



EAGLE SCOUT APPLICATION PROCESS



1. Complete All the Requirements

Confirm that the following requirements have been completed before the 18th birthday:

- merit badges
- service project
- active participation
- Scout spirit
- position of responsibility
- unit leader conference.

NOTE: The unit leader (Scoutmaster) conference need not be the last item accomplished. The board of review may be conducted after the 18th birthday. For details, see *Boards of Review* section

A candidate must be registered through the time he is completing requirements but need not be registered thereafter or when his board of review is conducted.

2. Prepare the Eagle Scout Service Project Workbook

The most current workbook must be used. It can be found at www.scouting.org/advancement. The workbook shows that the project proposal was approved ahead of time, and then properly accepted by all parties when finished.

3. Complete the Application

The Scout must complete the official Scout Rank Application No. 512-728. No other form or application is permitted. The application can be found at www.scouting.org/advancement. It can also be printed and completed by hand. Careful review and thorough proofreading will help prevent delays. Remember, everything is verified by the local council; discrepancies and errors will lead to a form's return. Pay special attention to the following red-flag items.

- Dates: Became a Boy Scout, Varsity Scout, Venturer, or Sea Scout; First Class and Star boards of review; birthdate; Life board of review (on both the front and back); all merit badges earned; position(s) of responsibility **since** earning Life rank with "FROM" and "TO" totaling 6 months; Eagle service project finished; Scoutmaster (unit leader) conference; and applicant, unit leader, and unit committee chair signatures.
- Signatures: Applicant, unit leader, and unit committee chair. (Remaining signatures come later.) Note that signatures need not be dated before the Scout's 18th birthday.
- References: Must list all six (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference.
- Merit badges: Dates as mentioned above; check the unit number in which each badge was earned. Attach the *Application for Alternative Eagle Scout Rank Merit Badges*, if applicable.
- Position of responsibility: Must be one of those listed in Eagle Scout rank requirement 4, and must relate to the unit where the Scout was registered and active at the time service was rendered. For example, "SPL" would not be used by a crew member unless he was, or is, also registered in a troop. For a Scout who has transferred from a troop or team to a Venturing crew or Sea Scout ship, any qualifying

position(s) held **after** the Life rank board of review in the troop or team shall count, and the six-month element of the requirement may be met through a combination of nonconcurrent positions served in the troop, team, crew, or ship. See also "Boy Scout Advancement in Venturing and Sea Scouts," 4.3.1.4.

- Attachments: Service project workbook, statement of ambitions and life purpose, and listing of positions, honors and awards.

4. Obtain Required Signatures

The unit leader and committee chair signatures represent approval for the candidate to move on to a board of review. In providing them, the signers carefully check the application. It may be helpful to compare the application to the Scout's current advancement profile obtained through the BSA system or to a printout obtained from the local council service center. If there are "red-flag" issues, such as time spans between ranks that don't meet the requirements, then the dates should be confirmed. If they are correct but do not fit the requirement, then the Scout, parent or guardian, or unit leader should contact the district advancement chair for guidance. Usually, as with unavoidable discrepancies, a letter of explanation will be helpful in addressing the issue.

NOTE: there is no requirement that the signatures of the Scout, unit leader, and committee chair must be dated before the Scout's 18th birthday.

If either of the approvals from the unit leader or the committee chair is withheld, the Scout, if he desires it, must still be granted a board of review. For details, see *Initiating Eagle Scout Board of Review Under Disputed Circumstances*.

5. Submit Application Packet to District Advancement Chair/Eagle Board Representative

A copy should be made of the application; service project workbook; the Scout's statement of ambitions and life purpose; and listing of positions, honors, and awards. Once copies are in safekeeping, the originals should be delivered promptly to the District Advancement Chair (see list at the end of document). Timeliness is especially critical if he is approaching, or has already turned, 18. Sending materials late can imply the work continued afterward. If possible, everything should be hand-delivered. Otherwise it should be sent by registered or certified mail. There is no requirement that the application must be completed or submitted before the 18th birthday. Councils do not have the authority to reject applications submitted on or after that date. If approved by District Advancement Chair, the Eagle Scout Application will be sent to the Council for verification.

6. Council Verifies Application and Board of Review Scheduled

Everything is checked against council records. If information in the BSA system or council files is incomplete, the Scout or the unit will be asked to provide certificates, blue cards, or other suitable proof that merit badges and ranks were earned and that dates are accurate. The regular use of the BSA Internet portal for reporting advancement will help expedite this process. If everything is correct, the council provides a verification signature, files a copy of the application, and sends the original to the District board of review chair or other designated volunteer. The board should be scheduled only after the council-verified application is received.

7. References Contacted

The District Advancement Chair have the responsibility to secure recommendations from the references appearing under requirement 2 on the Eagle Scout Rank Application. This may be done by letter, form, or phone call. For reasons of privacy and confidentiality, electronic submissions are discouraged. It is acceptable to send or deliver to the references an addressed envelope with instructions, and perhaps a form to complete. The Scout may assist with this, but that is the limit of his participation. He is not to be responsible for follow-through or any other aspect of the process.

It is up to the District Advancement Chair to collect the responses. If after a reasonably diligent effort no response can be obtained from any references, the board of review must go on without them. It must not be postponed or denied for this reason, and the Scout shall not be asked to submit additional references or to provide replacements.

Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them. The responses are not to be viewed by or returned to the Scout. Doing so could discourage the submission of negative information. For the same reason, those providing references do not have the option of giving the reference directly to the Scout and shall not be given the option of waiving confidentiality. Once a review has been held, or an appeal process conducted, responses shall be returned to the council, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

8. Application Returned to Council Business Office

If a board of review approves a candidate, the signed application, reference letters, and any information that might be considered confidential are returned to the local council. Unless otherwise directed, the service project workbook and statement of ambitions and life purpose (requirement 7, Eagle Scout Rank Application) can be returned to the Scout. If approval is denied, all materials are returned to the council.

9. Council Sends Application to National Advancement Team

At the council the Scout executive signs the application, certifying proper procedures were followed. The application is then entered into the BSA system, filed locally, and then extracted from the BSA system by the National Advancement Team. In special cases, such as those for Lone Scouts or Scouts more than six months past their 18th birthday, councils must submit applications via mail, email, or fax for manual processing.

10. National Advancement Team Returns Credentials

The National Advancement Team validates all applications received. Then the National Distribution Center generates the credentials and prints, packages, and mails the certificate, pocket card, and congratulatory letter to the council. Applications sent for manual processing go to the National Advancement Team and take several weeks to complete. Upon receipt of the Eagle credentials, council service center personnel should alert unit leadership immediately.

ADVANCEMENT CHAIRS BY DISTRICT

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