

**Eagle Scout Rank Processing Procedures and Checklist**

**STEPS TO EAGLE CHECKLIST**

The checklist below is a tool for Scouts to use as they follow the Chief Okemos Disctrict Eagle Scout Rank Processing Procedures.

This first page is a quick one-page checklist of 13 steps required to attain Eagle Scout. Detailed instructions can be found on the following pages. Please familiarize yourself with the Expanded Processing Procedures as it provides more detailed information on the following.

# STEPS TO GET AN EAGLE PROJECT APPROVED

Pick a project

1. For latest version Go on-line to  [www.scouting.org/filestore/pdf/512-927\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf)
2. Write up the “Project Proposal” (Project Proposal pages A, B, C, D, & E) found in the Workbook.
3. Present your proposal to the Troop Committee, work with the Eagle Project Coach beforehand.
4. Obtain ALL necessary signature on page E of the Project Proposal.
5. Complete a fund-raising application (if **materials** or cash is received from businesses)
6. Get project approval from the District Advancement Representative (Noah Belanger) on Proposal Page H.

# STEPS TO DO AFTER EAGLE PROJECT IS APPROVED

1. Complete the “Project Plan” (Project Plan pages A, B, C, D, & E) found in the Workbook. This must be done prior to beginning work on your project including Fundraising Application Page A. Signed by Beneficiary, Unit Leader, and District Approval (Noah Belanger).
2. Start work on your project and complete it. Make sure to take before and after photos.
3. After the project is complete, write-up the “Project Report” (Project Report pages A, B, & C) in the Workbook.

**FINISH ALL EAGLE RANK REQUIREMENTS INCLUDING POSITION OF**

# RESPONSIBILITY AND SCOUTMASTER CONFERENCE BEFORE TURNING 18

1. Complete all Eagle Rank Requirements, including position of responsibility while a Life Scout, and before the Scoutmaster Conference.

# STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED

1. Complete the Eagle Scout Rank Application (latest version) Go to:` [**www.scouting.org/filestore/pdf/512-728\_WB\_fillable.pdf**](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)

Make sure your dates of advancement are correct, service hours and merit badges are entered. Have the scoutmaster and troop committee chair sign it.

1. Request a *Verification of your* Eagle Rank Application from the Service Center at https://michiganscouting.org/EagleScoutVerification. (Go to the Expanded section for complete instructions, contact information, and a specific list of what needs to be provided. You will need to have everything saved and ready to upload, this is not a save as you go form. You will need your Eagle Application, Project Proposal (B-H), Ambition/life purpose statement, Eagle Project photos (4), and any additional documents (fundraising application).
2. Send your reference letter requests to references you have listed on your Eagle Application and have them mailed or emailed to your Eagle Coach.
3. After Eagle application is verified from Council, provide the completed Eagle Packet, ambition statement and signed Eagle Application to the Eagle BOR Coordinator and request a Eagle BoR. Noah Belanger and several other community members will conduct your Eagle Scout Rank Board of Review. Bring a physical copy of the items emailed to the Eagel BOR Coordinator.
4. After your successful completion of your Board of Review... the necessary and completed paperwork will be sent to Tim Musson by the Eagle BOR Coordinator.

**-- Expanded --**

# Eagle Scout Rank Application - Processing Procedures

*While a Scout is starting the final steps to attaining his Eagle Rank, it is strongly suggested to check his advancement record to date, to ensure that his official record agrees with what he “thinks” he has completed. Doing it now, can avoid surprises and provide adequate time to make the necessary corrections and prevent a last minute panic. Assure the correct time as passed since the last rank advancements according to the requirements.*

*This can be done by obtaining a copy of his personal and individual record from the Troop Advancement or by going online to my.scouting.org and logging into your account to access this information through the BSA on-line Internet Advancement.*

*This official record is what will be used to verify you application. (step 10) Don't wait to check this.....you don't need any surprises – especially if your 18th birthday is getting close.*

## EXPANDED STEPS TO EAGLE PROJECT APPROVAL

1. **Pick a Project**

The Scout should receive the Scoutmaster's approval, prior to proceeding with a written proposal in the Eagle Scout Project Workbook. Eagle Scout Project Workbook: use this hyperlink for the latest version: [www.scouting.org/filestore/pdf/512-927\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf) (This is the BSA website – insuring your using the most up-to-date form; also, this is a PDF-fillable format which is highly recommended for legibility – however it can be printed “blank” and filled in off-line)

1. **Write up the “Eagle Scout Service Project Proposal” in the Workbook.**

The Scout will need to complete the sections titled Contact Information (a one-page document on *page B),* “Eagle Scout Service Project Proposal” (pages *C, D, and E*) and approval signatures on the bottom of page E. (Council approval will be provided after the proposal has been successfully reviewed by the District Project Approval Representative -see last page this package to determine who this is for your area).

1. **Complete a fundraising application:**

A Scout will need to complete an Eagle Scout Project Fund Raising Application if they:

1. need to raise funds in order carry out their project, **or**
2. if they will be securing donations of materials.

Note: Excluded are the contributions coming from: the Scout, Scout's parents or relatives, Scout's unit or its Chartered Organization, parents or members of the Scout's unit, or the beneficiary of the Scout's project. All moneys left over – regardless of the source – goes to the project's beneficiary. The fundraising application is included in your Workbook on Fundraising Application Page A. (The is in the back of the workbook – after Page E of the Project Plan) If required, complete the form and obtain the approvals necessary at the same time as the review/approval of your project proposal. (Council approval will be provided – as appropriate by the District Approval representative) Please note that if the fundraising needs change, or grows to a level requiring a fundraising application, the Scout will need to submit a Fundraising Application to the District Representative for approval prior to any fundraising activity.

**4. Present your Project to the Troop Committee**

1. Request to present your project to the Troop Committee during a committee meeting through the Committee Chair.
2. Bring several copies of your project proposal to share with the Troop Committee members and talk about your project.
3. Take notes and address any concerns or questions the committee may have.

**5. Get Project Approval from the Scoutmaster and Committee Chair**

1. Make any changes required from the Troop Committee and submit your proposal to the Scoutmaster and Committee Chair to be signed on page H.
2. You will then have the Beneficiary review your final proposal and have them sign the approval.

**6. Get Project Approval from the District Representative**

1. The Scout will contact the District Representative directly when you have an Eagle Scout Service Project Proposal (“Eagle Project Proposal”) to be approved. It is recommended that they have a face-to-face meeting and email the proposal to the representative.
2. When a face-to-face Eagle Project Approval meeting is held, the Scout should bring **one copy** (plus any additional copies requested by the Representative) of the Eagle Scout Service Project Proposal + Fund Raising Application (as applicable). After the Eagle Project Proposal is approved, the Scout will keep the signed original workbook.

### STEPS TO COMPLETE AFTER THE EAGLE PROJECT IS APPROVED

1. **Complete the “Eagle Scout Service Project Plan” found in the Workbook:**

The Scout will need to complete the section titled “Eagle Scout Service Project Plan” (the first step was a proposal – now this is the Plan, which is more detailed than the proposal) ( pages cover + A-E) This must be done prior to beginning work on your Project. To assist you in completing this section, the BSA National Council highly recommends that you work with a Eagle project coach.

1. **Start work on your project and complete it.**
2. Keep a detailed list of hours worked by all scouts and volunteers. Don’t forget to take photos of your project before, during and after. Remember you are the supervisor and should be showing your leadership skills to direct the volunteers in completing your project. You should work with them but not being doing all the work.
3. **After the Project is complete, write-up the “Project Report” in the Workbook:**

The Scout will need to complete the section titled “Eagle Scout Service Project

Report” (cover + pages A-C). *Remember to obtain signatures for the Candidate's Promise + the*

*Unit Leader and Beneficiary on the bottom of Page C*

**FINISH ALL EAGLE RANK REQUIREMENTS INCLUDING SCOUTMASTER CONFERENCE *BEFORE* TURNING 18!!**

**Note: The Eagle Rank Requirements do not require any paperwork be turned into council prior to then scout turning 18, but he must have the merit badges, project**

**work and signatures before 18.**

1. **Complete all Eagle Scout Rank requirements including Scoutmaster Conference**

Please note some unit leaders want to review all of the Eagle Scout Service Project

Workbook at the time of the Scoutmaster Conference.....be prepared. (The Scoutmaster (Conference is listed as Requirement #6 on the Eagle Rank application– meaning it must be completed prior to your 18th birthday. However, you may not have completed your Eagle Rank application that contains a place for his/her signature and date. That means you will need to have it signed later with the date of occurrence– but the actual conference can continue.)

### STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED

1. **Complete the Eagle Scout Rank *Application*:**

#### use this hyperlink [www.scouting.org/filestore/pdf/512-728\_WB\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)

(This is the BSA website – this insures your using the most up-to-date form; also, this is a PDF-fillable format which is highly recommended for legibility – however it can be printed “blank” and filled in off-line). Make sure to check all rank advancement dates to assure the correct time has passed between ranks and they are accurate. Include positions of responsibility during your Life Rank. Have the Scoutmaster and Committee Chair sign your completed form. Make sure to save a digital copy of this to submit online for verification.

1. **Complete your Ambition & Life Purpose Statements**

Write your ambition and life purpose statements and safe the digital file to upload for verification.

*Include a statement of your ambitions & life purpose (annotated after requirement # 6 on Eagle app.*

1. **Submit Information to Council for Verification**

Secure a *Verification for your* Eagle Scout Rank Application from the Service Center. In order to obtain this “verification” upload a ***copy*** of your completed and signed(in all areas up to, but not including “BSA Local Council Verification”) on your rank application form to https://michiganscouting.org/EagleScoutVerification. The Service Center will review the application, sign the certification (form 58-728C) and will email (as an attachment) the signed form to the Scout and the troop advancement chair, scoutmaster committee chair and district eagle project representative. This certification form must be included in the packet the Scout will be providing to the District Representative. They will provide the final signature to complete your application for the Eagle BOR.

(This email to the Scout will also be forwarded to the Council Representative who has been selected to conduct the Eagle Scout Board of Review. In this message, the scout will be advised of what material is required for the Board of Review indicating that some of this may have already been made available, but insuring that the scout aware that he is responsible for insuring ALL of that **has been** made available to the Chairman.

1. **Send out your reference letter request to the individuals listed on your Eagle Application.**

Provide reference letter request and envelopes to those individuals listed as your references on the Eagle Application. Either slightly before or after the Scouts sends the completed Eagle Scout Application to the Service Center, the Scout will give a sample reference letter to the individuals listed as references on the application. (Note: These sample references are strongly suggested to be used as they explain what information is type of review is being also need to provide sample similar to the contact info. Requested) These sample reference letters can be hand delivered, emailed, or mailed to the person asked to submit a reference. In all delivery methods, the Scout will include instructions, or a **stamped** envelope **addressed to his Eagle Coach**. Scouts are not allowed to handle the completed forms as they are a confidential reference. On the outside of the envelope the Scout should write **“Confidential Reference for”** and enter the Scout's name. Include the reference writer's **name and return address** on the envelope.

After the reference letter is received by the unit leader or Unit designee, it shall remain ***UNOPENED*** until it is provided to the individual chairing the Eagle Board of Review. These letters will be opened by the Board of Review panel and will NOT be seen by anyone outside of that group. They will be destroyed by the Eagle BoR and will be logged accordingly as “destroyed”.

1. **Turn- in the completed Eagle Packet to Council Representative for Eagle Board of Review.**

After a Scout has all the below listed items completed, the Scout is responsible for contacting the Eagle BoR Coordinator for an Eagle Scout Rank Board of Review. All of these components need to be delivered to the Eagle BoR Coordinator via email. The Scout will bring a printed copy of the documents to the in person BOR.

The following items should be delivered to the District Advancement Representative via email:

1. Unopened reference letters.
2. Completed Eagle Scout Service Project Workbook with final report and all necessary original signatures
3. Statement of ambitions and life purpose and listing of positions held in other organizations
4. Eagle Scout Rank Application Verification Form that has been generated, verified, signed and received
5. **Attend Eagle Scout Rank Board of Review after which the completed paperwork will be delivered to the Service Center.**

When the Eagle packet is received by the Council Representative or designee, they will review it for completeness (eg. Confirming necessary signatures life purpose statement, etc. ) After the packet is confirmed complete, the Council representative can schedule an Eagle Scout Rank Board of Review.

The Eagle Scout Rank Board of Review will be held in due course. Assuming the

Board of Review finds the candidate acceptable as an Eagle Scout, the Eagle Scout Service Project Workbook will be returned to the Scout immediately after the Eagle Scout Rank Board of Review.

Next, three items must be delivered to the District Representative. **These are the responsibility of the District Representative or Eagle BOR Coordinator NOT the Eagle Scout.**

1. The statement letter concerning Ambitions, and Life purpose.
2. The Eagle Rank Application Verification Form that has been generated, verified, signed and received from the Service Center Staff.