

EAGLE SCOUT RANK APPLICATION PROCESS

Revised April 2019



- ___ 1. The Scout achieves the rank of Life.
- ___ 2. The Northern Star Council website www.NorthernStar.org has the *Eagle Scout Service Project Workbook* and *Eagle Scout Rank Application* forms in PDF fillable format. The website offers the following documents for Life Scouts:
 - A description of the Eagle Scout Application Process
 - Eagle Scout Application Tips and Top Twelve Mistakes
 - An Application for the Eagle Scout Rank
 - The Eagle Scout Service Project Workbook
 - Suggested Eagle Scout Publicity sheet
 - Confidential Reference Letters
- ___ 3. The Scout works on the various requirements for the Eagle rank as stated in the Scout Handbook. The steps to complete an Eagle Scout Service Project are explained in the Eagle Scout Service Project Workbook.
- ___ 4. The Council Advancement Committee has a council policy that a CONFIDENTIAL *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 website. They include one for each of the following:
 - Troop Scoutmaster/Venturing Crew Advisor (*Optional*)
 - Parent(s) or Guardian(s)
 - Parent, Religious Leader, Godparent, Chaplain; if none, the parent is the default
 - School Principal or Counselor or Teacher or Coach
 - Employer (if any) - *this is the only line that can be left blank on the application*
 - Two other references – must be filled in
- ___ 5. The Scout supplies a list of the references on the Eagle Scout Rank Application. The ONLY line that can be left blank is “Employer (if any)”. It is recommended that while the Life Scout is finishing the requirements for the Eagle rank, the unit leader or designee should send out the request for CONFIDENTIAL reference letters to the people the Scout has listed on the Eagle Scout Rank Application. (See the list in item 3 above.) These letters are CONFIDENTIAL and not to be shared with the Scout at any time.
- ___ 6. When all the requirements for the Eagle Scout rank (except the Board of Review) have been completed, the unit leader or designee submits ALL the required forms to the council office for verification. These include:
 - The Eagle Scout Rank Application
 - Personal Statement: Ambitions, Life Purposes, Leadership, Awards statement written by the Scout
 - The completed Eagle Scout Service Project Workbook: PROPOSAL, PLAN, REPORT. The Proposal pages must include the District Advancement Committee signature of approval to do the project. The Scout, unit leader, and beneficiary’s signatures of completion on the final page.
 - List of service project workers: names, dates worked, number of hours each person worked – could be the sign-in sheets, if used
 - All *Letters of Reference* received as listed in item #3. (These letters are provided as a courtesy to the board of review members.) Do not hold up paperwork waiting for letters!
 - **Do not submit this material in sheet protectors or three-ring binders; no staples!**

(Other loose materials, such as pictures of the service project or receipts, do not need to be submitted to the council office. Please bring these to the Board of Review.)

- _____ 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 chair or district committee member. ***The board of review should not be scheduled until the Eagle registrar has verified and approved the paperwork. The Court of Honor may not be scheduled until after the board of review.***

- _____ 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 and a maximum of six members, 21 years of age or older. At least one district or council advancement representative shall count as a member of the Eagle Board of Review when conducted on a unit level and must be present. **No relative or guardian, unit leader or assistant Scoutmasters/Advisors of the Scout shall be a member of the board of the review.** Although the unit leader 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 the project, "thank you" letters, and other material that had been collected while working on the Eagle project. The original forms submitted to the council office will be present at the Board of Review.

- _____ 10. After the Board of Review approves the application for the Eagle Scout rank, the board members sign the *Eagle Scout Rank Application*. The district representative or designee submits 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 Scoutmaster, Scout and parents that the award has been received from the national office. **(Until the National Office approval has been received, the Eagle badge or insignia will not be issued.)**

- _____ 12. The Scout plans the Eagle Scout Court of Honor with the help of the 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 the council office to check out at no cost. These items may be reserved prior to the court of honor by calling (612)261-2300.

- _____ 13. The unit leader (or representative) picks up the completed Eagle Scout Award materials and the presentation kit from the council office. Congratulatory letter requests are no longer requested by the council. Letters may be requested by the Scout's family or troop.

- _____ 14. The troop/crew holds the Court of Honor and the Scout receives the Eagle Scout Award. The troop/crew/family should send a publicity statement and photo to local newspapers. (Sample Publicity sheet is on the 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.NorthernStar.org