[**EAGLE RANK PROCESS**](https://troop526.com/advancement/eagle-process/)

**Dear Prospective Eagle Scout,**

***Disclaimer: This is a work in progress and is a recommendation for the candidate to start the Eagle process. Additionally, lt is intended as a guide and may be missing some steps/info. As I stated it is a work in progress and my intent is to make it available for future Eagle scout candidates. Any input you have as a result of going thru the process is appreciated. Thanks JRM 3/17/2021***

The following is a step-by-step process with the details for completing your Eagle Rank requirements. Don’t worry if some of the steps seem a little out of order, they will all have to be completed. This sequence produces the good results, with the least complication, confusion, and unnecessary repetition.

It may seem overwhelming at first. There is a lot of work to be done! But as you dive in and move from step to step, you’ll see that the requirements may seem overwhelming at first, if you’ll just get started and take it one step or task at a time, anything can be accomplished.

As always, feel free to ask questions, request clarifications, or offer suggestions or corrections to the following procedure.

Good luck on your Eagle trail,

**EAGLE PROCESS BEST PRACTICES**

1. **EAGLE APPLICATION**
   1. Download and complete the Eagle Rank Application – It must be used with Adobe Acrobat Reader on your local computer. You will need to download the App if not already loaded on your computer. IT WILL NOT OPEN PROPERLY IN A WEB BROWSER. **Read the application to** understand all of what will be expected of you in earning the Eagle Rank. Become familiar with the information you will need to collect to complete it.
   2. Get advancement details and dates, and your leadership roles dates and details from the troop advancement coordinator (ask scoutmaster if you’re not sure who that is).
2. **6 MONTHS AS A LIFE SCOUT** *(Eagle Rank and Application Requirement #1)*  
   Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.
3. **6 MONTHS OF TROOP LEADERSHIP AS A LIFE SCOUT***(Eagle Rank and Application Requirement #4)*  
   Make sure that you hold one or more of the following roles of responsibility in the troop for a combined total of six months: Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Venture Patrol Leader, Troop Guide, Order Of The Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, or Leave No Trace Trainer. (These are the only excepted Life Scout leadership roles for the Eagle Rank)
4. **REQUEST EAGLE REFERENCE LETTERS** from parents/guardians, religious and other leaders, teachers, employers, etc. *(Eagle Rank and Application Requirement #2)*. The Scout will need obtain at least 5 referrals that will write a recommendation letter. Scout should contact the referrals to ask them if they would be willing to write a letter of recommendation. Scout can use the Recommendation letter form found in the Eagle Process section on the Troop webpage. The Scout should provide return addressed envelopes to the Advancement chair to include in the official request for recommendation letters. The Advancement chair will collect these letters and bring them to the Eagle Board Review on scheduled date.  
   Do this as soon as possible as it can take some time to get them back. Enter their names and contact information in your references. Have them emailed or mailed directly to your Troop Advancement chairperson or scoutmaster, NOT TO YOU.
5. **COMPLETE MERIT BADGES** *(Eagle Rank and Application Requirement #3)*  
   Complete all remaining required merit badges for the Eagle Rank, and at least the required amount of elective merit badges that will bring your total to 21. NOTE: You can begin planning your Eagle Project before your merit badges are complete, however, the Eagle Project is very involved and will take effort, energy, and time to complete.
6. **EAGLE SERVICE PROJECT***(Eagle Rank and Application Requirement #5)*  
   The Eagle Scout Service Project is about LEADERSHIP. The scout is not expected to do all or most of the work himself, but instead to develop and use his leadership and organizational skills to bring people and resources together to complete a project that will benefit the community. The group performing the project, and being led by you, can be as large or small as the project scope requires. You will be following and completing a BSA Eagle Project Workbook through all the stages of the project to help you understand and follow the standard stages of any project you may do in the future. Eagle project is practice for every future project of significance that you may undertake. If you create good habits now, based on preparation and good planning, those habits will serve you and others for the rest of your life.
   1. **DOWNLOAD EAGLE PROJECT WORKBOOK**: It must be used with Adobe Acrobat Reader on your local computer. You will need to download the App if not already loaded on your computer. IT WILL NOT OPEN PROPERLY IN A WEB BROWSER. **Read the Eagle Project workbook front to back** and get very familiar with what it contains, what the steps are, and all of the information you will need to collect and complete throughout the process. **DO NOT START YOR PROJECT BEFORE IT HAS BEEN APPROVED** by the district/council REP.
   2. **FIND A PROJECT**
      1. Consider these FACTORS with your possible projects list:
         1. Is it fulfilling a real need?
         2. Will it do a lasting good?
         3. Is it ambitious but reasonable/achievable?
         4. What are the costs? What kind of fundraising can you do, and can you do enough fundraising to meet those costs?
      2. Consider which project selection method to follow:
         1. Beneficiary Focus Method (tried and true):
            1. Make a list of potential beneficiaries; organizations you would like to help, that have a real need and could greatly benefit from an Eagle Project.
            2. Narrow the list using the consideration factors above.
            3. Prioritize the beneficiaries.
            4. Approach the top beneficiary you select to inquire as to potential projects they may need done that are of the scale you would like to do with the time, labor, fundraising, and overall effort you have set for yourself and your Eagle Project.
         2. Project Focus Method (riskier):
            1. Make a list of possible projects that interest you and try to match them to beneficiaries who may need them (this method is harder, but can be done if you are determined to perform a specific type of project, but finding a beneficiary could be more difficult than the other method).
            2. Narrow the list using the consideration factors above.
            3. Meet with potential beneficiaries for a fit.
      3. Review prospective project with Scoutmaster and Troop Committee Chair for feedback, ideas, etc.
   3. **COMPLETE PROJECT PROPOSAL**
      1. Open the Eagle Service Project Workbook on your computer (that you downloaded in step 1.1).
      2. Complete the section entitled “Eagle Scout Service Project Proposal” and SAVE your progress as you go.
      3. Print the “Eagle Service Project Proposal” section of the workbook, Proposal section.
      4. Depending on your arrangements with the beneficiary, meet with beneficiary to present project proposal for approval.
      5. Get signatures on Proposal from:
         1. Beneficiary (the responsible representative of the group/institution for whom you’re doing the project)
         2. Scoutmaster (Unit Leader)
         3. Troop Committee Chairperson
   4. **SUBMIT THE PROPOSAL** FOR DISTRICT APPROVAL
      1. Email the District Eagle Committee Chairman (get email address from Scoutmaster) to request a review of your Eagle Project Proposal. Bring these to the review once a time and place is scheduled.
         1. Eagle Project Workbook, Proposal section
         2. Signature page with all three signatures. Beneficiary, Committee Chair, Scoutmaster.
         3. The District Eagle Rep will review your project proposal, offer suggestions, and either request more information or approve your project. Make sure to get their signature. You are now ready to begin.
   5. **FINAL PLAN**
      1. Complete the “Eagle Service Project Plan” portion of the Workbook
      2. Plan Fundraising by completing the “Fundraising” part of the Eagle Project Workbook, including getting final signatures from the Beneficiary, Scoutmaster, and Troop Committee Chair
         1. Completing the Proposal section of the Eagle Project Workbook should have provided you with a good idea of the costs involved with the project you have chosen. Begin now to finalize your plans for raising the funds to offset those costs.
            1. When will you fundraise?
            2. How will you fundraise?
            3. What organization needs to be done to get moving?
      3. Establish final project dates with the beneficiary
   6. **PROMOTE THE PROJECT**: Consider ways to promote the project and related activities, you’ll need to do most, if not all, of the following:
      1. Recruit volunteers for the fundraising activities using announcements, flyers, etc.
      2. Recruit donors for the fundraising activities, money or goods, or both.
      3. Produce and perform any promotional efforts/materials needed (flyers, emails, calls, announcements, letters, etc.)
      4. Recruit the necessary volunteers for the actual project work (at church meetings, at school, in your neighborhood, etc.)
   7. **DO THE PROJECT**
      1. Arrive early on project day to prepare site and equipment, bring subset of volunteers to help prepare.
      2. If a representative of the beneficiary is present, review the project plan with him/her as a last confirmation of what needs to be done.
      3. Have plenty of drinking water at the site or arrange quick access to public drinking water.
      4. Order food if feeding the group (if project spans a meal time, you should feed them or tell them to bring their own food).
      5. YOU ARE THE LEADER! The Eagle Service Project is a leadership exercise, not a time to do all of the work yourself. Important parts of leading the project are as follows:
         1. Start right by communicating the vision/purpose of the project to your volunteers before work begins, outlining (ideally showing) exactly who will benefit, what needs to be done, where, and how.
         2. Take “before” pictures of the project site.
         3. Assign appropriate volunteers to the various parts of the project.
         4. Make sure volunteers have all of the skills, instruction, supplies, apparel, equipment, etc. that they need for the part they are doing.
      6. Monitor overall progress to make volunteer, equipment, project adjustments as needed.
      7. Take “during” pictures while the work is being done to show your volunteers in action.
      8. If project spans multiple days, speak with volunteers to thank them and secure commitments for subsequent project day(s).
      9. If project is completed in one session, collect volunteers and thank them for their contribution to your project. Remind them of the impact they have made to the beneficiary.
      10. Make sure you allow volunteer time for clean-up of the work area. Clean-up is part of the Eagle Project that volunteers should help with.
      11. KEEP RECORDS of volunteers, total volunteer hours, supplies and equipment used, etc. (see Final Report section of the Eagle Project Workbook for info you will need).
      12. Take “after” pictures to contrast with “before” and “during” pictures.
      13. If a representative of the beneficiary is still present, tour the site with him/her and confirm that the work and clean-up has been performed satisfactorily.
      14. Make sure all volunteers have a way home.
   8. **THE FINAL REPORT**
      1. As soon as possible after the project, complete the Final Report section of the Eagle Project Workbook. It will be easier to complete while your memory is fresh.
      2. After you complete the section, get final signatures from all parties on the signature page of that section.
   9. Make sure the whole Eagle Project Workbook is completed with all signatures.
7. **SCOUTMASTER CONFERENCE** *(Eagle Rank and Application Requirement #6)*
   1. Have an Eagle Scoutmaster Conference? Contact the Scoutmaster to schedule it *(Requirement 6). Get the Scoutmaster to sign your Eagle Application*
8. **GET SIGNATURES AND COUNCIL VERIFICATION OF EAGLE APPLICATION**
   1. Confirm that your Scoutmaster has signed your Eagle Application.
   2. Contact the Troop Committee Chairperson to have him or her sign your Eagle Application.
   3. Take the Eagle Application to the BSA area council to get verification of advancement details and the council signature.
9. **SCHEDULE AN EAGLE BOARD OF REVIEW** by contacting the Troop Advancement Chair. The Eagle board reviews are normally scheduled for the 3rd Tuesday of each month. Plan accordingly if you are under a time constraint.
   1. In preparation for your board of review, Assemble the following documents, Scout History from Scoutbook, Write a letter of Ambition, Eagle Project Book, and Eagle application.
   2. The letter of Ambition is a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service. *(Requirement 7)*
   3. Make a copy of 1) your completed Eagle Project Workbook and 2) your life statement from the previous step, and send them to the Eagle Review Chairman
10. **EAGLE BOARD OF REVIEW** *(Eagle Rank and Application Requirement #7)*
    1. Attend your Eagle Board of Review.
       1. Those present at the Eagle Board of Review include: You, one or more members of the Troop Committee, other local Eagle Scouts and leaders as invited by the troop committee or district/council.
    2. Make sure that the Council Representative signs your Eagle Rank Application at the end of the meeting.
    3. After successfully completing the Board of Review, and receiving the local district/council representative signature, you have completed all requirements for your Eagle advancement, however, there is one final critical step…
11. **APPLICATION SUBMISSION** – The Troop Advancement chair or yourself takes your Eagle Rank Application from the Board of Review to the local scout office for submission to the National Council of The Boy Scouts of America for final approval and national registration of your rank. Scouts/Parents should VERIFY THAT THIS STEP HAS BEEN DONE BEFORE PLANNING THE COURT OF HONOR. The National Council approval can be as fast as 2 weeks, or as long as 8 weeks depending on the number of awards being processed at a given time. The scout office should have a rough estimate based on current load. Don’t plan the Eagle Court of Honor too soon!
12. **PLAN THE EAGLE COURT OF HONOR** – Arrange with the troop committee and scoutmaster to hold your Eagle Court of Honor on a date after the National Office will have given final approval.
13. **RECEIVE THE AWARD** – The Scoutmaster will receive the Eagle certificate and Eagle Rank card in the mail and the troop Advancement chair or the Scoutmaster will acquire the Eagle Medal and Patch and accessories kit from the local scout shop for presentation, along with the certificate and card, at your Eagle Court of Honor.