

The Eagle Process

1. Eagle Rank candidates should come up with an Eagle Project in accordance with the guidelines stated in the Guide To Advancement, Section 9.0.2.0 The Eagle Scout Service Project, pages 63-69. A copy of that section is included here for your reference. A complete copy of the Guide to Advancement may be viewed and downloaded from the website given under #2 below.
2. Scouts must use the current version of the Eagle Scout Service Project Workbook, No. 512-927. Copies are available online at:

<http://www.scouting.org/BoyScouts/AdvancementandAwards/resources.aspx>

3. After discussions about a potential project with unit leaders (Scoutmaster, Advancement Chairman, Eagle Coach, etc...) the Scout should complete the section of the Eagle Scout Service Project Workbook entitled Eagle Scout Service Project Proposal. He must also complete the Contact Information requested on page 1-6. Everything through Project Beneficiary Representative should be completed. It is not necessary to complete the sections where it asks for the Council representatives. This page is crucial in letting the District Advancement Chairman know where to return the signed proposal and whom to contact if there is a problem with the proposal itself. A copy of this page is attached here for your reference.

Eagle Project Service Project Proposal Guidelines;

- A. Scouts should use the PDF version and type the project proposal. The proposal should look neat and professional. (Note: the entire project workbook should be typed; proposal, detailed final plan section, and the project report section.)
- B. Scouts should review the sections and ensure that he has enough details that the project could be handed to another Scout and they could execute the project without any further work. The only section in the proposal that he needs to really expand is the Safety section. He needs to think about the scope of the project, the inherent risks, and the general risks that his workers will face (hint: the Guide to Safe Scouting has a lot of tips – e.g. only adults using power tools like chain saws, safety eyewear, ear plugs, etc.)

Once the Eagle Project Service Proposal is complete, the Scout should then obtain the required signatures; his own, Scoutmaster, Unit Committee Approval (Committee Chair, Eagle Coach, etc...) and the Project Beneficiary.

4. Once all required signatures are obtained, the proposal should be forwarded to the District Advancement Chairman for the District. The proposal may also be sent to the Hoosier Trails Council office who will then forward the proposal onto the proper D.A.C. **THE SCOUT SHOULD BE SURE TO RETAIN A COPY OF HIS PROPOSAL!!!!** Only the Proposal pages of the workbook should be sent. Due to mailing costs, if the complete workbook is sent, only the proposal pages will subsequently be returned.

The Scout should allow at least 10 business days for review by the D.A.C once s/he receives it. He should allow for this timing in his overall timetable. That is part of the

planning of an Eagle Scout. The expectation that he could turn it in on Monday and be able to get started that coming weekend should not be encouraged. Requested “rush” turnaround times could show a lack of planning on the Scout’s part. He should allow time between submission and the hoped for start date for any questions that may be raised by the D.A.C. to be addressed. Remember, the same D.A.C. they are seeking approval from will ultimately be in charge of the Board of Review!

5. Once the District Advancement Chairman receives the proposal, and has a chance to review it, if there are no concerns or questions, he will approve it and return it directly to the Scout. The Scout should retain this original for submission with his final workbook and he may begin his Eagle project and complete it in accordance with the guidelines found in the Eagle Service Project Workbook.
6. Once the project has been completed, assuming the Scout has obtained the necessary merit badges, fulfilled the 6 month leadership requirement, and had his Scoutmaster conference, the following should be completed and submitted to the Hoosier Trails Council:

Completed Eagle Scout Rank Application – a PDF version can be found online at the website under #2 above. The applications should be typed, neat, and fully completed with all unit signatures. COMPLETE reference mailing addresses, including city and zip codes must be given. Scouts are encouraged to obtain a personal profile from the Council office to use when completing their applications. Personal Profiles give the merit badges, ranks, and dates these were awarded that BSA has on file for him. If the dates differ from the Scout’s or unit’s records, discrepancies can then be cleared up in advance. Requests to make changes in BSA records can only be accepted from registered leaders (unless that leader is a parent, then it must come from another unit leader) in the unit. The Scout cannot request changes be made to award records on his own.

Statement of Life Goals and Ambitions – Requirement # 6 of the Eagle Rank Application. Essays should be typed, spell-checked, and well written. Guidelines for possible information to include are attached. Remember – this is how members of his Board of Review who may not know him well will be introduced to him. He should put his best foot forward.

The completed, and properly signed, Eagle Service Project Workbook.

The above three items should be submitted to the Council office NO LATER THAN 5 PM ON THE SCOUT’S 18TH BIRTHDAY. The Council Office is open Monday through Friday. If the Scout’s birthday falls on a weekend, he should make arrangements to deliver the packet by the previous Friday. He should check the holiday schedules to be sure the Council office is open. This information can easily be obtained from the Hoosier Trails Council website. The delivery requirement by the Scout’s 18th birthday will not be considered met if any of the above items are outstanding.

7. Once submitted, the Council will mail out reference letters, usually within one week of receipt of the Eagle packet. The Scout should verify all addresses on his Eagle application and speak to his references in advance to let them know requests for references should be expected. Information on the application regarding his merit badges, leadership, years of membership, rank dates, and proper signatures will be verified. Any discrepancies will be referred back to unit leaders for clarification.
8. A Scout has 3 months after his 18th to obtain a Board Of Review without any special approvals.
9. Once the necessary reference letters have been received, the Eagle Packet will be officially verified by the Council and the package will be prepared for mailing to the D.A.C. An e-mail notification will be sent to at least one unit leader to let them know this has occurred. Once the D.A.C receives the packet and has a chance to review it, s/he will contact unit leadership to arrange a mutually convenient time and place for the Eagle Board of Review.

While it is nice to see the pride that some Scouts put into the presentation of their Eagle packets, we do not encourage them to submit their materials in binders, photo albums, or in individual page protectors. Due to the photocopying and processing an Eagle application requires, we have to remove the pages from those items once we receive it. Due to mailing costs, binders and presentation extras will not be mailed to the D.A.C. or back to the Scout. He may bring any of these types of items to his Board of Review if he wishes.

10. At the conclusion of a successful Board of Review, his Eagle Packet will be returned to him. The original application will be retained by the D.A.C. and returned to the Council office.
11. When the application indicating a completed Board of Review is returned to the Council office, the final information will be verified and the approval of the Scout Executive to release the application to Nationals will be obtained. Once the application has been released, it takes approximately 4 to 6 weeks to obtain the Eagle Certificate. When the Eagle Certificate is received in the office, an e-mail notification informing the unit that the certificate is here and available will be sent to at least one unit leader.

If you have any questions regarding the Eagle Process, please feel free to contact the Hoosier Trails Council Office, your District Advancement Chairman, or your District Executive for clarification.

