

# 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 fund raising application if required (under \$1500 – not required)
4. Get project approval from the Council Advancement Representative (see last page)
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 your individual records in ScoutNet (available through your unit's BSA’s On-Line Internet Advancement access)
  - Include a statement of your ambitions & life purpose (noted between requirements 6 & 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.

## **EXPANDED 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

([www.scouting.org/Home//BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx](http://www.scouting.org/Home//BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx))

### **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/advancement](http://www.scouting.org/advancement). This is a PDF writable version. (this produces a very readable report and is highly recommended) Make sure the necessary signatures on Proposal Page E are obtained.

### **3. Complete a fund raising application if required:**

A Scout will need to complete an Eagle Scout Service Project Fund raising 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 was 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 fund raising application is included in your Workbook on Fund raising 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 (see last page for list of who and where).

Please note if the fund raising needs grow to a level requiring a fund raising application, the Scout will need to submit a Fund raising Application to the Council Representative for approval prior to any fund raising 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 Fund raising 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.*

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**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 merit badges, project 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.

**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 available through your unit's BSA On-line Internet Advancement access. 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 of his Eagle Scout Rank Application (not the original) attached in an email to ([marci.byxbe@scouting.org](mailto:marci.byxbe@scouting.org)), or faxed (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 sample reference letter to the references listed on the application. These sample 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.

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<sup>2</sup>The DeVos Family Center for Scouting, 3213 Walker Ave NE, Grand Rapids, MI 49544-9775

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 have a copy for their records. The following items should 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 (inserted on Eagle application between requirements 6 & 7)
- 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 fee. Please contact Marci Byxbe (contact information below) for expediting instructions.

## CONTACT INFORMATION

### President Ford Field Service Council

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:

**Jim Newell** [ADV.PFFSC@gmail.com; ]

### List of Council Representatives

Counties/Cities	District	Council Representative	Phone Number	E-mail Address
Barry & Kent	Eagle Spirit	Bill Asakevich (Project Approval)	(269) 623-5483	asakwill@mei.net
		Bill Millard (Board of Review)	(269) 760-4704	Bill@Millardmail.com
Ottawa	Lakeshore	Bruce Ostrow	(616) 422-9925	ostrowb@gsvu.edu
		Morrie Minnema	(616) 403-7910	mdminnema@hotmail.com
Allegan Co & Grandville, Byron Center, Jenison, Hudsonville	Lakeshore	Robert Barber	(616) 262-4119	rbarber226@gmail.com
Muskegon	Pere Marquette	Randy Hughey	(231) 557-9535	randyh@betterspaces.com
		John Wallish	(616) 842-8696	jwallish@charter.net
Mason & Oceana	Pere Marquette	John Wallish	(616) 842-8696	jwallish@charter.net
Lake & Newaygo	Pere Marquette	Steve Gray	(231) 206-7210	steveg@co.newaygo.mi.us
Ionia	Five Rivers	Dirk Ritzema	(616) 284-7841	
Northern Kent	Five Rivers	Tony Owen	(616) 696-0316	dragos32@charter.net
Montcalm	Five Rivers	Robin Kiste	(616) 754-0450	jp_kiste@charter.net
		Chuck Champlin	(616) 984-2648	chuck1905@charter.net
Mecosta	Five Rivers	Jim Lindsey	(231) 796-6400	jimlindsey@ferris.edu
Antrim, Grand Traverse, Kalkaska, & Leelanau	Northern Trails & Bay Trails	Chris Stein	(231) 922-8145	banjoboy73@hotmail.com
		Joel Wright	(231) 941-5012	joeldw@charter.net
		Jim Hanes	(231) 590-9205	jhanesscouting@charter.net
		Dave Sliwinski	(231) 645-0730	tcdski@charter.net
Charlevoix, Cheboygan, Emmet, & Otsego	Northern Trails	Robert Fate	(231) 838-6165	<a href="mailto:bfate@bobfatebuilder.com">bfate@bobfatebuilder.com</a>
		Brian Granger	(231)347-8744	bgranger@walstrom.com
Benzie	River Trails	John Morse	(231)218.1113	John.morse.cpa@gmail.com
Missaukee, Osceola, & Wexford	River Trails	Jim Thompson	(231) 734-5804	jcthomp@wildblue.net
		Mark Mitchell	(231) 775-7300	mrmlawoff@aol.com
Manistee	River Trails	Daniel Korzeniewski	(231) 723-2926	dalakor@hotmail.com