

# EAGLE SCOUT RANK APPLICATION PROCESS

(The Scout must: 1. Download the Eagle Scout Rank Application - **Application** - from: NBoF - <https://newbirthoffreedom.org/resources/advancement-resources/eagle-scout-resources-2/> or National Council - <https://www.scouting.org/resources/forms/>)

2. Use a computer to type into the PDF fillable form or write legibly in ink)  
The term "Scout" includes Venturer and Sea Scout.

\_\_\_1. The **Scout** achieves the rank of Life Scout.

\_\_\_2.. The NBoF website noted above also offers these two additional documents:

- a. These information sheets.
- b. Information sheets for the **Eagle Scout Service Project Process**

\_\_\_3. The **Scout** works on the six requirements for the Eagle rank as stated in the latest version of the **Application** and in the **Scout Handbook**.

- a. Use data from the online **Scoutbook or Internet Advancement** to enter dates and data for Cub Scout Activity, Merit Badges, leadership positions, and **Unit Leader** conferences.
- b. REQUIREMENT 1 – The six months of activity need not be contiguous, it may be 2 months, 1 one month, and 3 months at another time.
- c. REQUIREMENT 2 – The **Scout** must provide names of 5 or 6 people (and their contact information) he/she personally knows who would testify as to how he/she is living the principles of the Scout Oath and Scout Law and how he/she has done their duty to God. **The email address must be double-checked for accuracy.** If the **Scout** is not employed, that reference may be left blank or shown as "N/A." If there is no religious leader available, the other parent or guardian should be listed.
- d. REQUIREMENT 4 – All leadership experience must be during time as a Life Scout only.
- e. REQUIREMENT 5 – See the **Eagle Scout Service Project Process and the Eagle Scout Service Project Workbook** for further information. For here, just enter the completed project's name and the number of hours donated during the life of the project from its idea stage to completion. The hours may be rounded up to a whole number.
- f. REQUIREMENT 6 – The **Unit Leader** conference and all other requirements above must be completed before the **Scout's** 18<sup>th</sup> birthday.
- g. CERTIFICATION – With honor the **Scout** certifies all his statements and work. As an attachment to the **Application**, the **Scout** is to write 3 things

stating his/her:

- Ambitions and life purpose.
- A listing of positions held at any time and place in which leadership was demonstrated.
- A listing of all honors and awards received because of the leadership experience (the **Scout** may also include such items as National Honor Society, Mensa, STEM activity, or other distinguished accomplishments)

Put the name and troop number on each page.

\_\_\_4. When all the requirements (1 - 6) for the Eagle Scout rank and the unit signatures are obtained, (not the BSA Local Council Verification and the Eagle Board of Review), the **Scout**, the **Scout's** parents or guardians, the **Scout's Unit Leader** or designee submits **ALL** required documents to the council office for verification. **These are listed in the order they should be compiled in a 3-ring binder – the Eagle Binder:**

- a. The **Eagle Scout Rank Application**. (It is completed down through the Unit Committee Chair's signature.)
- b. Personal statement written by the **Scout** of 1) **Ambitions and Life Purpose, 2) Leadership experiences, 3) Honors and awards.**
- c. The **Eagle Scout Service Project Workbook** is complete with 3 sections: **Project Proposal, Project Plan, and Project Report.**
- d. List of service project workers; names, dates worked, and number of hours each person worked on the project workday(s).
- e. All drawings, diagrams, photos, receipts, and other pertinent documents to the project.
- f. Optional – Merit Badge, rank, and other cards.

It is recommended that the submitted material be enclosed in plastic sheet protectors.

\_\_\_5. The **Council Registrar (or Assistant)** verifies that the **Application** is complete, and the dates are accurate. This

may take one to two weeks.

**The Eagle Board of Review - EBoR - is not scheduled until the Registrar has verified the Application and signed it and informs the District Advancement Committee Chair or designated committee member that the Scout's Eagle Binder is available for pick up.**

\_\_\_6. The **District Advancement Committee Chair or designee** picks up the **Scout's Eagle Binder** and informs the

**Scout and Unit Leaders** that an EBoR may be scheduled and provides his/her date(s) and time(s) availability.

The unit coordinates with the **Scout**, his/her parents or guardians and potential board members on the date, time and place for the EBoR according to the **Chair's** availability.

**It should be scheduled within 4 weeks of the time the Eagle Binder is made available. It will be held even if none of the references respond with their recommendation.**

The EBoR is composed of at least 3, but not more than 6 members at least 21 years of age who understand the Eagle rank and the purpose and importance of the review. They do not have to be registered with the BSA.

**No relative or guardian, unit leader or assistants or advisors shall be a member of the EBoR. A Unit Leader may be present during the review, but he/she is not a member of the board.**

A **District Advancement Committee member** serves as **Chair** of the EBoR and approves board members. There should be two members of the District Committee on the board. The unit provides from one to four board members who meet the qualifications outlined above. The **Chair** may take a more active role in selecting other board members at his/her discretion or need.

\_\_\_7. The EBoR should be a celebration of the accomplishment of the Eagle Candidate. It should explore the Scout's journey of personal growth through his/her Scouting and other experiences. **The EBoR evaluates how the Eagle project was carried out including the impact – the extent of benefit rendered – of the service project and the Scout's leadership provided in it. There must be evidence of planning and development.**

\_\_\_8. The EBoR preliminaries are done in advance or held before the board with about ½ hour devoted to examining the **Scout's Scout Handbook** and his/her **Eagle Binder** materials without the Eagle candidate being

present. The parents may come with the Eagle candidate at this time or about one hour later.

The board formally begins with the Eagle candidate being introduced and continues for at least 30 minutes but seldom over 45 minutes with discussion with and questions of the **Scout** about his/her Scouting and other experiences. These questions may include how he/she is living the Scout Oath and Scout Law, leadership experiences, the service project, camping experiences, merit badges, his/her personal growth, and other life experiences on his/her journey to Eagle and what the future may hold.

After the last question or comment, the Eagle candidate is excused and the board reviews the **Scout's** meeting the requirements, answers, and comments, and the board assesses the acceptability of the Eagle project according to the noted requirements. The **board's decision must be unanimous**. If it is in the affirmative, the following documents are appropriately filled out, dated, and signed by all members of the board except the **Application** which is signed only by the **Chair** and one other:

- a. The **Scout's Scout Handbook**.
- b. The **Advancement Report**.
- c. The **Eagle Scout Rank Application**
- d. The **EBoR Certification Sheet**

After the paperwork is completed, the **Scout** and his/her parents or guardians are invited back in and are told the board's decision, and, if in the affirmative, the **Scout** is congratulated. The **Scout** is informed that he/she is almost an Eagle Scout because of needed council and National Office review and certifications. But when they are completed, he/she will be an Eagle as of this night.

The **Scout's Eagle Binder** is returned to the council office as soon as possible for this processing. The **Scout's Scout Handbook** is returned to the Scout. The EBoR is concluded.

(If for some **very unusual** reason, there is a negative decision, it would be fully explained and documented, and actions would be taken to uphold the rights of the Eagle candidate and would be explained in full and with a follow-up letter. The EBoR has only adjourned pending further actions since an Eagle candidate has only one EBoR.)

- \_\_\_ 9. The NBoF and National Office processing requires two to four weeks. Upon notification by the National Office that the Eagle Scout credentials are available, the **Unit Leader**, **Scout**, and a parent or guardian are notified that the award has been received.

**Until the National Office approval is received, the Eagle badge or insignia will not be issued.**

- \_\_\_ 10. **The Eagle Court of Honor may not be scheduled until after the Eagle credentials are received.** When received, the **Scout** plans the Eagle Court of Honor with the help of parents, Unit Leader, and others.
- \_\_\_ 11. The **Unit Leader** or designee picks up the Eagle Scout award credentials and the presentation kit from the council office.
- \_\_\_ 12. The troop/crew/ship holds the Eagle Court of Honor, and the **Scout** receives the Eagle Scout rank award. The unit or family should send a publicity statement and photo to local media outlets.