

# President Ford Field Service Council

## Eagle Scout Rank Processing Procedures and Checklist



### STEPS TO EAGLE CHECKLIST

This checklist is a tool for Scouts to use as they follow the President Ford Council Eagle Scout Rank Processing Procedures (“Processing Procedures”). This is a quick one-page checklist of 14 steps required to attain Eagle Scout. Detailed instructions can be found on the following pages. Please familiarize yourself with the Processing Procedures – as this checklist is not intended to be used alone.

### STEPS TO GET AN EAGLE PROJECT APPROVED

1. Pick a project
2. Write up the “Project Proposal” found in the Workbook. Include ALL necessary signatures on proposal page E
3. Complete a fundraising application if required
4. Get project approved from the Council Advancement Representative
5. After the Project approval, send a copy to the DeVos Family Center for Scouting

### STEPS TO DO AFTER EAGLE PROJECT IS APPROVED

6. Complete the “Project Final Plan” found in the Workbook. This must be done prior to beginning work on your project
7. Start work on your project and complete it
8. After the project is complete, write-up the “Project Report” in the Workbook

### FINISH ALL EAGLE RANK REQUIREMENTS INCLUDING POSITION OF RESPONSIBILITY AND SCOUTMASTER CONFERENCE BEFORE TURNING 18!

9. Complete all Eagle Rank Requirements including a position of responsibility and Scoutmaster Conference

### STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED

10. Complete the Eagle Scout Rank Application
  - For completion dates for ranks or merit badges, use individual records in ScoutNet (BSA’s Internet Advancement)
  - Includes a statement of your ambitions & life purpose (requirement 7)
11. Secure an Eagle Scout Rank Application Verification form from the Service Center
12. Provide reference letter and envelopes to your references on Eagle Application
13. Turn-in the completed Eagle packet to Council Representative for Eagle Board of Review
14. Attend Eagle Scout Rank Board of Review and delivering the completed paperwork to the Service Center

# Eagle Scout Rank Processing Procedures

This guide is provided by the President Ford Council Advancement Committee. It is intended to be used by Eagle Scout candidates to demonstrate how the Life to Eagle process works, particularly the paperwork process.

## STEPS TO EAGLE PROJECT APPROVAL

### 🍏 1. Pick a project:

The Scout should receive the Scoutmaster's approval to proceed with a written proposal in the Eagle Scout Service Project Workbook ("Workbook").

### 🍏 2. Write-up the "Project Proposal" in the Workbook. Include ALL necessary signatures on proposal page E:

The Scout will need to complete the sections titled "Contact Information (a one-page document on proposal page B and "Eagle Scout Service Project Proposal" (Proposal Pages C, D, and E). The most current version of the Workbook can be located at [www.scouting.org/form](http://www.scouting.org/form). This is a writable version. Make sure the necessary signatures on Proposal Page D are obtained.

### 🍏 3. Complete a fundraising application if required:

A Scout will need to complete an Eagle Scout Service Project Fundraising Application if they:

- (1) need to raise funds in order to carry out their project, **or**
- (2) if they will be securing donation of materials.

Note: If the total amount of the two above items is expected to raise less than \$1,500 a Scout does not have to complete an application. Excluded in this \$1,500 amount are the contributions listed in the paragraph below. **This is a new council policy effective 2/1/15.**

This application is not necessary for contributions from the Scout, Scout's parents or relatives, Scout's unit or its chartered organization, parents or members of the Scout's unit, or the beneficiary of the Scout's project. All money left over, regardless of the source goes to the beneficiary.

The fundraising application is included in your Workbook on Fundraising Application page A. If required complete the form and get the signatures of the beneficiary and unit leader. Submit this form along with your Project Proposal when you go to get them approved by your Council Advancement Representative ("Council Representative").

Please note if the fundraising needs grow to a level requiring a fundraising application, the Scout will need to submit a Fundraising Application to the Council Representative for approval prior to any fundraising activity.

### 🍏 4. Get Project approval from the Council Representative:

- A. The Scout will contact a Council Representative directly when they have an Eagle Scout Service Project Proposal ("Eagle Project Proposal") to be approved. It is recommended

that they have a face-to-face meeting. If that is not practical or possible, the Eagle Project Proposal can be mailed to the Council Representative. The last page of this document contains a list of Council Representatives and their contact information.

- B. When a face-to-face Eagle Project Approval meeting is held, the Scout should bring **one original and one copy** (plus any additional copies requested by the Council Representative) of the Eagle Project Proposal. When the Eagle Project Proposal is approved, the Scout will keep the signed original Workbook. Those Scouts who mail in their project proposal directly to the Council Representative are to send, **one original and one copy** of the Eagle Project Proposal.

🍏 **5. After the Project approval, send a copy to the DeVos Family Center for Scouting:**

A copy of the approved Eagle Project Proposal along with the Fundraising Application, if required, should be delivered to the Service Center.<sup>1</sup> If the Eagle Project Proposal is mailed in, it should include those pages that were completed by the Scout. This includes the Contact Information page, the Eagle Project Proposal, the four approval signatures, any completed pages in the Final Plan (most Scouts will not have any completed pages), and any attachments, pictures etc.

## **STEPS TO COMPLETE AFTER THE EAGLE PROJECT IS APPROVED**

🍏 **6. Complete the “Project Final Plan” found in the Workbook:**

The Scout will need to complete the section titled “Eagle Scout Service Project Final Plan” (Final Plan page A - E). This must be done prior to beginning work your Project. To assist you in completing this section, the BSA National Council highly recommends that you work with a project coach. See Workbook page 3 under The Final Plan and page 6 under Eagle Scout Service Project Coaches.

🍏 **7. Start work on your project and complete it**

🍏 **8. After the project is complete, write-up the “Project Report” in the Workbook:**

The Scout will need to complete the section titled “Eagle Scout Service Project Report” (the Project Report pages A - C).

*Remember to obtain signatures of completion from the Unit Leader and Beneficiary.*

**FINISH ALL EAGLE RANK REQUIREMENTS INCLUDING SCOUTMASTER CONFERENCE *BEFORE* TURNING 18! Note: the Eagle Rank Requirements do not require any paperwork be turned into council prior to turning 18, just have the work and signatures before 18 .**

🍏 **9. Complete all Eagle Rank requirements including Scoutmaster Conference:**

Please note some units want to review the Eagle Scout Rank Application at the time of the Scoutmaster Conference.

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<sup>1</sup> Many of the Council Representatives make regular trips to the Service Center. They may offer to deliver it for the Scout.

## STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED

### 🍏 10. Complete the Eagle Scout Rank Application:

After a Scout has completed all the Eagle rank requirements, they are to complete a two page Eagle Scout Rank Application, which some Scouts work on prior to completing all their requirements. For completion dates for ranks or merit badges, you need to either ask your troop advancement person for a printout of your individual records in ScoutNet (BSA's Internet Advancement) or you can get your scouting record directly from the Service Center, by contacting Marci Byxbe at [marci.byxbe@scouting.org](mailto:marci.byxbe@scouting.org) or 1-888-272-4732 ext. 208.

Include a statement of your ambitions & life purpose (requirement 7)

### 🍏 11. Secure an Eagle Scout Rank Application Verification Form from the Service Center:

After the Eagle Scout Rank Application is completed and has the required signatures, the Scout must send a copy (not the original) via email ([marci.byxbe@scouting.org](mailto:marci.byxbe@scouting.org)), fax (616-785-0835), mail, or hand delivery to the Service Center.<sup>2</sup> The Service Center will review the application, print out and sign the certification (Form 58-728C), and email it to the Scout. This certification form must be included in the packet the Scout will be providing to the Council Representative in Step 13(see below).

### 🍏 12. Provide reference letter and envelopes to your references on Eagle Application:

Either slightly before or after the Scout sends the completed Eagle Scout Rank Application to the Service Center (Step 11 above), the Scout will give a reference letter to the references listed on the application. The reference letters can be hand delivered or mailed to the person submitting the reference. In both delivery methods, the Scout will include a **stamped** envelope **addressed to your Unit Leader** or the Unit designee. Scouts are not allowed to handle the completed forms since they are a confidential reference. On the outside of the envelope write "**Confidential Reference For**" and the Scout's name. Include the reference writer's **name and return address** on the envelope.

After the reference letter is received by the unit leader or the Unit designee, it shall remain **UNOPENED** until provided to the Eagle Scout Rank Board of Review. The letters will be opened by the Board of Review panel, and will NOT be seen by anyone outside of this group. They will later be destroyed by the Service Center.

### 🍏 13. Turn-in the completed Eagle packet to Council Representative for Eagle Board of Review:

After a Scout has all the above items completed, the Scout should contact the Council Representative for an Eagle Scout Rank Board of Review. The whole packet needs to be delivered to the Council Representative. The Scout and the Council Representative will decide how the Scout will get the packet to the Council Representative. Most, if not all, of the Council Representatives near the Grand Rapids area have a file folder at the Service Center. With the Council Representative's permission, the Scout could hand-deliver the packet to the Service Center. Packets can also be hand-delivered or mailed to any of the Council Representatives. The Scout should make a copy of everything they turn over so they

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<sup>2</sup> The DeVos Family Center for Scouting, 3213 Walker Ave NE, Grand Rapids, MI 49544-9775  
Life To Eagle Processing Steps 2-01-2015.Docx

have a copy for their records. The following items should to be delivered to the Council Representative:

Completed Eagle Scout Service Project Workbook with final report and approval signatures

Original Eagle Scout Rank Application with all signatures

Statement of ambitions and life purpose and listing of positions held in other organizations (requirement 7 on the Eagle Scout Rank Application)

Eagle Scout Rank Application Verification Form that has been generated, verified, signed and received from the Service Center Staff

Unopened reference letters

**🍏 14. Attend Eagle Scout Rank Board of Review and delivering the completed Paperwork to the Service Center:**

After the Eagle packet is received by the Council Representative, he or she will review it for completeness (e.g., confirming the necessary signatures, life purpose statement, etc.). After the packet is confirmed complete, the Council Representative can schedule an Eagle Scout Rank Board of Review.

The Eagle Scout Rank Board of Review will be held in due course. Assuming the Board of Review finds the candidate acceptable as an Eagle Scout, the Eagle Scout Service Project Workbook will be given to the Scout immediately after the Eagle Scout Rank Board of Review.

Next, three items must be delivered to the Service Center:

1. the original Eagle Scout Rank Application and Requirement 7 Ambition and Life Purpose Statement
2. all reference letters
3. the Eagle Scout Rank Application Verification Form that has been generated, verified, signed and received from the Service Center Staff

Care must be taken in handling the reference letters to ensure they remain confidential. The Council Representative will decide how to transport the Eagle Packet to the Service Center.

In the unlikely event that an Eagle Packet needs to be sent to National, the Council Representative will instruct the Scout how the whole packet should be delivered to the Service Center.

After the Eagle Application is received by the Service Center, Service Center staff will process the application. A confirmation should be received from National in about 3- 4 weeks. A Scout may opt for expedited shipping and processing, which takes 2 – 5 business days, for an additional \$65 fee. Please contact Marci Byxbe (contact information below) for expediting instructions.

## CONTACT INFORMATION

### President Ford Field Service Council Service Center

The DeVos Family Center for Scouting  
3213 Walker Ave NE Grand Rapids MI 49544-9775

Phone 616-785-2662; fax 616-785-0835

### Service Center Advancement staff person:

- **Marci Byxbe** [marci.byxbe@scouting.org; 616-785-2662 ext. 208]

### Council Advancement Chairman:

- **Steve Rowe** [steverowehome@gmail.com; HM 616-676-3290 CELL 616-560-3860]

### **List of Council Representatives**

| <b>Counties</b>  | <b>Council Representative</b>        | <b>Phone Number</b> | <b>E-mail Address</b>    |
|--|--------------------------------------|---------------------|--------------------------|
| <b>Barry &amp; Kent</b>  | Bill Asakevich<br>(Project Approval) | (269) 623-5483      | wasak@mei.net            |
|  | Bill Millard (Board of Review)       | (269) 760-4704      | Bill@Millardmail.com     |
| <b>Ottawa</b>  | Jim Menerick                         | (616) 846-8622      | jmenerick@hotmail.com    |
|  | Morrie Minnema                       | (616) 403-7910      |                          |
| <b>Allegan Co &amp; Grandville, Byron Center, Jenison, Hudsonville</b> | Robert Barber                        | (616) 538-8285      | rbarber226@gmail.com     |
| <b>Muskegon</b>  | Randy Hughey                         | (231) 557-9535      | randyh@betterspaces.com  |
|  | John Wallish                         | (616) 842-8696      | jwallish@charter.net     |
| <b>Mason &amp; Oceana</b>  | John Wallish                         | (616) 842-8696      | jwallish@charter.net     |
| <b>Lake &amp; Newaygo</b>  | Steve Gray                           | (231) 206-7210      | steveg@co.newaygo.mi.us  |
| <b>Ionia</b>   | Dirk Ritzema                         | (616) 284-7841      |                          |
| <b>Northern Kent</b>   | Tony Owen                            | (616) 696-0316      | dragos32@charter.net     |
| <b>Montcalm</b>  | Robin Kiste                          | (616) 754-0450      | jpgkiste@charter.net     |
|  | Chuck Champlin                       | (616) 984-2648      | chuck1905@charter.net    |
| <b>Mecosta</b>   | Jim Lindsey                          | (231) 796-6400      | jimlindsey@ferris.edu    |
| <b>Antrim, Grand Traverse, Kalkaska, &amp; Leelanau</b>                | Chris Stein                          | (231) 922-8145      | banjoboy73@hotmail.com   |
|  | Joel Wright                          | (231) 941-5012      | joelw@charter.net        |
|  | Jim Hanes                            | (231) 946-1382      | Jimhanes70@hotmail.com   |
|  | Dave Sliwinski                       | (231) 645-0730      | tcdski@charter.net       |
| <b>Charlevoix, Cheboygan, Emmet, &amp; Otsego</b>                      | Robert Fate                          | (231) 347-1295      | bfate@charter.net        |
|  | Brian Granger                        | (231)347-8744       | bgranger@walstrom.com    |
| <b>Benzie</b>  | John Morse                           | (231)275-6185       | John.morse.cpa@gmail.com |
| <b>Missaukee, Osceola, &amp; Wexford</b>                               | Jim Thompson                         | (231) 734-5804      | jcthomp@wildblue.net     |
|  | Mark Mitchell                        | (231) 775-7300      | mrmlawoff@aol.com        |
| <b>Manistee</b>  | Daniel Korzeniewski                  | (231) 723-2926      | dalakor@hotmail.com      |