

WHAT	WHO	DONE	HOW/WHY
PICK A PROJECT			
1 Ask your Scoutmaster for an Eagle Advisor/Mentor	Eagle Candidate/ Scoutmaster		It is strongly advised that you have your Scoutmaster assign you an adult "Eagle Advisor". This person can be any registered adult member of the troop; such as a parent of a previous Eagle. You should work with this person to review your work and get advice as needed. In many Districts, that person will be required to accompany you when you meet for any approvals.
2 Download the current Service Project Workbook	Eagle Candidate		Use the latest version of the official workbook, available at: https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/ . Do not use workbooks obtained from other sources as they are often out of date.
3 Write up the "Project Proposal" (Project Proposal pages A, B, C, D, E,F,G) found in the Workbook and Obtain ALL necessary signatures on page H of the Project Proposal, with the exception of the Council/District approval.	Eagle Candidate		The work book is a Fillable PDF. It is recommend that you type the text for a clear / professional look. Have your Eagle Advisor look at it to make sure it is understandable. Get the required signatures. Make sure the Beneficiary's representative has authority to approve.
4 Complete a fund-raising application if required (under \$1500 – not required).	Eagle Candidate		The Fundraising Application Form is found in the ""Project Plan"" section of the Workbook. If you've looked ahead, your District project approver can review and sign this.
5 Get project approval from the Council Advancement Representative for your designated District.	Eagle Candidate		Your Scoutmaster will know who to contact for this process. You will need your project proposal with all signatures.
STEPS TO DO AFTER YOUR EAGLE PROJECT IS APPROVED			
6 Complete the "Project Plan" (Project Plan pages A, B, C, D, E, & F) found in the Workbook. This must be done prior to beginning work on your project.	Eagle Candidate		It is recommend that you type the text for a clear / professional look. NOTE: This section does not require any signatures, but must be completed. During your Board of Review it may be reviewed to show that you met the requirement of Planning as part of ""Develop, Plan, and Execute"" a project."
7 Start work on your project and complete it.	Eagle Candidate and Eagle Candidate's Team		Be sure to record time for everyone involved in the project. Collect Details and photos as the project progresses. Keep a diary that will help you write the final report.
8 After the project is complete, write-up the "Project Report" (Project Report pages A, B, & C) in the Workbook.	Eagle Candidate		It is recommend that you type the text for a clear / professional look. It is not required, but a narrative, more detailed, answer to each subject can be included by inserting ""See Attached Report"". It is a method of recording more detail that you might want to preserve. Include photos to show the people involved, that you provided leadership to. Work with your Eagle Advisor to make sure this Report is something you'll be proud of; and want to display at a Court of Honor.
FINISH ALL EAGLE RANK REQUIREMENTS INCLUDING POSITION OF RESPONSIBILITY AND SCOUTMASTER CONFERENCE BEFORE TURNING 18			
9 Complete all Eagle Rank Requirements, including required Merit Badges, Position of Responsibility while a Life Scout, and Scoutmaster Conference.	Eagle Candidate/ Unit Advancement		If the Eagle candidate has an extension beyond the age of 18 this becomes the Scouts 18th birthday. This date is the new age reference for processing requirements. Extension paperwork is required to be included In final paperwork and verification paperwork.
STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED			
10 Complete the Eagle Scout Rank Application (latest version). It is HIGHLY suggested you start work on the application long before your 18th birthday so that missing items and errors can be corrected.	Eagle Candidate/ Unit Advancement		Download from: https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf . Be sure to use your 'Full Legal Name', including middle names. List those persons who will be providing a 'Letter of Reference' (see 12 below). Work with your unit Advancement person to list the MBs that you will use. These will be verified that they match the national database. (11 below). Two lines are provided for Position of Responsibility in case 2 positions make up the required 6 months. You only need to use one line if the entire 6 months are in one position. For Requirement 5, provide your Project information. The hours should be Man-Hours not just elapsed time. Hopefully you've kept a log of everyone's time, including your own.
11 Request a Verification of your Eagle Rank Application from your local service center (please see list below for contact information). Please provide the following paperwork with your request: Completed Eagle Rank Application, Completed Project Proposal, and Statement of Ambitions and Life Purpose.	Eagle Candidate/ Unit Advancement		The request for verification is the responsibility of the Unit Advancement person. Eagle candidate should contact the Unit Advancement Chair / Eagle Advisor to request a verification form be sent to Council. The Candidate should provide them a Scanned PDF copy of Completed Eagle Rank Application, Completed Project Proposal, and Statement of Ambitions and Life Purpose. These scanned forms are emailed to the person assigned to your district for verification. The Eagle Verification form and Processing instructions can be found at https://michiganscouting.org/unit-resources/advancement/

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12	Mail reference letter requests and envelopes directly to the references you have listed on your Eagle Application. If you have not listed a Religious Reference, a Parent or Guardian must provide this reference letter, or include a statement in their letter. If home-schooled the Education letter should be from one of your outside teachers or mentors.	Eagle Candidate		Mail or deliver a copy of the Request for Letter of Reference to the people you listed on your Eagle Application. Include a self-addressed, stamped, return envelope addressed to the District Eagle Chair or Unit Advancement person designated by your unit whichever is directed by your District. In an appropriate location on the envelope include "Eagle Candidate: <your name>" so the envelope doesn't have to be opened to find out who it's for. Envelopes are not to be addressed to you. Additional letters are not required, but sometimes appropriate. These letters will be opened and reviewed by the Eagle Board prior to the candidate being present. These letters will be destroyed after the successful completion of the EBOR by the unit Advancement person or the District Representative. The reference letter request can be found at https://michiganscouting.org/wp-content/uploads/2021/11/Eagle-Reference-Letter-Master.pdf
13	After your Eagle application is verified, provide the completed Eagle Packet (Eagle Application, Verified Eagle Application, Statement of Life Ambition, Project Workbook with all required signatures to your Unit Advancement person.	Eagle Candidate/ Unit Advancement		Unit Advancement person should make request for a District Representative for a Eagle Board of Review.
STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED (2)				
14	Schedule an Eagle Board of Review	Unit Advancement		Scheduling the Eagle Board of Review is usually the responsibility of the Unit Advancement Person. In addition to the Candidate, the Board must consist of no less than 3 and no more than 6 adults, one of which must be the District/Council representative. Parents, siblings, other Scouts, Scoutmaster(s), and Assistant Scoutmaster(s) are not allowed as part of the Board. A current Scoutmaster may attend to introduce the candidate, but does not participate unless asked a specific question by the Board. If conducted in person, check with the District/Council representative as to whether the Eagle Packet is wanted ahead of time or is to be retained by the unit until the Board of Review. If the EBOR is conducted electronically, copies of all paperwork (except the Letters of Reference) should be sent to each Board member ahead of time. If conducted electronically the Letters of Reference should be read by the unit Advancement person prior to the candidate being admitted to the conference, and then shredded upon successful conclusion of the Board.
15	Attend your Eagle Scout Rank Board of Review.	Eagle Candidate/Unit Advancement/ Council Representative		Eagle Candidate should present themselves in Full uniform, if available, or properly attired. Board members should also be properly attired for this important occasion. Although not a requirement, many Boards ask for The Scout Oath, Scout Law, Scout Motto, and/or the Outdoor code. Be prepared to recite each of these. Please note this board is much like the others you have done, it is not a test, it is a conversation about you and your experiences in and outside of Scouting. Try not to be nervous and enjoy the conversation.
16	After the successful completion of your Board of Review, the necessary and completed paperwork will be delivered to your local Service Center by the Unit Advancement person, or the Council Advancement Representative according to local practice. The paperwork should include the original ink-signed Eagle Application and the verified copy of the Eagle Application. If there has been an Extension of Time to complete, or any special considerations like Alternative MBs, the authorizing letter(s) must also accompany the submittal.	Unit Advancement		At the successful conclusion of the Eagle Board of Review the Board Chairperson and the District/Council Representative add their signatures to the Eagle Application. When the Board is done electronically arrangements must be made to obtain those signatures. The unit Advancement person sends the ink-signed application to the same processing center as the Verification was done. This may be done by scanning (pdf) and attaching it to the Post Eagle Board of Review form that can be found at https://michiganscouting.org/ebor-documents/ for submittal. The Council will process the paperwork and send it to National for final processing. When National completes the process they will send the Eagle credentials to the Local Council.
17	The Application is processed by the Local Council and then the National Council. The Eagle Credentials will be shipped from National to a central MCC processing location for distribution to a local office. The Eagle Credentials will need to be picked up by the Unit Advancement Committee at that office.	MCC/ National/Unit Advancement		Once the Eagle Credentials have been received, badges, medals, and presentation material can be purchased at a Scout Shop and a Court of Honor can be scheduled.
18	Any questions? Contact your Unit Advancement person, your Eagle Advisor, or your Scoutmaster	Eagle Candidate		

