The Eagle Process

1. Eagle Rank candidates should develop an Eagle Project in accordance with the guidelines stated in the 2019 BSA Guide To Advancement, Section 9. A complete copy of the Guide to Advancement may be viewed and downloaded from:


2. 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 page through the Project Beneficiary Representative. Scouts must use the current version of the Eagle Scout Service Project Workbook, No. 512-927. This is available online in a fillable PDF format using Adobe Reader and on the Hoosier Trails Council website.

3. 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 for forwarding to the proper D.A.C. THE SCOUT SHOULD BE SURE TO RETAIN A COPY OF HIS PROPOSAL!!!!

   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.

4. Once the District Advancement Chairman receives the proposal, and has a chance to review it, if there are no concerns or questions, s/he will approve it and return it directly to the Scout. The Scout should retain this original for submission with his final workbook. He may begin his Eagle project and complete it in accordance with the guidelines found in the Eagle Service Project Workbook, the BSA Guide to Advancement, and the Guide to Safe Scouting.

5. When the Scout has completed all the requirements for the Eagle rank, 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 Ambitions and Life Purposes – as described on side 2 of the Eagle Rank Application. Essays should be typed, spell-checked, and well written. Remember – this document will be read by the members of his Board of Review, he should put his best foot forward.

Eagle Service Project Workbook - completed, and properly signed.

The above three items should be submitted to the Council office by the Scout’s 18th birthday.

6. Once submitted, the Council will mail out reference letters. 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 to unit leaders for clarification.

7. A Scout has 3 months after his 18th to obtain a Board of Review without any special approvals.

8. Once the necessary reference letters have been received, the Eagle Packet 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 individual page protectors. Due to the photocopying and processing an Eagle application requires, we must 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.

9. After 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. Palm applications for merit badges earned prior to his Eagle Board of Review may also be completed at this time. Remember, merit badges may not be used twice. Use the Eagle application and BSA profile for reference.

10. When the application indicating a completed Board of Review is returned to the Council office, the approval of the Scout Executive to release the application to Nationals will be obtained. Once the application has been released, it takes approximately 3 to 4 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.