



EAGLE SCOUT RANK APPLICATION PROCESS

Revised September 2025



- ☐ The Scout achieves the rank of Life.
- ☐ The *Eagle Scout Service Project Workbook* can be found at www.scouting.org. The *Eagle Scout Rank Application* form can be found on the Scouts profile page located on Scoutbook Plus.
- ☐ The Scout works on the various requirements for the Eagle rank as stated in the Scout Handbook. The steps to complete an Eagle Scout Service Project are explained in the *Eagle Scout Service Project Workbook*. After the Project Proposal section is completed, the Unit Leader needs to request a Project Approval meeting. This should be done by submitting a request through the link found on the Chicora District website.
- ☐ The Council Advancement Committee has a council policy that a CONFIDENTIAL *Letter of Reference* be requested by the scout or designee for the references the Eagle candidate will list on their *Eagle Scout Rank Application* form. A sample of this letter as well as an envelope can be obtained from the District website.
- ☐ The Scout supplies a list of four references on the Eagle Scout Rank Application. It is recommended that while the Life Scout is finishing the requirements for the Eagle rank, the Scout or designee should send out the request for CONFIDENTIAL reference letters to the people the Scout has listed on the Eagle Scout Rank Application. These letters are CONFIDENTIAL and not to be shared with the Scout at any time.
- ☐ When all the requirements for the Eagle Scout rank have been completed but before the Board of Review, the unit leader or designee submits the Eagle Scout Rank Application to the Council Registrar for verification.
- ☐ The Scout Completes Personal Statement: Ambitions, Life Purposes, Leadership, Awards statement written by the Scout
- ☐ Complete the Eagle Scout Service Project Workbook: PROPOSAL, PLAN, REPORT. The Proposal pages must include the District Advancement Committee signature of approval to do the project. The Scout, unit leader, and beneficiary's signatures of completion on the final page. A list of service project workers: names, dates worked, number of hours each person worked – could be the sign-in sheets, if used
- ☐ All *Letters of Reference* received.
- ☐ The Council Registrar at the council office verifies that the forms are complete, and dates are accurate. This usually takes approximately one week. The registrar then forwards all the forms back to the District Advancement chair. ***The Board of Review should not be scheduled until the Council Registrar has verified and approved the paperwork. The Court of Honor may not be scheduled until after the board of review.***
- ☐ The Unit Leader submits a request to schedule a Board of Review through the Eagle Scout Portal on the Chicora District website. The Board of Review for an Eagle candidate is composed of a minimum of three and a maximum of six members, 21 years of age or older. At

least one district or council advancement representative shall count as a member of the Eagle Board of Review when conducted on a unit level and must be present. **No relative or guardian, Scoutmaster or assistant Scoutmasters/Advisors/Committee Members of the Scout shall be a member of the board of the review.** Although the Scoutmaster should be present to provide assistance, he/she is not a member of the board.

- ☐ The Board of Review is held. The Scout should bring their completed project workbook, any pictures of the project, "thank you" letters, and any other materials that have been collected while working on the Eagle project, the Personal Statement, letters of recommendation, and the completed and verified Eagle Scout Application.
- ☐ After the Board of Review approves the application for the Eagle Scout rank, the board members sign the *Eagle Scout Rank Application*. The Unit Leader will submit the Eagle Scout Rank Application form, Personal Statement, letters of recommendation, and the Eagle Scout Workbook to the council office for processing to the National Office. The original Service Project Workbook will be returned to the Scout. (As the rank of Eagle Scout is a National Award, each application must be approved by the National Office.)
- ☐ The National Office gives final approval of the application and notifies the council. **This usually takes about six weeks.** The council office then notifies the Scoutmaster, Scout and parents that the award has been received from the National Office. **(Until the National Office approval has been received, the Eagle badge or insignia will not be issued.)**
- ☐ The Scout plans the Eagle Scout Court of Honor with the help of the parents, Scoutmaster, and others. **The Court of Honor should not be scheduled until approval is received from the National Office.** Some supplies for Eagle Courts of Honor (flags, table centerpieces, banners, etc.) are available at the council office to be purchased.
- ☐ The Scoutmaster, unit representative or parent picks up the completed Eagle Scout Award materials and the presentation kit from the Council Office. Congratulatory letter requests from local or national dignitaries are no longer requested by the council. Letters may be requested by the Scout's family or troop.