



President Ford Field Service Council Eagle Scout Rank Processing Procedures and Checklist

STEPS TO EAGLE CHECKLIST

The checklist below, is a tool for Scouts to use as they follow the President Ford Council Eagle Scout Rank Processing Procedures. This first page, is a quick one-page checklist of 13 steps required to attain Eagle Scout. Detailed instructions can be found on the following pages. Please familiarize yourself with the Expanded Processing Procedures.

STEPS TO GET AN EAGLE PROJECT APPROVED

Pick a project

1. Go on-line to www.scouting.org/filestore/pdf/512-927_fillable.pdf
2. Write up the "Project Proposal" (Project Proposal pages A, B, C,D, & E) found in the Workbook.
Obtain ALL necessary signature on page E of the Project Proposal
3. Complete a fund raising application if required (under \$1500 – not required)
4. Get project approval from the Council Advancement Representative for your District

STEPS TO DO AFTER EAGLE PROJECT IS APPROVED

5. Complete the "Project Plan" (Project Plan pages A, B, C, D, & E) found in the Workbook. This must be done prior to beginning work on your project
- 6.. Start work on your project and complete it.
7. After the project is complete, write-up the "Project Report" (Project Report pages A, B, & C) in the Workbook.

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

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

STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED

9. Complete the Eagle Scout Rank Application Go to:
www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf to obtain the latest version of the Eagle Scout Rank Application
10. Secure an Eagle Rank Application *Verification* from the Service Center in Grand Rapids. (Go to the Expanded section for complete instructions, contact information, and a specific list of what needs to be provided.
11. Provide reference letter requests and envelopes to references listed on your Eagle Application
12. Turn in the completed Eagle Packet to the designated Council Representative who will be conducting your Eagle Board of Review. Attend your Eagle Scout Rank Board of Review.
13. After your successful completion of your Board of Review... the necessary and completed paperwork will be delivered to the Service Center by the Grand Rapids by the Council Advancement Representative.

-- Expanded --
Eagle Scout Rank Application - Processing Procedures

While a Scout is starting the final steps to attaining his Eagle Rank, the following is a suggestion to check his advancement record to date, to ensure that his official record agrees with what he “thinks” he has completed. Doing it now, can avoid surprises and provide adequate time to make the necessary corrections and prevent last minute panic.

This can be done by obtaining a copy of his personal and individual record from the Troop Advancement person who can access this information through the BSA on-line Internet Advancement. Or he can get his scouting record directly from the Grand Rapids Service Center, by contacting Diana Betten at diana.betten@scouting.org or 616-785-2662 ext 3004

These two sources represent your official BSA advancement record. This official record is what will be used to verify your application. (step 10) Don't wait to check this.....you don't need any surprises – especially if your 18th birthday is getting close.

EXPANDED STEPS TO EAGLE PROJECT APPROVAL

1. Pick a Project

The Scout should receive the Scoutmaster's approval, prior to proceeding with a written proposal in the Eagle Scout Project Workbook.

Eagle Scout Project Workbook:

use this hyperlink: www.scouting.org/filestore/pdf/512-927_fillable.pdf

(This is the BSA website – insuring your using the most up-to-date form; also, this is a PDF-fillable format which is highly recommended for legibility – however it can be printed “blank” and filled in off-line)

2. Write up the “Eagle Scout Service Project Proposal” in the Workbook.

The Scout will need to complete the sections titled Contact Information (a one-page document on *page B*), “Eagle Scout Service Project Proposal” (pages *C, D, and E*) and approval signatures on the bottom of page E. (Council approval will be provided after the proposal has been successfully reviewed by the Council Representative -see last page this package).

3. Complete a fund raising application if required:

A Scout will need to complete an Eagle Scout Project Fund Raising Application if they:

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

Note: If the total amount of the two above items is expected to be less than \$1500 a Scout does not have to complete an application. Excluded in this \$1500 amount are the contributions coming 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 moneys left over – regardless of the source – goes to the project's beneficiary.

The fund raising application is included in your Workbook on Fundraising Application Page A. (The is in the back of the workbook – after Page E of the Project Plan) If required, complete the form and obtain the approvals necessary at the same time as the review/approval of your project proposal. (Council approval will be provided – as appropriate by the Council representative)

Please note that if the fundraising needs change, and 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 the Council Representative directly when he has 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 these “Steps” contain a list of Council Representatives and their contact information. If you are not sure of which one covers your area, pick one that is your “best guess” and call, indicating what Troop you are from, and the city where the unit meets. If you guessed wrong – they will redirect you,)

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 Scout Service Project Proposal + Fund Raising Application (as applicable). After the Eagle Project Proposal is approved, the Scout will keep the signed original workbook.

STEPS TO COMPLETE AFTER THE EAGLE PROJECT IS APPROVED

5. Complete the “Eagle Scout Service Project Plan” found in the Workbook:

The Scout will need to complete the section titled “Eagle Scout Service Project Plan” (the first step was a proposal – now this is the Plan, which is more detailed than the proposal) (pages cover + A-E) This must be done prior to beginning work on your Project. To assist you in completing this section, the BSA National Council highly recommends that you work with a project coach. (If you do not know who your assigned project coach is....contact the same Council representative, who approved your plan, with your questions. Most of them have been associated with Eagle Projects for many years and will be able to quickly help you.)

6. Start work on your project and complete it.

7. 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” (cover + pages A-C).

Remember to obtain signatures for the Candidate's Promise + the Unit Leader and Beneficiary on the bottom of Page C

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 then scout tturning 18, but he must have the merit badges, project work and signatures before 18.

8. Complete all Eagle Scout Rank requirements including Scoutmaster Conference

Please note some unit leaders want to review all of the Eagle Scout Service Project Workbook at the time of the Scoutmaster Conference.....be prepared. (The Scoutmaster Conference is listed as Requirement #6 on the Eagle Rank application– meaning it must be completed prior to your 18th birthday. However, you may not have completed your Eagle Rank application that contains a place for his/her signature and date. That means you will need to have it signed later with the date of occurrence– but the actual conference can continue.)

STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED

9 .Complete the Eagle Scout Rank *Application*:

use this hyperlink www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

(This is the BSA website – this insures your using the most up-to-date form; also, this is a PDF-fillable format which is highly recommended for legibility – however it can be printed “blank” and filled in off-line)

[Include a statement of your ambitions & life purpose \(annotated after requirement # 6 on Eagle app.](#)

10. Secure an Eagle Scout Rank Application Verification Form from the Grand Rapids Service Center

In order to obtain this “verification” send a **copy** of your completed and signed (in all areas up to, but not including “BSA Local Council Verification”) on your rank application form.

Using one of the following methods:

- a. attached to an email to diana.betten@scouting.org
- b. Faxed (616-785-0835)
- c. by USPS mail

Boy Scouts of America
3243 Walker Ave NE

Grand Rapids, MI 49544-9775

- d. or hand delivered to the Grand Rapids Service Center (Verification are not provided at the Traverse City office)

The Grand Rapids Service Center will review the application, print out and sign the certification (form 58-728C) and will email (as an attachment) to the Scout and the anticipated Board of review chairman. This certification form must be included in the packet the Scout will be providing to the Council Representative in Step 13 (see below)

(This email to the Scout will also be forwarded to the Council Representative who has been selected to conduct the Eagle Scout Board of Review. In this message, the scout will be advised of what material is required for the Board of Review indicating that some of this may have already been made available, but insuring that the scout aware that he is responsible for insuring ALL of that **has been** made available to the Chairman. The contact information of who the Council Representative is, will be provided (in this email) to avoid confusion to the Scout. The Scout (himself) will be expected to initiate contact as necessary for later actions.)

11. Provide reference letter request and envelopes to those individuals listed as your references on the Eagle Application.

Either slightly before or after the Scouts sends the completed Eagle Scout Application to the Service Center (Step 10 above), the Scout will give a sample reference letter to the individuals listed as references on the application. (Note: These sample references are strongly suggested to be used as they explain what information is type of review is being also need to provide sample similar to the contact info.requested) These sample reference letters can be hand delivered or mailed to the person asked to submit a reference. In both delivery methods, the Scout will include a **stamped** envelope **addressed to his Unit Leader** or the Unit designee. Scouts are not allowed to handle the completed forms as they are a confidential reference. On the outside of the envelope the Scout should write **“Confidential Reference for”** and enter 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 Unit designee, it shall remain **UNOPENED** until it is provided to the individual chairing the Eagle Board of Review. These letters will be opened by the Board of Review panel, and will NOT be seen by anyone outside of that group. They will be destroyed by the Grand Rapids Service Center and will be logged accordingly as “destroyed”.

12. Turn- in the completed Eagle Packet to Council Representative for Eagle Board of Review:

After a Scout has all the below listed items completed, the Scout is responsible for contacting the Council Representative for an Eagle Scout Rank Board of Review. All of these components need to be delivered to the Council Representative. The Scout and the Representative will decide how the Scout will get the packet to the Council Advancement Representative.

The following items should be delivered to the Council Advancement Representative:

- Completed Eagle Scout Service Project Workbook with final report and all necessary original signatures
- Original Eagle Scout Application with all signatures
- Statement of ambitions and life purpose and listing of positions held in other organizations
- Eagle Scout Rank Application Verification Form that has been generated, verified, signed and received from the Grand Rapids Service Center Staff
- Unopened reference letters.

(Note: The Council Representative “may” have already obtained some of the above information. However, it is the Scout's responsibility to ensure that they do have this information prior to attempting to schedule an Eagle Board of Review)

