

Eagle Scout Rank Application Process Summary & Recommendations: MHC T794 2023-08-10

- The *BSA Guide to Advancement* is the authoritative source of information on this process.
- All official BSA documents can be found at scouting.org/advancement.
- [Scoutbook.scouting.org](https://scoutbook.scouting.org) is the official record of advancement and accessible by parents.

After Completing the Rank of Life:

- Contact your Scoutmaster to be assigned an Eagle Mentor (BSA documents use the term Coach).
- Review the *Eagle Scout Rank Application* and *Eagle Scout Service Project Workbook*.
- Confirm all advancement records are accurate in [Scoutbook.scouting.org](https://scoutbook.scouting.org) and contact the Troop Advancement Chair or Administrator for assistance in updating advancement records.
- Letters of recommendation must be obtained from the Scout's Employer (if applicable) and five other people and returned in envelopes, with the name of the scout and the reference on the outside of the envelope. (3-6 months prior to the BOR)

Before your Scoutmaster Conference:

- Complete the *Eagle Scout Service Project Workbook* & obtain all signatures.
- Fill out the *Eagle Scout Rank Application* using information from Scoutbook and attach the following: copies of all completed signature pages of the workbook, statement of ambitions, life purpose and a list of positions held, honors and awards.
- Bring all documents to your conference and have your Scoutmaster sign your *application*.

Before your Eagle Board of Review:

- Have the Troop Committee Chair sign the *Eagle Scout Rank Application*.
- Again, confirm all Advancement Records are accurate in [Scoutbook.scouting.org](https://scoutbook.scouting.org) before contacting the Council's Unit Services Clerk who will check advancement records electronically in [Scoutbook.scouting.org](https://scoutbook.scouting.org).
- A copy of the entire application package shall be delivered to the Council's Unit Services Clerk. Emailing a clean scanned pdf to jeanette.lloyd@scouting.org (303-455-5522) is acceptable.
- Receive the application with Council Verification signed and dated prior to attempting to schedule your Eagle Board of Review. Bring this and the entire application package to your Eagle Board of Review. It is recommended that you bring a 2019 advancement report with the Scoutmaster's personal contact information filled in.
- It may be recommended that the scout bring multiple copies of a printed booklet. Contact the mentor/ coach about this expectation and allow \$50 per copy for printing if applicable.
- The Eagle Mentor will contact the District Advancement Chair to be assigned an Eagle Board of Review Chairperson. The Mentor will also work with that Chairperson to recruit the BOR Committee and set up a time and place for the BOR to happen.

After your Board of Review:

- The signed *Eagle Scout Rank Application* and *Advancement Report* shall be delivered to the Council's Unit Services Clerk who will let the Scout, parents and Scoutmaster know when the application has been approved, when rank may be presented, and when the Eagle Certificate can be picked up.