

## EAGLE SCOUT PROCESS INSTRUCTIONS

Congratulation on earning your Life Scout rank. The following information will help you complete the steps necessary to earn the rank of Eagle Scout.

### 1. Download all files and advancement record

1. From “Eagle Scout Application Process” on the council web site’s Trail to Eagle page: [www.ncbsa.org/trailtoeagle](http://www.ncbsa.org/trailtoeagle). Some of these files you will fill out and others are for your information. You will need a up-to-date PDF reader to view and complete some of these files. (Adobe Reader can be downloaded free)
2. Use the link on our website to request a copy of your advancement record from the council and check for accuracy.

### 2. Eagle Scout Service Project Workbook Proposal (Form 512-927 - current printing)

1. Your service project must be approved by your service area before you begin any part of the project.
2. Please read through the entire workbook before you begin. This will help you complete your project successfully
3. Begin filling out your workbook. The workbook you downloaded can be saved on your computer and reopened at any time.
4. Complete the contact information and proposal portion of the workbook. All sections should be filled in with information or “NA” if it does not apply.
5. Obtain signatures from the project beneficiary, your unit leader and committee before presenting the proposal to the service area advancement committee representative for their approval and signature. Service Area representative’s information is available from your Troop’s leadership, on the “*Eagle Scout Project Approval Name List*” or by calling your council service center.
6. If the service area or council representative does not approve your project proposal, they will provide you with information and options on how to continue.

### 3. Eagle Scout Service Project Workbook Final Plan

1. After your proposal is approved by the service area or council, continue by filling out the final plan portion of your workbook, only then can you begin working on the actual project.
2. All sections of the final plan portion are filled in with information or “NA” if it does not apply.
3. Complete the Eagle Scout Service Project Funding Application if your project involves fundraising.
4. It is in your best interest to use an Eagle Coach to help you in completing your final plan. If you do not know who your Eagle Coach is, ask your unit leader. If your unit does not have an Eagle Coach, ask the service area representative that approved your project proposal for help.

### 4. Work your Final Plan and complete your service project.

1. Pictures can be a key part of documenting your project, plan to take them and include those in the packet. Take photos before, during and after your project.

2. Complete the project report of your workbook after finishing your project.
3. Your final report will need signatures from the project beneficiary, your unit leader, and yourself.
5. **Eagle Scout Rank Application (Form 512-728 – current printing)**
  1. Fill out the Eagle Scout Rank Application that you downloaded at the start of this process. If possible, complete the fillable PDF versus the handwritten version.
  2. Requirement #2 asks for names of individuals including a religious reference. If you do not have a religious leader you should list the person most responsible for your religious instruction, possibly your parents.
  3. The application is signed by you, your unit leader and committee chair.
6. **Letters of Recommendation**
  1. The Unit Chairperson or Eagle Scout Candidate requests letters of reference (*everyone listed on the application that are not a parent*) on behalf of Eagle Scout candidate. Reference letters are confidential and you need to provide instructions to the writer on how to deliver this to a unit leader with a stamped envelope.
7. **When the project and all requirements are completed, submit the following paperwork to your Scout Service Center, in a large envelope with the “Eagle Scout Packet Cover Page” completed and attached to the envelope.**
  1. Completed and signed Eagle Scout Rank Application.
  2. Completed Eagle Scout Service Project Workbook. Include pictures and other documentation.
  3. A statement of your ambitions and life purpose, an Eagle Scout Rank application requirement. Include listing of positions held that demonstrated leadership. Include any honors and awards received during this service.
8. **The Narragansett Council will review the paperwork.**
  1. Check that all signatures are there and all requirements have been met.
  2. Verifies all advancement records and merit badge dates match the council record.
  3. Verify joined Scouting date.
  4. Verify leadership positions held as a Life Scout.
  5. Review Eagle Scout Service Project Workbook for completeness.
  6. Attach the separately mailed letters of reference.
  7. Notify the service area representative that the paperwork is ready for your Board of Review

The council will correct the paperwork; we are making the application dates match our records. When everything is completed by the council processor your packet is sent to the Service Area Eagle Advancement Representative to start the Eagle Scout Board of Review process.

Eagle Scout Board of Reviews will be held in accordance with the guidelines in the current edition of the “Guide to Advancement”