Scouting America
Daniel Boone Council

Eagle Process for DBC

Steps 1 – 9: Eagle Scout Service Project and Workbook Completion

☐ **Step 1:** Eagle Scout candidate works with Eagle Project Coach or Scoutmaster to obtain the most current version of the Eagle Scout Project Workbook; only the most current version of the workbook may be used; it can be found by going to https://www.scouting.org from there use the search bar to search for: Eagle Workbook

Note: This workbook is now a fillable PDF; therefore, it is now a Council policy that this entire workbook be completed by being **TYPED OUT**. Once each section is completed, it can then be printed out, signed if needed, and then placed in a binder to be turned in.

☐ **Step 2:** Once the current version of the workbook is obtained, the Scout, Parent or Guardian, and Eagle Project Coach or Scoutmaster reads over the workbook to understand the Eagle process and various steps to completing an Eagle project and to make sure no changes have been made recently.

BSA is known to make frequent changes to their policies and procedures, specifically in regard to advancement; all parties listed above should read over the workbook each time in addition to keeping up on communications from the District or Local Council to ensure that nothing in the process has recently changed.

☐ **Step 3:** Eagle Scout candidate works with their Eagle Project Coach or Scoutmaster to prepare a project proposal (Section 1 in workbook). Remember the project workbook must be completed by being **TYPED OUT** on a computer.

☐ **Step 4:** Once completed, the **Scout** will then email the appropriate District Eagle Chair Representative for their District to schedule a project review on a District level first. (All email correspondence that is from a scout must also include either the scout's parent / legal guardian, Eagle Project Coach, or the Scoutmaster). These meeting are a face-to-face meeting, and are held at a public location. A parent / guardian or Scout leader must be in attendance.

☐ **Step 5:** Once the project is reviewed by the District Eagle Chair; and any issues are resolved, the District Eagle Chair will then deliver the project proposal to the Council Office to be reviewed by the Council Eagle Chair. Once reviewed by the Council Eagle Chair, a letter is written, printed out on Council letterhead, and signed by Council Eagle Chair stating whether the project has been approved or not.

Note: The Council Eagle project approval process will now take a **minimum of 15 business days** (not include weekends, holidays, and possible vacation schedules) to complete from the time the Scout meets with the District Eagle Chair until it is reviewed by the Council. Please be aware of

this timeline when planning your project. SA states in the Guide to Advancement, that it is the **Scouts responsibility to plan accordingly with this timeline**. Keep this in mind when close to 18 years old.

☐ **Step 6:** After 15 business days, the **Scout** will email Mason Gempe at the Council Office (copy a parent, legal guardian, or Scout leader to the email) to check on the status of the project approval and to schedule an appointment (appointment to be made in advance) for the Eagle candidate or someone on their behalf to pick up their project proposal.

☐ **Step 7:** Once the project proposal is approved by the District and Council Eagle Chairs and picked up from the Council Office, the Eagle Scout candidate will then work with their Eagle Project Coach or Scoutmaster to prepare a project plan (Section 2 in workbook). This section of the workbook is designed to help the Scout detail out what they think they are going to need in all areas of the project to see it through to completion. During this time, if needed, the Project Fundraising Application must also be completed and submitted to your District Executive for approval by the District FOS Chair. Work on the project may not be started until the proposal has been approved by the Council Eagle Chair and picked up from the Council Office. Likewise, if a Fundraising Application is required no fundraising may begin until that application has been approved by the District and returned to the Scout.

Note: Changes from the Proposal: As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal including your Unit, the District, and the Council, to get approval if the changes will be acceptable to your board of review. If the changes are too drastic from your original proposal, a new proposal will need to be completed and approved.

☐ **Step 8:** Once your project planning is completed (Section 2 in workbook), it is now time to execute your plan. Remember, the Eagle Scout service project belongs to the Eagle Scout candidate. Through the help of volunteers (Scouts, Leaders, families, friends, etc.) the Eagle Scout Candidate will work their plan and show leadership by directing others toward the completion of the project.

☐ **Step 9:** Once the Eagle Scout candidate feels the project has been successfully completed, they will need to work with their Eagle Project Coach or Scoutmaster to complete the Project Report (Section 3 in the workbook). The listed project beneficiary must sign off on the completed project in the workbook, however, it is suggested that they also write a letter detailing that the project was completed to the scope that was promised and that the beneficiary is pleased with the outcome of the project. Remember, any remaining funds or materials left over are to be given to the project beneficiary. If the beneficiary is unable or unwilling to receive the left over funds and/or materials, then the beneficiary should be asked to designate another suitable charity to received them. They cannot be given to the Scout Troop. The Scout or the Troop must not influence this decision

Steps 10 – 14: Eagle Scout Rank Application and Request for BOR

☐ **Step 10:** Eagle Scout candidate will work with their Eagle Project Coach or Scoutmaster to obtain and complete the most current version of the Eagle Scout Rank Application including all signatures. The most current version of this application must be obtained and completed directly from the Scoutbook Internet Advancement system (typed out) as that system is linked directly to the local Council and should minimize any missing information. Remember to make sure leadership positions have been entered into the Scouts profile in Scoutbook.

Note: Since the most current version of this application must be obtained and completed directly from the Scoutbook Internet Advancement system, the unit will be responsible for printing the correct version out for the Scout. Once printed, the Scout will then manually write in their references and contact info and obtain manual signatures from required positions within the Troop. The unit also needs to ensure that all data has been properly entered into the Scouts record in Scoutbook and transferred to the Local Council so records are accurate, this includes positions of responsibilities since Life rank and all merit badges.

☐ **Step 11:** Once the Eagle Rank Application is completed and all signatures have been obtained, the Eagle Scout candidate will email Mason Gempe at the Council Office (copy parent, legal guardian, or Scout leader) to schedule an appointment for the Eagle application to be reviewed and verified in the Scouting America National system. If there are no issues found during the review, the application is signed by the Council at this time and is returned to the Scout prior to leaving the appointment.

☐ **Step 12:** Eagle Scout candidate returns the verified and signed application along with their project workbook, and Statement of Ambitions and Life Purpose Letter to the Scoutmaster. At this time, the **Scoutmaster** will complete the BOR request form and email it to their District Eagle Chair to let them know they have a Scout that is ready to have an Eagle BOR.

☐ **Step 13:** Once the EBOR has been requested, **the Scoutmaster** will then scan and email to the District Eagle Chair or will arrange a time to meet them to get the entire Eagle packet to the District Eagle Chair no later than one week after they request the BOR; this includes the Eagle Project Workbook, Eagle Rank Application (must be verified and signed by the Local Council, and Statement of Ambitions and Life Purpose Letter (**Typed out**) to the District Eagle Chair. It is suggested that a copy of the Scouts Advancement records from Scoutbook is included with the workbook. Again, this must be received no later than one week after they have requested the EBOR.

☐ **Step 14:** Once the Eagle packet is obtained, the District Eagle Chair will work with District BOR members to schedule the BOR. The District Eagle Chair will then forward an electronic copy of the Eagle Project workbook (except contact sheet) to all arranged BOR members for prior review of the project. Additionally, once a date is secured, the District Eagle Chair will let the Scoutmaster know when, where and what time the BOR will be held, along with any other pertinent information.

Note: Due to scheduling challenges, Eagle Boards of Review are generally scheduled approximately two to three weeks out from the time of request. Additional time may be needed if working around summer vacations or various holiday schedules (Spring Break, Thanksgiving, Christmas, etc.).

Steps 15 – 20: Eagle Scout BOR and Rank Approval / Credentials Received from BSA National Office

- [ ] **Step 15:** Eagle Scout candidate, Scoutmaster, and family, if desired, arrive on the specified date, time, and location for the BOR. Any additional information, if needed, will be provided to the Scoutmaster by the District Eagle Chair. At this time, the Scoutmaster will give the BOR Chair the Scouts Reference Letters still in the original sealed envelopes.

- [ ] **Step 16:** Once the Eagle BOR is complete, the BOR Chair will take possession of all material from the BOR. The BOR Chair will ensure all signatures have been obtained on the Eagle application. They will then seal all reference letters in the provided large manila envelope and complete the front information. The BOR Chair or someone designated by the Chair will return all BOR documents (Eagle Project Workbook, Eagle Rank Application, reference letters, etc.) to the Council office to be finalized in the system and submitted to the SA National Office.

- [ ] **Step 17:** The designated BOR person will need to contact Mason Gempe at the Council Office via email to schedule an appointment to drop items off. Items will be submitted to National within 72 hours of receiving at the Council Office (not including weekends or holidays).

- [ ] **Step 18:** Approximately 8 – 10 weeks from returning to the Council Office, the SA National Office will mail the Eagle Scout Credentials (Eagle certificate, pocket card and congratulatory letter) to the Local Council. Once received at the Council Office, a Congratulatory letter is generated, printed on Council letterhead, and signed by the Scout Executive. Please know that per SA policy, an Eagle Scout candidate cannot consider themselves an Eagle Scout until final approval has been received from the SA National Office. This is achieved by the Eagle Scout Credentials having been received at the Local Council Office from the SA National Office.

- [ ] **Step 19:** Approximately 8 – 10 weeks after their BOR, **the Eagle Scout candidate** can email Mason Gempe at the Council Office (copy parent, legal guardian, or Scout leader) to see if Eagle Scout Credentials have been received by the local council. If so, the Scout will then schedule an appointment with Mason Gempe for the them or someone on their behalf to pick the items up.

- [ ] **Step 20:** Once Eagle Scout Credentials have been received by the local council **and picked up**, they are now consider an Eagle Scout and can begin to wear the Eagle Scout badge (or knot if over 18) on their Scout uniform. Additionally, the Eagle Scout, their family and or Troop can begin to plan their Eagle COH, if they so wish to have one.