



Glacier's Edge Council (620), BSA Advancement Committee

- ♣ Indian Trails
- ♣ Mohawk
- ♣ Wisconsin River
- ♣ Yahara

EAGLE APPLICATION PROCESS:

1. Scout successfully completes all Eagle Scout Rank Requirements, including Eagle Service Project Workbook prior to their 18th birthday.
 - 1.1. The Board of Review may be conducted after their 18th birthday (See *Guide to Advancement* 8.0.3.1).
 2. Scout verifies with the Unit Advancement Coordinator that all advancement requirements have been met, recorded and submitted to the Council. The Council Registrar can provide an Eagle Application Report to assist with this confirmation (the report is also available via Scoutbook).
 3. Scout completes the **current version** of the [Eagle Scout Application](#) from the BSA website.
 - 3.1. **Requirement 1** – Exact dates are critical
 - 3.1.1. 6 months is determined by monthly date to date (e.g., Jan 15 – July 15)
 - 3.2. **Requirement 2** – **Only the Employer line may be left blank**
 - 3.2.1. Enter a parent/guardian if there is no formal Religious affiliation
 - 3.3. **Requirement 3** – All dates must match Council records (See item 2 above)
 - 3.4. **Requirement 4** – Exact dates are critical
 - 3.4.1. Leadership must occur [While a Life Scout](#)
 - 3.4.2. Multiple positions do not have to be sequential to add up to 6 months (see 3.1.1).
 - 3.5. **Requirement 5** – for additional information see Glacier's Edge Council **EAGLE PROJECT PROCESS**
 - 3.6. **Requirement 6** – This can occur at any time **While a Life Scout**
 - 3.7. **Certification**
 - 3.7.1. Scout must attach a **Statement of Ambitions and Life Purpose** (not just a list of accomplishments).
 - 3.8. The Eagle Scout Rank Application must be COMPLETE.
4. Scout obtains approval signatures from Unit Leader and Committee Chair.
 - 4.1. Unit leadership should carefully and completely REVIEW the Eagle Rank Application before signing.
5. It is highly recommended that the Scout make a photocopy of the signed Eagle Application and Eagle Service Project Workbook, before submitting to Council.
6. Scout may also notify the Council/District Eagle Representative assigned to their Unit that they are submitting the Eagle Application paperwork to the Council Registrar. A Board of Review may not be scheduled until the Application paperwork is verified by the Registrar.
7. Scout submits the Eagle Rank Application (with Statement of Ambitions and Life Purpose attached) and approved Eagle Service Project Workbook to the Council Registrar.
 - 7.1. Paper Submission (*preferred*): Deliver the COMPLETE Unit approved [Eagle Scout Rank Application](#) (including **Statement of Ambitions and Life Purpose**) and the completed [Eagle Scout Service Project Workbook](#) including **all signatures**: proposal approval (5 signatures), fundraising application *if required* (3 signatures), and project completion approval (3 signatures).

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- 7.1.1. If the entire workbook is not submitted, copies of all pages listed in section 7.2.1 must be included with the application.
- 7.2. Electronic Submission: Scout may use any acceptable means to electronically submit a scan or image of the COMPLETE Unit approved [Eagle Scout Rank Application \(including Statement of Ambitions and Life Purpose\)](#) and the completed [Eagle Scout Service Project Workbook including all signatures](#) (see section 7.1).
 - 7.2.1. For ease of electronic submission, in lieu of the entire project workbook, a minimum of the following pages of the Eagle Scout Service Project Workbook must be submitted: **1.** contacts page ([Proposal Page B](#)), **2.** Project description and benefit ([Proposal Page C](#) plus [Project Plan Page A, if any changes were made](#)), **3.** Proposal approval signature page ([Proposal Page H](#)), **4.** *if approval for fundraising was required* ([Fundraising Application Page A](#)), **5.** project service hours ([Project Report Page B](#)), AND **6.** project completion final approval signature page ([Project Report Page C](#)).
- 7.3. If the entire project workbook is not submitted with the application, then Scout is responsible for having the entire workbook available at their Board of Review.
8. The Council Registrar will verify the Eagle Application paperwork.
 - 8.1. [Please allow up to 4 weeks for this review.](#)
 - 8.2. If the Application is found to be incomplete or any advancement records have not been previously and properly submitted to the Council, the Unit leadership and District/Council Eagle Representative will be promptly notified by the Registrar. This will add additional time to the review and approval process.
 - 8.3. Note: The application can be verified by Council after the Scout's 18th birthday provided everything else was completed (other than the Board of Review) prior to the 18th birthday.
 - 8.4. Note: The Eagle Board of Review may not be scheduled until the Application is verified by the Registrar.
9. Registrar will provide the Verified Application to the Council/District Eagle Representative and then a Board of Review may be scheduled.
 - 9.1. If Application was submitted electronically, Scout is responsible for delivering the complete Eagle Scout Service Project Workbook to the Eagle Board of Review; otherwise, Registrar will provide Workbook to Council/District Eagle Representative with the Verified Application.
10. References are contacted
 - 10.1. The Unit Leader, Unit Committee Chair or Unit Advancement Coordinator are designated responsibility for securing references on behalf of the Glacier's Edge Council Advancement Committee in accordance with 9.0.1.7 of the *Guide to Advancement*.
 - 10.2. A reasonable time-frame should be set to allow references to respond prior to holding a Board of Review ([no less than 2 weeks are recommended by the Advancement Committee](#)).
 - 10.3. Following the reasonable reply time, the Board of Review may not be delayed due to waiting on references.
 - 10.4. The Scout shall not be asked to submit additional references or to provide replacements.
11. The Board of Review is conducted
 - 11.1. A minimum of three (3) and a maximum of six (6) Board members should conduct the review, one of which must be the Council/District Eagle Representative.



- 11.2. The Board members should be selected by the Unit Committee, the Unit Leader should not participate in the Board of Review, other than possibly introducing the Scout to the Board.
 - 11.3. Upon successful completion, a designated Unit Representative (typically the Unit Committee Chair or designee) serving as the Board of Review Chair and the District/Council Eagle Representative sign the application.
 - 11.3.1. All members of the Board may sign collectively as the Board of Review Chair instead of a single Unit Representative to document all participants.
 - 11.4. The District/Council Eagle Representative is responsible for collecting the references with the Council paperwork at the conclusion of the Board of Review.
 - 11.5. The District/Council Eagle Representative will return the Application to the Council Registrar for approval by the Scout Executive and submission to the National Council.
 - 11.6. The date of the Board of Review becomes the date the Rank of Eagle was awarded, only after the Credentials are received by the Registrar from the National Council.
12. Credentials
- 12.1. The Registrar will obtain approval of the Eagle Rank Application by the Scout Executive and submit electronically to the National Council for processing. *Processing by National Council may take as long as 4-6 weeks (or longer).*
 - 12.2. The Registrar will promptly notify Unit leadership when the Credentials are received.
 - 12.3. The Court of Honor may not be scheduled until the Credentials are received.
13. Eagle Court of Honor
- 13.1. Once the Eagle Credentials are received by the Council, the Court of Honor may be planned and conducted in accordance with local Unit practices. (for additional information see Glacier's Edge Council [Eagle Court of Honor Recommendations](#))
 - 13.2. The Unit Advancement Coordinator or other Unit designee is responsible for obtaining the Eagle Scout Award presentation kit.

