USA home office along with all other documents before Final Approval.







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# RECRUITING

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Personally recruit at least one registered Youth or Adult Member to the Trail Life USA program.



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# ADVANCEMENT CONFERENCE

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The Freedom Award Advancement Conference with the Point Man or Area Designee has the purpose of verifying that you have fully completed the requirements and qualify to proceed to the Board of Review. After the Advancement Conference, your Point Man/Area Designee will either act as or select a Board of Review Chairman. That Chairman will staff and schedule your Freedom Award Board of Review.

A copy of the following items should be given to your Point Man or Area Designee for your Advancement Conference:

- Freedom Award Application (completed up to the Advancement Conference section)
- Applicant Checklist (completed up to the Advancement Conference section)
- Proof of your Eagle Scout Rank
- Signed statement describing your Mentoring Freedom Experience
- Signed Statement describing your optional Double Major Freedom Experiences
- Digital recording or written transcript of your personal Christian walk or testimony







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# FREEDOM AWARD APPLICATION

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After reading this Procedure Guide and understanding the requirements, you should begin working on your Freedom Award Application as you work on your remaining requirements. The application is linked at the end of this Procedure Guide.

The application will need to be filled out in various stages as you complete the requirements for the Freedom Award. The Area or Regional Leadership will need to sign certain portions of the application.



# FREEDOM AWARD BOARD OF REVIEW

The Freedom Award Board of Review is the last step before final Home Office approval and will consist of a Board of Review Chairman, who is the Point Man/Area Designee or someone selected by them, and at least two other registered Trail Life USA Leaders, preferably not from the Applicant's Troop or area.

Before and during the Board of Review, the Chairman will use the Board of Review Checklist to ensure that all required elements have been successfully completed. Upon successfully completing the Adult Board of Review, the Chairman will submit the final signed application along with all other supporting documents to the Freedom Award Committee via the online submission form for final review.



**NOTE: NONE OF THE BOARD OF REVIEW COMMITTEE MEMBERS SHALL BE THE TRAILMAN'S RELATIVES.**







# MENTORING FREEDOM EXPERIENCES



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### TLUSA REGISTERED LEADER

Serve effectively as a registered leader at any level for two years. Please include a statement about what role(s) you held and how you fulfilled those role(s) with your application. Have your supervising leader or Point Man sign this statement verifying your service.

### NEW TROOP FOUNDER

Found a new TLUSA or AHG Troop that successfully operates for one year. Serve as a key leader in that Troop for a minimum of one year. Please include a statement about how you fulfilled the role of New Troop Founder with your application. Have your supervising Point Man sign this statement verifying your service.

### NEW TROOP CO-FOUNDER

Jointly found a new TLUSA or AHG Troop that successfully operates for one year. Serve as a key leader in that Troop for one and a half years. Please include a statement about how you fulfilled the role of New Troop Co-Founder with your application. Have your supervising Point Man sign this statement verifying your service.

### GUIDON FOUNDER

Found a Guidon unit that successfully operates for one school year with a minimum of 10 young adults that met four times a month. Serve as the Coach or Trail Guide for that group for one school year. Please include a statement about how you fulfilled this role with your application. Have your supervising Point Man sign this statement verifying your service.



### DIRECT SERVICE

Serve effectively as an Area Service Chairman or Direct Service Advisor for one year with responsibility for at least two Troops. Implement membership drives for those Troops that directly result in at least 20 new TLUSA youth members. Please include a statement about how you fulfilled this role with your application including details and dates. Have your supervising Point Man sign this statement verifying your service.

### NEW TROOP ORGANIZER

Serve effectively as an Area New Troop Organizer for one year. Directly assist at least 5 Troops through the entire chartering process. Please include a statement about how you fulfilled this role with your application including details, Troop numbers, and dates. Have your supervising Point Man sign this statement verifying your service.

### AREA TRAINER

Serve at least one year in Area Training. Participate in at least four major Area training events and two Troop training events. Please include a statement about how you fulfilled this role including dates and details for all events. Have your supervising Point Man sign this statement verifying your service.

### AREA COMMITTEE CHAIR

Serve at least one year as an Area Committee Chair with significant involvement. Please attach a statement about how you fulfilled this role including details and dates that show significant involvement. Have your supervising Point Man sign this statement verifying your service.



### AREA POINT MAN

Serve at least one year. Establish an Area Team consisting of at least a Direct Service Advisor and a New Troop Organizer. Provide developmental support for at least three Trail Life USA Troops. Please provide a statement signed by your supervising Regional Team Lead about how you fulfilled this role including details and names of required Team members and Troops specified above.

### CAMP DIRECTOR

Start and organize an Area or Regional Summer Adventure such as a Camporee or trip involving significant planning for multiple Troops. Please include a statement about how you fulfilled this role including dates and details of all planning meetings and events. Have your supervising Point Man or Regional Leader sign this statement verifying your service.

### REGIONAL OR NATIONAL VOLUNTEERS

Serve at least one year with successful completion of significant project(s) assigned by the Board of Directors, CEO, National Program Director, or National Director of Field Operations. Direct inquiries to [Freedom@TrailLifeUSA.com](mailto:Freedom@TrailLifeUSA.com). Please include a statement about how you fulfilled this role including dates and details for all projects. Have the Board Chairman or Staff Supervisor sign this statement verifying your service.

### NATIONAL BOARD MEMBERS

Serve at least one year with successful execution of assigned projects/duties. Have the Board Chairman sign this statement verifying your service.





# CHECKLISTS



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# APPLICANT CHECKLIST

Below is the Checklist that each adult Applicant will use to ensure that all of the Freedom Award requirements are met in the correct manner. If there are any questions regarding the items listed below, contact your local Area Point Man or Area Advancement Designee for clarity. Please review each checkpoint in the order listed below.

A copy of this completed checklist will need to be provided to all review parties at each step along the trail.

APPLICANT NAME \_\_\_\_\_

## PRE-ADVANCEMENT CONFERENCE

- ☐ I have contacted my Troop/Area/Regional Leader and local Area Point Man/Area Designee to express my interest in pursuing the Freedom Award.
- ☐ I have completed one of the approved Mentoring Experiences.
- ☐ I have typed a statement regarding the completion of my Mentoring Experience and had the supervisor, as designated by the experience, sign this statement.

- Optional Double Major:** I have selected two separate Freedom Experiences from one different Major from the [Freedom Experience Course Catalog](#) that I have completed since my time in High School and provided a description of these experiences signed by my Troop or Area Leadership.
- ☐





# APPLICANT CHECKLIST

## PRE-ADVANCEMENT CONFERENCE

- ☐ I have personally presented my Christian walk or testimony at a Troop, Multi-Troop, Area, Regional, or National event to a group of Trailmen.
- ☐ I have personally recruited at least one Youth or Adult Trailman who has registered with Trail Life USA.
- ☐ I have assembled the following items together to submit to the Point Man or Area Designee prior to scheduling an Advancement Conference:
  - ☐ Freedom Award Application (completed up to the Advancement Conference section)
  - ☐ Applicant Checklist (completed up to the Advancement Conference section)
  - ☐ Proof of your Eagle Scout Rank
  - ☐ Signed statement describing your Mentoring Experience
  - ☐ Signed statement describing your optional Double Major Experiences (if applicable)
  - ☐ Digital recording or written transcript of your personal Christian Walk or Testimony
- ☐ I have contacted my local Area Point Man/Designee to schedule and complete my Advancement Conference.

DO NOT SCHEDULE AN ADVANCEMENT CONFERENCE UNTIL ALL OF THE PRIOR ITEMS ARE CHECKED





# APPLICANT CHECKLIST

## POST-ADVANCEMENT CONFERENCE

- ☐ I have completed and passed a Freedom Award Advancement Conference.
- ☐ I have determined with my Point Man/Area Designee who the Board of Review Chairman will be.
- ☐ I have scheduled the Board of Review and provided the Board of Review Chairman with all the required application materials.

## POST BOARD OF REVIEW

- ☐ I have passed the Board of Review and been recommended for the Freedom Award.
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- ☐ I have not passed the Board of Review and need to correct certain items. I have been instructed on how to correct them.
    - ☐ I have corrected and resubmitted any insufficient information to the Board of Review Chairman and scheduled a second Board of Review.
    - ☐ I have successfully passed a second Board of Review and been recommended for the Freedom Award.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_





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# POINT MAN/AREA DESIGNEE ADVANCEMENT CONFERENCE CHECKLIST

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This checklist is to be used by the Point Man or Area Designee to ensure that the Freedom Award Application is correctly filled out and that all of the requirements have been met to proceed to a full Board of Review.

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APPLICANT NAME \_\_\_\_\_

## PRE-ADVANCEMENT CONFERENCE

- ☐ I have been contacted by an Adult Eagle Scout about pursuing the Freedom Award.
- ☐ I have ensured that they are using the most current Freedom Award documentation found on the Leader Pages for the requirements, checklists, and application.
- ☐ I have instructed the applicant to review the Requirements, follow the Applicant Checklist, and contact me again when he is ready for the Advancement Conference.





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# POINT MAN/AREA DESIGNEE ADVANCEMENT CONFERENCE CHECKLIST

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## ADVANCEMENT CONFERENCE

- ☐ I have scheduled a time to meet with the Applicant to hold an Advancement Conference.
- ☐ I have ensured that the Applicant has provided me with all of the following documentation:
  - ☐ Freedom Award Application (completed up to the Advancement Conference section)
  - ☐ Applicant Checklist (completed up to the Advancement Conference section)
  - ☐ Proof of Eagle Scout Rank
  - ☐ Signed statement describing your Mentoring Experience
  - ☐ Signed statement describing your optional Double Major Experiences (if applicable)
  - ☐ Digital recording or written transcript of your personal Christian Walk or Testimony



# POINT MAN/AREA DESIGNEE ADVANCEMENT CONFERENCE CHECKLIST

## ADVANCEMENT CONFERENCE cont.

- ☐ I have reviewed the Freedom Award Application and confirmed following:
  - ☐ The personal information at the top of the application is completely filled in.
  - ☐ All Leadership Positions have been documented with the level fields and start/end dates.
  - ☐ The Applicant's Mentoring Major Experience is one of the pre-approved options.
  - ☐ **If Applicable:** The optional Double Major Experiences are valid Freedom Experiences that are found in the [Freedom Experience Course Catalog](#).
  - ☐ The Applicant filled in the event and date where he shared his personal Christian Walk or Testimony to a group of youth Trailmen.
  - ☐ The Applicant filled in the name of the registered member he recruited and the date the member joined.
- ☐ I have ensured that all the Pre-Advancement Conference items were checked on the Applicant's Checklist.
- ☐ I have reviewed the signed statement describing the Applicant's Mentoring Experience.
- ☐ **If Applicable:** I have reviewed the signed statement describing the Applicant's Double Major Freedom Experiences.





# POINT MAN/AREA DESIGNEE ADVANCEMENT CONFERENCE CHECKLIST

## ADVANCEMENT CONFERENCE cont.

- ☐ I have confirmed by contacting the Applicant's Troop or Area Leadership both that the Applicant has personally recruited at least one registered member to Trail Life USA and the date that that particular member joined.
- ☐ I have verified and received satisfactory answers to any remaining questions regarding the applicant's qualifications and requirements.
- ☐ I have either volunteered to be the Freedom Board of Review Chairman or have selected from my Area Team a Board of Review Chairman.
- ☐ I have signed and dated the Advancement Conference section of the Freedom Award Application and saved a digital copy of it.
- ☐ I have given the signed and dated application, all completed checklists, and all supplemental documentation to the designated Board of Review Chairman.

Point Man/Area Designee Signature \_\_\_\_\_





# BOARD OF REVIEW CHAIRMAN CHECKLIST

Below is the Checklist that the Point Man or designated Board of Review Chairman will use to ensure that all of the Freedom Award requirements have been met in the correct manner and to move the application through the process.

NOTE: YOU AS THE BOARD OF REVIEW CHAIRMAN HAVE THE RESPONSIBILITY OF UPHOLDING THE STANDARDS AND STATUS OF THE FREEDOM AWARD. IF YOU DETERMINE THAT AN APPLICANT HAS NOT SUFFICIENTLY COMPLETED THE FREEDOM AWARD REQUIREMENTS, YOU HAVE THE AUTHORITY TO DENY A BOARD OF REVIEW AND/OR DENY THE FREEDOM AWARD UNTIL (AND IF) CORRECTIONS CAN BE MADE.

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_

## PRE-BOARD OF REVIEW

☐

I have been contacted by the Point Man or the Area Designee about scheduling an Adult Freedom Board of Review.





# BOARD OF REVIEW CHAIRMAN CHECKLIST

## PRE-BOARD OF REVIEW cont.

- ☐ I have ensured that the applicant has provided me with the Freedom Award Application and all of the following addition documentation:
  - ☐ Freedom Award Application (completed up to the Board of Review section)
  - ☐ Applicant Checklist (completed up to the Board of Review section)
  - ☐ Advancement Conference Checklist (completed and signed)
  - ☐ Proof of Eagle Scout Rank
  - ☐ Signed statement describing the Mentoring Experience
  - ☐ Signed statement describing the optional Double Major Freedom Experiences (if applicable)
  - ☐ Digital recording or written transcript of personal Christian Walk or Testimony
- ☐ I have contacted and confirmed at least two other registered Trail Life USA Leaders (preferably not from the applicant's Troop or Area) to be members of the Board of Review.
- ☐ I have scheduled the Board of Review.





# BOARD OF REVIEW CHAIRMAN CHECKLIST

## BOARD OF REVIEW

- ☐ The Applicant has described his Mentoring Experience while in Trail Life USA.
- ☐ The Applicant has described his experiences while part of other character development organizations.
- ☐ The Applicant has described his interests and activities and how they have benefitted Trail Life USA and its members.
- ☐ The Applicant has described his personal Christian Walk or Testimony and how God has worked in his life.

NOTE: THE ITEMS LISTED ABOVE ARE THE BASIC REQUIRED ELEMENTS FOR THE BOARD OF REVIEW BUT ARE BY NO MEANS EXHAUSTIVE. THE BOARD OF REVIEW CHAIRMAN HAS THE LIBERTY TO EXTEND THE BOARD OF REVIEW TO ENCOMPASS MORE EXAMINATION AND/OR QUESTIONING.





# BOARD OF REVIEW CHAIRMAN CHECKLIST

## BOARD OF REVIEW cont.

- ☐ If the Board of Review committee members feel unanimous that the Applicant is deserving of the Freedom Award, then all members have signed the Board of Review Section of the Application.
- ☐ The Board of Review Chairman has signed and dated the Board of Review section of the Application.
- ☐ The Board of Review Chairman has scanned a digital copy all supplemental documentation, this Board of Review Checklist, and the fully completed Freedom Award Application.
- ☐ The Board of Review Chairman has completed the online Freedom Award Submission Form at this link, [Adult Freedom Award Application Online Submission](#), and attached all supplemental documentation, the Board of Review Checklist, and the Freedom Award Application.
- ☐ The Applicant has been informed that his Application has been submitted to Home Office for final review and approval.

BOARD OF REVIEW CHAIRMAN SIGNATURE \_\_\_\_\_







EXTRAS





## APPEAL PROCESS

In the event that a Trailman feels his Freedom Award Application is unjustly denied or he is being unfairly treated, the Trailman will need to contact [Freedom@TrailLifeUSA.com](mailto:Freedom@TrailLifeUSA.com). He should explain the reason for his appeal. Once received, the Trail Life USA Home Office will contact the Trailman with the next steps in the process.





# YOUR TOOLS

[Freedom Experiences Course Catalog](#)

[Adult Eagle Scout Freedom Award Application](#)

[Adult Freedom Award Application Online Submission](#)





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