

Scouting America Washington Crossing Council

Eagle Scout Rank Application Process

As Scouts get close to completing all the requirements for the rank of Eagle Scout, they shall download the latest version of these forms found on the first page of the Life to Eagle Process on the Washington Crossing Council website:

www.wccscouting.org > Advancement > Life-to-Eagle Process

1. *Eagle Scout Rank Application*
2. *Eagle Scout Character Reference Profile Form (requesting a letter is an optional alternative)*

Complete the Eagle Rank Application:

It is recommended that it be typed as space is limited and legibility is important. Once opening the link, save it to your computer before entering any data.

The candidate should obtain an advancement report from Scoutbook Plus or the unit's advancement coordinator to ensure all dates are correct, as the dates must match those on official Scouting America records. (An alternative is to use Scoutbook Plus function to generate an application with most dates automatically populated.)

Requirement #2 - References:

The candidate shall list four names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

References must list names and contact information for four people who are willing to serve as references for the Eagle candidate. These may be religious leaders, Scout leaders (but not unit leader), teachers, employers, coaches, other Scouts, etc. **References do not need to be 21 or older. Parents and other relatives are strongly discouraged from serving as references. The current unit leader and committee chair are not eligible to serve as references; their signature on the application is their endorsement.**

The candidate is responsible for requesting references from the four people listed on the *Eagle Scout Rank Application* and shall supply each person the *Eagle Scout Character Profile Form*. A written letter can be used in place of the *Eagle Scout Character Profile Form*. The letters or forms shall be returned directly from the person providing the reference to the individual designated by the unit (typically the unit's advancement coordinator unless this person is your parent). The candidate is not responsible for any follow-up or any other aspect of the reference process. Therefore, the unit's advancement coordinator or the unit's person responsible for collecting these forms, should not ask the candidate to follow-up with those references who have not submitted a form/letter, nor should the candidate be aware of who did/did not submit a form/letter.

The candidate should request recommendations from references early in the application process. This can be done prior to submitting the application to council. The candidate may solicit more recommendations than the minimum.

Requirement #3 - Merit Badges:

The candidate shall list the 21 merit badges which are the 13 required merit badges and the 8 elective merit badges. The dates must match those in Scoutbook Plus records. Be sure to cross out those merit badges not applicable in numbers 8, 9 and 11. Unit leaders are encouraged to use Scoutbook Plus to access the candidate's official records to

Scouting America Washington Crossing Council

Eagle Scout Rank Application Process

double check dates. Incorrect information will cause the application to be returned for correction.

Requirement #4 – Position of Responsibility:

The Position of Responsibility shown on the application must be one of those listed in Eagle Scout rank requirement 4, and must relate to the unit where the Scout was registered and active at the time service was rendered.

The start date listed for any position should not be before the Life Scout board of review date. In the event a candidate held a position prior to earning Life rank, only the time served after the Life board of review shall count. In this case, the start date listed shall be the date of the Life board of review. Use the second Position of Responsibility line to enter an additional position if the first entry did not fulfill the 6-month requirement.

Requirement #5 – Eagle Scout Service Project:

The candidate shall write in a project name, which is a very brief description of the project and the same as used on the Eagle Scout Service Project workbook title page, the date the project was completed and the total number of hours including both planning and execution. The hours listed, in addition to the planning hours, are to be counted as workhours and shall include the hours of the candidate and all those individuals involved in every aspect of the Project. Candidates should ensure that all hours spent on researching, planning, and completing the Eagle Scout Service Project workbook are included as well as the hours spent on the actual workdays.

Requirement #6 – Unit Leader Conference:

The Unit Leader Conference can be completed at any time while the candidate is a Life Scout. It does not have to be the last requirement completed.

Statement of ambitions and life purpose:

The candidate shall prepare a statement of his/her ambitions and life purpose and a listing of positions held in a religious institution, school, camp, community, or other organizations, during which the candidate demonstrated leadership skills. Include honors and awards received during this service.

Signatures:

The candidate shall sign and date the application and then seek the signatures of the Unit Leader and the Unit Committee Chair. (These must be the persons currently listed on the unit's charter for these positions, unless Council Registrar has preapproved a designee). If the unit leader or committee chair is also the Scout's parent, it is recommended they delegate signing the *Eagle Scout Rank Application* to an assistant unit leader or committee member for additional adult-interaction opportunities for the candidate. The person signing is verifying that all proper procedures have been followed, so it should be someone who has knowledge of the candidate's history and has a discussion with the candidate about their advancement journey.

Submission to the Council Service Center:

The candidate shall submit the following to the Council Service Center:

1. *Eagle Scout Rank Application*

Scouting America Washington Crossing Council

Eagle Scout Rank Application Process

2. The *Contact Information* page from the *Eagle Scout Service Project Workbook* (Proposal Page B) **Be sure the Contact Information is updated to list the current adult unit leadership (unit leader, committee chair, advancement coordinator), as positions may have changed since completing the workbook.*

No other documents shall be sent to the Council Service Center. This includes the Eagle Scout Service Project workbook and pictures, *Eagle Scout Character Reference Profile Form*/ letters of recommendation and the statement of life purpose and ambitions. The candidate will receive further instructions after the application is certified.

The submission to Council can be as follows:

1. Scanned as a PDF and e-mailed to: eagleprojects@scouting.org
2. U.S. Mail to: Eagle Processor, c/o Scouting America Washington Crossing Council , One Scout Way, Doylestown PA 18901
3. Hand delivered to the Council Service Center

Make a copy of your Eagle Application if you choose method 2 or 3 – BE PREPARED.

Council Verification:

The Eagle Processor in the Council Service Center will verify all dates entered on the application for accuracy as well as complete information. Once verified, the certified application signed by the Eagle Processor will be emailed to the District's Advancement Chair and the unit's advancement coordinator at which time the board of review can be scheduled.

If there is an issue with any information entered, the Eagle Processor will contact the candidate or the unit's advancement coordinator.

Board of Review:

The District Advancement Chair will assign the application to a member of the District Advancement Committee who will contact the unit to set up the Eagle Board of Review. The candidate shall be responsible for electronically supplying the District Advancement Chair in advance the following documents:

- The complete Eagle Scout Service Project workbook, the signature pages of the project proposal, project report and fundraising application.
- Include all supporting/helpful documents and photographs.
- Statement of ambitions and life purpose and listing of positions including and honors and awards received during this service.

Board of Review Conclusion:

After the conclusion of a successful board, the signed copy of the *Eagle Scout Rank Application* shall be returned to the Council Service Center by either the district representative or a designee from the unit. Nothing else shall be returned to the Council Service Center. All copies of *Eagle Scout Character Profile Forms/letters of reference* are required to be destroyed – both hard copy and electronic following a successful board of review.

Should the board end in a denial, the board is required to provide the candidate with a written letter explaining why they were denied and their option to appeal. A copy of this letter shall be sent to: eagleprojects@scouting.org and to the Council Advancement Chair.

Please refer to your district's advancement chair which can be found on the Advancement home page on the WCC website if you have any questions.

Scouting America Washington Crossing Council
Eagle Scout Rank Application Process