

BGCScouting - Life to Eagle—Best Practices

1. Service Project Workbook

Use the most current version of the Eagle Scout Service Project Workbook found at:

<https://www.scouting.org/wp-content/uploads/2023/01/EagleProjectWorkbook2023a.pdf>

- a. The workbook includes four parts: a proposal, a plan, a fundraising application and a report.
- b. The workbook is in Adobe Acrobat PDF format and can be filled out online. It is best to fill out the workbook by typing in the fill able fields or, if necessary, in ink.
- c. Be certain that all blanks have been filled.
- d. The Project Proposal must be approved by the unit leader, unit committee chair, and a representative from the beneficiary organization **BEFORE** it is submitted to the District Advancement Representative for approval. The project should not be started until **ALL** of these approvals have been received.
- e. The final Project Report must be approved by the unit leader and a representative from the beneficiary organization.

2. Eagle Scout Rank Application

- a. We recommend using Scoutbook Plus's ability to auto print the Eagle Application. The path to find the Eagle Application in Scoutbook for unit key 3: Login to Scoutbook – select unit – Troop Roster – Select Scout – Scroll to Reports – Select Eagle Application.
- OR
- b. Use the most current version of the Eagle Scout Rank Application found at:
https://www.scouting.org/wp-content/uploads/2024/12/512-72825-Eagle-Scout-Application_WEB.pdf
 - c. The application is in Adobe Acrobat PDF format and can be filled out online. It is best to fill out the application by typing or, if necessary, in ink.
 - d. When filling out the application, use the Individual Advancement Record report generated from Scoutbook that shows the accurate dates that merit badges were earned, as well as the accurate dates of First Class, Star, and Life Boards of Review. It will also show troop and patrol leadership positions held. This report can be obtained from the unit advancement chair or from the Scoutmaster.
 - e. Be certain that all blanks have been filled.
 - f. A reference must be given for each of the four (4) reference slots.
 - g. The application must be signed by the applicant, the unit leader, and the unit committee chair.
 - h. Once signed by the above, the application must be verified by the Blue Grass Council office. This should be done before submission to the District Advancement Representative, if possible.
 - i. In order to avoid confusion (**it is not required**), the best practice is to have the application signed by the Blue Grass Council office before the scout's 18th birthday. Life Scouts are required to complete all of the requirements contained in the application by their 18th birthday.

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3. Statement of Ambitions

- a. The applicant should submit a statement of life goals, ambitions, and purpose. This should include a listing of positions held in a religious institution, school, camp, community, clubs or organizations outside of Scouting during which you demonstrated leadership skills. Include any honors and awards received from scouting or other organizations.

4. Letters of Recommendation

- a. Each applicant should provide four (4) letters of recommendation to the District Advancement Representative
- b. The following site can be used to aid the applicant and his or her references as they work to submit a reference letter. This link contains a number of examples and templates.
https://www.google.com/search?q=eagle+scout+reference+letter+template&rlz=1C1GCEA_enUS782US783&oq=eagle+scout+reference+letter&aqs=chrome.2.69i57j0l6j0i390l3.15529j0j7&sourceid=chrome&ie=UTF-8
- c. Letters of recommendation should be sent directly to the unit leader or to the District Advancement Representative by either email or USPS mail. **THESE LETTERS SHOULD NOT BE SHARED WITH THE APPLICANT!**

5. Board of Review

- a. The Eagle Board of Review can be held up to 3 months after the 18th birthday without notifying the Council Advancement Chair, but the applicant **should** notify the District Advancement Representative that he/she wishes to hold their board of review after his/her 18th birthday. This should be done so that multiple people are aware of the timeline. The Eagle Board of Review can be held up-to 24 months after the candidates 18th birthday without special approval from the National Council.

When completing the application package, be aware of the importance of this submission. The entire application package will be read by the Eagle Board of Review. The presentation should be comparable to that of a term paper, resume, college application, etc.

We highly recommend that all information be typed. However, this is not required.

The advancement team would like to see the following in a binder or organized folder with tabs for each: Fully signed Eagle Application, Ambition Statement, all sections of the Eagle Scout Workbook signed and understood, attach photos / illustrations of the project. All content of this binder / folder will be reviewed by the advancement board.

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Do not submit the project proposal or the final application package to the council office. Contact the appropriate District Advancement Representative (see below) for instructions.

District Advancement Representatives can be found at the site in the link below:

<https://bgcscouting.org/wp-content/uploads/2024/09/Council-Eagle-BOR-Contacts.pdf>