



## STEPS TO EAGLE CHECKLIST

This checklist is a tool for Scouts to use as they follow the Twin Rivers Council Eagle Scout Rank Processing Procedures (“Processing Procedures”). This is a quick one-page checklist of 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.

“While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.16.)”

### STEPS TO GET AN EAGLE PROJECT APPROVED

- Pick a project
- Write up the “Eagle Scout Service Project Proposal” section of the Eagle Project Workbook.
  - Make sure you are using the most current version.
- Complete a fundraising application if you intend to raise funds to complete your project.
- Obtain the required approval signatures on page H.
- Contact the District Representative for your District for Council/District Approval.

### STEPS TO DO AFTER EAGLE PROJECT IS APPROVED

- Complete the “Eagle Scout Service Project Final Plan” of the Eagle Project Workbook.
- Start work on your project and complete it.
- 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 PRIOR TO TURNING 18!

### STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED

- Complete the Eagle Scout Rank Application.
  - Make sure you are using the most current version.
  - It is a Best Practice to review the dates for all Merit Badges and Ranks on your Official Record for accuracy. You can do this through ScoutBook, Internet Advancement or by requesting your Person Profile from the Council Service Center.
- Write your statement of your ambitions & life purpose and listing of positions, honors, and awards.
- Obtain the completed Reference Acknowledgement Form from your Unit Committee Chairperson.

### SUBMIT YOUR EAGLE APPLICATION TO THE COUNCIL SERVICE CENTER FOR CERTIFICATION

- Include:
  - Completed application through the 3 signatures on page 2 of the application.
  - Completed and Signed Reference Check Acknowledgement Form
  - Statement of your ambitions & life purpose and listing of positions, honors, and awards
  - Signature page H from the Eagle Project Proposal which includes 4 signatures approving the project.
  - Signature page C from the Eagle Project Report which includes 3 signatures indicating the project had been completed to everyone’s satisfaction.

### BOARD OF REVIEW

- Once the Council has completed the certification, you/the point of contact will be contacted that the certification is complete and return your documentation to you or give you instructions to pick up your documentation.
- After receiving notification that your application has completed certification, you/the point of contact should contact your District Advancement Chairmen to schedule a Board of Review.

# Eagle Scout Rank Processing Procedures

This guide is provided by the Twin Rivers 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.

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

- Make sure you are using the most current version of the workbook. To be sure, you should always use the version located on the National Council website: [www.scouting.org](http://www.scouting.org)
- Proposal Page B – Contact Information
  - This page is designed to be an address book for the Scout for all individuals involved in the Eagle Process.
  - Your Council Service Center:  
Contact Name: We have multiple people working on Eagles. Please use the email address: [eaglestrc@gmail.com](mailto:eaglestrc@gmail.com)  
Address: 253 Washington Avenue Extension, Albany, NY 12205  
Phone: 518-869-6436  
Email: [eaglestrc@gmail.com](mailto:eaglestrc@gmail.com) – We request that all Eagle related communications come through this email address. Since multiple people work on Eagles, everyone can access and see what the latest communication is.
  - The Project Coach is usually an adult within the Scout's Unit who is experienced in the Life to Eagle Process and is a resource for the Scout.
- If needed, complete the Eagle Scout Project Fundraising Application – Eagle Scout Service Project Plan page A.
  - Prior to completing the Fundraising Application, read and follow The Limitations on Eagle Scout Service Project Fundraising found on the Fundraising Application page B.
  - Obtain the required signatures from your Unit Leader and Beneficiary.
  - Authorized Council Approver is your District Advancement Chair. They can review and approve the Fundraising Application at the same time they review your Eagle Project Proposal.
- Obtain the necessary signature on page H.
  - The Council or District Approver is your districts Advancement Chairman. Please refer to the Eagle Advancement Committee Roster located on the Twin Rivers Council Website: [www.trcscouting.org](http://www.trcscouting.org)

### 3. Get Project approval from the Council Representative:

- Do not begin your project until you have received the Council Representative's approval.
- The Scout will contact their District Advancement Chair directly when they have an Eagle Scout Service Project Proposal ("Eagle Project Proposal") to be approved.
  - When a Scout contacts the District Advancement Chair, either by phone or digital means, a second adult (parent) should be included during all communications.
  - The District Advancement Chair will give instruction to the Scout on how they will conduct the discussions regarding the project. In some cases, it will be in person, in some cases, it will be virtual.
  - The District Advancement Chair should inform the Scout what materials need to be submitted/on hand at the time of the discussion.
  - During this process, the District Advancement Chair may request a more detailed write up, may require more safety measures be put in place, may recommend different materials be used or, they may reject the project as not in keeping with the National Guidelines as to what may be done and what may not.

## STEPS TO COMPLETE AFTER THE EAGLE PROJECT IS APPROVED

### 4. Complete the "Project Plan" section of the Eagle Scout Project 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.

### 5. Start work on your project and complete it

### 6. After the project is complete, write-up the "Project Report" in the Workbook:

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

## **FINISH ALL EAGLE RANK REQUIREMENTS INCLUDING SCOUTMASTER CONFERENCE *BEFORE* TURNING 18!**

- It is not **REQUIRED** that the Eagle paperwork be turned into the Council Service Center prior to the Scouts 18<sup>th</sup> birthday. It should be turned in no more than 5 - 7 days after the 18<sup>th</sup> birthday to allow adequate time for processing.
- It is required that the Scout complete the following before turning 18:
  - All Merit Badges
  - 6 Months in a Position of Responsibility
  - Eagle Scout Service Project completed and signed off.
  - Scoutmaster Conference

## **STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED**

### **7. Complete the Eagle Scout Rank Application:**

- While completing the Eagle Scout Application it is recommended that the Scout/Unit review the Scouts' Ranks and Merit Badges with their "Official" Record to ensure accuracy and avoid delays in the processing of the application. This can be done by:
  - Reviewing their record in ScoutBook.
  - Reviewing their record in Internet Advancement.
  - Contacting the Council and asking for their Person Profile: [eaglestrc@gmail.com](mailto:eaglestrc@gmail.com)
- Corrections to the Scouts' Records should be made prior to submitting the Application for Certification. This can be done in one of three ways:
  - If using ScoutBook – make the correction in Scoutbook and take the correction through Scoutbooks approval process.
  - If using Internet Advancement - make the correction in Internet Advancement and take the correction through Internet Advancements approval process.
  - Submit an Advancement Form with the corrected Merit Badge or Rank listed and the required signatures. Please mark the Advancement Form as a CORRECTION and submit it with the Scout's other paperwork at the time of Certification.
- Requirement 2 – References:
  - There must be a reference listed on all lines with the exception of Employer. Not all Scouts are employed at the time they are seeking Eagle.
  - For the Religious Reference – the person listed needs to be able to speak to the Scouts' beliefs and how he/she exemplifies their Duty to God. This person could be their Religious Institution Head, their parent or another person familiar with the Scouts' beliefs.
- Write their statement of ambitions and life purpose. Be sure to include:
  - Listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills.
  - Listing of honors and awards received during this service.

## **SUBMIT THE EAGLE APPLICATION FOR CERTIFICATION:**

### **8. Eagle Applications need to be submitted to the Council Service Center for Certification. They can be submitted by:**

- Email – scan and email the application and required supporting documentation to: [eaglestrc@gmail.com](mailto:eaglestrc@gmail.com)
- Mail: Eagle Applications and supporting documents may be mailed to:  
Twin Rivers Council  
253 Washington Avenue Extension  
Albany, NY 12205
- Physically brought to the Council Service Center.
  - **Please include a Point of Contact and email address so we know who to contact with questions.**
- As we receive the paperwork, we will add the Scout to the Eagle Tracking page of the Council Website: [www.trcscouting.org](http://www.trcscouting.org) The website will be updated weekly.
- There are 5 required documents that need to be submitted:
  - Completed application through the 3 signatures on page 2 of the application.
  - Completed and Signed Reference Check Acknowledgement Form
  - Statement of your ambitions & life purpose and listing of positions, honors, and awards
  - Signature page H from the Eagle Project Proposal which includes 4 signatures approving the project.
  - Signature page C from the Eagle Project Report which includes 3 signatures indicating the project had been completed to everyone's satisfaction
  - Please also include any paper Advancement Forms for correcting dates as mentioned under Step 7 above. If the corrections were made in ScoutBook or Internet Advancement – no paper form is needed.

- It may take up to 3 weeks to process the application. There are times and/or circumstances where it may take longer for the Council Service Center to process the application.
- We will contact the Scout/Point of Contact when:
  - There are questions or issues needing addressing to complete the certification.
  - When the application has completed certification and is ready to go out for a Board of Review.
    - When we contact the Scout/Point of Contact that the application is ready for a Board of Review, we will include information as to who to contact to schedule a Board and how to pick up paperwork that was submitted via mail or physically delivered.

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

- Attend the Board of Review
  - If the Scout is approved for Eagle:
    - The Board of Reviewers will sign the application, determine if the Scout is eligible for Palms, and fill out and sign an Advancement Report listing the Rank of Eagle and any Palms earned.
    - These 2 documents will be given to the Scout.
  - If the Scout is not approved for Eagle:
    - The Board of Reviewers may schedule a second Board if the reason the Scout was declined had to do with not being prepared or similar circumstance.
    - If the Scout is denied and not given a second chance for a Board, the Scout may appeal the decision.
      - To appeal the decision, the Scout should submit in writing the reasons he/she is appealing the decision.
      - Appeal Requests should be submitted:
        - Email: [eaglestrc@gmail.com](mailto:eaglestrc@gmail.com)
        - Mailed: Twin Rivers Council, 253 Washington Avenue Extension, Albany, NY 12205.
        - Physically brought to the Council Service Center.
- After successfully completing a Board of Review, the Scout/Point of Contact should submit to the Council Service Center the 2 documents signed by the Board of Reviewers:
  - The signed application
  - The signed Advancement Report
- The same 3 ways may be utilized to submit these 2 documents:
  - Email: [eaglestrc@gmail.com](mailto:eaglestrc@gmail.com)
  - Mailed: Twin Rivers Council, 253 Washington Avenue Extension, Albany, NY 12205.
  - Physically brought to the Council Service Center.
- Once received, the Council Service Center will submit the application to the National Council for their approval and the preparation of the Eagle Credentials.
  - We should receive the Scouts' Credential packet from National in 3 – 4 weeks.
  - We will contact the Scout/Point of Contact when the Credential Packet is ready:
    - For Eagle Scouts in the Adirondack District – the Credential Packet will be mailed to the Unit Leadership.
    - For Eagle Scouts in the Turning Point District:
      - For Units north of the Hudson River – the Credential Packet will be mailed to the District Advancement Chair. The District Advancement Chair will communicate with the Unit to arrange for pick up.
      - For Units south of the Hudson River – Credential packets may be picked up at the Council Service Center. Directions will be included in the email to the Scout/Point of Contact.
    - For Eagle Scouts in Fort Orange, Mohawk, and Yankee Doodle Districts - Credential packets may be picked up at the Council Service Center. Directions will be included in the email to the Scout/Point of Contact.

**EAGLE Tracking – please check the Eagle Tracking page on the Twin Rivers Council website to check on the status of Eagle Scout Applications. The Tracking page will be updated weekly.**

## **OTHER RESOURCES**

- [www.scouting.org](http://www.scouting.org) – the National Council Website
- Guide to the Advancement Committee – may be downloaded from [www.scouting.org](http://www.scouting.org)