

Dear Scoutmaster/Unit Leader:

Following is the procedure for submitting an Eagle Scout Service Project and the Eagle Scout Application to the local Scout office. Please remember that these are the requirements set by the National Office not the local council and that we may not change or waive any of these requirements in any way for any reason.

1. The Service Project **MUST** be approved **before** the Scout **BEGINS** the project. A project will be automatically rejected if it is started without District Approval. The completed Project Workbook must be mailed or brought to the Scout Office. The office will then forward the Workbook to the proper District Board of Review. **The Project must be sent to the office – do not send it to the Board of Review.** The Project Workbook is available at either Scout Office. **Any project submitted in any other form will be returned to the Scout to be redone in the workbook.**
2. The Scout must follow the directions in the Workbook and the proper signatures must be secured before the Workbook is sent to the Scout Office. It is important that the Scout fill out the Section on “Planning”. The Board of Review wants to know the steps the Scout intends to take to accomplish his Project. *The Mississippi Valley Council has a guideline of 30 hours spent planning and carrying out the project.*
3. **PLEASE** see that the Troop Advancement Chairperson is aware of the proper procedure for earning the Rank badges. Four (4) **required** merit badges must be earned prior to the Scout becoming a Star. Three (3) more **required** merit badges are earned for Life. **THIS IS NOT OPTIONAL!!** National will (and has in the past) rejected Eagle Applications that did not meet these requirements. **ALSO, ALL DIRECTIONS ON THE EAGLE APPLICATION MUST BE FOLLOWED EXACTLY.** For example, Requirement #3 states, “List the month, day and year the merit badge was earned.” You must list the *month, day and year*. The Scout Office will have no choice but to reject any application that is not filled out correctly.

If there is a question on when badges were earned, the Scout, his parents, or a unit leader may come into the office and look through the troop’s advancement reports. **WE DO NOT KEEP ADVANCEMENT REPORTS FOR INDIVIDUAL SCOUTS.** It is imperative that Troops keep complete and current advancement information on each registered Scout.

4. **A SCOUT MUST HAVE EARNED ALL OF HIS REQUIRED MERIT BADGES, BEEN A LIFE SCOUT FOR SIX (6) MONTHS, SERVED IN A LEADERSHIP POSITION FOR SIX (6) MONTHS AFTER EARNING HIS LIFE RANK, COMPLETED HIS EAGLE SERVICE PROJECT, HELD HIS GROWTH CONFERENCE WITH HIS SCOUT LEADER AND TURNED IN HIS EAGLE SCOUT APPLICATION ALONG WITH HIS THREE LETTERS OF REFERENCE (IN SEALED ENVELOPES) TO THE SCOUT OFFICE ON OR BEFORE HIS 18TH BIRTHDAY.** The District Board of Review may take place up to three (3) months after his birthday. The sooner the Scout gets his paperwork into the Scout Office, the more time we have to check to make sure that everything is okay.
5. The Scout must turn in the following prior to the board of Review:
 - a. Eagle Scout Application
 - b. Completed and signed Project Workbook
 - c. Three (3) Letters of Reference (forms are available at the office)
 - d. A separate page for Requirement #6 (ambitions & life purpose)

Call the Scout Office if you have any questions.

Dear Scoutmaster/Unit Leader:

This letter is to remind you of some things that you need to recall when working with Eagle Scout Applications prior to handing them in to the Scout Office.

All Eagle Scout Applications **MUST** contain the following:

1. Month, **Day**, and Year for each:
 - a. Date Became Boy Scout
 - b. Date of First Class Scout Award
 - c. Date of Star Scout Award
 - d. Merit Badges Dates Earned
2. Date of Birth – Application must be received in the Scout Office on or before the Scout's 18th birthday, and prior to the close of business for that day.
3. Date of First Class Rank must be four (4) months prior to earning Star Rank.
4. Date of Star Rank must be six (6) months prior to earning Life Rank.
5. Date of Life Rank must be six (6) months prior to applying for Eagle.
6. Must have earned four (4) required Merit Badges before Star Rank.
7. Must have earned an additional three (3) required Merit Badges before Life Rank.
8. Must have served in a leadership position for six (6) months as a Life Scout.
9. Date Project was completed needs to be **AFTER** Life Rank was earned.
10. Signatures and dates need to be affixed for Applicant, Unit Leader and Unit Committee Chairman.
11. **ALL** directions on the Eagle Application **MUST** be followed.
12. Prior to the Board of Review, the Scout must turn in the following:
 - a. Eagle Scout Application
 - b. Completed and signed Project Workbook
 - c. Three (3) letters of reference in **sealed** envelopes (forms available at Scout Office and are **NOT** to be from relatives).
 - d. A separate page for Requirement #6 (ambitions and life purpose).
13. Eagle Application/Project Workbook should not be in any type of folder or binder when brought into the Scout Office for Review.

The Scout Office will return any Eagle Application that is not completed correctly. If you have any questions, call the Scout Office.

Please see that your Advancement Chairperson and/or Committee Chairperson has a copy of this information sheet.

Thank you for your help.