

EAGLE SCOUT RANK APPLICATION PROCESS

Revised 4/10



- ___ 1. The Scout achieves the rank of Life.
- ___ 2. The Northern Star Council website www.NorthernStarBSA.org has the *Eagle Scout Leadership Service Project Workbook* and *Eagle Scout Rank Application* forms in fillable format. The website offers the following documents for Life Scouts:
 - A Letter of Congratulation
 - A description of the Eagle Scout Application Process
 - An Application for the Eagle Scout Rank
 - A description of the Eagle Scout Service Project Process
 - Tips for Eagle Scout Service Projects
 - The Eagle Scout Service Project Workbook
 - An Eagle Scout Publicity sheet
- ___ 3. The Council Advancement Committee has a local policy that a *Letter of Reference* be requested by the unit leader or designee for the references the Eagle candidate will list on his *Eagle Scout Rank Application* form. Copies of these letters can be obtained from the council service center or the council website. They include one for each of the following:
 - Troop Scoutmaster/Venturing Crew Advisor/Varsity Team Coach (*Optional*)
 - Parent(s) or Guardian(s)
 - Religious Leader or Parent(s)
 - School Principal or Counselor or Teacher
 - Employer (if any)
 - Two other references (who are not relatives)
- ___ 4. The Scout works on the various requirements for the Eagle rank as stated in the Boy Scout Handbook. The steps to complete an Eagle Scout Service Project are explained on the sheet entitled "Eagle Scout Service Project Process".
- ___ 5. The Scout supplies a list of the references he will put on his Eagle Scout Rank Application. It is recommended that while the Scout is finishing the requirements for the Eagle rank, the Scoutmaster or designee should send out the request for reference letters to the people the Scout names as references on the Eagle Scout Rank Application. (See the list in item 3 above.)
- ___ 6. When all the requirements for the Eagle Scout rank (except the Board of Review) have been completed, the Scoutmaster sends all the required forms to the council office for verification. These include:
 - The Eagle Scout Rank Application, including requirement #6
 - The completed Eagle Scout Leadership Service Project Workbook. (This must include the District Advancement Committee signature of approval to do the project and Scout, Scoutmaster, and organization's signatures of completion on final page.)
 - All *Letters of Reference* as listed in item #3. (These letters are provided as a courtesy to the board of review members.)
 - **Do not submit this material in sheet protectors or three-ring binders!**(Other loose materials, such as pictures of the service project, do not need to be sent to the council Office. Please bring these to the Board of Review.)

- over -

- ___ 7. The Eagle registrar at the council office verifies that the forms are complete and dates are accurate. This usually takes approximately one to two weeks. The registrar then forwards all the forms to the District Advancement Committee. *The board of review should not be scheduled until the Eagle registrar has verified and approved the paperwork.*
- ___ 8. The District Advancement Committee representative contacts the troop committee to schedule an Eagle Scout Board of Review. The Board of Review for an Eagle candidate is composed of a minimum of three members and a maximum of six members, 21 years of age or older. At least one district or council advancement representative shall be a member of the Eagle Board of Review when conducted on a unit level. **No relative or guardian, Scoutmaster or Assistant Scoutmasters of the Scout shall be a member of the board of the review.** Although the Scoutmaster should be present to provide assistance, he/she is not a member of the board.
- ___ 9. The Board of Review is held. The Scout should bring any pictures of his project, "thank you" letters, and other material that he may have collected while working on his Eagle Award. The forms submitted to the council office will be present at the Board of Review.
- ___ 10. After the Board of Review approves the application for Eagle rank, they sign the *Eagle Scout Rank Application*. The district representative will then send the Eagle Scout Rank Application form to the council office for processing to the National Office. The original Service Project Workbook will be returned to the Scout. (As the rank of Eagle Scout is a national award, each application must be approved by the National Office.)
- ___ 11. The National Office gives final approval of the application and notifies the council. **This usually takes about two weeks.** The council office then notifies the Scout and his Scoutmaster that the application has been approved. **(Until the National Office approval has been received, Eagle badges or insignia will not be issued.)**
- ___ 12. The Scout plans his Eagle Scout Court of Honor with the help of his parents, Scoutmaster, and others. **The Court of Honor should not be scheduled until approval is received from the National Office.** Some supplies for Eagle Courts of Honor (flags, table centerpieces, banners, etc.) are available at either council office to check out at no cost. These items may be reserved prior to the court of honor by calling East Office/St. Paul at (651)254-9109 or West Office/Golden Valley at (763) 231-7263.
- ___ 13. The Scoutmaster (or representative) picks up the completed Eagle Scout materials and the presentation kit from the appropriate council office. Congratulatory letters are requested by the council from the President of the United States, Governor of Minnesota or Wisconsin, the two United States senators from Minnesota or Wisconsin, and branches of the military. These letters will be forwarded directly from the dignitary's office to the Scoutmaster for presentation. The letter from the White House will be sent directly to the Scout. Any additional letters may be requested by the Scout's family or troop.
- ___ 14. The troop holds the Court of Honor and the Scout receives his Eagle Scout Award. The troop/family should send a publicity statement and photo to local newspapers. (Sample sheet on council website.)
- ___ 15. The council offers opportunities for Eagle Scouts to have their picture taken at various locations. An information letter will be sent out to new Eagle Scouts or you may check the council website for locations and times.

The *Eagle Scout Rank Application* and *the Eagle Scout Service Project Booklet* are available on line at www.NorthernStarBSA.org