

**EAGLE SCOUT RANK APPLICATION**  
**ADMINISTRATIVE PROCEDURES**

The following procedures describe the basic steps necessary for advancement from Life to Eagle Scout. They are designed to ensure that a Scout's Eagle Rank application and package is complete, and to assist with prompt review and processing of the required paperwork in presenting a Scout to the National Council of the Boy Scouts of America for approval of the Eagle Rank.

Prior to entering the step-by-step procedure toward the Eagle Board of Review, it is strongly suggested that the Scout and the Scoutmaster have a conference to discuss the Eagle process. It is at this time that an "Eagle Advisor" be selected if the troop uses this method. It is also recommended that the candidate and Advisor attend a District Life to Eagle Seminar.

**At this time, it should be noted that, if the Scoutmaster and Eagle Candidate are related, either may request that an Assistant Scoutmaster be asked to fulfill the role of Scoutmaster for the Scout.**

**STEP 1**

A designated Scouter should secure the current Eagle Application Kit from the Baltimore Area Council Service Center. This kit contains the following information:

- a. Eagle Scout Rank Application, No. 58-728 (1999 or later edition)
- b. Eagle Rank Leadership Service Project Workbook, No. 18-927
- c. Character reference form
- d. Unit Leader's Comment Sheet
- e. District Advancement Chair Roster
- f. Advancement Report form No. 34403
- g. Council Project Description form

It is the responsibility of the Eagle candidate to fill in the forms and paperwork as he progresses through the steps although the Committee Chair, Advancement Chair, or Eagle Advisor may assist the candidate.

**STEP 2**

The candidate formally proposes to supervise the accomplishment of a service project worthy of the Eagle Rank in scope and design. The project must fulfill the five elements of an Eagle Service Project as described in the Eagle Rank Leadership Service Project Workbook, No. 18-927. The project can benefit a school, a religious organization, or the community. It cannot benefit the Boy Scouts of America. The project concept and plan must be properly approved before the Eagle candidate may commence work. **Contact your District Advancement Chair for approval procedures in your district.** Actual development of that plan cannot start until properly approved.

**STEP 3**

Execute the project:

- 1) Your job is to demonstrate and give leadership to others. Above all, remember that you are being evaluated on the process. Concentrate on how you are administering the completion of your project.
- 2) Make a detailed plan including a timeline.
- 3) Keep detailed notes and records in your workbook at all stages. These notes will be used in preparing the final comprehensive project report.
- 4) Keep benefiting organization, Scoutmaster and Eagle Advisor informed as to your progress.

- 5) Take pictures of the project before, **during**, and after to submit with your report. Pictures with captions will enhance and give credibility of the work you and your team accomplish.
- 6) At the conclusion of the project, obtain a letter from the benefiting organization indicating successful completion to their satisfaction.
- 7) After completion of project, sign your workbook. Have your Scoutmaster and benefiting organization representative sign and date your workbook where indicated.

#### **STEP 4**

After project completion, a comprehensive written narrative is to be prepared describing the project and the steps the candidate used in completing the project. As a suggestion the report should address:

- a. Describing how you chose this project and its benefits.
- b. Describe your planning steps to include securing materials, tools, and workers.
- c. Outline decisions you made and suggestions you received prior to beginning the project.
- d. **Tell how you demonstrated and gave leadership to others working on your project.**
- e. Include goals you set to successfully complete the project.
- f. Then describe how your project progressed, problems encountered and solutions.
- g. Finally, describe what you learned from this project and how these same skills can be utilized in the future.

#### **STEP 5**

Complete the Eagle Scout Rank Application, No. 58-728 (1999 version or later).

- a. All dates entered on the application must have the month, day, and year.
- b. Rank dates are the date of the Board of Review for the stated rank.
- c. The date to be entered for merit badges is the date that the merit badge counselor signed the blue merit badge card. Cross out merit badges not used as required badges on lines 6 and 9 of the **Eagle Scout Rank Application** requirement #3. Merit Badges earned for the rank of Star and Life Ranks must appear on the application. If a crossed-out badge was earned for the rank of Star or Life, reenter it in lines 13 through 21.
- d. The date for Leadership must be for at least six months after earning the Life Rank and before candidate's 18th birthday. **Do not** enter date prior to Life Board of Review date.

Do not use the words 'Present' or 'Current'.

Many applicants encounter delays in processing when advancement in rank dates and merit badge earned dates do not match Council records and National standards.

#### **STEP 6**

Adequate copies of the attached reference form should be made. **These reference forms are mailed to the adults listed on the Eagle Application.** References must be filled in for all those requested on the application except for Employer. If a Scout does not have an employer, 'Not Applicable' must be written in that reference information line. Enclose a return self-addressed and stamped envelope to the **Eagle Board of Review Chair** (indicating "Eagle Reference" and **Scout's name** on bottom left) with the reference form. The candidate should have contacted those individuals listed before including their names on the application. The candidate is not permitted to view the completed forms. **Reference letters are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.** The Board will dispose of the letters.

#### **STEP 7**

The unit reviews and approves the records of the Eagle candidate before the application is submitted to the Council Eagle Processor:

- a. Check the Eagle project and make sure a comprehensive report with full descriptions is submitted. The Eagle Rank Leadership Service Project Workbook and report must accompany the Eagle Packet. The report may be returned to the candidate after the Board of Review.

- b. **Check dates and be sure that 21 merit badges (including the 12 required) have been earned, and the Advancement Reports reflecting those badges have been submitted to the Council Office.**
- c. **Verify that the Scout has served satisfactorily in a prescribed leadership position for at least six months since earning the Life Rank and before his 18th birthday.**
- d. **Check dates and be sure that the candidate has completed all of his requirements including his service project and Scoutmaster's Conference prior to reaching his 18th birthday, or have an approved time extension from the National Committee.**
- e. **Assure that a statement has been attached (Eagle Scout Rank Application requirement #6) of the candidate's life ambitions , a listing of positions held in other organizations during which he showed leadership, including awards and honors received during this service.**

#### **STEP 8**

The Scoutmaster signs and dates the Eagle Application to certify that a satisfactory conference has been held and that the candidate is considered ready for an Eagle Board of Review.

The Troop Committee Chair then signs and dates the form certifying that the application is technically correct, that all merit badges and rank advancements were earned as listed and Advancement Reports were submitted to the Council.

The block entitled LOCAL BSA COUNCIL CERTIFICATION **IS TO BE LEFT BLANK!!!** This will be completed at the Baltimore Area Council.

#### **STEP 9**

As soon as all the documents have been reviewed by the Scoutmaster and Troop Committee Chair, the **original** Eagle Scout Rank Application along with documentation of First Class, Star and Life Ranks (photo copy of pages from the scouts handbook, signed at the board of review or copy of the troops advancement report) and **photo copies** of the Scout's signed blue Merit Badge cards are sent or taken to the Eagle Processor at the Baltimore Area Council. At the same time, the Eagle package (notebook) should be forwarded to the District Advancement Chair. The District Advancement Chair ensures that the package meets the standards established by the National Council Boy Scouts of America. Upon notification of the verification of the Eagle Rank Application from the Council Eagle Processor to the District Advancement Chair, the chair will contact the unit and a Board of Review may be scheduled. While troop support and encouragement are desirable, troops should be aware that mock or "Pre-Boards" are not permitted.

An Eagle Board of Review may be held after a Scout turns 18 provided all of the requirements were completed prior to his 18th birthday. If the Board of Review needs to be conducted between three and six months after the candidates 18th birthday, a statement explaining the reason(s) **MUST** accompany the application and all information must be taken to the Council Eagle Processor for further directions. When a Board is going to be held more than six months after his 18th birthday, the Eagle Scout **candidate MUST** petition the National Advancement Committee, through the Council Advancement Committee, for an extension of time **TO HOLD** the board of review. Contact the Council Eagle Processor for directions.

#### **STEP 10**

The Board of Review convenes. The Board must have a minimum of three and a maximum of six members. Scoutmasters, Assistant Scoutmasters, and relative/guardians may not be members of the Board of Review. At least one representative from the District must sit on an Eagle Board. It is recommended that the Board convene at least 30 minutes prior to the candidate's arrival to review the application, service project, references and the Unit Leader's comments. The Scoutmaster introduces the Scout to the Board and may be present to clarify a point in question. In no case should a relative/guardian be present at the Board of Review, even as a unit leader. The purpose of the Board is not to re-examine or to retest what the candidate has accomplished.

Rather, the Board's purpose is two-fold. First, to determine the candidate's attitude and application of Scouting's ideals (the total growth of the Scout). Secondly, to make sure a good standard of performance has been met. The Eagle Rank is not just a reward for the completion of a tiresome task.

#### **STEP 11**

Following the reviewing period of the Board of Review, the candidate and his Scoutmaster will be excused from the room while the Board discusses the acceptability of the candidate. After the Board has reached a decision, the candidate will be invited back into the room. Should the Board have reached a unanimous decision, the candidate will be informed that he is recommended for the Eagle Scout Rank.

If he has not been found acceptable, he must be told in detail why he is not qualified at this time. **At this time one of two (or both) steps will be taken.**

a. A discussion will be held with him to determine how he may fulfill those requirements within a given time period. **An agreement is reached. At that time, two copies of the agreement are dated and signed by the Scout and Board Chair. One copy is given to the Scout, the other is held by the Eagle Board of Review Chair.** A 'formal' follow-up letter must be sent promptly to the Scout confirming the agreement reached on the action(s) necessary.

b. Should the candidate disagree with the decision and no agreement can be reached, the appeal procedures will be explained to him. If the Scout chooses to appeal, he will be provided the name and address of the person he is to contact. A 'formal' follow-up letter must be sent **promptly** to the Scout confirming the reasons for not recommending the candidate for the rank of Eagle Scout.

#### **STEP 12**

Immediately following the Board of Review, the board members will sign an advancement report form No. 34403 that has been properly filled out. The candidate's Electronic Eagle Scout Rank Application will be signed by the District Advancement Committee Representative and the Board of Review Chair and dated. The Electronic Application, the Advancement Report Form and the Council Project Description Form must be forwarded to the Baltimore Area Council.

Do not set the Court of Honor too soon. Allow three weeks for the paperwork to be processed and the credentials to be sent back to the Baltimore Area Council.

It is recommended that Eagle Advisors, Troop Committee Chairs, Advancement Chairs, and Scoutmasters retain a copy of these procedures for future reference. If you have any further questions please contact your District Advancement Chair or Council Eagle Processor.