

Washington Crossing Council, B.S.A.

Eagle Scout 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 WCC website.

(Resources > Advancements & Awards > Life Scout to Eagle Scout Process)

1. *Eagle Scout Rank Application*
2. *Eagle Scout Character Reference & Profile Form*

Complete the Application:

The application may be typed or completed by hand. Typing is preferred due to the small amount of space to enter information and to ensure legibility. Once opening the link, save it to your computer before entering any data.

The candidate should obtain an advancement report from Scoutbook or the unit's advancement coordinator to ensure all dates are correct, as the dates must match those on official BSA records.

Requirement #2 - References:

The candidate shall choose a person for each of the categories in Requirement #2 to solicit a recommendation. An *Eagle Scout Character Reference Form* shall be given to each reference listed on the *Eagle Scout Rank Application*. If the candidate has no religious reference, then a parent or guardian must provide this reference describing the candidate's Duty to God, which is in addition to the parent/guardian reference. If the candidate does not have an employer, then only five references 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 directly from the person providing the reference to the unit leader responsible for Eagle Application processing in the unit. The candidate is not responsible for any follow-up or any other aspect of the references process. Each of the names on the application must match the names of the persons submitted on the letter of recommendation or reference form.

The candidate can solicit more recommendations than the minimum.

Requirement #3 - Merit Badges:

The candidate shall list the 21 merit badges which are the 14 required merit badges and the 7 elective merit badges. The dates must match those in the Council's records. Be sure to cross-out those merit badges not applicable in numbers 8, 9 and 11. Unit leaders are encouraged to use Scoutbook 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 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.

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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, the date the project was completed and the total number of hours including both planning and execution. Hours listed are to be counted as work-hours 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 does not have to be the last requirement completed.

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 honors and awards received during this service. These documents shall be retained by the candidate and presented at the Eagle Scout board of review.

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 listed on the unit's charter for these positions).

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) **Be sure the Contact Information is updated to list the current adult unit leadership (unit leader, committee chair, advancement coordinator).*

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 Crossing Council, B.S.A., One Scout Way, Doylestown PA 18901
3. Hand delivered to the Council Service Center

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

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Council Verification:

The Eagle Processor in the Council Service Center will verify all dates entered on the application for accuracy. Once verified, the certified application signed by the Eagle Processor will be emailed to the District 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 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 presenting to the board of review members:

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

The unit shall be responsible for providing the reference letters/*Eagle Scout Character Reference Form*/letters of reference. The unit shall attempt to contact any reference listed on the candidate's application for which the *Eagle Scout Character Reference Form* or reference letter have not been received.

In the case of an individual District handling the gathering and distribution of the above listed documents differently than as stated, then those District procedures shall take precedent over what is stated above. The individual District(s) shall be responsible for the documentation of their procedures and the distribution of that information throughout their District.

Board of Review Conclusion:

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 or hand delivered. 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 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.

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Council Advancement Chair:

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