

# The Eagle Scout Rank

---

## 9.0.1.0 The Eagle Scout Rank Application Process

The following steps for preparing and submitting the Eagle Scout Rank application and accompanying materials will help prevent delays in securing National Council approval and certification.

### 9.0.1.1 Complete All the Requirements

Confirm *all* requirements have been completed: merit badges, service project, active participation, Scout spirit, position of responsibility, etc. Note that the unit leader (Scoutmaster) conference must occur before the 18th birthday, though it need not be the last item accomplished. The board of review, however, may be conducted after the 18th birthday. For details, see “Boards of Review,” 8.0.0.0.

### 9.0.1.2 Prepare the Eagle Scout Service Project Workbook

The most current workbook must be used. It can be found at <http://www.scouting.org/forms.aspx>. The workbook shows the project proposal was approved ahead of time, and then properly accepted by all parties when finished. Ideally, it will be a proud reminder of a significant accomplishment. See “Use the *Eagle Scout Service Project Workbook*,” 9.0.2.8.

### 9.0.1.3 Complete the Application

The Scout must complete the official Eagle Scout Rank application, No. 512-728. No other form or application method is permitted. A fill able PDF can be found at <http://www.scouting.org/forms.aspx>. The application can also be printed and completed by hand. Careful review and thorough proofing will prevent delays. Remember, everything is **verified** by the local council; discrepancies and errors will lead to a form’s return. Pay special attention to the following *red-flag* items.

- 1. Dates:** Joining, birth, First Class through Life boards of review, all merit badges, positions of responsibility with “FROM” and “TO,” Eagle service project final signature, Scoutmaster (unit leader) conference, Eagle board of review, and other signatures called for below.
- 2. Signatures:** Applicant, unit leader, and unit committee chair. (Remaining signatures come later.)
- 3. References:** Must list all six (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference.
- 4. Merit badges:** Dates as mentioned above; check the unit number in which each badge was earned. Attach the Application for Alternate Eagle Scout Rank Merit Badges, if applicable.
- 5. Position of responsibility:** Must be one of those listed for Eagle Scout rank, and must relate to the unit where the Scout is registered and active. For example, “SPL” would not be used by a crew member.
- 6. Attachments:** Service project workbook, **statement of ambitions and life purpose**, and listing of positions, honors, and awards.

### 9.0.1.4 Obtain Required Signatures

The unit leader and committee chair signatures represent approval for the candidate to move on to a board of review. In providing them, the signers carefully check the application. If there are “red-flag” issues (see above), such as time spans between ranks that don’t meet the requirements, then the dates should be confirmed. If they are correct but do not fit the requirement, then the Scout, parents, or unit leader should contact the district advancement chair for guidance. Usually, as with unavoidable discrepancies, a letter of explanation will be helpful in addressing the issue.

*If either approval is withheld, the Scout, if he desires it, must still be granted a board of review. For details, see "Initiating Eagle Scout Board of Review Under Disputed Circumstances," 8.0.3.2.*

### 9.0.1.5 Submit to Council Service Center

A copy should be made of the application, service project workbook, and the other attachments. Once copies are in safekeeping, the originals are delivered *promptly* to the council service center. The candidate should not have to wait. Timeliness is especially critical if he is approaching, or has already turned, 18. Sending materials late can imply the work continued afterward. If possible, everything should be hand-delivered. Otherwise it should be sent by registered or certified mail.

*Councils may suggest service project workbooks (only) be sent or taken to a different person or location, such as a district advancement committee member. This has the potential for cost-savings in sending it out for the board of review. An Eagle Scout candidate, however, should confirm that any related instructions are correct and up-to-date. If there is any concern the workbook will go to the wrong place, it should accompany the Eagle application to the service center.*

### 9.0.1.6 Council Verifies Application and Board of Review Scheduled

Everything is checked against council records. If information in ScoutNET or council files is incomplete, the Scout or the unit will be asked to provide certificates, blue cards, or other suitable proof that merit badges and ranks were earned and that dates are accurate. If everything is correct, the council provides a certification signature, files a copy of the application, and sends the original with the service project workbook and other items (such as reference letters received) to the board of review chair or other designated volunteer. The board is scheduled only after the council-certified application is received.

### 9.0.1.7 References Contacted

Council advancement committee members—or others designated—contact the references appearing on the Eagle Scout application. This may be done by letter, form, or phone call. For reasons of privacy and confidentiality, electronic submissions are discouraged. It is acceptable to send or deliver to the references an addressed envelope with instructions, and perhaps a form to complete. The Scout may assist with this, but that is the limit of his participation. He is not to be responsible for follow-through or any other aspect of the process.

It is up to the council's designated representatives to make every effort to collect the responses. If after a reasonable effort no response can be obtained from any references, the board of review must go on without them.

It may not be postponed or denied for this reason, and the Scout may not be asked to submit additional references or to provide replacements.

**Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them. The responses are not to be viewed by, or returned to, the Scout.** Doing so could discourage the submission of negative information. For the same reason, those providing references shall not be given the option of waiving confidentiality. Once a review has been held, or an appeal process conducted, responses shall be returned to the council, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

**In Boy Scouting, advancement references are required only for Eagle Scout rank.**

**The council determines methods of contact.**

### **9.0.1.8 Application Returned to Council Service Center**

If a board of review approves a candidate, the signed application, reference letters, and other confidential information are returned to the local council. Unless otherwise directed, the service project workbook and statement of ambitions and life purpose (requirement 6, Eagle Scout Rank application) can be returned to the Scout. If approval is denied, *all* materials are returned to the council.

*The statement of ambitions and life purpose, as noted on the Eagle Scout Rank application, is an official rank requirement. It will be added to the requirements shown in official literature.*

### **9.0.1.9 Council Sends Application to National Advancement Team**

At the council the Scout executive signs the application, certifying proper procedures were followed. The application is then entered into ScoutNET, filed locally, and sent electronically to the national Advancement Team. In special cases, such as those for Lone Scouts or Scouts more than six months past their 18th birthday, councils must submit applications via mail, email, or fax for manual processing.

### **9.0.1.10 National Advancement Team Returns Credentials**

The Advancement Team validates all applications received and generates the credentials. Staff members then print, package, and mail the certificate, pocket card, and congratulatory letter to the council. Applications sent for manual processing take several weeks to complete.