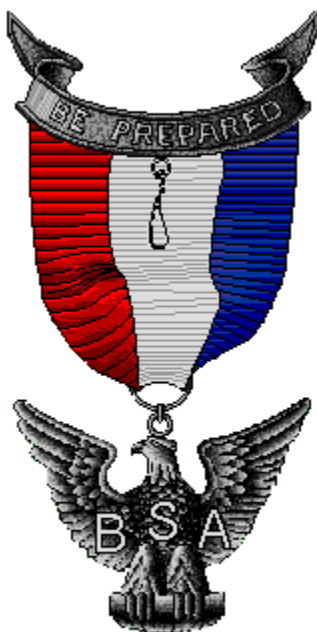


BOY SCOUTS OF AMERICA  
EAGLE APPLICATION PROCESS



Derek J. Brown  
Muir District  
© October 6, 2004

## **Background**

This guide was developed to help Eagle candidates (ie, Life Scouts) navigate their way through the Eagle Scout rank application process, as this process can be somewhat complicated.

## **Disclaimer**

This is an unofficial guide, which I believe conveys the intent and scope of the BSA National Council. Nothing herein overrides the higher authority of the district, council or BSA National, nor does this guide add to, change or delete any Eagle rank requirements – it is intended merely to clarify the requirements and expectations.

## **Introduction**

Because of the requirements involved in reaching the Eagle rank, the Eagle candidate should plan well ahead. As the project alone may take 6 months or more from planning through completion, it can be extremely difficult to achieve the Eagle rank if one waits until the last few months before turning 18 to start the project or complete other requirements.

After achieving the Life Scout rank, the candidate should get a current copy of the Life to Eagle packet from the district advancement chair before looking for a project; this packet includes the Eagle Scout Leadership Service Project Workbook and the Eagle Scout Rank Application (Form 58-729). Before filling out these forms, he should read and fully understand what should be done to ease the application process. This guide follows along with the rank application.

In filling out the Eagle Scout Rank Application, the candidate should be very neat; the required information can either be typed, or neatly printed, using blue or black ink. Remember, this should represent your best effort.

This guide is divided into several areas according to the layout of the Eagle Scout Rank Application form:

1. Registration Data
2. Recommendations
3. Merit Badges
4. Unit-Level Leadership
5. Eagle Scout Service Project Data
6. Life Goals Statement/Scoutmaster's Conference
7. Certification
8. Eagle Board of Review

## 1. Registration Data

Use your full legal name and Social Security number. Don't include any nicknames.

Include your full mailing address and the troop/team/crew/ship number and city/state. This information is important for the BSA National to properly verify the registration status of the unit, as well as to imprint the data on the Eagle Scout Award certificate and card.

Complete only those items that refer to your registration status (ie, when you joined a Boy Scout troop, when you became a Varsity Scout or Venturer).

Note - A boy registered in a Boy Scout troop or Varsity Scout team may earn the Eagle rank by earning the Tenderfoot, Second Class, First Class, Star and Life Scout ranks as a member of either a troop or team.

Identify whether you were a Cub Scout, a Webelos Scout and whether you earned the Arrow of Light award. Identify whether you completed fifth grade upon becoming a Boy Scout.

Include your birthdate and the date when you became a Life Scout (ie, your Life Board of Review date). These dates are critical in that ALL six Eagle requirements MUST be completed by your 18<sup>th</sup> birthday. Also, a Life Scout MUST be active for at least six months after successfully completing his Life Scout Board of Review. The Eagle Board of Review may be held within three months of the Scout's 18<sup>th</sup> birthday with no explanation.

## 2. Recommendations

Provide the full names, addresses and phone numbers of individuals who know you personally and can attest to your adherence to the Scout Oath and the Scout Law over the time known, and your personal character. These include

- Your parents/legal guardians
- Your religious leader, advisor or teacher
- Your educational leader, advisor or teacher
- Your employer (if working)
- Two other individuals, as a minimum

You should not solicit these reference letters from the individuals; it is the responsibility of the unit and district advancement committee to solicit and obtain these letters. These letters should be solicited from individuals who know you outside of Scouting, and know your strengths and weaknesses - rather than from troop leaders. You should, however, contact each reference in advance to ensure they're willing to provide a letter of recommendation.

This information should be provided to your unit committee in time for them to solicit the letters, as they will be opened at the Eagle Board of Review. The requests for recommendation letters should be mailed around the time the Eagle candidate is developing his project plan. The recommendation letters are to be returned directly to the Muir District Eagle Board of Review Chair, and not to the Scout or unit committee. Letter request formats have been provided to the troops within Muir District.

### **3. Merit Badges**

Identify the 21 merit badges earned, including the 12 required merit badges and the 9 other merit badges. Include the dates earned and the unit number with which the badge was earned.

These dates are critical in that this list will identify those merit badges used to advance to Star and Life ranks. Errors in these dates will delay the application process. You should ensure that the troop records (as well as the council records) are all consistent with respect to all dates entered on the Eagle Rank Application.

### **4. Unit-Level Leadership**

Identify the dates and leadership positions held by you in your unit. Those qualifying positions of responsibility are specifically identified on the Eagle Scout Rank Application – no others can be substituted. Only those positions of leadership being held since achieving the Life Scout rank are to be included. The dates of service must total at least six months.

### **5. Eagle Scout Service Project**

Include the date that the project was completed – this is the same date that the benefiting organization accepted the project as having been completed as agreed upon in the plan. Also include the name of the project and grand total of hours worked.

### **6. Life Goals Statement/Scoutmaster's Conference**

You must prepare a statement of your ambitions and life goals, and how Scouting has helped you towards that goal. This statement will be read by your Scoutmaster and the Eagle Board of review members, as well as by the members of the BSA National Court of honor in reviewing your application for the Eagle rank.

Include your life's plans, any community, club or athletics awards/honors received, and any other leadership opportunities you have participated in through your troop or OA lodge. At this time, you will have your Scoutmaster's conference – don't forget to include this date on the application.

### **7. Certification**

Upon completion of the six requirements, you'll sign the Eagle rank application – you're certifying here that the application is true and correct, and that all requirements were completed before your 18<sup>th</sup> birthday.

Your unit committee and unit leader will also then sign and date the application. At some point prior to meeting with the district advancement committee, you'll need to contact the council office for a copy of your personal history – you'll need this to ensure that all dates on the application are correct.

If any dates do not agree, the proper dates **MUST** be furnished to the council on an advancement form in order to be corrected. Once the council has signed off ensuring that all dates (advancement, merit badges, positions of responsibility, signatures, etc..) on the application are correct, you are ready to meet with the district advancement committee chair. You'll need to bring the following:

- The completed Eagle Service Project binder – as noted elsewhere, this binder will include the initially-approved project plan, the information developed from carrying out the project, and your final analysis of the project and how you demonstrated leadership.
- Completed Eagle Scout Rank Application (form #58-728).
- Statement of Goals and Ambitions.
- Completed Troop Advancement Report (form #34403).

As noted earlier, the recommendation letters solicited by the unit committee (Eagle requirement #2) should have been sent directly to the District Eagle Board of Review Chair and not to the Scout or unit committee. Any recommendation letters returned to the Scout or unit committee should be immediately forwarded (unopened) on to the District Eagle BOR Chair.

Before turning the package over to the district, it's probably a good idea to make a copy of the information.

The District Advancement Chair will not accept the package and the Eagle Board of Review will not be held until the council has verified the dates on the Eagle application.

## **8. Eagle Board of Review**

Once your package has been accepted by the district advancement committee, it will be turned over to the Eagle Board of Review. You'll then be contacted by the Eagle BOR Chair as to when and where your Board of Review will be held.

For your Eagle Board of Review, you will be expected to wear your full uniform. Make sure your uniform is **complete and clean and pressed**, and make sure all patches, badges, awards, etc... are sewn on in the appropriate places. Don't forget your merit badge sash. Also, don't wear your OA sash – that is for OA functions only.

After your (successful) Board of Review, the Eagle Rank Application and troop advancement report will be forwarded to BSA National for certification; the project binder will be returned to you.

The recommendation letters will be opened at the Eagle Board of review; however, they will not be given to the Scout unless the reference specifically allows it.

Different units have different traditions in planning Eagle Courts of Honor. In any case, reaching the Eagle Rank is a cause for recognition and celebration – as well as reflection in what achieving this rank means. People, both inside and outside of Scouting, will be looking at you differently, and expecting more of you. Remember, you are a member of a select group – only around 3% of all Scouts achieve the highest rank in Scouting.

***Once An Eagle, Always An Eagle***