

IMPORTANT!!! STEP BY STEP TO EAGLE SCOUT

- Step 1: Completely read and fill out the Eagle Scout Leadership Project Workbook.
- Step 2: Get Approval Signatures for Project Plan, then submit your project workbook to the Council for district advancement chairman approval (signature). Please allow a minimum of 12 working days for the project approval. If you schedule your Project workday before the project has been approved by all parties, you may be jeopardizing the success of your project.
- Step 3: Carry out your Project (Make sure you get before and after photos). (Don't forget to review the Safe Guide to Scouting Book)
- Step 4: Get approval signature for Completed Project.
- Step 5: Write a Statement of Ambitions and Life Purpose (Requirement 6).
- Step 6: Have Scoutmaster Conference (Take your Project Workbook & Statement of Ambitions).
- Step 7: Complete and Submit to Council Service Center the Request for Eagle Scout Rank Application This may be brought in mailed, e-mailed or faxed.
- Step 8: The Council Service Center will verify the Scouts information and generate either an Application ready for Board of Review or an Application with list of errors that the Scout will need to correct and resubmit. (Please allow 7 working days for Application generation)
- Step 9: Once you receive your completed Application the Scout will need to enter (unless you submitted the names with complete mailing addresses and phone numbers with area codes on the request for ES application) references names, complete mailing address and phone numbers on the Eagle Scout Rank Application (Must have a religious reference) and get all signatures except BSA Local Council Certification. Board of Review and Scout Executive.
Note: Board of review cannot take place until the Eagle Scout Application has been checked and signed by the Texas Trails Council (see BSA Local Council Certification on page 2 of ES application). Also a Council/District board representative must be present. Incomplete applications will delay the entire procedure.
- Step 10: Turn in to the District Advancement Chairman, Buffalo Mountain District through the Council Service Center, Old Comanche Trail and Pecan Valley Districts through the District Executive or Advancement chairman.
1. Project Work Book
 2. Application with signatures
 3. Statement of Ambitions and Life Purpose
 4. Sealed letters of Recommendation (Must have 4 letters, 5 would be preferred). One must be a religious leader. Family members are not counted as a reference, unless they are your employer.
- Step 11: The District Advancement chairman will work with Scout and Scoutmaster to schedule an Eagle Scout Board of Review.
- Step 12: Successfully pass the Eagle Scout Board of Review. This is the date you are officially an Eagle Scout. Congratulations!
- Step 13: Upon Board of Review completion the Scoutmaster or Advancement chair must submit the Eagle Scout Rank Application and the Advancement Report (both signed by Board of Review members) to the Council Service Center. The Scout Executive will review and sign the Application, and the Council will submit the completed Application to the National office. It may take up to 2 weeks for National to send the Eagle Scout Certificate to the Council Service Center.
- Step 14: Once the ES Certificate has been received at the Council Service Center, only your Scoutmaster or Committee Chair may pick up and sign for your ES certificate. Plan and have your Eagle Scout Court of Honor.
- NOTE:** You MUST complete Steps 1 through 10 before your 18th Birthday, and you have only 90 days after your 18th Birthday to complete Steps 11 & 12 (The Application has to be at the National Office before the completion of the 90 days) Step 13 should be completed as soon as possible, so you can schedule your Eagle Scout Court of Honor

STEP 7: REQUEST FOR EAGLE SCOUT RANK APPLICATION

Please submit this form to the Council Office to generate your computer Eagle Rank Application

Texas Trails Council, 1208 North 5th St, Abilene, TX 79601

Email ciwebb@bsamail.org or fax 325-677-2923

If you have questions contact the Service center 325-677-2688

Note: The computer now chooses the merit badges used on an Eagle Scout Application therefore; this form will be used to apply for the rank of Eagle Scout.

**Note: ALL DATES given on this application MUST BE MONTH, DAY AN YEAR.
All Addresses must be complete mailing addresses.**

I have completed all requirements for my Eagle Scout rank please provide me with my Eagle Scout Application form.

Unit Type: ____ Troop ____ Crew ____ Ship ____ Team Unit number: _____

Name as Registered with Unit: _____

Address of applicant: _____

Phone number: _____ Date of birth: _____

Certificate Name: _____

(This must be your given name)

Date you joined your first Boy Scout Troop _____
Date of your First Class Scout board of review _____
Date of your Star Scout board of review _____
Date of Life Scout board of review _____

Were you a Cub Scout? ____ Yes ____ No
Were you a Webelos Scout? ____ Yes ____ No
Did you earn your Arrow of Light Award ____ Yes ____ No
Had you completed the fifth grade upon joining a troop ____ Yes ____ No

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Varsity Scout, or Venturer. **He may earn these awards until his 18th birthday.** Any Venturer who achieved the First Class rank as a Boy Scout in a troop or Varsity Scout in a team may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer up to his 18th birthday. **Scouts and venturers who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date with no explanation.** For boards of review conducted between three and six months after the candidate's 18th birthday a statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank application when it is submitted to the Eagle Scout Service. **The Scout Division at the national office must be contacted for procedures to follow if a board of review is to be conducted more than six months after a candidate's 18th birthday.**

A Scout or Venturer with a disability may work toward rank advancement after he is 18 years of age. See Advancement Committee Policies and Procedures for details.

Requirement 1 Be active in your troop, team, crew or ship for a period of at least six months after you have achieved the rank of Life Scout.

Requirement 2 Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

Name	Address	Telephone
Parents/guardians		
Religious (must have)		
Education		
Employer (If any)		
Two other references		

Requirement 3 Earn a total of 21 merit badges. 12 are required merit badges four of these required merit badges were earned for the Star Scout and three more were earned for the Life Scout rank. (The computer will assign other merit badges).

Requirement 4 While a Life Scout serve actively for a period of six months in one or more of the following positions of responsibility. **List only those positions served after Life board of review date.**

Boy Scout troop, Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, quartermaster, junior assistant Scoutmaster, Chaplain aide, instructor, historian, Venture patrol leader.

Varsity Scout team. Captain, co-captain, program manager, squad leader, team secretary, librarian, quartermaster, chaplain aide, instructor, den chief, Order of the Arrow team representative.

Venturing crew/ship. President, vice president, secretary, treasurer, boatswain, boatswain's mate, yeoman, purser, storekeeper.

Position held

_____	From: _____	To: _____
_____	From: _____	To: _____
_____	From: _____	To: _____

Requirement 5 While a Life Scout, **plan, develop, and give leadership to others** in service project helpful to any religious institution, any school, or your community. The project idea must be approved by your Scoutmaster and troop committee and by the council or district before you start. **You must use the Eagle Scout Leadership Service Project Workbook, No. 18-927, in meeting this requirement.**

Date Project was completed: _____

Grand total of hours _____ **from page 10 of Eagle Scout Leadership Project Workbook**

Project name: _____

Requirement 6. Attached to this application a statement of your ambitions and the life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills, include honors and awards received during this service. Take part in a Scoutmaster conference with your unit leader.

Scoutmasters Signature: _____ **Date conference was held:** _____

_____ I will pick-up Eagle Scout application

_____ Please mail Eagle Scout application to:

FAQ for Eagle Scout Application

How long does it take to get a project approved?

Please understand our District and Council advancement chairmen are all volunteers and have jobs other than Scouting and are not always able to get right to Eagle Scout paperwork, these people are very interested in seeing that the Eagle Scout Program is maintained properly but remember they are volunteers. So that said, please allow for at least 2 weeks.

When is the latest Eagle Scout paperwork may be turned into the Council Service center?

The last working day, **before** his 18th birthday.

Does the Eagle Scout board of review have to be completed before his 18th birthday?

No, but keep in mind the application **must be at the National office** prior to 90 days after his 18th birthday.

How many letters of references are needed?

4 or 5. They need to be sealed by the person writing the reference.

Who needs to write the letters of references?

Educators, Employers, Adult friends and/or someone in authority from your church. You do not have to have a letter written by a Religious reference but you must list one on the Eagle Scout application. Family members may write a letter but they will not count in the 4 to 5 needed.

Can nicknames be put on the Eagle Scout paperwork?

No, the Scouts Complete legal name must be listed.

Do you need to have a Council Representative reside on an Eagle Scout Board of Review?

Yes someone from the Council or District committee must preside over the board. Please check with your District Executive if there are any questions on the members of a Eagle Scout board.

Palm paperwork

1. Palm paperwork must be turned in to the Scout Service Center to be checked for correctness and approved by the Scouting Executive before they can be purchased.
2. Any merit badge may be used on a palm application (with the exception of the ones used on the Eagle Scout application) the date the merit badge was earned does not matter.

Steps to finishing your Eagle Scout Application

Congratulations, your application has been loaded into Scoutnet, with “No errors found – application verified.”

I am returning the application to you to finish. You will need to complete the following steps.

1. Sign the application; add your telephone number with area code and date the application was signed.
2. Get the Scoutmaster and Committee Chair signatures with phone numbers and dates they signed the application.

Gather the following items for your board of review.

- _____ Completed Eagle Scout Rank Application all 3 pages (with signatures).
- _____ Requirement 6 (Statement of your ambitions and life purpose).
- _____ 4 or 5 letters of reference (sealed).
- _____ Eagle Scout Leadership Service Project Workbook (with all signatures).
- _____ Before and after photos of your project.

Buffalo Mountain District please turn in the above items to the Scout Service center for your advancement chairperson to pick up. Brad Dempsey's phone number is 325-439-0364

Old Comanche Trail District please contact Your District Executive, Gabby Kelly at 325-370-3476

Pecan Valley District please contact your Advancement chairperson, Lauren Pulley at 325-203-1631.

Your District Advancement chair will contact you to set up a board of review. Once you successfully complete the board of review and the paperwork **Eagle Scout Application and Advancement Report** with proper signatures is returned to this office, Texas Trails Council, 3811 North 1st St., Abilene, TX 79603, I will submit it to the Council Scouting Executive for his approval and signature. Then it will be send to the National office for their certification and certificate.

Board of Review and all paperwork must be returned first to the Scout Service Center in Abilene and then to the National office **before** the 90 day anniversary of the applicants 18th birthday.

If you have any questions please contact Cindy at the Scout Service Center, 325-677-2688 or 1-888-407-2688 or ciwebb@bsamail.org