

Washington Crossing Council Eagle Scout Rank Application Process

Once all of the requirements for the rank of Eagle are complete, the candidate shall download the latest version of:

1. *Eagle Scout Rank Application* (http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)
2. *Eagle Scout Character Reference*
(http://www.washingtoncrossingbsa.org/pubs/Character_Reference_Letter_and_Profile_Form.pdf)

Requirement #2 - References:

The candidate shall choose a person for each of the categories in Requirement #2 to solicit a recommendation. If the candidate has no religious reference, then a parent must provide this reference letter. If the candidate doesn't have an employer, then only five letters are required and the candidate should enter N/A for the employer line on the application. A written letter can be used in place of the *Eagle Scout Character Reference Form*. The letters or forms shall be returned to the unit leader responsible for Eagle processing.

Each of the names on the application must match the names of the persons submitted on the letter of recommendation or reference form.

Requirement #3 - Merit Badges:

The candidate shall list the 21 merit badges earned for the ranks of Star, Life and Eagle. The dates must match those in the Council's records. Unit leaders are encouraged to use ScoutNet to access the candidate's official records to double check dates. Incorrect information will cause the application to be returned for correction.

Requirement #4 – Position of Responsibility:

The candidate shall list any positions held since his Life BOR. The start date listed for any position should not be before Life Scout BOR date. In the event a candidate held a position prior to earning Life, only the time served after the Life BOR shall count. In this case, the start date listed shall be the date of the Life BOR.

Requirement #5 – Eagle Scout Service Project:

The candidate shall write in a project name, which is a very brief description of the project, the date the project was completed and the total number of hours including both planning and execution.

Requirement #6 – Unit Leader Conference:

The unit leader conference does not have to be the last requirement completed.

Requirement #7 – Statement of ambitions and life purpose:

The candidate shall prepare a statement of ambitions and life purpose and a listing of positions held in religious institution, school, camp, community, or other organizations, during which the Scout demonstrated leadership skills. Include

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honors and awards received during this service.

Signatures:

The candidate shall sign the application and then seek the signatures of the Unit Leader and the Unit Committee Chair.

Submission to the Council Service Center:

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

1. *Eagle Scout Rank Application*
2. The *Contact Information* page from the *Eagle Scout Service Project Workbook* (Proposal Page B)

No other papers shall be sent to the Council Service Center. This includes the Eagle Scout Service Project workbook and pictures, letters of recommendation/*Eagle Scout Character Reference Form* and the statement of life purpose and ambitions.

The submission to Council can be as follows:

1. Scanned in and e-mailed to: eagleprojects@scouting.org
2. U.S. Mail to: Eagle Processor, c/o Washington Cross Council, B.S.A., One Scout Way, Doylestown PA 18901
3. Hand delivered to the Council Service Center

Council Verification:

The Eagle Processor in the Council Service Center will verify the dates for each rank and merit badges for accuracy.

A response will be sent to either the e-mail address from which the application was received or the e-mail address listed for the Unit Advancement Coordinator listed on the *Contact Information* page from the *Eagle Scout Service Project Workbook*.

The response will indicate whether the package was processed and forwarded on to the district advancement chair for scheduling the BOR or if there are any discrepancies that require attention.

A copy of the e-mail will be sent to the appropriate District Advancement Chair.

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 board. The candidate shall be responsible for bringing the Eagle Scout Project workbook and any pictures or other materials to the board.

The unit shall be responsible for bringing the reference letters/*Eagle Scout Character Reference Form* and the Scout's statement of life purpose and ambitions. The unit shall attempt to contact any reference listed on the

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candidate's application for which a letter or *Eagle Scout Character Reference Form* have not been received.

After the conclusion of a successful board, the signed copy of the *Eagle Scout Rank Application* shall be e-mailed back to the Council Service Center to: eagleprojects@scouting.org. Nothing else shall be returned to the Council Service Center. All copies of reference letters or *Eagle Scout Character Reference Forms* are required to be destroyed – both hard copy and electronic.

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

District Advancement contacts:

Hunterdon Arrowhead: Bob Smith
908-735-7276
rbsec@embarqmail.com

Mercer Area: Victor Vergara
609-815-0114
deltagem@optonline.net

Tamanend: Tom DeShields
215-378-3708
tom.deshields@aol.com

Tohickon: Bob Cull
908-432-9404
bobpcull@gmail.com

Teen Programs: Mary Hanson Fatzinger
267-347-4536
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Council Advancement Chair:

Douglas C. Fullman
(908) 208-6090
DougFullman@Prodigy.net