



## THE EAGLE PROCESS

As a Life Scout, you are about to begin the arduous process of attempting to become an Eagle Scout. The following information is provided to help answer many of the basic questions you will have. Review this information and follow the steps carefully. It will smooth your way to becoming an Eagle Scout.

### BEFORE YOUR 18<sup>TH</sup> BIRTHDAY

The following must be completed:

1. Hold the rank of Life Scout for at least six months and serve in a position of responsibility within your troop during that time.
2. Have earned a minimum of twenty-one (21) Merit Badges (13 Eagle required and 8 others).
3. Completion of your Eagle Scout Service Project.
4. Participate in a Scoutmaster Conference.

### EAGLE APPLICATION (Form 512-728)

### EAGLE SCOUT SERVICE PROJECT WORKBOOK (Form 512-927)

Your first step is to obtain the above two forms. The Eagle Application is available online at [http://www.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf) **THE ORIGINAL APPLICATION MUST BE PRINTED IN COLOR.** Numerous copies are made of the application and the colored application (blue and red ink) makes it easy to identify as the original.

The Eagle Scout Service Project Workbook is available on-line at:

<http://www.scouting.org/scoutsource/boyscouts/advancementandawards/eagleworkbookprocedures.aspx>

Both of these forms can be filled out, saved and printed on your computer. Since these forms are PDF fillable, it is highly preferred that you type into these forms for a more professional presentation. Unless you have extenuating circumstances, please avoid handwritten work.

## EAGLE APPLICATION

1. In the blocks where you enter your name, fill-in these blocks exactly the way you want your Eagle certificate to read. This can be first name, last name; or first name, middle name, last name; or whatever way you wish.
2. Your unit may have you registered with the Council as both in a Boy Scout Troop and in a Venture Crew. On the appropriate line, designate either Troop XXX or Crew XXX. The BSA National Office will issue your Eagle Certificate as being earned from your troop or crew, whichever you prefer. However, you must be registered appropriately in the troop and/or crew.
3. In the blocks where you enter the date that you joined Boy Scouts, enter the first day of the month and year that you joined. For example: if you joined on March 15, 2001, the date you enter is March 1, 2001 (030101).
4. The date of your Star Scout Board of Review must be at least **four months** after your First Class Board of Review.
5. The date of your Life Scout Board of Review must be at least **6 months** after your Star Scout Board of Review.
6. Requirement 4 asks what leadership positions you have held in your Unit while a Life Scout. You must hold the rank of Life Scout for at least **six months** before you are eligible for the Eagle Character Board and you must have held a leadership position during that 6 month period.
7. Requirement 5 pertains to your Eagle Project. On the Project Name line, enter (1) the name of the organization the project was for, (2) a few words describing the project, and (2) area of the city in which the project was completed. The grand total of hours is the sum of the hours you spent planning the project, the hours you worked on the project and the hours that all your volunteers worked on the project.
8. Requirement 6 requires that you participate in a Scoutmaster conference. With his signature, your Scoutmaster attests that you are knowledgeable and experienced in the Scout skills that have led you to the threshold of becoming an Eagle Scout. The conference is also a final confirmation that you know and understand the Scout Oath, the twelve points of the Scout Law and the "Aims and Methods" of Scouting.

## PERSONAL RECORD

As you complete your Eagle application, have the Advancement Chair of your unit obtain your personal record via Internet Advancement. Several days before your final meeting with the North Star District Advancement Committee, have this record forwarded to the NSD Advancement Committee.

Your personal record is compiled from the Advancement Reports submitted by your Unit. The accuracy of the dates you advanced in rank and when you earned your Merit Badges is very important. You must have been at First Class for four months before advancing to Star, and six months at Star before advancing to the Life rank. Finally, you must be a Life Scout for at least six months, and hold a position of responsibility in your troop, before being eligible for the rank of Eagle. The date you joined the Boy Scouts is also an important date. Any Merit Badges you might have earned before your official "join" date (registration date) will not be valid. This sometimes occurs when a unit is late in registering a new Scout with the Council. I am not allowed to make corrections and any errors must be corrected with the Registrar by your unit.

## YOUR EAGLE BINDER (3-ring Binder)

1. The binder starts with your **Eagle Scout Rank Application** that is completed with accurate dates and the required signatures of your Unit Leader and Unit Committee Chair. (The signatures for "BSA LOCAL COUNCIL CERTIFICATION" and the "EAGLE SCOUT BOARD OF REVIEW" are not your responsibility).
2. The next page(s) should be the statement of your "ambitions and life purpose" and a listing of those positions you have held outside of Scouting that attest to your leadership experience. This document should be a minimum of one page, formatted double spaced, in 12-pt. font, with one inch margins all around.
3. Your **Eagle Scout Service Project Workbook** comes next. Be sure that you have obtained the required signatures at the completion of your project.
4. The final section must have all the "blue cards" of the Merit Badges you have earned. These "blue cards" assist in the verification of your Merit Badges. Final verification is based on the Advancement Reports that have been filed by your Unit with the Council. It is suggested that you use plastic sheet protectors such as the type used for sports trading cards. These have individual pockets for each of your blue cards. Starting with your 13 required Merit Badges, place the blue cards in the same order as they appear in Requirement No. 3 of the Eagle Application, starting with Camping and ending with Family Life. All the other blue cards can be placed in any order you wish. Rank cards, Merit Badge cards or any other cards you have earned or received should not be in your Eagle Binder.

Other documents and award certificates should not be included in your binder nor should extraneous photos that are not related to your Eagle project.

## **PERSONAL REFERENCES**

Requirement No. 2 on the Eagle Application asks for the names and addresses of those individuals who know you personally and would be willing to provide a reference on your behalf.

**THE NAMES, ADDRESSES, PHONE NUMBERS AND E-MAIL ADDRESSES MUST BE COMPLETED ON EVERY LINE.**

**ONLY THE LINE FOR EMPLOYER MAY BE LEFT BLANK.**

You are required to have **FOUR** actual **EAGLE SCOUT CONFIDENTIAL REFERENCES** submitted on your behalf:

1. Religious
2. Educational
3. Personal
4. Personal

For your Religious Reference, if you have difficulty in finding an individual in a religious organization who can provide a reference, you may substitute a reference from your parents or other individual who has given you moral and religious guidance (Scout is Reverent) and taught you right from wrong. In any case, the reference must address your ethical, moral, and religious development.

Your Educational Reference may be submitted by a teacher, counselor, or administrator at the school you attend. This reference must be current and not a teacher you had in elementary school. The reference must address academics, character and leadership at school and your involvement in your education.

The Personal References must be completed by adults who know you well and can vouch for your character. Ideally, the references should come from individuals who have known you for several years. References from the following are NOT acceptable:

- 1) Peers
- 2) Parents
- 3) Relatives
- 4) Scout leaders from your own unit
- 5) Individuals who advised you on your Eagle Project
- 6) Individuals who represent the organization for which you completed the project

For the benefit of those providing references for you, be sure to give them the following:

- Eagle Reference Cover Letter
- Scout Oath and Scout Law
- Eagle Reference Form
- Stamped and addressed envelope to the following address:

**First Chinese Baptist Church, Los Angeles  
Boy Scouts, Mailbox 16  
(Scout's name)  
942 Yale Street  
Los Angeles, CA 90012**

All References must be sent via U.S. mail. They should not be given or mailed to you. References in sealed envelopes that are hand delivered by you or your parents will NOT be accepted.

Ask your recommenders NOT to use Registered or Certified Mail as there is no guarantee that someone will be present to sign for confirmation of delivery. Special trips will not be made to the post office to collect references.

All References should be received at least one week prior to your Eagle Character Board. If references are not received within one week prior to your Eagle Character Board, your Eagle Character Board may be postponed. If this is the case, you will be notified, and you may be requested to follow up with your referrals to complete and submit their references for you.

Alternatively, reference letters can be returned by email to [bsanorthstareagle@gmail.com](mailto:bsanorthstareagle@gmail.com).

## **FINAL STEPS**

1. Once you have finished your project and completed the Eagle Scout Service Project Workbook, the Workbook, along with your "Statement of Ambitions and Life

- Purpose” (Requirement 6) should be placed in your Eagle binder. The first pages of the binder should be the Eagle Rank Application. Check all the dates on your Application for accuracy and be sure you have obtained all the required signatures.
2. Meet once more with the District Advancement Chair to have your Eagle binder reviewed. This final District review is to ensure that your Eagle application and your Eagle Project Workbook have been completed properly and accurately. At this meeting, your Eagle Character Board will be scheduled and you will be briefed on what to expect at your Board.
  3. Your Eagle Rank Application must have the approval signature of the Council or District Advancement Chair.
  4. Neither the Eagle Character Board or the Council can award you the rank of Eagle. If you successfully complete your Eagle Character Board, your application is sent to the National Office of the Boy Scouts of America in Irving, Texas, with the Council's recommendation that you be awarded the rank of Eagle Scout. If the recommendation is accepted, the national office will send your Eagle Scout certificate to the Council office and your Scoutmaster will be notified.

## **THE EAGLE CHARACTER BOARD OF REVIEW**

You are required to be interviewed by a panel of adults who will determine your worthiness to receive the rank of Eagle Scout. The panel is made up of individuals who do not know you and you do not know them. They may be Scout leaders from other troops and members of the community who have no direct connection to Scouting. The interview is not a test of your Scouting skills. However, you may be asked about your understanding of the Scout Oath, the Scout Laws, the Scout Motto and Slogan and the Aims and Methods of Scouting. The interview may consist of questions about your Scouting career, your Eagle project, your family, your career goals, about your leadership abilities and about your character. With your answers, it is your opportunity to explain what you have gained (or not gained) from being a Scout. You must be able to articulate your answers and be honest. The inability to answer a question or being dishonest is cause for not passing the Eagle Character Board of Review. It is appropriate and encouraged for your parent(s) and your Scoutmaster or other adult leader from your Unit to attend the Character Board with you. Your Scoutmaster's responsibility is to introduce you to the Board. The Board will also usually have a short discussion with your parent(s) before they interview you.

North Star District only conducts Eagle Character Boards on the 3<sup>rd</sup> Tuesday of every month. Be mindful of your timing and plan ahead for your final meeting. It is at the final meeting that your Eagle Character Board will be scheduled.