

EAGLE SCOUT PROCESS INSTRUCTIONS

Updated 5/10/16

Congratulations on earning your Life Scout award. The following instructions will help you complete the steps necessary to earn the rank of Eagle Scout.

1. Eagle Scout Service Project Workbook Proposal (Form 512-927- 10/2015 or later printing)

1. Your service project must be approved by the district or council before you begin any part of the project.
2. Please read through the entire workbook before you begin. There is a lot of good information in the workbook to help you complete your project.
3. Begin filling out your workbook. The workbook you downloaded can be saved on your computer and reopened at any time.
4. Complete the contact information and proposal portion (pages 7-12) of the workbook. All sections should be filled in with information or “NA” if it does not apply.
5. Obtain signatures from the project beneficiary, your unit leader and committee before presenting the proposal to the district advancement committee representative for their approval and signature
6. If the district or council representative does not approve your project proposal they will provide you with information and options on how to continue.

Form available at: http://www.scouting.org/filestore/pdf/512-927_fillable.pdf

2. Eagle Scout Service Project Workbook Final Plan

1. After your proposal is approved by the district or council continue by filling out the final plan portion (pages 13-18) of your workbook.
2. All sections of the Final Plan should be filled in with information or “NA” if it does not apply.
3. If your project involves fund raising complete the Eagle Scout Service Project Funding Application (pages 19-20) if necessary. (If asking for Donations from Businesses or organizations) Fundraising applications are approved by sending a scanned copy of your completed fundraising app to your Three Rivers District Executive: Kirsten Kopiczak at kirsten.kopiczak@scouting.org. She will respond best by email. Her phone is 757-323-6172 if needed.
4. It is in your best interest to use an Eagle Coach to help you in completing your final plan. If you do not know who your Eagle Coach is ask your unit leader. If your unit does not have an Eagle Coach, ask the district representative that approved your project proposal for help.

3. Work your Final Plan and complete your service project.

1. Pictures are an important part of documenting your project, plan to take them.
2. You can create a commemorative book with shutterfly.com. You need to do a custom photo book and download the BSA art. It will cost ~\$40 with shipping (before discounts) for a 20 page 8x11 book (less for a smaller book) This is completely optional, but very good keepsake.
3. Complete the Project Report (pages 21-24) of your workbook after finishing your project.
4. Your Project report will need signatures from the project beneficiary, your unit leader, and yourself.

4. Eagle Scout Rank Application (Form 512-728 – 2016 or later printing)

http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

1. Fill out the Eagle Scout Rank Application that you downloaded at the start of this process.
2. Requirement #2 asks for names of individual references including a religious reference. If you do not have a religious leader you should list the person most responsible for your religious instruction, possibly your parents.
3. The application is signed by you, your unit leader and committee chair.

EAGLE SCOUT PROCESS INSTRUCTIONS (continued)

5. Letters of Recommendation

1) The unit chairperson or Eagle Scout Candidate requests letters of reference (minimum of 5) on behalf of Eagle Scout candidate. These letters should be sent directly to your troops advancement chair or their designee (ask your unit leader) by the letter writer. You should provide them with an addressed stamped envelope to use for this purpose. These letters can take 4-6 weeks to come back and the adult leader may need to prod them to finish the letter. You need the recommendations writers Names, Addresses, Telephone and emails for the Eagle Application, .

2) Use something like the form:

<http://www.mccscouting.org/LinkClick.aspx?fileticket=MLgpxaiA7no%3D&tabid=78>

Make sure the return envelopes for your reference letters have the writer's name in the upper return address location and c/o your name Letter of reference as noted in the box on page 2 of the above form. It will make keeping track of letters much easier for your unit leaders.

6. When the project and all requirements are completed Submit the following paperwork to Council

1. A statement of your ambitions and life purpose, Eagle Scout Rank application requirement #6.
2. Completed Eagle Scout Service Project Workbook. Include pictures and other documentation.
3. Completed and signed Eagle Scout Rank Application.

These documents are normally submitted by your troop's advancement chair or Committee chair.

7. Tidewater Council reviews the paperwork..

1. Check that all signatures are there and that requirement #6 is included.
2. Verifies all advancement rank and merit badge dates match the council record.
3. Verify leadership positions held.
4. Review Eagle Scout Service Project Workbook for completeness.
5. Notify the troop committee representative that the paperwork is ready for pickup.
6. Unit Picks up Eagle application signed by Eagle Secretary (Pam Vickery).

8. Unit Leader Requests an Eagle Board of Review (BOR) date.

After all the letters of recommendation have been received and the Eagle application has been signed by council and picked up by the unit, a board of review date can be requested.

1. Your unit leader proposes one or more dates for the Eagle BOR (these dates should be dates that have been pre-approved by the Eagle Candidate and 3 or more committee members (troop parents can be used only if committee members are not available). You can request the Eagle board from the Three Rivers District advancement chair (John Crowder jcrowder3@verizon.net, 757 572-6262) or from approved Eagle board members (<http://threerivers.tidewaterbsa.com/advancement/eagle-scout-information/>)
2. Eagle board is held (Usually at 7PM unless other time is requested) Usually lasts about 1.5 hours.
3. Eagle Scout Board of Reviews will be held in accordance with the guidelines in the current edition of the "Guide to Advancement" #33088.
4. Letters of recommendation are taken by the District representative and destroyed. They are not shown to the Eagle candidate.

9. If Eagle candidate passes his board:

1. Paperwork (Advancement report, Eagle Application, Life Ambition letter) is turned in to council for processing by National (usually takes 1-2 weeks).
2. Once paperwork comes back from National, Council will contact the unit leader. They can then purchase the Eagle Kit from council (They need a copy of the advancement report to purchase the kit.)
3. At this point you can schedule your Eagle Court of Honor. This is usually done by the scout, and is done however the scout desires... It's his show! There are Lots of resources for Eagle COHs on the web including scripts, etc. You just have to look.