

# EAGLE SCOUT RANK APPLICATION AND BOARD OF REVIEW PROCESS

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 their Eagle Board of Review. Our Council Guidelines follow those contained in the Guide to Advancement with local processes included as necessary.



## Complete All the Requirements

Confirm all requirements have been completed before their 18th birthday: merit badges, service project, active participation, Scout spirit, position of responsibility, and unit leader conference. Note that the unit leader (Scoutmaster) conference need not be the last item accomplished. The final writeup of the leadership service project is a requirement and must be completed by the Scout's 18<sup>th</sup> birthday as well as the previously mentioned requirements. The board of review may be conducted after the 18th birthday. A candidate must be registered through the time they are completing requirements but need not be registered thereafter or when their board of review is conducted.

## Complete the Application

The Scout must complete the official and most current Eagle Scout Rank Application, No.512-728. No other form or application method is permitted. A fillable PDF can be found at [Click Here](#) . It is preferred to be typed to ensure legibility. Pay special attention to the following red-flag items. It may be helpful to compare the application to the Scout's current advancement profile obtained through Internet Advancement.

1. Dates: Date joined Scouts BSA, Varsity Scout, or Venturer/Sea Scout; First Class and Star boards of review; birth date; 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"; Eagle service project finished; Scoutmaster (unit leader) conference; and applicant, unit leader, and unit committee chair signatures.
2. Signatures: Applicant, unit leader, and unit committee chair. (Remaining signatures come later.)
3. References: Must list all six (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference.
4. Merit badges: Dates as mentioned above; check the unit number in which each badge was earned.

5. 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.
6. Eagle Project Name and Hours.
7. Two Attachments:
  - Service project workbook
  - Statement of ambitions and life purpose, and listing of positions, honors, and awards.

## 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. If there are errors 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, parents, or unit leader should contact the district advancement chair for guidance. Note: there is no requirement that the signatures of the unit leader and committee chair must be dated before the Scout's 18th birthday.

## Prepare the Eagle Scout Service Project Workbook

The most current workbook must be used and is strongly recommended to be typed. It is a PDF fillable and savable document and can be found at [Click Here](#). The workbook shows the project proposal was approved ahead of time, and then properly accepted by all parties when finished.

## Submit Binder to Council Service Center

The Scout's binder containing all the original documents should be delivered promptly to the council service center Registrar. Eagle Scout service project workbooks and supporting documents should be delivered by the unit leader, unit advancement chair, or project coach. Neither the Scout nor parents transport these materials. It should be neatly put together and well organized so that the reviewer (Registrar) does not have to search for any information. Ideally, it will be a proud reminder of a significant accomplishment and not a sloppy or hastily put together effort. Timeliness is especially critical if the Scout is approaching or has already turned 18. Sending materials late can imply the work continued afterward. Blue cards are not required but can be helpful to the reviewer (Registrar).

## Council Verifies Application and Board of Review Scheduled

Everything is checked by the Council Registrar against council records. If information in ScoutNET 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 Internet Advancement 2.0/Scoutbook will help expedite this process. If everything is correct, the council provides a certification signature to the original application. The processing of the application could take a week or more depending on holidays, workload, or illness at the service center, and assuming no

problems that need to be addressed are found on the application. Once verified, the binder with the service project workbook and other items is picked up by the unit leader, unit advancement chair, or project coach. The board is scheduled only after the council-certified application is received and is scheduled by the unit leader with the district advancement Eagle Board chair.

## References Contacted

The Scout should mail reference request letters to the individuals listed on their application. The Scout should ensure the contact information is accurate and legible, that they have informed their references that they will be receiving a letter and ask that they please respond promptly. The request letters should also indicate to the references who to mail their recommendation letters back to. This typically should be the unit leader or unit advancement chair. If after a reasonably diligent effort, generally 3-4 weeks to account for mailing times, no response can be obtained from any references, the board of review can still be scheduled without them. 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. 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.

## Board of Review Scheduled

### **Eagle Scout Boards of Review in the Chattahoochee Council are held at the District level.**

There shall be no fewer than three and no more than six members, all at least 21 years old. At least one member of the respective District Advancement Committee (DAC) must serve as a member. One of the DAC members serves as the Chairman. Members need not be on an advancement committee or registered with the Boy Scouts of America, but they must understand the rank and the purpose and importance of the review.

A board of review shall not occur until after the local council has verified the application.

The chair works with all involved parties to schedule the date, time, and place.

If a unit leader or unit committee chair fails to approve an application, the candidate is still granted a board of review, but the lack of approval may be considered in the decision. See "Initiating Eagle Scout Board of Review Under Disputed Circumstances," 8.0.3.2.

To go over the application, references, and service project workbook, members should convene at least 30 minutes before the scheduled board of review. A discussion about the procedures and questions can help those members who may have never served on an Eagle Board of Review.

An Eagle candidate may have only one board of review (though it may be adjourned and reconvened if the scout is not yet 18). An Eagle Scout board of review may now occur, without special approval, up to 24

months after a Scout's eighteenth birthday. This 24-month period after a Scout's eighteenth birthday is not "extra time" for the Scout to complete the project write up and application. If a board of review is to be held beyond 24 months after the eighteenth birthday, the candidate, the candidate's parent or guardian, the unit leader, or a unit committee member must submit a Belated Rank Application.

## **Application Returned to Council Service Center**

If a board of review approves a candidate, the signed application and completed advancement report, reference letters, and any information that might be considered confidential are returned to the council service center. The Chair of the Board of Review or a participating Board of Review member is to return the book to the Scout. If the Scout is not advanced, the Scout should receive a letter from the Eagle Board Chairman within 30 days explaining the Board of Review's decision and appeal procedures. In this case, all materials from the Board of Review are held by the Council pending any additional actions.

## **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 ScoutNET, filed locally, and then extracted from ScoutNET by the National Advancement Team.

## **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. Upon receipt of the Eagle credentials, council service center personnel should alert unit leadership immediately. The Scout's Eagle Court of Honor should not be scheduled until after the unit is notified that the scout's credentials have been returned. The Eagle certificate and award kit will be picked up from the Council Registrar.