



# APPLYING FOR THE RANK OF EAGLE SCOUT

The following steps for properly preparing and submitting the Eagle Scout Rank Application and accompanying materials will help the Scout ensure everything is correct and is ready to proceed to his Eagle Board of Review. These guidelines follow those in the BSA [Guide to Advancement](#) with local council steps included as necessary.

1. **Eagle Scout Rank Requirements** - The Scout completes all Eagle Scout rank requirements including:
  - a. Eagle Scout Service Project
  - b. Leadership/positions of responsibility (as per Eagle Scout rank requirement 4)
  - c. Merit badges (21 or more, 13 of which are specifically Eagle-required)
  - d. Troop participation for at least six months as a Life Scout
2. **Letters of Recommendation** - The Scout requests six (five, if not employed) letters of recommendation as per Eagle Scout rank requirements:
  - a. Parent or guardian
  - b. Religious (If the Scout does not have a religious affiliation, a second parent letter should address how the Scout is reverent.)
  - c. Educational
  - d. Employer (if any)
  - e. Two additional references

Note: The letters should have the Scout's name on the back of the envelope and should be sent directly to the committee chair by the writers, not the Scout. It is a good idea to send the committee chair a list of the writers of recommendation letters.

3. **Eagle Scout Application** - The Scout completes an Eagle Scout application, including all required information and obtains the necessary signatures, and then assembles his Eagle Application package. This package includes: Eagle application form with 3 signatures, a "life purpose" essay as requested in the application, an advancement report from the troop, the Eagle project workbook plus exhibits (project log, photos, plans, sign-in sheets, evidence of thank you letters and receipts.) The necessary signatures are:
  - a. Applicant
  - b. Scoutmaster
  - c. Troop committee chair
4. **Scout Master Conference** - The Scout requests and successfully completes a Scoutmaster conference.
5. The Scout delivers both the original Eagle Application package AND A COMPLETE COPY to the Council office.
6. The application package is validated by Council, and one of the Eagle application packages is delivered to the Chair of the District Advancement Committee. A member of the District Advancement Committee will notify the troop committee chair that the BOR should be scheduled.
7. **Board of Review** - The troop committee chair will schedule the BOR. The board must include at least two adults reasonably familiar with Scouting, and a District or Council representative. There can be no more than 6 members of an Eagle Board of Review.
8. The BOR is convened and, if approved by the board, the Scout's application will then require approval of both the Council Scout Executive and National BSA. This normally takes 2-3 weeks. When final approval is granted by National, a certificate is issued and sent to Council. The date on the certificate will be the date of the Eagle Board of Review.
9. Council notifies the troop committee chair when the Eagle Scout certificate has been received back from National, and can be picked up.

**Steps 1 through 4 must take place before the Scout's 18<sup>th</sup> birthday.**

The Eagle Board of Review must be held no later than 90 days after a Scout's 18<sup>th</sup> birthday. A further extension of 90 days may be granted, BUT IT MUST BE REQUESTED WITHIN THE ORIGINAL 90-DAY WINDOW. Any further extensions must be approved by National.