

# The Path to Eagle

A Guide to Help You Through  
The Steps to Eagle



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

*Revised December 2016*



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

2333 Scout Way • PO Box 26910  
Los Angeles, CA 90026  
(213) 413-4400 Fax (213) 483-6472

Dear Life Scout:

Becoming an Eagle Scout is one of the most rewarding, yet challenging things that you can achieve. You can excel at sports or shine in the arts. Hobbies that grab your attention at one age don't always remain interesting. But working through the requirements to become an Eagle Scout gives you invaluable experience in such a wide variety of fields of study and most of them allow for a hands-on interaction, not just a lesson from a book. It will become an important part of your life that will remain, forever.

Within the Pacifica District of the Greater Los Angeles Area Council we have established procedures, which help us follow the policies and guidelines as prescribed by the Boy Scouts of America. These procedures were put in place to assist you in understanding and meeting National's requirements. It is our goal to better accommodate Life Scouts in their quest for Eagle.

The intent of this guide is to give guidance to both the Life Scout and the Scout leaders as they prepare to travel down the trail toward the attainment of the Eagle Scout rank. We want to share some of the "words of wisdom" that we have learned and that will help you on your journey. While working through these steps, a scout should share this information with his unit leader to fully understand the procedure and ensure a smooth process. We want to give you all the greatest help possible for your success. We are here to help.

Let us know if we can assist you in any other way.

Best Wishes,

Pacifica District Advancement Committee &  
The Eagle Scout Character Boards



Revised November 2016

This Guide breaks down the information about completing requirements for earning the Eagle Scout Rank in the following manner:

- The Biggest Issue – TIME
- Eagle Scout Rank Requirements
- Merit Badge Basics
- Leadership Project Matters
- Letter of Recommendation
- Creation of Your Eagle Book
- District / Council Approval of Your Eagle Book and Application
- Your Eagle Scout Character Board of Review

## The Biggest Issue – TIME

Let's start up front with a quick discussion about the biggest issue that seems to cause the largest problem in the whole Eagle Scout process. Whenever there appears to be a problem with a scout working towards Eagle, it usually seems to come down to the issue of time. Over and over again we get Scouts who are trying to finish the process "at the last minute".

There is one almost totally unbendable rule in the process – **ALL** the requirements must be completed **BEFORE** the Scout's 18<sup>th</sup> birthday. Pacifica District Eagle Character Board of Review, may be done within 3 months of the birth date but is NOT recommended as is too late to add any missing requirements that may be discovered. There are exceptions made for special needs Scouts and circumstances that are beyond your control, but those are very rare and controlled by national.

Look at how much time is left before your 18<sup>th</sup> birthday and work with your Scout leaders to determine what needs to be done and plan on how it can be accomplished in the time remaining. Do whatever you need to do to work out your schedule to make it work. Look ahead and take steps now to get to where you want to be.

**Take this as a warning plain and simple.**

We cannot request an extension from National BSA solely due to the fact you are quickly approaching your 18<sup>th</sup> birthday and need more time.

## Eagle Scout Rank Requirements

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

1. Be active in your troop, team, crew, or ship for a period of at least 6 months after you have achieved the rank of Life Scout.

This is simply a time requirement. A full six months must be completed as a Life Scout and not one day less. Your Eagle Character Board date must be at least six months and one day after your Life board of review date.

2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.

Scouts are tested in this strength every day of their lives.

3. Earn a total of 21 merit badges (10 more than you already have), include the following: (1) First Aid, (2) Citizenship in the Community, (3) Citizenship in the Nation, (4) Citizenship in the World, (5) Communication, (6) Cooking, (7) Personal Fitness, (8) Emergency Preparedness OR Lifesaving, (9) Environmental Science OR Sustainability, (10) Personal Management, (11) Swimming OR Hiking OR Cycling, (12) Camping, and (13) Family Life. The other 8 merit badges are your choice.

As listed, thirteen of the 21 merit badges you must complete are required. For required badges 8, 9, and 11 on your Eagle Rank Application, you must choose only one badge; place a line through the other badge choices. If you have earned more than one required badge in those areas, list the others first as your non-required badges. Make sure you list these other required badges on the application.

4. While a Life Scout, serve actively for a period of 6 months in one or more positions of responsibility.

Boy Scout troop: Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aid, instructor, webmaster, Leave No Trace trainer.

Varsity Scout team: Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, webmaster, or Leave No Trace trainer.

Venturing crew / Sea Scout ship: President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, webmaster, or Leave No Trace trainer.

Lone Scout: Leadership responsibility in his school, religious organization, club, or elsewhere in his community.

During the time you are a Life Scout you must hold a leadership position for at least six months. You may combine more than one position's months of service to fulfill this requirement. No leadership time before becoming a Life Scout counts towards this requirement.

5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project plan must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee and the council or district **BEFORE** you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.  
[http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf)

The guidelines for the leadership project are discussed in the following sections.

6. Carefully and completely fill out the Eagle Scout Application [http://www.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)
7. Take part in a Scoutmaster Conference; obtain signatures on your application from your scoutmaster and committee chair.
8. Review your paperwork with a Pacifica District representative.
9. Successfully complete a Pacifica District Eagle Character Board of Review.

The Eagle Board of Review is done at the District level.

## Merit Badge Basics

The requirements for Eagle Scout include having 21 merit badges. Thirteen of these are required the eight remaining are elective. Chances are, by now, that you have determined which merit badges you plan to finish between now and the completion of all 21 badges. Don't forget that additional merit badges after 21 for Eagle can qualify you for Eagle Palms.

Two areas of concern come up about merit badges. Three of the required merit badges have time restrictions (3 months in Personal Fitness, Family Life, & Personal Management). Make sure you know what needs to be done & plan ahead so you have enough time to get it done before your 18<sup>th</sup> birthday.

Keep **ALL** the blue cards for your merit badges together as well as any blue sheets you might have from summer camps. It will be necessary to include them in your Eagle Book in the order they are listed on the Eagle Rank application, blue card facing front and optional green and white card behind. This keeps the process going smoothly allowing us to quickly verify your records. Make sure all your merit badges are sewn on your sash correctly side up, (oriented correctly). Badge orientation can be verified by checking the merit badge book or going to: <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges.aspx>

## A Guide to the Leadership Service Project

### The Requirement

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to your religious institution, school, or your community. (The project must benefit an organization other than the BSA.) The project idea must be approved by the organization benefiting from the effort, your unit leader (Scoutmaster, Varsity Scout Coach, Venturing Crew Advisor), unit committee, and by the district advancement committee before you start. You must use the Eagle Scout Service Project Workbook, #512-927 pdf, in meeting this requirement. **No other form will be accepted.** The form may be downloaded at [www.nesa.org](http://www.nesa.org), [http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf)

## Originality

Does the leadership service project for Eagle have to be original, perhaps something you dream up that has never been done before? The answer is no, but it certainly could be. You may pick a project that has been done before, but you must accept responsibility for planning, directing, and following through to its completion as it will stand alone as *your* project. If you are not sure a project qualifies, call Winston Cortenbach at (310) 891-2301 and he will put you in touch with a project reviewer to answer your questions.

## Limitations

The project selected cannot be for an individual or for a business. It must benefit a community organization other than the Boy Scouts, for example a church, school, or other community based organization. Routine labor (a job of service normally rendered) is not to be considered. It can be a portion of the project but not the main focus. The only other restriction is that the project cannot be a fund raiser. You may have to do some fund raising to obtain money to do the project but fund raising cannot be the focus of your project.

Be sure to understand that as you are selecting a project, you are admonished to **go beyond** projects that are primarily maintenance in nature. Painting walls for an organization is normally unacceptable, you need to add to it. Painting, cutting the grass, or weeding a garden may be part of your project, but the main focus of your project needs to go beyond these types of maintenance and should make a significant impact on the organization. You need to demonstrate leadership to your team to achieve your project goal.

## Safety

Power tool should only be utilized by adults, with safety glasses and gloves if needed. The scout should know all safety hazards associated with each power tool. You should also have a first aid kit on hand for minor injuries. For specifics, please read the Guide to Safe Scouting. <http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>

## Size

The service project must be large enough to allow a scout enough time to properly plan and give ample opportunity to demonstrate leadership while carrying out the project. Though the time spent by everyone connected to your project counts, the amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as necessary for you to demonstrate your leadership to others. Your unit cannot set a requirement for number of hours for your project as stated in the BSA Advancement Policies and Procedures Guide. 9.0.2.12 Addressing Common Misconceptions 1. *“No unit, district, council, or individual shall place any requirement or other arbitrary standards on the number of hours spent on a project.”* Remember that two Eagle Scout applicants cannot work together to get credit for the same project.

## Getting Your Project Approved

Once you have selected what you would like to do as a service project, you must follow the guidelines to get it approved **before** you can start work on it. You must use the Eagle Project

Workbook (Form 512-927.pdf). **No other forms will be accepted.** This workbook is available online at [www.nesa.org/](http://www.nesa.org/) National Eagle Scout Association. [http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf) Be sure to get a **Tour Plan** for the project date, preparation and alternate dates. Tour Plans are required for all projects.

Fill out the Eagle Scout Service Project Proposal pages in the workbook. It is highly recommended that you type information but hand writing is permissible as long as it is neat and legible. The information may be computer typed and cut and pasted into the book. If more room is needed, write "see attached" and add additional sheets where appropriate. The key elements of approval are the organization which will benefit from the project, your unit leader, and your unit committee chair. Once you receive their signatures on approval page #10 of your workbook, you must obtain district approval. It is at this point you will need to contact Winston Cortenbach at (310) 891-2301 to be assigned to a district project approval person. Call your approval person to set up an appointment to discuss your project.

At the appointed time you will meet with your approval person. Have your Eagle Scout Service Project Proposal already completed and signed by those identified above. Bring this along with any photos, drawings, plans, expectations, and frustrations for discussion. Bring a parent or other adult to this meeting not only to comply with youth protection but also to listen to possible suggestions about the project. It goes without saying that you should be in full uniform for this meeting and any time you are conducting yourself with any organization regarding your project.

### Get Started

Once your project has district approval, you may proceed in working with your unit in getting the project done. If you find it necessary to make substantial changes in your project or change your project, you must get the changes **re-approved** at all levels before continuing. Keep track of all your time spent on the project and all the time contributed by others in all phases of your project. Tour plans are required and may be obtained through your unit.

Three Warnings to Consider:

1. Start your project only after you have attained the rank of Life Scout.
2. All Eagle Service Projects **must, without exception**, be approved by an authorized member of the District Advancement Committee **prior** to their start and you must notify your approver if there are significant changes to your project.
3. Any **fundraising** must be approved by the benefiting organization, your unit leader and district **before** any money or materials are collected. See page 17-18 in the workbook for instructions and restrictions. Complete page #17 in the workbook and get signatures from the beneficiary organization and your unit leader. After that is completed, you will need to contact your district project approver to acquire district/council approval for your fundraising plans.

### After Completion

Once finished you must have your project signed off by the beneficiary and your scoutmaster that you have completed the project you promised them. Be sure page



#20 has all the approvals signatures to show that the project was completed. It is nice to have a letter from the benefiting organization stating you have completed the project to their satisfaction and/or thanking you for the project. Should you receive one, place the letter at the beginning of the project work book.

## Letters of Recommendation

Pacifica District asks you to request letters of recommendation from those people you have listed on your Eagle Scout Application: Parents, Religious, Educational, and two other Adult Acquaintances (preferably not Scout leaders in your troop as we would like to see that you are a well-rounded person). The letters must be signed and dated. The date needs to be within six months of the date of your application. Please note that Employer is optional and Religious line must be filled in, at least with parent's name.

**Step 1.** To fulfill Requirement #2 for your Eagle Scout application, personally contact all individuals whom you wish to include as references on your Eagle Scout Award application. Speak to, call, email or write to these persons yourself. Do not allow your parents, relative, unit leaders or anyone else to handle this important responsibility on your behalf. Explain your status as an Eagle candidate and specifically request that they serve as a reference for you. Ask them if they will be willing to fill out the recommendation form. Inform them of any deadlines that are approaching, if applicable.

**Note:** These recommendations need to be written *no more than six (6) months* before your District Board of Review.

**Step 2.** Print out or make copies of the cover letter, Scout Oath and Law page, and the three recommendation pages and fill out candidate's name, phone and Troop number. You will need one copy for every person you are requesting letters from. They are available on the Pacifica District web site, under Advancements.

**Step 3.** Prepare a stamped return envelope that has been pre-addressed to the Pacifica District Advancement Committee at the address listed below:

**Mr. Jim Matsushita  
Pacifica District Advancement Committee  
4019 W. 179<sup>th</sup> Street  
Torrance, CA 90504**

This envelope will allow the person who is writing the recommendation to send the letter quickly and confidentially.

**Step 4.** Hand deliver or mail: (1) the cover letter, (2) the Scout Oath and Law Page, (3) recommendation pages, and (4) the stamped return envelope to the person who is writing the recommendation. Only *the last 3 recommendation pages are returned to Mr. Matsushita.*

**Step 5.** Do this for each of the references that you have requested, including your parents.



**Note:** If your Eagle Board of Review is to be scheduled during the summer months, you must arrange for the “Educator” recommendation to be sent before summer vacation begins (school personnel most likely cannot be contacted during summer vacation).

**Step 6.** Your Board of Review needs to be scheduled once the Pacifica District Advancement Chairman has received at least four of the candidate’s recommendations including one parent, an educator, a religious adviser, and two others. You are permitted to follow up with the individuals and you may call Jim Matsushita at (310) 370-1242 to check if they have been received.

## Creation of Your Eagle Book

We recommend that you submit your materials organized in a 3-ring notebook, preferably with the pages in individual sheet protectors to safeguard them. You can place tab dividers in your Eagle Book to make it easier for the reviewer to make sure all the necessary documents are there. The information contained in this book will need to be in the same order as it is listed on the eagle Rank Application form. All dates must be in the following format: Month/Day/Year (i.e. 01/01/10). Signatures must be obtained from all those requested on your Eagle Scout Application. Documents with missing signatures and/or dates will be returned to the Eagle Scout candidate.

The four parts to your book should be:

1. Eagle Rank Application with PID number
2. Requirement #3 - Rank Advancements and Merit Badges
3. Requirement #5 – The complete Eagle Project Workbook, with pictures
4. Requirement #6 – Your Ambitions and Personal Life statement and your list of honors, awards, leadership positions held outside of scouting.

### Part 1 – Eagle Rank Application and Advancement Report Form

You must use the application form # 512-728 dated 2014. It is available online at

[http://www.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf) . This Special adobe form maybe downloaded and printed, and saved with changes. It is highly recommended that the Eagle Scout Rank Application be typed however if you choose to print them, it must be neat and legible.

The application should be signed by the unit leader at the proper place. The unit committee chair reviews and approves the record of the Eagle candidate before the application is submitted to district. You must review your records with your troop before you turn 18 in case any mistakes are found that would not be able to be fixed after your 18<sup>th</sup> birthday.

Use the **exact** date from the blue card and / or advancement report for the date on the Eagle Application, summer camps merit badge sheets are acceptable. All merit badges must

correspond with the proper time frame per rank. On lines #6 and #9 cross out the merit badges not earned. If a crossed out badge was earned, it must be entered on lines #12 thru #21. Double and triple check this form as any missing signatures or incorrect dates will cause it to be returned to you, which will delay the process.

An advancement report form also need to include with all of your Scoutmaster's information and scout name filled in and the signature area left blank. This form is for the District Eagle Character Board to finish and sign, for your advancement to Eagle. This is the link to the blank advancement form <http://www.scouting.org/filestore/pdf/34403.pdf>

## Part 2 – Merit Badges and Rank Advancement

You are asked to provide proof of your merit badges. The original blue cards are preferred. However, copies of the Advancement Reports are acceptable as long as they are accurate and legible. Please highlight 'your' advancement on the form. Summer Camp sheets are ok. On line forms are also acceptable. You may use baseball card collector style pages for your cards. Please place the merit badge cards in the order they appear on the Eagle Scout Application, blue card date earned facing out.

Please check the merit badges on your sash to make sure they are present and oriented correctly. You can reference this site for the badge information:

[http://www.scoutingbsa.org/Programs/BoyScouts/Merit\\_Badges/All\\_Merit\\_Badges.html](http://www.scoutingbsa.org/Programs/BoyScouts/Merit_Badges/All_Merit_Badges.html)

You are also asked to provide proof of all your rank changes. This can be the individual advancement cards, and Advancement Report, or a photocopy or your signed scout book. Signatures and dates must be legible on any form you submit. On line forms are acceptable.

## Part 3 – Eagle Project Workbook

You **must** use the Eagle Scout Leadership Service Project Workbook (Form # 512-927 pdf). You must download the booklet and include all the pages in your Eagle Book. Remember include any pages you added to complete the booklet as well as any photographs. Be sure both signature pages are completed, showing that the project was approved and completed. Ask the organization you preformed the project for to provide you with a short letter, on letterhead, stating one of two things, thanking you for the project or stating that you have completed your project to their satisfaction.

## Part 4 – Ambitions and Life Statement, and the Leadership, Honors and Awards List

Requirement #6 of the Eagle Rank Application form asks you to write a statement concerning your ambitions and life purpose. You are also asked to provide a resume style listing of your involvement in your religious institution, school, camp, and other community organizations where you have demonstrated leadership skills.

This requirement gives you an opportunity to share about your life. You can tell us what you want to do next and what your plans in life might be. Your values and ambitions indicate who

you are and the impact Scouting has had on your life. Sharing your achievements helps the Board of Review see you outside Scouting and how well you are involved in other organizations. The board will look to your references and to this requirement to learn about the real you so take this seriously. Sign and date your life purpose statement. Next, create a list of your leadership positions you have held outside of scouting as well as any honors and awards you have received to show you are a well-rounded person who will be of benefit to the community.

## District / Council Approval of Your Book / Application

Prior to contacting District, review your book with your advancement chair to confirm your records agree with your troop's and that your book is complete.

Email our Greater Los Angeles Area Council registrar, Varteni Yerjanian [varteni.yerjanian@scouting.org](mailto:varteni.yerjanian@scouting.org) to verify your **join date**, rank advancement dates, and merit badge dates. The subject line of your email need to contain: **Pacifica District – Troop Number – Scout's Name – Profile and Join Date Request**. In your email please provide your name, troop number, birth date, Personal Identification Number, your phone number and email address. She will email you back a document with all of your rank advancement and merit badge dates. Please note that you need to also ask specifically for your join date because it will not be part of the document she sends you. Write the join date she gives you on the records document she sends you, and place it in the front of your Eagle Notebook.

If you find any differences between dates in the document she sends you vs your troop records, inform your troop advancement chair so they can correct the troop records and the council records for you.

Your book will then be reviewed by the district. You will need to call Maria Gunderson, the Pacifica District Eagle Coordinator, at (424) 263-4797 (her work number) for your next contact for verification and review. You will need to make an appointment with the person you are assigned to who will review the records contained in your book for correctness and completeness as required by national. They will also pick up your original application and copies. Once it is verified as correct, your paper work will be forwarded to the LA Area Council representative's. You will receive a phone call verifying you have cleared LAAC. These steps for approval take a little time so get everything done as early as possible.

## The Eagle Scout Character Board of Review

Once your records are cleared, you will need to call Jim Matsushita at (310) 370-1242 to be set up on an eagle board. Please do not procrastinate, especially if you are near your 18<sup>th</sup> birthday. This is one part of the Eagle Scout Rank process that can take place after your 18<sup>th</sup> birthday but there is a time limit we cannot cross.

The board of review for an Eagle candidate is composed of at least three but not more than six members. Unit leaders, assistant unit leaders, relatives, or guardians of the scout may not serve as members of that Scout's board of review. Take special note of how you are dressed when you come for your Board of Review. If you don't have a proper Scout pants, you might want to invest in one, or borrow one - you will want one for your Court of Honor. Wear your merit badge sash and all your awards. Make sure your badges are current, and have the Scout belt on. Your troop should help you check your uniform and sash.

At the scheduled time the Scout shall come to meet with the review board. Bring your parents and your Scout leader. The candidate's unit leader introduces him to the members of the Eagle Scout Character Board of Review and is then excused. If your parent happens to also be your Scout leader, they may introduce you but then they will be excused to wait outside.

The board members have already read your application, your references, and your personal resume. There is no 'set' of questions that an Eagle candidate will be asked. They may ask questions about your scouting experiences. You need to be prepared to share with the board all about your project. They will ask you questions about what you did and how it went. They will also want to know what you learned through the experience. Bring pictures and anything else that tells the story of how your project went.

This is the highest award that a Scout may achieve and the board needs to get to know you. They will ask you questions about your overall Scouting experience. They also may ask about your future involvement with Scouting or anything they see in your book.

The board's decision must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should follow as to how he may meet the requirements within a given period of time.

After you Eagle board, your book will be returned. The Eagle application and advancement report will be forward to Council/National Boy Scouts for review. This process will take about four to six weeks to get the Eagle certificate from National. Jim Matsushita will notify you when the certificate and packet arrives.

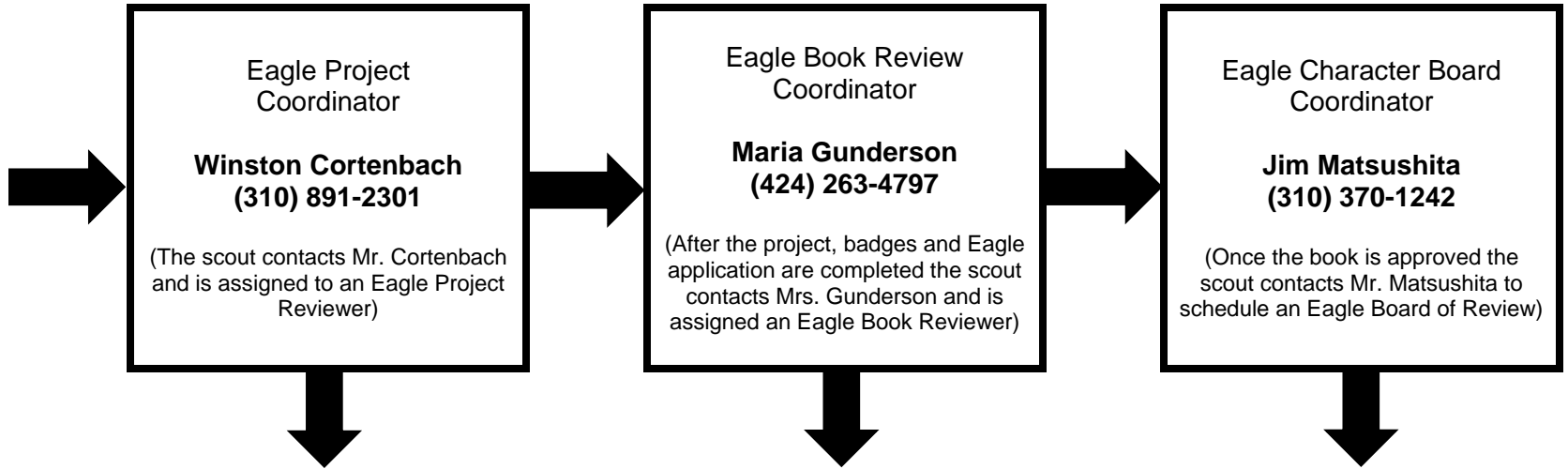
While the application process and Board of Review take place at District, Council, and National levels, the award is presented to the new Eagle Scout by the Scout's unit. When the unit receives the award they should work with the family to conduct a Court of Honor. Work with the unit and others to make this a great celebration. Enjoy the event and make it a memorable one. You worked hard to get there and everyone is proud of your accomplishment. This is a great reason to celebrate!

For questions regarding Eagle Rank Processing, contact Pacifica District Eagle Coordinator:  
**Mrs. Maria Gunderson (424) 263-4797 [gundrsn5@yahoo.com](mailto:gundrsn5@yahoo.com)**

# Pacifica District Eagle Scout Process Notes



**Scout at  
Life Rank**



Project Approver: \_\_\_\_\_

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

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

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

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

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

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

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

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Board Chair: \_\_\_\_\_

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

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

Book Turn in Location:

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

Board Time: \_\_\_\_\_

Board Location:

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